



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

**Tuesday, February 14, 2023 at 5:30 PM  
City Hall, 344 West Main Street**

**OPENING ITEMS**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) Consider Approval of the Minutes from the Regular Meeting and Work Session Held on January 24, 2023

**PUBLIC HEARING**

- [2.](#) Kwik Trip 1255 - 1) Public Hearing on Preliminary Plat and Approval of Preliminary Plat; 2) Consider Resolution Adopting the Final Plat

**CONSENT AGENDA**

- [3.](#) Consider Engagement Letter for Audit Services for 2022 Financial Statements
- [4.](#) Transfer 3.2% Off-Sale and Tobacco License to Kareem Inc. (Freedom Gas Station)
- [5.](#) Consider Approval of a Permit for Alcoholic Beverages at City-Owned Facilities
- [6.](#) Project ST-010: Lyon Circle Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement
- [7.](#) Consider Approval of Community Planning Organizational Structure and Approve MOU with AFSCME, Local No 65 Accepting Union Status for Senior Engineering Specialist and Building Services Coordinator Positions
- [8.](#) Consider Approval of the Bills/Project Payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**NEW BUSINESS**

- [9.](#) 2023 Fee Schedule Amended
- [10.](#) Project ST-009: W Lyon St. / N 3rd St. Reconstruction Project - Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
- [11.](#) Project WW-005: MN 23 Lift Station Improvements - Consider Bolton & Menk Proposal for Engineering Services
- [12.](#) Instrument Landing System (ILS) Replacement at the Airport - 1) Consider project addition to the Airport CIP; 2) Authorization to request MnDOT Grant Agreement
- [13.](#) Consider Appointments to Various Boards, Commission, Bureaus, and Authorities

**COUNCIL REPORTS**

- [14.](#) Commission/Board Liaison Reports
15. Councilmember Individual Items

**STAFF REPORTS**

16. City Administrator
17. Director of Public Works/City Engineer
18. City Attorney

**ADMINISTRATIVE REPORTS**

- [19.](#) Administrative Brief

**INFORMATION ONLY**

- [20.](#) Public Housing Commission Agenda/Minutes
- [21.](#) Cash & Investments
- [22.](#) Building Permits

**MEETINGS**

- [23.](#) Upcoming Meetings

**ADJOURN**

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes from the Regular Meeting and Work Session Held on January 24, 2023
<b>Background Information:</b>	Enclosed are the minutes from the meetings held on January 24.
<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 January 24 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, January 24, 2023**

The regular meeting of the Common Council of the City of Marshall was held January 24, 2023, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Amanda Schroeder, Craig Schafer, Steve Meister, John Alcorn, See Moua-Leske and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Public Safety Director; Ryan Hoffman, Police Captain; Preston Stensrud, Park & Rec Supervisor; Dave Parsons, City Assessor; Ilya Gutman, Plans Examiner; Scott Truedson, Wastewater Supervisor; and Steven Anderson, City Clerk.

The Pledge of Allegiance was recited at this time.

**Consider Approval of the Minutes from the Regular Meeting and Work Session Held on January 10, 2023**

There was no question on the minutes from January 10, 2023.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to approve the minutes as read. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Conduct Public Hearing of the New Article VIII Residential Rental Code**

Jason Anderson, Director of Public Works/City Engineer gave background information on the proposed residential rental code. In the summer of 2021, the City received a complaint about a VRBO rental property in town. The current ordinance does not address short-term rentals, such as VRBO's and Airbnb's. At the Council meeting discussing the situation, staff received direction to develop an ordinance addressing the short-term rentals. However, at the Legislation and Ordinance Committee meeting discussing the first draft, it was suggested that short-term rentals should be handled like in most other cities, that regulate them through a rental ordinance along with other rental properties.

Four meetings were held for landlords to discuss and give opinions on the rental code. Feedback was taken and the rental code was re-written based on the feedback from landlords. Mayor Brynes opened the meeting for public comment.

Greg Taylor asked questions about requests that were made to the City Attorney and commented about the costs.

Kevin Stroup an Attorney retained by a number of landlords commented about various parts of the proposed rental code.

Misty Butler stated that she spoke with numerous tenants that would have liked to come but were afraid of retaliation from their landlords. Ms. Butler read a letter addressed to the council from a tenant named Bradin.

Robert Arends made reference to the Minnesota Attorney Generals Landlords and Tenants: Rights and Responsibilities.

Shawn Butler spoke about the situation in Broadmoor Valley and questioned where protections for tenants are in regards to the ordinance.

John Clapp talked about rental rates and bug issues in the city.

Brianna Holmquist spoke about her situation when renting in Marshall while she was in college.

Marlene Colomb talked about her experiences renting in Marshall and why she left the city.

Darwin Dyce commented about accountability for tenant issues and concerns.

Terri Arends talked about upkeep of units and bug issues.

Jeremy Perry commented about affordable rent and funding for landlord to fix things.

Tara Onken spoke about scenarios that tenants make that increase difficulty for landlords.

Robert Arends reiterated that help is available and that landlords and tenants should be better informed on where the help is available.

Councilmembers followed up on the public comments and thanked the public for their stories and opinions.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Adopt Ordinance Adding Ch 18 Article VIII Residential Rental Code**

City Attorney Pamela Whitmore added the motion should include a continuance to a specific date and time or to have staff start fresh.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to **not** adopt the ordinance as proposed and to direct staff to revise the proposed rental code. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

**Project ST-009: W Lyon St. / N 3rd St. Reconstruction Project - 1) Improvement Hearing; 2) Consider Resolution Ordering Improvement & Preparation of Plans**

Jason Anderson briefly described the scope of the project: reconstruction and utility replacement on West Lyon Street from East College Drive to North 5th Street and North 3rd Street from West Main Street to West Redwood Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on West Lyon and North 3rd Streets. Other items of work included in this project are pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter, streetscaping, and other minor work. Also included with this project will include reconstruction of the Addison Parking Lot adjacent to West Lyon Street and East College Drive. Reconstruction of the parking lot will include pavement removal, grading, aggregate base, and concrete surfacing.

Al Gregg representing the Presbyterian Church on Lyon and 4<sup>th</sup> spoke about concerns about how the implementation of the construction was going to affect businesses while portions are closed. Anderson stated this was a concern staff also had and has not finalized plans yet but were thinking about a phased construction. Schafer mentioned that the Public Improvement and Transportation Committee met earlier in the day to discuss the project and is still recommending that council move forward with it. Lozinski mentioned that the project has been talked about for the past 15 years at least. Meister spoke about a constituent that had concerns about the street closure and how it will affect businesses.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to approve Resolution 23-008 Ordering Improvement and Preparation of Plans. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 6-1**

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

There were no requests to pull an item from the consent agenda.

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

- Consider Approval of Memorandum of Agreement Amending AFSCME Article 13.2
- Preliminary Plat of Kwik Trip 1255 – Introduce Plat and Call for Public Hearing
- Consider Authorization to Advertise for Bids – 1) Project MMU001: T.H. 23 Watermain Crossing Project; 2) Project SWM-002: Legion Field Stormwater Improvements Project-Phase II; 3) Project ST008/SAP No. 139-121-004: Channel Parkway Pavement Replacement Project; 4) Project ST0012023: Chip Sealing on Various City Streets
- Consider Authorization to Declare Vehicles as Surplus Property for the Marshall Police Department
- Consider Approval of the Bills/Project Payments

### **Request for Interim Use Permit/ Storage Containers in a B-3 General Business District**

A request was made by the property owner at 508 Baseline Road to have a storage container on the premises. Ilya Gutman presented the request and explained the conditions that must be met according to city ordinance. Schroeder stated the Planning Commission had no issues with the request and just wanted to make sure the property owner knew they had to build a fence and comply with the ordinance requirements.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to approve the Interim Use Permit for a Storage Container in a B-3 General Business District. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

### **Adopt Ordinance Authorizing Sale of City Owned Land**

Centerpointe Real Estate Group agrees to pay the City of Marshall \$55,000 for approximately 30,000 square feet of land located at the northeast corner of Main & Boyer. No other offers had been made on the property and Centerpointe Real Estate Group is in discussions with the property owner to the north that might open up additional development opportunities.

Motion made by Councilmember Lozinski, Seconded by Councilmember Moua-Leske to adopt Ordinance 23-006 Authorizing the Sale of City Owned Land. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

### **Aquatic Center Local Sales Tax Resolution**

The City conducted a feasibility study of the current aquatic center in 2018 (report issued in 2019) and deemed several deficiencies with the current aquatic center. In 2021, the City completed a community park and recreation survey that indicated public support for the sales tax and park and recreation amenities. The survey results indicated great than 50% support for consideration of the sales tax for funding park and recreation projects.

To impose a general local sales tax under Minnesota Statutes, section 297A.99, a city must take the following steps:

1. Adopt a resolution proposing a general local sales tax.
2. Submit a resolution and supporting materials to state tax committees.
3. Get legislative authorization to enact a local sales tax.
4. Adopt a resolution accepting the new law.
5. Hold a referendum on a local sales tax on November 7, 2023.
6. Pass an ordinance imposing the tax.

Councilmembers wanted to remind the public that the resolution is an important first step but this will be costly. It won't come down in cost as the years progress and the pool is on borrowed time.

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to approve Resolution 23-009 supporting authority to impose a local sales tax for an aquatic center. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

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

Byrnes Regional Development Commission: Met but because of weather related concerns cut items short.

Schafer No report.

Meister No report.

Schroeder EDA: Discussed direction and upcoming projects.  
Planning Commission: Discussed the Interim Use Permit shown today.

Alcorn No report.

Moua-Leske CVB: Discussed ordinance and by-law changes.

Lozinski No report.

### **Councilmember Individual Items**

Councilmember Meister mentioned a constituent that had concerns about the fee increase for airport hangers.

Mayor Byrnes gave an update on the 2020 Post Census Group Quarters Review. The challenge submitted by the city was approved and accepted however, the Census Bureau was unwilling to provide us with our updated population number.

### **City Administrator**

Met with the new Runnings CEO and met with the CEO of Northstar Insurance based out of Cottonwood. Northstar was in support of the new aquatic center and believes it would be a regional draw. Marshall Community Services addressed some issues with open skate and did open the Arena for the 3 day weekend when it wasn't normally scheduled. Stensrud commented the open skate had decent numbers and MCS was thanked by parents for the additional hours.

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

No report.

### **City Attorney**

No report.

### **Information Only**

Item 1.

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There were no questions on the Information Only items.

**Upcoming Meetings**

There were no questions on the Upcoming Meetings.

**Adjourn**

At 7:13 PM Motion made by Councilmember Alcorn, Seconded by Councilmember Lozinski to adjourn the meeting.

Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski, Councilmember Schafer (by voice vote). The motion **Carried. 7-0.**

\_\_\_\_\_  
Mayor

Attest:

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

**CITY OF MARSHALL  
WORK SESSION  
M I N U T E S  
Tuesday, January 24, 2023**

The work session of the Common Council of the City of Marshall was held January 24, 2023, at City Hall, 344 West Main Street. The meeting was called to order at 4:03 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Amanda Schroeder, John Alcorn, See Moua-Leske and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Pamela Whitmore, City Attorney; E.J. Moberg, Director of Administrative Services; Preston Stensrud, Park & Rec Supervisor; Dennis Simpson, Special Counsel and Steven Anderson, City Clerk.

**Aquatic Center Update**

Jon Brown and David Locke from Stockwell Engineers presented a project review and update on the Marshall Aquatic Center. Locke gave a brief recap of the 2019 Aquatic Center Study and the public/stakeholder input that was received. The input that was received was ranked and organized with Lazy River and Iconic Water Slide being the top choices for pool type and features. An initial concept "A" was designed around the current facility but because of poor access, floodplain restrictions, small space, and parking issues other sites were considered. Site "B" along the softball fields next to Channel Parkway had similar issues as the current Legion Field site. Site "D" the former West Side School land ran into size and access restraints. Stockwell Engineers and Park & Rec Supervisor believe that Site "C" which are the empty lots/parking lots for Schwan's Shares Services LLC located between W. Saratoga St. and Greeley St. off W. College Dr. would be the most optimal site location.

Site "C" offers high visibility and has enough space for the design elements that citizens were requesting. An agreement would need to be had with Schwan's regarding shared use of the parking lot. The project is estimated to cost \$17,980,000 not including the purchase of the land from Schwan's. Stockwell Engineers will be finalizing the design concept and costs, holding additional open houses, discuss mechanical & building design with staff and will be seeking final approval later in the year from city council.

**Adjourn**

At 5:06 PM Mayor Byrnes adjourned the work session.

\_\_\_\_\_  
Mayor

Attest:

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



**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	ACTION
<b>Subject:</b>	Kwik Trip 1255 - 1) Public Hearing on Preliminary Plat and Approval of Preliminary Plat; 2) Consider Resolution Adopting the Final Plat.
<b>Background Information:</b>	<p>Attached please find a copy of the preliminary plat of Kwik Trip 1255.</p> <p>Kwik Trip has purchased the three parcels at the corner of N. Bruce Street and E. College Drive with the intent of building a new gas station and convenience store at this location. The purpose of the plat here is to combine all parcels into one and to ensure that all property issues are addressed prior to building on the site.</p> <p>Attached please find a copy of the Engineer’s Report of Preliminary Plat Review. Copies of the proposed subdivision has been sent to the local utility companies for their review and comments. MMU has recently requested a 5-ft. utility easement on the southernmost 220 ft. of the west property line, which is shown on the final plat.</p> <p>The preliminary plat was presented at the Planning Commission meeting on January 11, 2023. Following discussion, Stoneberg made a motion, second by Muchlinski to recommend approval of the preliminary plat to the City Council. All voted in favor.</p> <p>The preliminary plat was then introduced at the January 24, 2023 City Council meeting and a hearing on the preliminary plat scheduled for the February 14, 2023 City Council meeting.</p> <p>Attached please find a copy of the Final Plat of Kwik Trip 1255 and the Final Plat Checklist.</p>
<b>Fiscal Impact:</b>	The applicant will be billed for all direct costs relating to the platting process.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1 that the Council close the public hearing and approve the Preliminary Plat of Kwik Trip 1255.</p> <p>Recommendation No. 2 that the Council adopt RESOLUTION NUMBER 23-010, which is the Resolution Approving the Final Plat of Kwik Trip 1255.</p>

**RESOLUTION NUMBER 23-010**  
**RESOLUTION APPROVING THE FINAL PLAT OF**  
**KWIK TRIP 1255**

WHEREAS, Kwik Trip, Inc. of LaCrosse, Wisconsin, has filed with the Common Council, a Preliminary Plat identified as Kwik Trip 1255 situated in the City of Marshall, County of Lyon, State of Minnesota, described as follows, to-wit:

**KWIK TRIP 1255**  
**BLOCK ONE LOT 1**

and more particularly described as attached Exhibit A.

AND WHEREAS, the Final Plat of Kwik Trip 1255 was presented to the Common Council on February 14, 2023.

NOW THEREFORE BE IT FURTHER RESOLVED, that said Final Plat of Kwik Trip 1255 has been duly found to be in conformity with Chapter 66 of the Code of Ordinances and State Statutes.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Common Council hereby authorizes and directs the City Clerk to certify his approval on the plat.

NOW THEREFORE BE IT FURTHER RESOLVED THAT this resolution shall become void 90 days after adoption and fulfillment of all contingencies of approval, if any, unless the plat is filed for record within such time.

Passed and adopted by the Common Council this 14<sup>th</sup> day of February 2023.

ATTEST:

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

\_\_\_\_\_  
Mayor of the City of Marshall, MN

This Instrument Drafted By:  
Jason R. Anderson, P.E.  
Director of Public Works/City Engineer  
344 W. Main St.  
Marshall, MN 56258

## EXHIBIT A

### Parcel 1

All that part of the Northeast Quarter (NE1/4) of Section Four (4), in Township One Hundred Eleven (111) North Range Forty-one (41) West of the Fifth Principal Meridian, Lyon County, Minnesota, described as follows to wit:

Commencing 2 rods West and 2 rods North of the Southeast corner of the Northeast Quarter (NE1/4) of Section 4, Township 111, Range 41, and running thence West a distance of 323.4 feet; thence running at right angles and running North a distance of 330 feet; thence turning at right angles and running East a distance of 323.4 feet, more or less, to a point 2 rods West of the East line of said Section 4; and thence turning at right angles and running South a distance of 330 feet to the place of beginning.

EXCEPTING THEREFROM the South 220 feet of said above described tract.

AND

### Parcel 2

All that part of the Northeast Quarter (NE1/4) of Section Four (4) Township One Hundred Eleven (111), Range Forty-one (41), Lyon County, Minnesota, described as follows: Commencing 2 rods West and 2 rods North of the Southeast corner of the Northeast Quarter (NE1/4) of Section 4, Township 111, Range 41, running thence West a distance of 173.4 feet; thence turning at right angles and running North a distance of 220 feet; thence turning at right angles and running East at a distance of 173.4 feet more or less to a point 2 rods West of the East line of Section 4; thence turning at right angles and running South a distance of 220 feet to the place of beginning.

EXCEPT that part of Tract A which lies southeasterly of Line 1 described below:

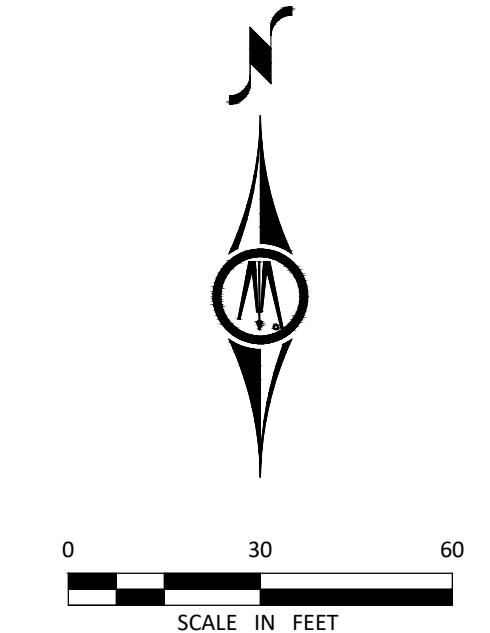
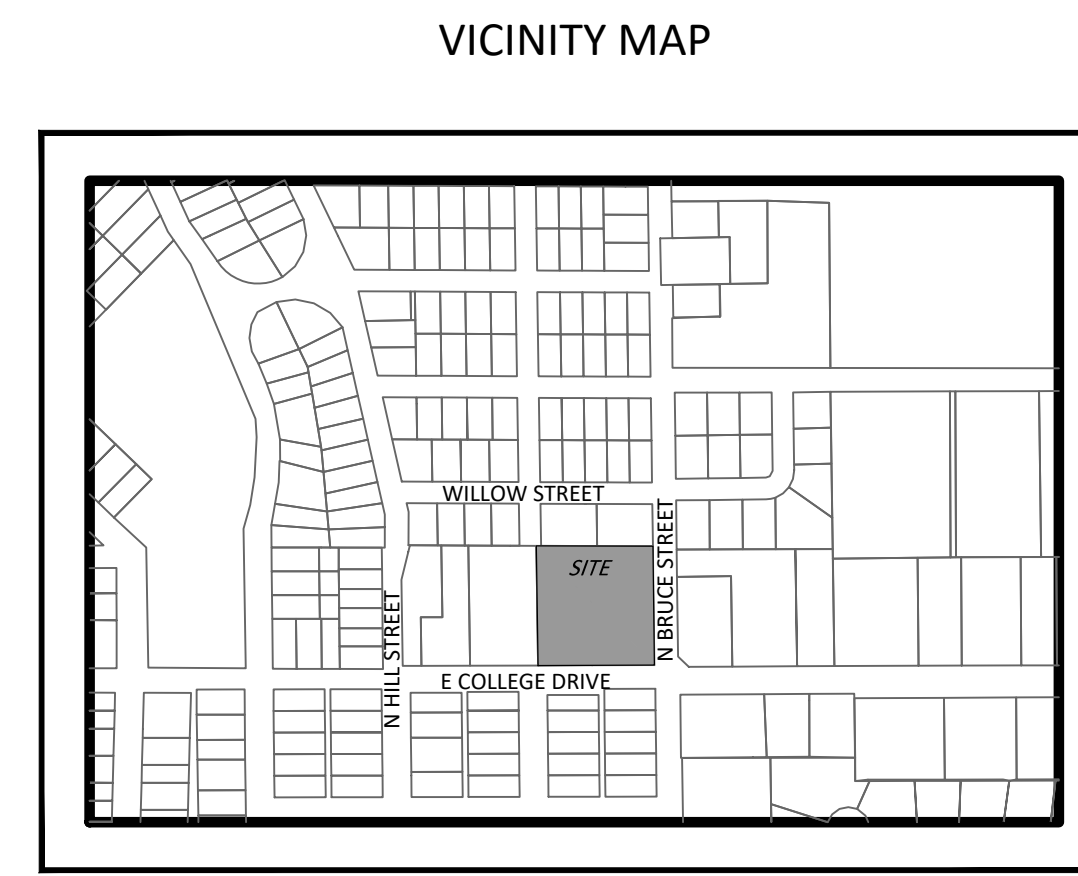
Line 1. Beginning at a point on the East line of Tract A hereinbefore described distant 4.5 feet Northerly of the Southeast corner thereof; thence run Southwesterly to a point on a line run parallel with and distance 5.5 feet Southerly of the South line of said Tract A, distance 15 feet Westerly of its intersection with the Southerly extension of the East line of said Tract A.

AND

### Parcel 3

All that part of the Northeast quarter (NE1/4) of Section Four (4), in Township One Hundred Eleven (111) north, of Range Forty-one (41) west of the Fifth Principal Meridian, described as follows, to-wit: Commencing at a point one hundred seventy-three and four tenths (173.4) feet west of a point two (2) rods west and two (2) rods north of the Southeast corner of said Northeast quarter (NE1/4) of Section Four (4), Township One Hundred Eleven (111) north, Range Forty-one (41) west; thence West a distance of one hundred-fifty (150) feet; thence North and at right angles to last line, a distance of two hundred twenty (220) feet; thence East and at right angles to last line, a distance of one hundred fifty (150) feet; and thence South and at right angles to last line, a distance of two hundred twenty (220) feet to the point of beginning, Lyon County, Minnesota.

# PRELIMINARY PLAT KWIK TRIP 1255



Horizontal Datum: 2011 Lyon County Coordinate System  
Vertical Datum: NAVD 1988 In Feet

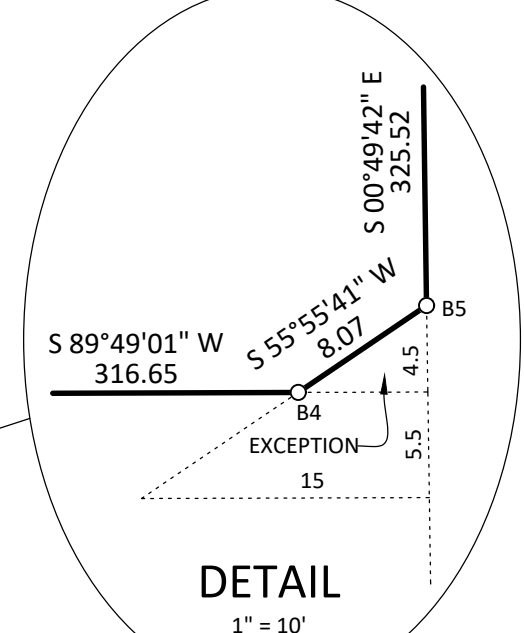
## LEGAL DESCRIPTION

**Parcel 1**  
All that part of the Northeast Quarter (NE1/4) of Section Four (4), in Township One Hundred Eleven (111) North Range Forty-one (41) West of the Fifth Principal Meridian, Lyon County, Minnesota, described as follows to wit: Commencing 2 rods West and 2 rods North of the Southeast corner of the Northeast Quarter (NE1/4) of Section 4, Township 111, Range 41, and running thence West a distance of 323.4 feet; thence running at right angles and running North a distance of 330 feet; thence turning at right angles and running East a distance of 323.4 feet, more or less, to a point 2 rods West of the East line of said Section 4; and thence turning at right angles and running South a distance of 330 feet to the place of beginning. EXCEPTING THEREFROM the South 220 feet of said above described tract.

**Parcel 2**  
All that part of the Northeast Quarter (NE1/4) of Section Four (4) Township One Hundred Eleven (111), Range Forty-one (41), Lyon County, Minnesota, described as follows: Commencing 2 rods West and 2 rods North of the Southeast corner of the Northeast Quarter (NE1/4) of Section 4, Township 111, Range 41, running thence West a distance of 173.4 feet; thence turning at right angles and running North a distance of 220 feet; thence turning at right angles and running East at a distance of 173.4 feet more or less to a point 2 rods West of the East line of Section 4; thence turning at right angles and running South a distance of 220 feet to the place of beginning. EXCEPT that part of Tract A which lies southeasterly of Line 1 described below:  
Line 1. Beginning at a point on the East line of Tract A hereinbefore described distant 4.5 feet Northerly of the Southeast corner thereof; thence run Southwesterly to a point on a line run parallel with and distance 5.5 feet Southerly of the South line of said Tract A, distance 15 feet Westerly of its intersection with the Southerly extension of the East line of said Tract A  
AND  
All that part of the Northeast quarter (NE1/4) of Section Four (4), in Township One Hundred Eleven (111) north, of Range Forty-one (41) west of the Fifth Principal Meridian, described as follows, to-wit:  
Commencing at a point one hundred seventy-three and four tenths (173.4) feet west of a point two (2) rods west and two (2) rods north of the Southeast corner of said Northeast quarter (NE1/4) of Section Four (4), Township One Hundred Eleven (111) north, Range Forty-one (41) west; thence West a distance of one hundred-fifty (150) feet; thence North and at right angles to last line, a distance of two hundred twenty (220) feet; thence East and at right angles to last line, a distance of one hundred fifty (150) feet; and thence South and at right angles to last line, a distance of two hundred twenty (220) feet to the point of beginning, Lyon County, Minnesota.

## LEGEND

- IRON PIPE MONUMENT SET
- ⊕ MONUMENT FOUND
- ⊙ CONTROL POINT
- ⊕ BENCH MARK
- ⊕ AIR CONDITIONER
- ⊕ AUTO SPRINKLER CONNECTION
- ⊕ BOLLARD
- ⊕ BUSH
- ⊕ CATCH BASIN
- ⊕ CATCH BASIN
- ⊕ CURB STOP
- ⊕ DOWN SPOUT
- ⊕ FILL PIPE
- ⊕ FUEL PUMP
- ⊕ HANDHOLE
- ⊕ HANDICAP PARKING
- ⊕ LIGHT POLE
- ⊕ MANHOLE-COMMUNICATION
- ⊕ MANHOLE-ELECTRIC
- ⊕ MANHOLE-SANITARY SEWER
- ⊕ MANHOLE-STORM SEWER
- ⊕ METER
- ⊕ PEDESTAL-COMMUNICATION
- ⊕ PEDESTAL-ELECTRIC
- ⊕ PEDESTRIAN PUSH BUTTON
- ⊕ POST
- ⊕ SIGN NON TRAFFIC
- ⊕ SIGN TRAFFIC
- ⊕ TRANSFORMER-ELECTRIC
- ⊕ TREE-DECIDUOUS
- ⊕ TREE STUMP
- ⊕ TRAFFIC SIGNAL
- ⊕ VALVE
- ⊕ VENT
- C — COMMUNICATION UNDERGROUND
- E — ELECTRIC UNDERGROUND
- F — FIBER UNDERGROUND
- G — GAS UNDERGROUND
- S — SANITARY SEWER
- >> — STORM SEWER
- I — WATER SYSTEM
- — — INTERMEDIATE CONTOUR
- — — INDEX CONTOUR
- — — EDGE OF BUSHES
- — — EDGE OF TREES



## ZONING

-Zoning and setback information shown hereon is per the Client provided Zoning Report prepared by Ilya Gutman, Assistant Zoning Administrator, City of Marshall dated October 12, 2021.

ZONING: Subject Property - B-3, General Business District

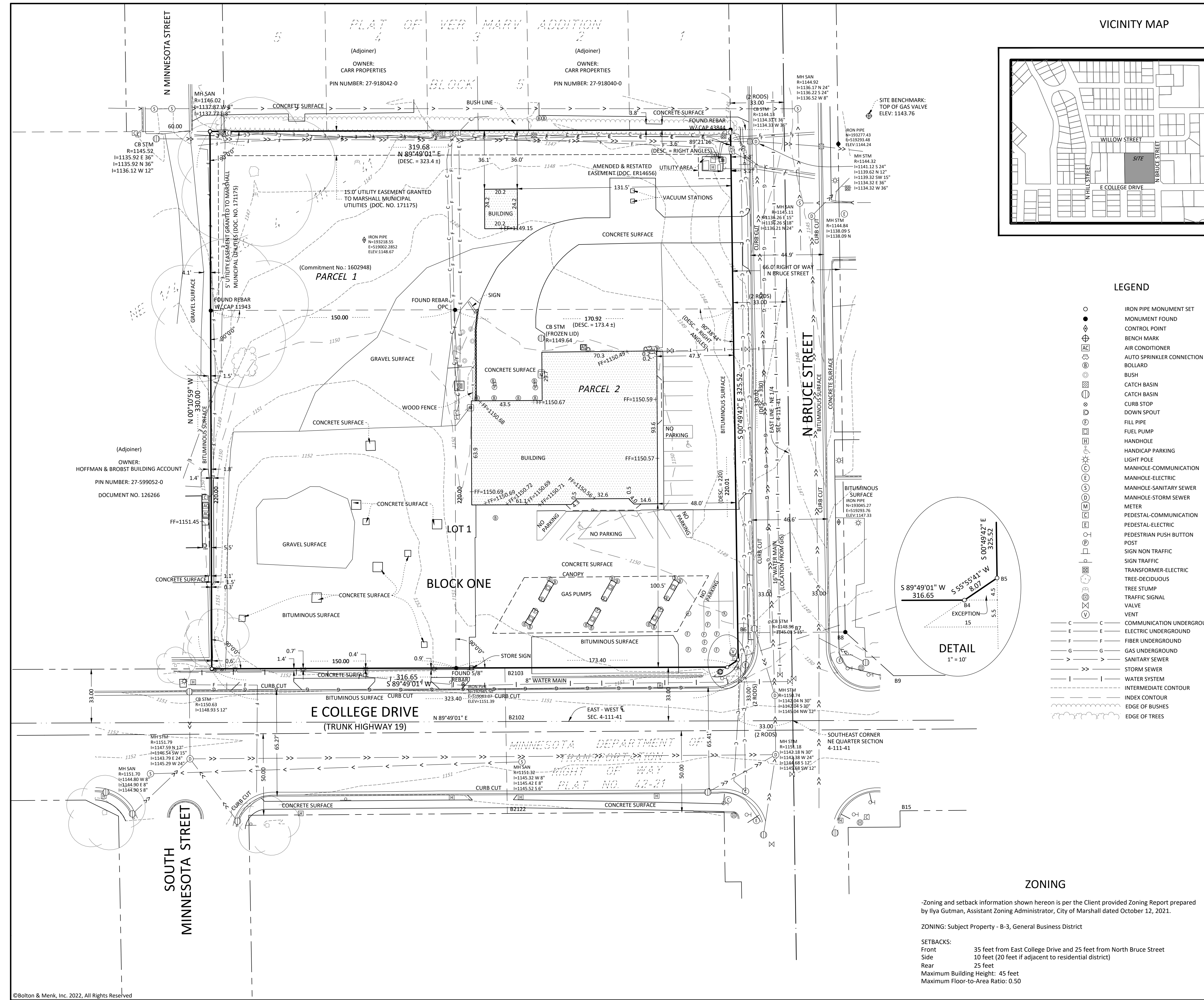
SETBACKS:  
Front 35 feet from East College Drive and 25 feet from North Bruce Street  
Side 10 feet (20 feet if adjacent to residential district)  
Rear 25 feet  
Maximum Building Height: 45 feet  
Maximum Floor-to-Area Ratio: 0.50

OWNER:  
KWIK TRIP, INC.  
1626 Oak Street  
PO Box 21071  
La Crosse, WI 54602  
608-792-6414

**SURVEYOR'S CERTIFICATION**  
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Janelle Forwells*  
Janelle Forwells  
License Number 26748  
12/14/2022  
Date

	1960 PREMIER DRIVE MANKATO, MINNESOTA 56001 (507) 625-4171	PART OF THE NE1/4 OF SECTION 4, TOWNSHIP 111 NORTH, RANGE 41 WEST LYON COUNTY, MINNESOTA
	FOR: KWIK TRIP, INC. STORE 1255	



**ENGINEER'S REPORT  
 PRELIMINARY PLAT REVIEW**

Subdivision Name: Kwik Trip 1255

Quarter NE $\frac{1}{4}$  Section 4 Township 111N Range 41W

Owner's Name: Kwik Trip, Inc.

Surveyor: Janele Fowlds Reg. No. 26748

Sec. 66-54. Information required. (1) Preliminary subdivision plat.		Yes	No	N/A	Comments
a.	Scale 1" = 100' or larger	X			
b.	Subdivision and owner names	X			
c.	Legal description and location sketch	X			
d.	Date, scale and north arrow	X			
e.	Acreage		X		Add land acreage
f.	Zoning classification	X			
g.	Contours	X			
h.	Boundary line bearings and distances	X			
i.	Easement	X			
j.	Street names, elevations and grades	X			

Sec. 66-54. Information required. (1) Preliminary subdivision plat.		Yes	No	N/A	Comments
k.	Utilities	X			
l.	Lot lines, numbers and dimensions	X			
m.	Park land			X	
n.	Setbacks	X			
o.	Natural drainageways			X	
p.	Other related information	X			
q.	Covenants and restrictions			X	
r.	Improvement plans and financing			X	
s.	Future platting			X	
t.	Variance request			X	
u.	Floodway and flood zone designations			X	
v.	Certificates of approval		X		To be included in Final Plat.

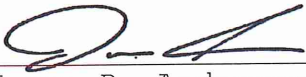
Sec. 66-54. Information required. (2) Other preliminary plans.		Yes	No	N/A	Comments
a.	Drainage and grading plans 1. Existing and proposed drainage.			X	Submitted with final building plans through building permit process
	2. Drainage flow facility.			X	
b.	Utility plans			X	

**CITY ENGINEER'S RECOMMENDATIONS:**  
 Approval

**DATE RECEIVED:** December 14, 2022

**DATE REVIEWED:** January 4, 2023

**PLANNING COMMISSION REVIEW DATE:** January 11, 2023



\_\_\_\_\_  
 Jason R. Anderson, P.E.  
 Director of Public Works/Planning & Zoning Administrator

Copies to: City Administrator  
 Building Official  
 Senior Engineering Specialist

# KWIK TRIP 1255

**INSTRUMENT OF DEDICATION**

Know all persons by these presents: That Kwik Trip, Inc., a Wisconsin corporation, fee owner of the following described property situated in the County of Lyon, State of Minnesota:

The Land referred to herein below is situated in the County of Lyon, State of MN, and is described as follows:

**Parcel 1**

All that part of the Northeast Quarter (NE1/4) of Section Four (4), in Township One Hundred Eleven (111) North Range Forty-one (41) West of the Fifth Principal Meridian, Lyon County, Minnesota, described as follows to wit: Commencing 2 rods West and 2 rods North of the Southeast corner of the Northeast Quarter (NE1/4) of Section 4, Township 111, Range 41, and running thence West a distance of 323.4 feet; thence running at right angles and running North a distance of 330 feet; thence turning at right angles and running East a distance of 323.4 feet, more or less, to a point 2 rods West of the East line of said Section 4; and thence turning at right angles and running South a distance of 330 feet to the place of beginning. EXCEPTING THEREFROM the South 220 feet of said above described tract.

**Parcel 2**

All that part of the Northeast Quarter (NE1/4) of Section Four (4) Township One Hundred Eleven (111), Range Forty-one (41), Lyon County, Minnesota, described as follows: Commencing 2 rods West and 2 rods North of the Southeast corner of the Northeast Quarter (NE1/4) of Section 4, Township 111, Range 41, running thence West a distance of 173.4 feet; thence turning at right angles and running North a distance of 220 feet; thence turning at right angles and running East at a distance of 173.4 feet more or less to a point 2 rods West of the East line of Section 4; thence turning at right angles and running South a distance of 220 feet to the place of beginning. EXCEPT that part of Tract A which lies southeasterly of Line 1 described below:  
Line 1. Beginning at a point on the East line of Tract A hereinbefore described distant 4.5 feet Northerly of the Southeast corner thereof; thence run Southwesterly to a point on a line run parallel with and distance 5.5 feet Southerly of the South line of said Tract A, distance 15 feet Westerly of its intersection with the Southerly extension of the East line of said Tract A

AND

All that part of the Northeast quarter (NE1/4) of Section Four (4), in Township One Hundred Eleven (111) north, of Range Forty-one (41) west of the Fifth Principal Meridian, described as follows, to-wit: Commencing at a point one hundred seventy-three and four tenths (173.4) feet west of a point two (2) rods west and two (2) rods north of the Southeast corner of said Northeast quarter (NE1/4) of Section Four (4), Township One Hundred Eleven (111) north, Range Forty-one (41) west; thence West a distance of one hundred-fifty (150) feet; thence North and at right angles to last line, a distance of two hundred twenty (220) feet; thence East and at right angles to last line, a distance of one hundred fifty (150) feet; and thence South and at right angles to last line, a distance of two hundred twenty (220) feet to the point of beginning. Lyon County, Minnesota.

Has caused the same to be surveyed and platted as KWIK TRIP 1255 and do hereby dedicate to the public for public use the utility easements as created herewith.

In witness whereof, said Kwik Trip, Inc., a Wisconsin corporation, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
\_\_\_\_\_,

**NOTARY CERTIFICATE**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, this \_\_\_\_ day of \_\_\_\_\_, 2023 by \_\_\_\_\_, \_\_\_\_\_ of Kwik Trip, Inc., a Wisconsin corporation on behalf of the corporation.

\_\_\_\_\_, Notary Public,

State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

I, Janelle Fowlds, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Janelle Fowlds, Land Surveyor  
Minnesota License Number 26748

**NOTARY'S CERTIFICATE**

State of Minnesota

County of Blue Earth

The foregoing instrument was acknowledged before me, this \_\_\_\_ day of \_\_\_\_\_, 2023 by Janelle Fowlds, Land Surveyor, Minnesota License Number 26748.

\_\_\_\_\_  
Robert Paul Smith, Notary Public

State of Minnesota

My Commission Expires 1-31-2028

**MARSHALL CITY COUNCIL**

This plat of KWIK TRIP 1255 was approved and accepted by the City Council of Marshall, Minnesota at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 2023, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2. and City Ordinances and that this plat has been submitted to and written comments have been received from the Commissioner of Transportation.

City Council, City of Marshall

\_\_\_\_\_  
Mayor

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

**COUNTY AUDITOR AND TREASURER**

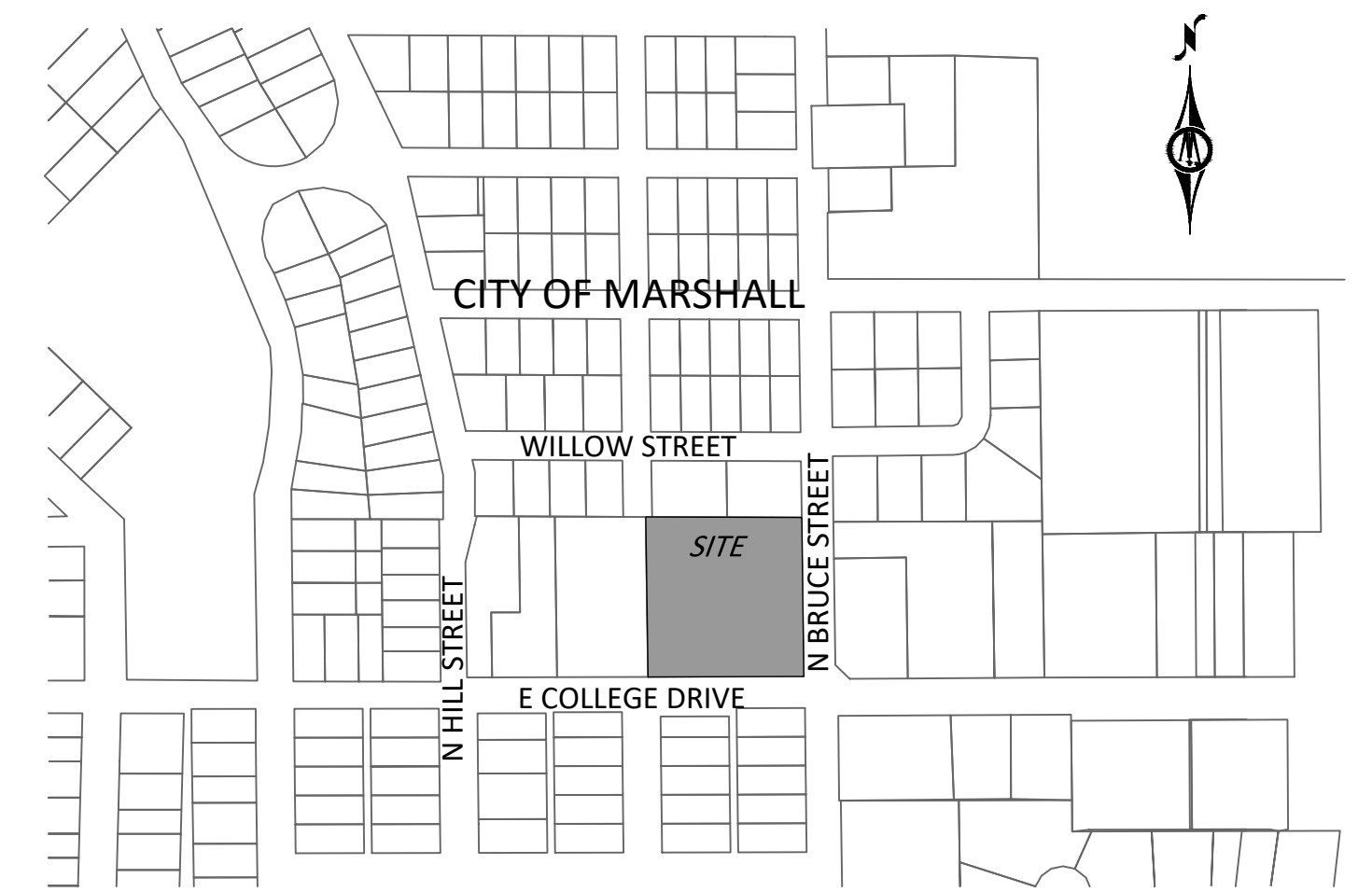
I hereby certify that the current and delinquent taxes on the lands described within are paid and the transfer is entered this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Auditor/Treasurer, Lyon County

**COUNTY RECORDER**

I hereby certify that this plat was filed in this office this \_\_\_\_ day of \_\_\_\_\_, 2023, \_\_\_\_ O' Clock \_\_\_\_ M. as Document Number \_\_\_\_\_, Envelope Number \_\_\_\_\_.

\_\_\_\_\_  
Recorder, Lyon County



VICINITY MAP  
NOT TO SCALE





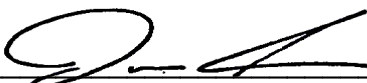


		Yes	No	N/A	Comments
(e)	<i>Final utility plan.</i> The utility plan shall show:				
	(1) The final sewer system layout showing the proposed sizes and the direction of flow, the manhole locations and their approximate depth.			X	Kwik Trip design plans will have all required info.
	(2) The final water system layout showing the location of existing water lines and the proposed pipe sizes, hydrant and valve locations.			X	Kwik Trip design plans will have all required info.
	(3) The final approved street lighting layout in accordance with city policy.			X	Kwik Trip design plans will have all required info.
(f)	<i>Erosion control plan.</i> The erosion control plan shall show the following:				
	(1) All proposed land disturbances including areas of excavation, grading, filling, removal or destruction of topsoil, and spreading of earth material.			X	Kwik Trip design plans will have all required info.
	(2) Provisions for erosion control during construction. Such provisions shall include the sequence of the operations listed above, with an estimated time of exposure. The proposed temporary measures to control erosion shall be designed to withstand the two-year rain and be shown on the plan.			X	Kwik Trip design plans will have all required info.
<b>Sec. 66-72. Procedure.</b>					
(a)	The final plat, in form and number required by state statutes, together with two paper copies and supplementary data and documents, and an abstract of title, registered property certificate, or both, as the case may be, certified within the preceding 30 days, shall be filed with the city engineer. The plats required for filing shall bear the fully executed certificates of the subdivider and surveyor. The supplementary documents shall be in final form and shall be fully executed by the subdivider at the time of such filing.	X			
(b)	The city engineer shall forward the official plat and one paper copy and supplementary engineering documents and data to the city clerk, and one paper copy and supplementary legal and title documents to the city attorney.	X			
(c)	The city engineer shall examine the plat to determine whether or not it conforms to the preliminary plat and is consistent with the action taken by the council and with the requirements of this chapter. The city attorney or assistant, shall examine the title and determine whether or not the proper parties have subdivided the land and whether or not the title is without defects. They shall forward their respective opinions to the council.	X			Attorney to execute title and approve prior to recording Final Plat.

		Yes	No	N/A	Comments
(d)	If the final plat and supplementary data and documents are found to be consistent with the action taken by the council and in conformity with this chapter and state statutes, and after payment of plat review charges, the council shall adopt an approving resolution which shall also authorize and direct the city clerk to certify approval on the plat. When certified, the city clerk shall return the official plat and copies required for filing to the subdivider, together with a certified copy of resolution of approval which must be filed with the official plat. An approving resolution shall become void 90 days after adoption, unless the plat is filed for record within such time, provided that the time limitation shall be stated therein. If the final plat and supplementary data and documents are not in conformance with prior council action, this chapter or state statutes, the council shall forthwith return the executed plats and documents and state the requirements necessary for approval of the final plat.	X			To be completed upon approval by Council and verification by City Attorney for proper title.
<b>Sec. 66-73. Supplementary data and documents.</b>					
	Every final plat shall be in strict accordance with the state statutes and shall contain the following:				
(a)	The proposed name of the subdivision. The name shall not duplicate, be the same in spelling or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to such subdivision.	X			
(b)	The names of all adjacent subdivisions, all lot and block lines, types of easements, and rights-of-way. Adjoining unplatted property shall be labeled as such.	X			
(c)	A systematic lot and block numbering pattern, lot lines and street/road names, and the square footage of all lots.	X			
(d)	The location and width of all proposed and existing rights-of-way, alleys and easements, as well as the location of any parks and dedicated drainageways.	X			
(e)	The boundary lines of the area being subdivided with accurate angles or bearings and distances tying the perimeter boundaries to the nearest established street/road line, section corner, other previously described subdivision, or other recognized permanent monuments which shall be accurately described on the plat.	X			
(f)	Location of all monuments and permanent control points, and all survey pins, either set or located.	X			

		Yes	No	N/A	Comments
(g)	The identification of any portions of the property intended to be dedicated or granted for public use such as school or park land.			X	
(h)	All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100 of a foot.	X			
(i)	The radii, chords, length of curves, points of tangency, and central angles for all curvilinear streets/roads and radii for all rounded corners.	X			
(j)	The boundary delineation of the floodway and flood zones, along with the base flood elevation on each lot as determined from the flood insurance rate maps.			X	
(k)	The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all pins and monuments shown.	X			
(l)	Acknowledgement of the owner of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks, or other open spaces shown thereon and the granting of easements required.	X			
(m)	All formal irrevocable offers of dedication for all streets/roads, alleys, parks, and other uses as required.	X			
(n)	Certificates of approval for endorsement by the city engineer, the city clerk, the city planning commission, and the city council.	X			
(o)	Protective covenants, if any.			X	
(p)	Letters of approval for highway access points and frontage roads from the commissioner of highways and county engineer, where applicable.			X	
<b>Sec. 66-74 – 66-95. Reserved.</b>					

		Yes	No	N/A	Comments
<b>ARTICLE III. DESIGN STANDARDS AND REQUIRED IMPROVEMENTS.</b>					
<b>Sec. 66-96 – 66-114. SEE ATTACHED.</b>					
<b>Sec. 66-115. Assurances for the completion of minimum improvements.</b>					
(a)	<i>Assurances for subdivisions within the city limits.</i> No plats of any subdivision shall be approved unless the improvements required by this chapter have been installed prior to such approval or unless the developer shall have signed an assurance agreement to establish the responsibility for the construction of such improvements in a satisfactory manner and within a period specified by the city council, such period not to exceed one year. An extension to that one year period may be granted at the discretion of the city council. This assurance agreement shall be recorded with the registrar of deeds at the time of filing the plat			X	
(b)	<i>Assurances for rural subdivisions.</i> No plat of any rural subdivision shall be approved unless the improvements required by this chapter have been installed prior to such approval, or unless the developer shall have posted a surety bond or irrevocable letter of credit or acceptable cash deposit assuring completion of all required improvements. No building permits shall be issued until assurances have been filed or all required road improvements have been completed.			X	

  
 \_\_\_\_\_  
 Jason R. Anderson, P.E.  
 Director of Public Works/City Engineer

02/09/2023  
 \_\_\_\_\_  
 Date



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Engagement Letter for Audit Services for 2022 Financial Statements
<b>Background Information:</b>	<p><u>Summary of Engagement Terms:</u>  <b>Level of Attest Service:</b> Audit in accordance with Governmental Auditing Standards (Governmental Yellow Book Audit) and Federal Single Audit</p> <p><b>Financial Statements:</b> Governmental activities, business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information</p> <p><b>Financial Reporting Framework:</b> Accounting principles generally accepted in the United States of America</p> <p><b>Period:</b> As of and for the Year Ended December 31, 2022</p> <p><b>Required Supplementary Information:</b> Management's Discussion and Analysis (MD&amp;A), Schedule of Changes in Total OPEB Liability and Related Ratios, Schedule of City's and Nonemployer's Proportionate Share of Net Pension Liability - Minnesota PERA Retirement Funds, Schedule of City Contributions - Minnesota PERA Plans</p> <p>Supplementary Information:  <ul style="list-style-type: none"> <li>• <b>Combining and Individual Fund Financial Statements and Schedules/Supplemental Schedules:</b> Opinion in relation to the financial statements as a whole</li> <li>• <b>Introductory Section and Statistical Section of the Comprehensive Annual Financial Report:</b> N/A</li> </ul> </p> <p><b>Engagement Partner:</b> Nancy Schulzetenberg</p> <p><b>Fees:</b> We estimate our fees for services will be \$37,200 for the audit of the City's Basic Financial Statements, and the Single Audit if necessary</p>
<b>Fiscal Impact:</b>	
<b>Alternative/Variations:</b>	
<b>Recommendations:</b>	Approve the Engagement Letter for BergankDVK to perform the audit services for the City of Marshall's 2022 Financial Statements and Single Audit.

Sent via electronic mail.

January 27, 2023

City of Marshall  
The Honorable Mayor and City Council  
Karla Drown  
344 W Main Street  
Marshall, MN 56258

Dear Honorable Mayor and City Council:

This letter is to confirm and summarize our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

### Summary of Engagement Terms:

**Level of Attest Service:** Audit in accordance with *Government Auditing Standards* (Government Yellow Book Audit) and Federal Single Audit

**Financial Statements:** Governmental activities, business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information

**Financial Reporting Framework:** Accounting principles generally accepted in the United States of America

**Period:** As of and for the Year Ended December 31, 2022

**Required Supplementary Information:** Management's Discussion and Analysis (MD&A), Schedule of Changes in Total OPEB Liability and Related Ratios, Schedule of City's and Non-employer's Proportionate Share of Net Pension Liability - Minnesota PERA Retirement Funds, Schedule of City Contributions - Minnesota PERA Plans

#### Supplementary Information:

- **Combining and Individual Fund Financial Statements and Schedules/Supplemental Schedules:** Opinion in relation to the financial statements as a whole
- **Introductory Section and Statistical Section of the Comprehensive Annual Financial Report:** N/A

**Attest Engagement Partner:** Nancy Schulzetenberg

**Fees:** We estimate our fees for services will be \$37,200 for the audit of the City's Basic Financial Statements, and the Single Audit if necessary.

**Non-attest Services:** N/A

We appreciate the opportunity to be of service to you and believe this letter and the attached **audit engagement agreement** accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and as further detailed in the attached **audit engagement agreement**, please acknowledge your acceptance by signing and returning it to us.

I have read, and I agree to the summary of engagement terms listed above and the terms in the attached audit engagement agreement.

Sincerely,

*Nancy Schulzetenberg*

Nancy Schulzetenberg, Certified Public Accountant  
BerganKDV

Acknowledged by:

Title: Finance Director



|

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

### AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI, including the schedule of expenditures of federal awards, that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information. We will read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the basic financial statements, or the other supplementary information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

**AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND SINGLE AUDIT**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We will identify significant risks of material misstatement as part of our audit planning. Audit planning and plan modifications continue throughout the course of the audit, as such, identified risks will include those identified and communicated to you previously, including during the prior year, modified for additional significant risks identified and prior risks no longer considered significant. These significant risks and modifications will be communicated to you throughout the audit process. A complete summary of significant risks identified will be included in our communications letter, required communications to those charged with governance.

Our audit of the financial statements does not relieve you of your responsibilities.

**THIRD-PARTY SERVICE PROVIDERS**

We may, from time to time and depending on the circumstances, use third-party service providers, some of whom may be in the cloud, in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely

secure system for electronic data transfer exists. As such, by your signature on this agreement, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

### AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the governmental entity's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the governmental entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### OTHER SERVICES

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms and the Uniform Guidance based on information provided by you. These non-attest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS AND SINGLE AUDIT**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during our fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of

measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### INDEPENDENCE

Professional and certain regulatory standards require us to be independent in the performance of our services in both fact and appearance. As such, we will not perform any management functions, make any management decisions, or perform any services or activities, without the appropriate safeguards, that would impair our independence.

You agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, financial statements, schedule of expenditures of federal awards, and related notes, and any other non-attest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

To ensure that our independence is not impaired under professional and regulatory standards, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, because we incur significant time and expense in hiring and training our personnel, if you hire any of our personnel who provided services to you in the preceding 12 months you agree to pay us a fee of 50% of that individual's annualized compensation.

### REPORTING

We will issue written reports upon completion of our Single Audit. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and

(2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The attest engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

### FEES AND INVOICING

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel, the assumption that all requested information will be provided timely and accurately, and we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, including unforeseen changes in operations or federal awards, or disruptions in providing our services. If significant additional time is necessary, our fees will be adjusted accordingly. Additional time incurred for assistance with implementation of new accounting or other regulatory standards will be billed separately and will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses.

We commit staff and resources to your engagement at the time scheduled with you and your team. Failure to provide the required documentation and engagement support by the agreed upon due dates may result in an inconvenience fee of 25% of the base fee noted in the summary of engagement terms.

Our invoices for these services will be billed with up to a 50% advance retainer due when work commences, and the remaining amounts rendered as work progresses. All invoices are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the governmental entity or its officers subsequent to this engagement, which results in the subpoena of documents from our firm and/or requires additional assistance from us to provide information, depositions or testimony, the governmental entity hereby agrees to compensate our firm (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees we may incur.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

### ENGAGEMENT ADMINISTRATION AND OTHER

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of BerganKDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BerganKDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you understand that our firm does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

### MANAGEMENT WRITTEN REPRESENTATIONS

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

### DISPUTE RESOLUTION

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.



The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties of conduct nonbinding mediation.

### LIMITATION OF LIABILITY

You agree that it is appropriate to limit the liability of BerganKDV, its shareholders, directors, officers, employees and agents to the fullest extent permitted by applicable law.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees. Because of the importance of oral and written management representations to the effective performance of our services, you agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

### PREVAILING TERMS

In the event of any conflicts or inconsistencies between the terms of this engagement agreement and summary of engagement terms, and any other contract or agreement, the terms and conditions of this agreement prevail.

### SEVERABILITY

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

### POWER AND AUTHORITY

Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

### PEER REVIEW REPORT

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report can be downloaded from our website at [www.BerganKDV.com](http://www.BerganKDV.com) or will be provided in alternate formats upon request.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Transfer 3.2% Off-Sale and Tobacco License to Kareem Inc. (Freedom Gas Station)
<b>Background Information:</b>	Per Chapter 6 Section 6-28 & 6-29 consent of the council is required to transfer a 3.2 percent malt liquor license and Chapter 42 Article 42-VI Section 42-180 council consent is required for a tobacco license transfer.
<b>Fiscal Impact:</b>	\$90 for 3.2% Off Sale and \$150 for Tobacco License
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve the transfer of licenses from IYS Ventures to Kareem Inc (Freedom Gas Station).

## City of Marshall, Minnesota

# 3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

**Kareem Inc. dba**  
**Freedom Valu Center,**

For an **3.2% Off-Sale License** at **304 E. College Dr.**  
from **February 14, 2023 - December 31, 2023**, 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, **February 14, 2023**

\_\_\_\_\_  
Mayor

Attest:

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

(Seal)

## City of Marshall, Minnesota

### ~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota  
County of Lyon  
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **Kareem Inc.** to sell cigarettes and cigarette papers and wrappers at **304 E. College Dr.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL  
Marshall, Minnesota, **February 14, 202**

Attest:

THE COMMON COUNCIL  
of the CITY OF MARSHALL

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

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

(Seal)



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Steven Anderson/Cassi Weiss
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of a Permit for Alcoholic Beverages at City-Owned Facilities
<b>Background Information:</b>	The Red Baron Arena and Expo will be host to SMSU World Fest on April 15 from Noon – 8pm. Brau Brothers Brewery is being asked to be the primary On-Sale Intoxicating Liquor License Holder for the event.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the permit for Alcoholic Beverages at City-Owned Facilities for the CVB.



**MARSHALL**  
CULTIVATING THE BEST IN US

**Application**  
**Alcoholic Beverages at City-Owned Facilities and Parks**  
**License: \$30/Day**

(All information requested is required.)

Name of Applicant/ Organization: Marshall Convention & Visitor Bureau

DBA Name (if different): \_\_\_\_\_

Address: 1651 Victory Drive

City/State/Zip: Marshall MN 56258

Phone Number: 507-537-1865 Email Address: Cassi.Weiss@Visitmarshallmn.com

Description of Event: SMSU hosting World fest at the Red Baron Arena & Expo.

Estimated Attendance: 1000 Dates/Time of Event: April 15th 2023 12pm-8pm

On-Sale Intoxicating Liquor License Holder: Brau Brothers Brewery

Address: 1010 E Southview Drive

City/State/Zip: Marshall Minnesota 56258

Phone Number: 507-929-2337 Email Address: Mary@BrauBeer.com

Required Submittals:

- A Certificate of Liability Insurance
- A Certificate of Compliance Minnesota Workers' Compensation Law form.
- A Completed Form SP:C1
- A Copy of the On-Sale Intoxicating Liquor License Issued by the City of Marshall
- A Consent of the Release of Information

I hereby submit this application for Alcoholic Beverages at City-Owned Facilities and Parks in accordance with the provisions stated in the ordinances of the City of Marshall.

\_\_\_\_\_  
Signature of Applicant

Cassi Weiss  
Name (printed)

1/13/23  
Date

FEE PAID _____	PERMIT	APPROVAL	Initials	Date
AMOUNT _____	DATE			
RECEIPT NO. _____				
CERT OF INS. REC'D _____		CITY CLERK	_____	_____

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Project ST-010: Lyon Circle Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.
<b>Background Information:</b>	<p>Attached please find the resolution necessary for the initiation of the special assessment procedures for Project ST-010: Lyon Circle Reconstruction Project. Attached is a map to identify the project area.</p> <p>This project consists of: include the complete reconstruction Lyon Circle and curb and gutter. Lyon Circle has been included in the 2023 CIP for complete reconstruction. The newly constructed road will be narrower than the current circle, a reflection of the very low traffic demand for the dead-end circle. In addition, sanitary sewer will be replaced and the water main in the circle will be extended to the end of the circle and a fire hydrant will be added to the dead end.</p>
<b>Fiscal Impact:</b>	The project is identified in our 2023 CIP at a total cost of \$178,951. All improvements are proposed to be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council adopt RESOLUTION NUMBER 23-011, which is the "Resolution Ordering Preparation of Report on Improvement" for Project ST-010: Lyon Circle Reconstruction Project.

**RESOLUTION NUMBER 23-011**

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to make improvements under the following project and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429:

**PROJECT ST-010: LYON CIRCLE RECONSTRUCTION PROJECT**

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

1. That the proposed improvements be referred to Director of Public Works/City Engineer Jason R. Anderson, P.E. and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements are feasible and as to whether they should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvements as recommended.

Passed and adopted by the Council this 14<sup>th</sup> day of February 2023.

\_\_\_\_\_  
Mayor

ATTEST:

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

This Instrument Drafted by:  
Jason R. Anderson, P.E.  
Director of Public Works/City Engineer



# State Of Minnesota City of Marshall, Minnesota Project Number ST-010

Construction Plans for Sanitary Sewer, Watermain, Storm Sewer,  
Grading, Curb and Gutter, Bituminous Surfacing, and Misc. Work for

Lyon Circle  
SECTION 10 T111N, R41W



### LEGEND

ALIGNMENT STATIONS	_____
EXISTING GAS LINE	_____
EXISTING COMMUNICATION LINE	_____
EXISTING FIBER LINE	— FIB — FIB —
EXISTING UNDERGROUND POWER	_____
EXISTING STREET LIGHT	⊙
EXISTING CATCH BASIN	□
EXISTING STORM MANHOLE	⊙
EXISTING SANITARY MANHOLE	⊙
EXISTING HYDRANT	⊙
EXISTING WATER VALVE	⊙
NEW CATCH BASIN	□
NEW HYDRANT	⊙
NEW WATER VALVE	⊙
NEW SANITARY MANHOLE	⊙
NEW STORM MANHOLE	⊙
BENCHMARK TOP NUT HYDRANT	⊙

### SPECIFICATION REFERENCE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE  
LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM  
TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD  
MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS.

### PROJECT LENGTH

GROSS LENGTH STREET #1	173	FEET	003	MILES
EXCEPTIONS	0	FEET	0.00	MILES
NET LENGTH	173	FEET	0.03	MILES

### DESIGN DATA

DESIGN SPEED 30 MPH  
STOPPING SIGHT DISTANCE BASED ON  
3.5' HEIGHT OF EYE  
0.5' HEIGHT OF OBJECT

### SCALES

PLAN	1"=40'
PROFILE	1"=5'
INDEX MAP	1"=100'
GENERAL LAYOUT	1"=20'

### INDEX

#### SHEET NO. DESCRIPTION

1	Title Sheet
2	Estimated Quantity Sheet
3	Construction Notes Sheet
4	Typical Section Sheet
5	Construction Detail Sheet
6-7	SWPPP Sheet
8	Removal Sheet
9	Utility Plan & Profile Sheet
10	Surfacing Plan & Profile Sheet

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY  
DIRECT SUPERVISION AND THAT I AM A DULY LICENSE PROFESSIONAL  
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

APPROVED: CITY ENGINEER, MARSHALL MINNESOTA DATE: REG NO 53322

APPROVED: MARSHALL MUNICIPAL UTILITIES DATE:

DESIGNED BY: JRL

DATE	REVISIONS	INIT.



ENGINEERING DEPARTMENT  
344 WEST MAIN STREET  
MARSHALL, MINNESOTA  
58258

LYON CIRCLE

TITLE SHEET

CITY PROJECT NO.  
ST-010

STATE AID PROJECT NO.

DATE  
02/01/2023

SHEET NO.  
1 OF 10

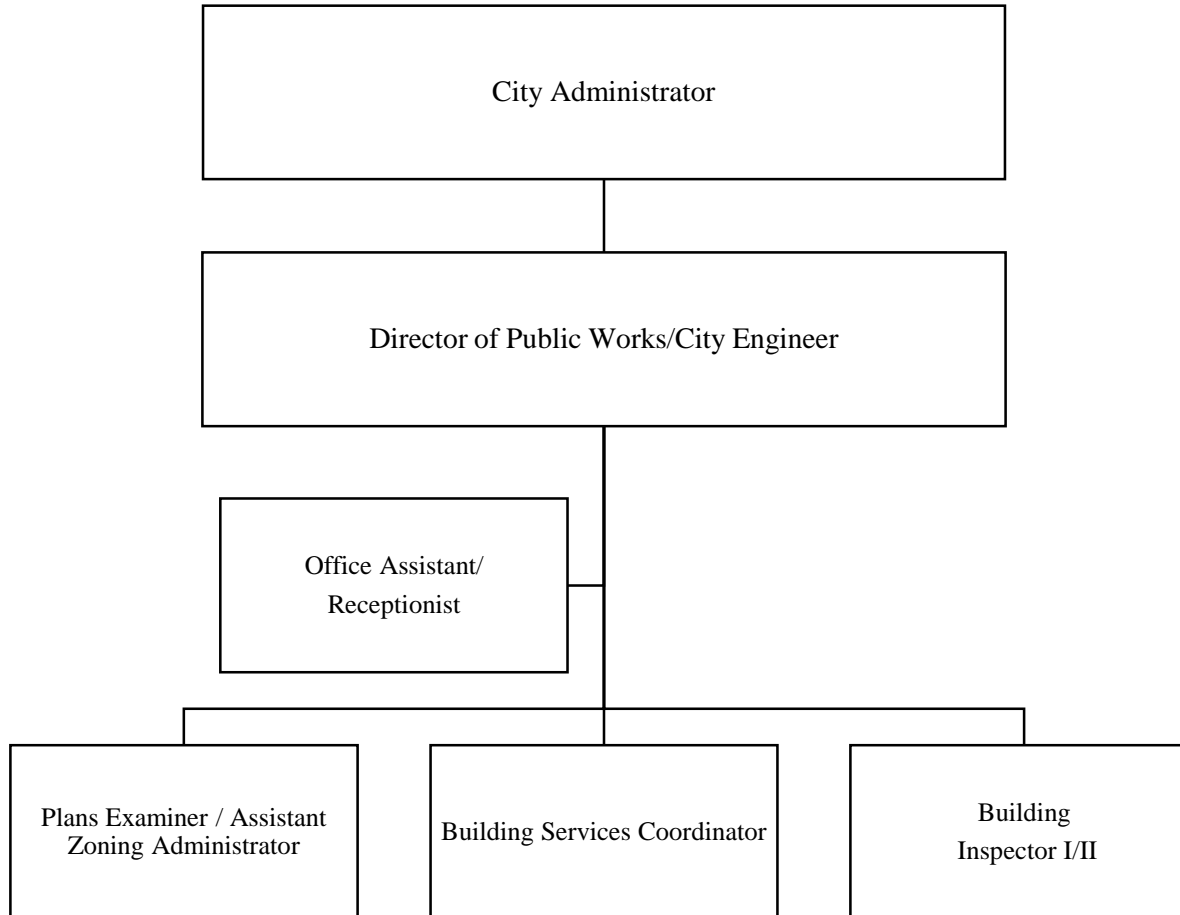
Item 6.  
SCALE: N/A

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Sharon Hanson, City Administrator
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of Community Planning Organizational Structure and Approve MOU with AFSCME, Local No 65 Accepting Union Status for Senior Engineering Specialist and Building Services Coordinator Positions
<b>Background Information:</b>	<p>The City is proposing a restructure of our Community Planning department. Currently, all Community Planning staff report directly to the Director of Public Works/City Engineer. Staff have proposed to have the Office Assistant/Receptionist and Building Inspector positions report directly to the Building Services Coordinator. With this proposed change, the Building Services Coordinator would be given clear authority to help oversee the daily working arrangements and tasks of these positions to help ensure that the department is operating in a manner that meets the satisfaction of the Building Official for our community.</p> <p>Ray Henriksen is our Building Services Coordinator. The Director of Public Works/City Engineer has had discussions with Ray, and the other impacted employees; the employees have indicated support for this restructure. The Building Services Coordinator would continue to be eligible for overtime (FLSA non-exempt position) and would receive an increase in pay as a result of this restructure.</p> <p>The City is proposing a restructure of our Engineering department. In late July 2022, we experienced an employee resignation in our Assistant City Engineer position and have been unable to hire a qualified individual to fill this position. In light of this, City staff is proposing to make an adjustment to our organizational structure to provide for more immediate lines of communication and stronger staff supervision.</p> <p>Under the current organizational structure, the Senior Engineering Specialist and Engineering Specialist positions report to the Assistant City Engineer. In the absence of the Assistant City Engineer, all staff report directly to the Director of Public Works/City Engineer. The Director of Public Works/City Engineer is not in the best position to be actively engaged in daily work tasks, personnel supervision, and management of the entire Engineering Department. To alleviate this burden and provide better daily coordination, project direction, and supervision, staff is proposing to restructure the department to have the three Engineering Specialist positions report directly to the Senior Engineering Specialist. The Senior Engineering Specialist will continue to report to the Assistant City Engineer. In the absence of an Assistant City Engineer, the Senior Engineering Specialist will report to the Director of Public Works. The Senior Engineering Specialist job description has been revised and evaluated for a DBM rating and pay range.</p> <p>Staff have met with the Council Personnel Committee, which is supportive of both Building Services Coordinator and Engineering restructures.</p>

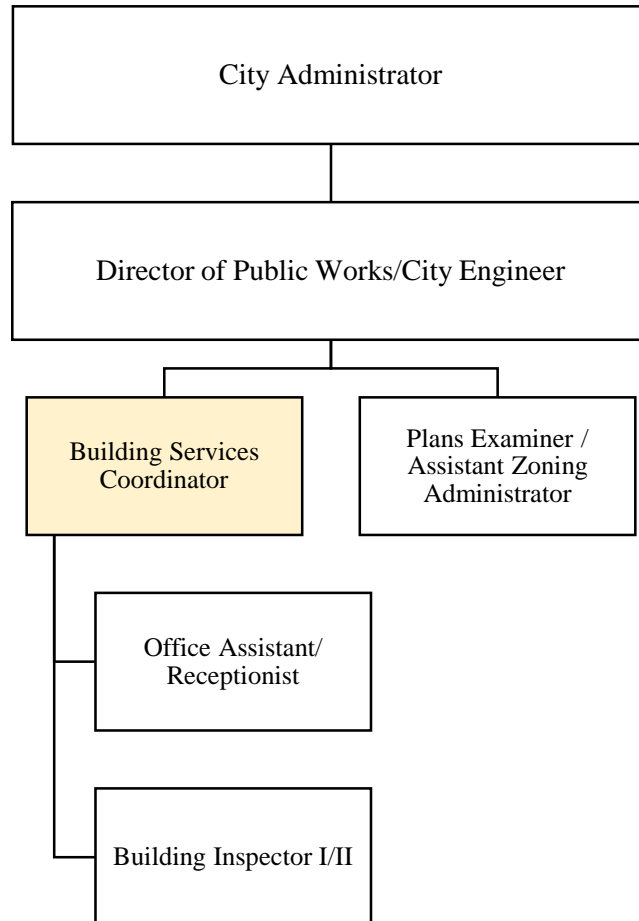
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Do not accept the re-structures
<b>Recommendations:</b>	Approve Community Planning Organizational Structure and Approve MOU with AFSCME, Local No 65 Accepting Union Status for Senior Engineering Specialist and Building Services Coordinator Positions

# Organizational Chart—COMMUNITY PLANNING—Current



# Organizational Chart—COMMUNITY PLANNING--Proposed

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# Public Works Proposed Reorganization

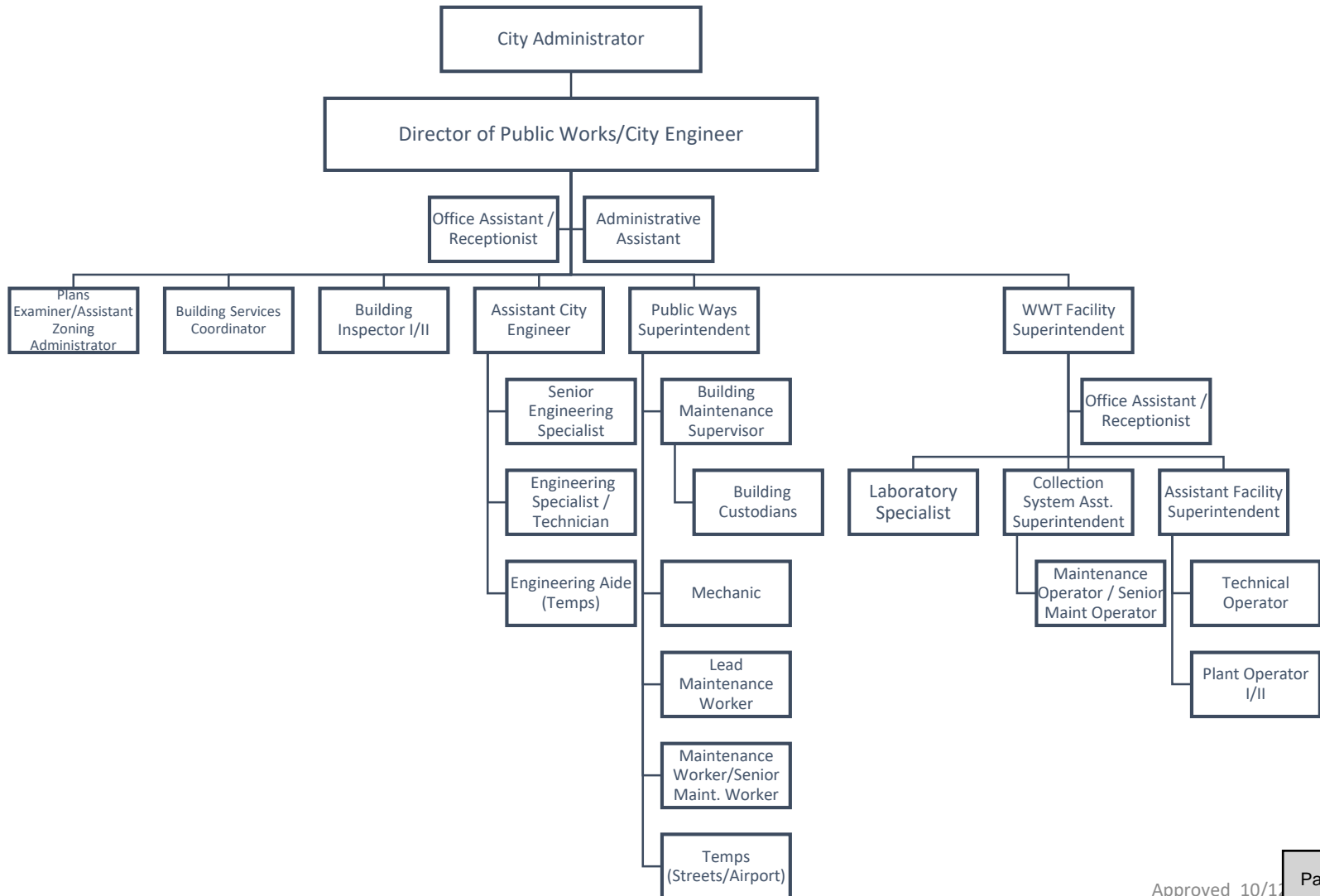
## Existing Job Class, DBM Points, and 2023 Compensation Structure

PUBLIC WORKS DIVISION	DBM	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
Building Services Coordinator	B24	\$29.77	\$30.75	\$31.72	\$32.70	\$33.69	\$34.67	\$35.90	\$37.13	\$38.36	\$39.58

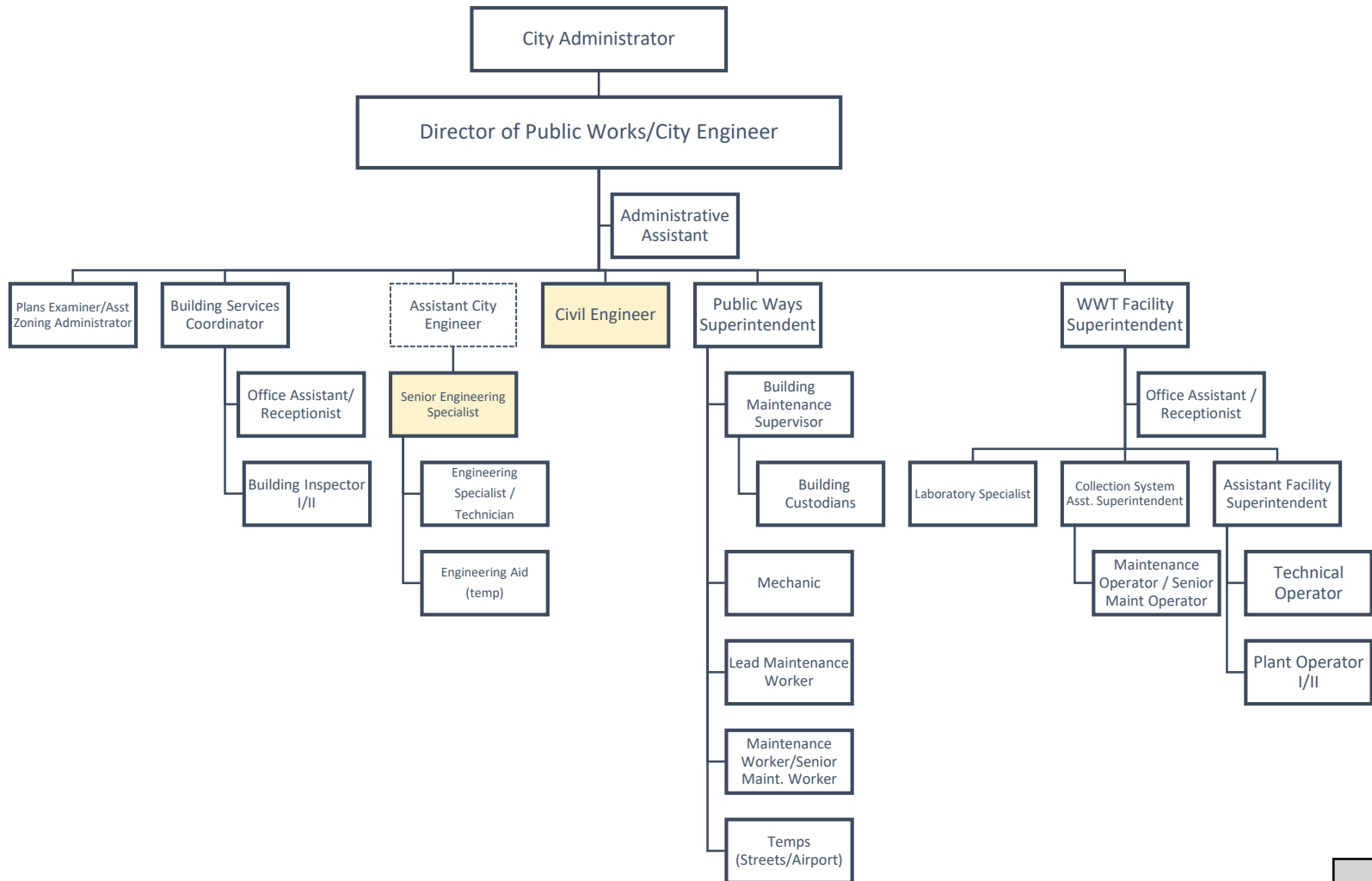
## Proposed Job Class, DBM Points, and 2023 Compensation Structure

PUBLIC WORKS DIVISION	DBM	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
Building Services Coordinator	B32	\$32.50	\$33.57	\$34.64	\$35.71	\$36.78	\$37.85	\$39.20	\$40.54	\$41.88	\$43.22

# Organizational Chart—PUBLIC WORKS--Current



# Organizational Chart—PUBLIC WORKS--Proposed



Item 7.



# Engineering Proposed Reorganization

## Existing Job Classes, DBM Points, and 2023 Compensation Structure

PUBLIC WORKS DIVISION	DBM	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
Senior Engineering Specialist	B32	\$32.50	\$33.57	\$34.64	\$35.71	\$36.78	\$37.85	\$39.20	\$40.54	\$41.88	\$43.22

## Proposed Job Classes, DBM Points, and 2023 Compensation Structure

PUBLIC WORKS DIVISION	DBM	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
Senior Engineering Specialist	C41	\$34.77	\$35.92	\$37.07	\$38.22	\$39.37	\$40.51	\$41.95	\$43.38	\$44.82	\$46.25

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is between the City of Marshall (hereafter “City”) and American Federation of State, County and Municipal Employees, Council No. 65 (hereafter “Union”).

**WHEREAS**, the City and the Union are subject to a Labor Agreement in effect January 1, 2022 through December 31, 2024 (hereafter “Labor Agreement”); and

**WHEREAS**, the 1998 Unit Determination Order for this Bargaining Unit excludes supervisory employees as defined under Minnesota Statutes § 179A.03, subd. 17; and

**WHEREAS**, Section 2.2 of the Labor Agreement provides that in the event the City and Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination; and

**WHEREAS**, the City has revised the job descriptions for the positions of Building Services Coordinator and Senior Engineering Specialist to include supervisory functions.

**NOW THEREFORE**, the parties agree as follows:

1. The Building Services Coordinator and Senior Engineering Specialist positions will be removed from the 2023 and 2024 wage schedules in Appendix A of the Labor Agreement.
2. This Memorandum of Agreement shall be effective on the first business day following the latest date affixed to the signatures below.
3. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

FOR THE CITY OF MARSHALL

FOR AFSCME, LOCAL NO. 65

Mayor	Date	Business Agent	Date
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City Clerk	Date	Union President	Date
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**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages 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

# Council Check Report

By Vendor Name

Date Range: 01/27/2023 - 02/14/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-REG AP</b>						
4549	A & B BUSINESS, INC	01/27/2023	EFT	0.00	2,322.39	11995
6128	ACTION COMPANY LLC	02/03/2023	EFT	0.00	2,350.00	12065
6128	ACTION COMPANY LLC	02/10/2023	EFT	0.00	245.00	12140
0560	AFSCME COUNCIL 65	01/27/2023	EFT	0.00	1,505.00	11996
0567	ALEX AIR APPARATUS, INC	02/10/2023	EFT	0.00	120.17	12141
0567	ALEX AIR APPARATUS, INC	01/27/2023	Regular	0.00	390.77	122348
0578	AMAZON CAPITAL SERVICES	01/27/2023	EFT	0.00	1,762.52	11997
0578	AMAZON CAPITAL SERVICES	02/03/2023	EFT	0.00	33.77	12066
0578	AMAZON CAPITAL SERVICES	02/10/2023	EFT	0.00	443.38	12142
3761	AMERICAN BOTTLING CO.	02/03/2023	Regular	0.00	131.64	122393
5837	ANDERSON, JASON	02/03/2023	EFT	0.00	80.00	12067
5837	ANDERSON, JASON	02/10/2023	EFT	0.00	576.57	12143
3648	APEX ENGINEERING PRODUCTS CORP.	02/03/2023	Regular	0.00	3,417.50	122394
7190	AQUATIC INFORMATICS, INC.	02/03/2023	Regular	0.00	2,858.24	122395
6694	ARAMARK UNIFORM & CAREER APPAREL GROUP,	01/27/2023	EFT	0.00	100.01	11998
0630	ARCTIC GLACIER	01/27/2023	Regular	0.00	134.11	122349
0629	ARNOLD MOTOR SUPPLY	02/03/2023	Regular	0.00	145.84	122396
0658	AWARDS PLUS, INC.	01/27/2023	EFT	0.00	557.20	11999
0658	AWARDS PLUS, INC.	02/03/2023	EFT	0.00	350.25	12068
0658	AWARDS PLUS, INC.	02/10/2023	EFT	0.00	181.12	12144
5702	B & H PHOTO & ELECTRONICS CORP	02/10/2023	EFT	0.00	919.83	12145
2340	BAKER TILLY MUNICIPAL ADVISORS, LLC	02/10/2023	EFT	0.00	5,400.00	12146
5327	BAUMANN, ADAM	02/03/2023	EFT	0.00	30.00	12069
0682	BEACON ATHLETICS LLC	02/10/2023	EFT	0.00	2,717.00	12147
6818	BEEK, JORDY	01/27/2023	EFT	0.00	373.00	12000
0688	BELLBOY CORPORATION	02/03/2023	EFT	0.00	3,048.66	12070
0689	BEND RITE CUSTOM FABRICATION, INC.	01/27/2023	Regular	0.00	158.83	122350
0689	BEND RITE CUSTOM FABRICATION, INC.	02/03/2023	Regular	0.00	326.44	122397
0689	BEND RITE CUSTOM FABRICATION, INC.	02/10/2023	Regular	0.00	23.57	122418
7188	BESTGE, HEATHER	02/03/2023	Regular	0.00	500.00	122398
0699	BEVERAGE WHOLESALERS, INC.	01/27/2023	Regular	0.00	24,015.90	122351
0699	BEVERAGE WHOLESALERS, INC.	02/03/2023	Regular	0.00	19,196.77	122399
0699	BEVERAGE WHOLESALERS, INC.	02/10/2023	Regular	0.00	27,187.90	122419
6163	BLUE LINE SHARPENING & SALES	02/03/2023	EFT	0.00	630.20	12071
0724	BOLTON & MENK INC	01/27/2023	EFT	0.00	1,215.00	12001
0724	BOLTON & MENK INC	02/10/2023	EFT	0.00	25,036.87	12148
0726	BORCH'S SPORTING GOODS, INC.	02/10/2023	EFT	0.00	1,495.00	12149
0018	BORDER STATES INDUSTRIES, INC.	01/27/2023	EFT	0.00	309.36	12002
3829	BRAU BROTHERS	01/27/2023	EFT	0.00	299.00	12003
3829	BRAU BROTHERS	02/10/2023	EFT	0.00	836.00	12150
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SPIR	01/27/2023	Regular	0.00	4,860.22	122352
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SPIR	02/03/2023	Regular	0.00	10,243.20	122400
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SPIR	02/10/2023	Regular	0.00	2,906.81	122420
5696	BROTHERS FIRE PROTECTION	01/27/2023	EFT	0.00	498.00	12004
5696	BROTHERS FIRE PROTECTION	02/03/2023	EFT	0.00	750.00	12072
5696	BROTHERS FIRE PROTECTION	02/10/2023	EFT	0.00	588.00	12151
3568	BRUNSVOLD, QUENTIN	02/03/2023	EFT	0.00	30.00	12073
0378	BUYSSE, JASON	02/03/2023	EFT	0.00	30.00	12074
6744	C&L DISTRIBUTING	02/10/2023	EFT	0.00	195.00	12152
0380	CALLENS, DAVID	02/03/2023	EFT	0.00	30.00	12075
6791	CAPITAL ONE	01/27/2023	Regular	0.00	167.45	122354
6791	CAPITAL ONE	02/03/2023	Regular	0.00	65.09	122402
6791	CAPITAL ONE	02/10/2023	Regular	0.00	31.00	122422
0802	CARLSON & STEWART REFRIGERATION, INC.	01/27/2023	EFT	0.00	2,742.63	12005

Council Check Report

Date Range: 01/27/2023 - 02/14/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0815	CATTOOR OIL COMPANY, INC	01/27/2023	EFT	0.00	44.68	12006
0815	CATTOOR OIL COMPANY, INC	02/03/2023	EFT	0.00	4,456.04	12076
0815	CATTOOR OIL COMPANY, INC	02/10/2023	EFT	0.00	68.14	12153
0818	CAUWELS, ROGER	02/03/2023	EFT	0.00	30.00	12077
0836	CHARTER COMMUNICATIONS, LLC	01/27/2023	EFT	0.00	106.80	12007
0836	CHARTER COMMUNICATIONS, LLC	02/10/2023	EFT	0.00	11.99	12154
5733	CLARITY TELECOM, LLC	01/27/2023	EFT	0.00	2,846.13	12008
5733	CLARITY TELECOM, LLC	02/10/2023	EFT	0.00	493.12	12155
7178	CLIMATE SYSTEMS, INC.	01/27/2023	Regular	0.00	1,902.23	122355
7183	CLOVER	02/10/2023	Bank Draft	0.00	14.95	DFT0002661
5121	COLE PAPERS INC	02/10/2023	EFT	0.00	2,648.34	12156
6262	COMPASS GROUP USA, INC.	02/03/2023	Regular	0.00	3,091.76	122403
6927	CONFLUENCE, INC.	02/03/2023	EFT	0.00	3,876.40	12078
0384	COUDRON, DEAN	02/03/2023	EFT	0.00	30.00	12079
5545	CROW RIVER WINERY	02/10/2023	Regular	0.00	638.28	122423
0919	CRYTEEL TRUCK EQUIPMENT INC	02/03/2023	EFT	0.00	12,412.12	12080
0920	CULLIGAN WATER CONDITIONING OF MARSHALL	02/10/2023	Regular	0.00	75.75	122424
0934	D & G EXCAVATING INC	01/27/2023	EFT	0.00	4,560.65	12009
0934	D & G EXCAVATING INC	02/03/2023	EFT	0.00	596.26	12081
3819	DACOTAH PAPER CO	02/03/2023	EFT	0.00	106.63	12082
7102	DAHLHEIMER BEVERAGE	02/03/2023	EFT	0.00	384.05	12083
7189	DEKKER, BRAD	02/03/2023	Regular	0.00	500.00	122404
7075	DEMUTH, ROGER	01/27/2023	EFT	0.00	600.00	12010
0975	DEPUTY REGISTRAR #32	02/10/2023	Regular	0.00	41.25	122425
6472	DEUTZ, LAUREN	02/03/2023	EFT	0.00	80.00	12084
5731	DOLL DISTRIBUTING LLC	01/27/2023	EFT	0.00	14,730.28	12011
5731	DOLL DISTRIBUTING LLC	02/03/2023	EFT	0.00	14,584.85	12085
5731	DOLL DISTRIBUTING LLC	02/10/2023	EFT	0.00	12,640.91	12157
1029	EAGLE ENGRAVING	02/10/2023	EFT	0.00	185.20	12158
4581	EMAINT ENTERPRISES LLC	02/10/2023	EFT	0.00	509.23	12159
1061	EMERGENCY APPARATUS MAINTENANCE INC	02/03/2023	EFT	0.00	145.82	12086
7181	ENTERPRISE FLEET MANAGEMENT TRUST	02/10/2023	Bank Draft	0.00	3,526.19	DFT0002659
4753	ENTERPRISE LEASING CO	02/10/2023	EFT	0.00	145.89	12160
6700	EYEMED VISION CARE	01/27/2023	Regular	0.00	1,096.64	122356
1090	FASTENAL COMPANY	01/27/2023	EFT	0.00	184.27	12012
1090	FASTENAL COMPANY	02/03/2023	EFT	0.00	152.23	12087
1090	FASTENAL COMPANY	02/10/2023	EFT	0.00	122.22	12161
6832	FIRST DAKOTA NATIONAL BANK	01/27/2023	Regular	0.00	29,806.61	122362
1158	GALLS INC	01/27/2023	EFT	0.00	744.67	12013
6478	GOPHER STATE ONE CALL	02/10/2023	EFT	0.00	60.80	12162
7192	GOVERNMENT TRAINING SERVICES, INC.	02/10/2023	Regular	0.00	350.00	122426
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	02/03/2023	Regular	0.00	39.65	122405
1201	GRAINGER INC	01/27/2023	EFT	0.00	916.20	12014
1201	GRAINGER INC	02/10/2023	EFT	0.00	156.70	12163
6127	GRANDVIEW VALLEY WINERY, INC	01/27/2023	Regular	0.00	2,604.00	122363
3760	GROWMARK INC.	01/27/2023	EFT	0.00	712.25	12015
1230	HACH COMPANY	01/27/2023	EFT	0.00	331.22	12016
1230	HACH COMPANY	02/10/2023	EFT	0.00	384.22	12164
1236	HANSEN SHARPENING SERVICE	01/27/2023	Regular	0.00	72.00	122364
6269	HANSON, SHARON	02/03/2023	EFT	0.00	1,034.23	12088
7145	HARTFORD LIFE AND ACCIDENT INSURANCE COM	01/27/2023	Regular	0.00	542.30	122365
1247	HARTS HEATING & REFRIGERATION INC	02/10/2023	Regular	0.00	98.00	122427
1256	HAWKINS INC	02/03/2023	EFT	0.00	16,980.83	12089
1267	HEIMAN INC.	01/27/2023	EFT	0.00	623.89	12017
1271	HENLE PRINTING COMPANY	01/27/2023	EFT	0.00	224.96	12018
1271	HENLE PRINTING COMPANY	02/10/2023	EFT	0.00	626.14	12165
5408	HERITAGE POINTE PARTNERS LLC	01/27/2023	Regular	0.00	25,123.27	122368
5515	HOFFMANN, RYAN	02/03/2023	EFT	0.00	30.00	12090
1313	I & S ENGINEERS & ARCHITECTS, INC.	01/27/2023	EFT	0.00	16,750.00	12019
1313	I & S ENGINEERS & ARCHITECTS, INC.	02/03/2023	EFT	0.00	16,750.00	12091
1325	ICMA RETIREMENT TRUST #300877	02/03/2023	Regular	0.00	50.00	122406

Council Check Report

Date Range: 01/27/2023 - 02/14/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6951	IKI INC.	02/10/2023	Regular	0.00	44.00	122428
6936	INTEGRITY EMPLOYEE BENEFITS, LLC	01/27/2023	Regular	0.00	3,090.00	122369
1358	INTERNAL REVENUE SERVICE	02/03/2023	Bank Draft	0.00	27,684.60	DFT0002645
1358	INTERNAL REVENUE SERVICE	02/03/2023	Bank Draft	0.00	24,107.75	DFT0002646
1358	INTERNAL REVENUE SERVICE	02/03/2023	Bank Draft	0.00	8,611.34	DFT0002647
6540	INTERNATIONAL CHEMTEX, LLC	02/03/2023	EFT	0.00	976.97	12092
5333	JOHANSSON SALES & SERVICE	01/27/2023	Regular	0.00	648.16	122370
1399	JOHNSON BROTHERS LIQUOR COMPANY	01/27/2023	EFT	0.00	8,976.60	12020
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/03/2023	EFT	0.00	6,423.09	12095
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/10/2023	EFT	0.00	15,892.26	12168
2036	JOHNSON BROTHERS LIQUOR COMPANY	01/27/2023	EFT	0.00	6,829.00	12022
2036	JOHNSON BROTHERS LIQUOR COMPANY	02/03/2023	EFT	0.00	11,307.23	12093
2036	JOHNSON BROTHERS LIQUOR COMPANY	02/10/2023	EFT	0.00	6,850.53	12169
2605	JOHNSON BROTHERS LIQUOR COMPANY	01/27/2023	EFT	0.00	608.72	12023
2605	JOHNSON BROTHERS LIQUOR COMPANY	02/10/2023	EFT	0.00	3,356.36	12167
5447	JOHNSON BROTHERS LIQUOR COMPANY	01/27/2023	EFT	0.00	189.50	12021
5447	JOHNSON BROTHERS LIQUOR COMPANY	02/03/2023	EFT	0.00	793.90	12094
5447	JOHNSON BROTHERS LIQUOR COMPANY	02/10/2023	EFT	0.00	561.75	12166
7176	JOHNSON LAFFEN GALLOWAY ARCHITECTS, LTD	01/27/2023	Regular	0.00	27,011.70	122371
1417	KENNEDY & GRAVEN, CHARTERED	02/03/2023	EFT	0.00	10,735.00	12096
5095	KIBBLE EQUIPMENT LLC	01/27/2023	EFT	0.00	1,215.63	12024
5095	KIBBLE EQUIPMENT LLC	02/10/2023	EFT	0.00	818.81	12170
0450	KOPITSKI, JASON	02/03/2023	EFT	0.00	30.00	12097
5377	KRUK, CHRISTOPHER	02/03/2023	EFT	0.00	30.00	12098
6629	KURITA AMERICA INC	01/27/2023	EFT	0.00	5,594.40	12025
7186	LABAT, JOEL	02/03/2023	Regular	0.00	500.00	122407
1480	LAW ENFORCEMENT LABOR SERVICE INC	01/27/2023	EFT	0.00	1,350.00	12026
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	02/03/2023	Regular	0.00	2,266.78	122408
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	02/10/2023	Regular	0.00	3,609.24	122430
1481	LEAGUE OF MINNESOTA CITIES	01/27/2023	Regular	0.00	1,980.00	122372
1481	LEAGUE OF MINNESOTA CITIES	02/10/2023	Regular	0.00	495.00	122429
1485	LEARNING RESOURCES NETWORK	01/27/2023	Regular	0.00	445.00	122373
6183	LEE, JERRED	02/03/2023	EFT	0.00	30.00	12099
7146	LIFE INSURANCE COMPANY OF NORTH AMERICA	01/27/2023	Regular	0.00	760.73	122374
6567	LINCOLN CO SHERIFF'S OFFICE	02/10/2023	Regular	0.00	461.44	122431
1508	LOCKWOOD MOTORS INC	02/03/2023	EFT	0.00	197.95	12100
7177	LOUWAGIE, BRANDON MICHAEL	01/27/2023	Regular	0.00	1,297.69	122376
6323	LUTHER, ERIC	02/03/2023	EFT	0.00	30.00	12101
3816	LUTHERAN SOCIAL SERVICES	01/27/2023	Regular	0.00	31.20	122377
3816	LUTHERAN SOCIAL SERVICES	02/10/2023	Regular	0.00	16.80	122432
1531	LYON COUNTY AUDITOR-TREASURER	02/03/2023	EFT	0.00	22,500.75	12102
1552	LYON COUNTY RECORDER	02/10/2023	EFT	0.00	155.85	12171
1553	LYON COUNTY SHERIFF'S DEPT.	02/10/2023	Regular	0.00	5.00	122433
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC	02/10/2023	Regular	0.00	38.04	122434
1565	MACQUEEN EQUIPMENT INC.	02/03/2023	EFT	0.00	254.63	12103
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	01/27/2023	EFT	0.00	2,238.63	12027
1575	MAILBOXES & PARCEL DEPOT	01/27/2023	EFT	0.00	20.18	12029
1604	MARSHALL AREA CHAMBER OF COMMERCE	01/27/2023	EFT	0.00	1,050.00	12030
1606	MARSHALL AREA FINE ARTS COUNCIL	01/27/2023	EFT	0.00	6,000.00	12031
1616	MARSHALL CONVENTION & VISITORS BUREAU	02/03/2023	EFT	0.00	18,119.39	12104
1616	MARSHALL CONVENTION & VISITORS BUREAU	02/10/2023	EFT	0.00	1,974.51	12172
1620	MARSHALL FLORAL	01/27/2023	Regular	0.00	72.38	122378
1623	MARSHALL INDEPENDENT, INC	01/27/2023	Regular	0.00	1,489.13	122379
1623	MARSHALL INDEPENDENT, INC	02/10/2023	Regular	0.00	1,315.77	122435
5813	MARSHALL LUMBER CO	01/27/2023	EFT	0.00	68.96	12032
5813	MARSHALL LUMBER CO	02/03/2023	EFT	0.00	330.19	12105
5813	MARSHALL LUMBER CO	02/10/2023	EFT	0.00	713.20	12173
1633	MARSHALL MUNICIPAL UTILITIES	01/27/2023	EFT	0.00	8,454.67	12033
1633	MARSHALL MUNICIPAL UTILITIES	02/10/2023	EFT	0.00	90,582.50	12174
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	02/10/2023	EFT	0.00	31.71	12177
0460	MARSHALL, JAMES	02/03/2023	EFT	0.00	80.00	12106

Council Check Report

Date Range: 01/27/2023 - 02/14/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6733	MARTI, GEORGE & PAULA	02/10/2023	Regular	0.00	100.80	122437
7153	MAVERICK WINE LLC	02/10/2023	Regular	0.00	1,684.14	122438
6586	MCDYER TOOLS	02/03/2023	Regular	0.00	272.25	122409
7077	MEDSURETY, LLC	02/03/2023	Bank Draft	0.00	11,591.65	DFT0002638
7077	MEDSURETY, LLC	02/03/2023	Bank Draft	0.00	6,687.92	DFT0002643
7077	MEDSURETY, LLC	02/02/2023	Bank Draft	0.00	312.52	DFT0002649
7077	MEDSURETY, LLC	01/31/2023	Bank Draft	0.00	89.50	DFT0002653
1794	MEI TOTAL ELEVATOR SOLUTIONS	02/10/2023	EFT	0.00	2,390.85	12178
6025	MELLENTIN, CODY	02/03/2023	EFT	0.00	30.00	12107
4980	MENARDS INC	01/27/2023	EFT	0.00	384.86	12034
4980	MENARDS INC	02/03/2023	EFT	0.00	797.53	12108
4980	MENARDS INC	02/10/2023	EFT	0.00	299.01	12179
3971	MEULEBROECK, ANDY	02/03/2023	EFT	0.00	30.00	12109
1711	MID-AMERICAN RESEARCH CHEMICAL	02/03/2023	Regular	0.00	408.04	122410
4095	MINNESOTA DEPARTMENT OF PUBLIC SAFETY	01/27/2023	Regular	0.00	25.00	122381
1818	MINNESOTA DEPARTMENT OF REVENUE	02/03/2023	Bank Draft	0.00	401.97	DFT0002644
1818	MINNESOTA DEPARTMENT OF REVENUE	02/03/2023	Bank Draft	0.00	11,785.73	DFT0002648
7180	MINNESOTA SOCIETY OF CERTIFIED PUBLIC ACCO	01/27/2023	Regular	0.00	355.00	122382
3669	MINNESOTA STATE RETIREMENT SYSTEM	02/03/2023	Bank Draft	0.00	9,917.65	DFT0002641
1839	MINNESOTA VALLEY TESTING LABS INC	01/27/2023	EFT	0.00	172.00	12035
1757	MN CHILD SUPPORT PAYMENT CENTER	02/03/2023	Bank Draft	0.00	386.70	DFT0002635
1757	MN CHILD SUPPORT PAYMENT CENTER	02/03/2023	Bank Draft	0.00	183.66	DFT0002636
1757	MN CHILD SUPPORT PAYMENT CENTER	02/03/2023	Bank Draft	0.00	546.74	DFT0002637
0969	MN DEPT OF LABOR & INDUSTRY	02/10/2023	Regular	0.00	10.00	122439
1784	MN DEPT OF TRANSPORTATION	02/03/2023	Regular	0.00	40.00	122411
7035	MN PUBLIC FACILITIES AUTHORITY	02/10/2023	EFT	0.00	64,084.57	12180
6422	MN STATE LOTTERY	02/09/2023	Bank Draft	0.00	2,343.72	DFT0002656
6955	MOBERG, E.J.	02/03/2023	EFT	0.00	80.00	12110
1859	MOCIC	02/03/2023	EFT	0.00	150.00	12111
1877	MOTION INDUSTRIES INC	01/27/2023	EFT	0.00	620.36	12036
1877	MOTION INDUSTRIES INC	02/03/2023	EFT	0.00	86.39	12112
1883	MR COOLS CLOTHING	02/10/2023	Regular	0.00	1,805.73	122440
5047	MULTI ELECTRIC	02/03/2023	Regular	0.00	484.50	122412
2512	NATIONWIDE RETIREMENT	02/03/2023	Bank Draft	0.00	150.00	DFT0002632
1923	NCPERS MN GROUP LIFE INS.	01/27/2023	EFT	0.00	432.00	12037
1938	NEWMAN SIGNS	01/27/2023	EFT	0.00	365.09	12039
1945	NORM'S GTC	01/27/2023	Regular	0.00	289.58	122383
1945	NORM'S GTC	02/03/2023	Regular	0.00	445.23	122413
1945	NORM'S GTC	02/10/2023	Regular	0.00	77.58	122441
1986	NORTH CENTRAL INTERNATIONAL, INC	01/27/2023	EFT	0.00	47.21	12040
1986	NORTH CENTRAL INTERNATIONAL, INC	02/03/2023	EFT	0.00	436.16	12113
1946	NORTH CENTRAL LABS	01/27/2023	EFT	0.00	2,079.85	12041
7166	NORTHAMERICAN BANCARD/EPX	02/01/2023	Bank Draft	0.00	7,742.41	DFT0002652
7179	NORTHERN AIR CORPORATION	01/27/2023	Regular	0.00	710.00	122384
6463	OFFICE OF MNIT SERVICES	01/27/2023	Regular	0.00	695.15	122385
5891	ONE OFFICE SOLUTION	01/27/2023	EFT	0.00	99.32	12042
5891	ONE OFFICE SOLUTION	02/10/2023	EFT	0.00	142.82	12181
3809	O'REILLY AUTOMOTIVE STORES, INC	01/27/2023	EFT	0.00	16.98	12043
7191	OUK, SAMBATH	02/10/2023	Regular	0.00	300.00	122442
1243	PATZERS INC	01/27/2023	EFT	0.00	54.99	12044
1243	PATZERS INC	02/03/2023	EFT	0.00	2.30	12114
1243	PATZERS INC	02/10/2023	EFT	0.00	59.98	12182
2019	PAUSTIS WINE COMPANY	02/03/2023	EFT	0.00	3,506.75	12115
7168	PAYLIDIFY/GATEWAY SERVICES	02/07/2023	Bank Draft	0.00	11.70	DFT0002660
7163	PAYLIDIFY/MERCHANT BANK	02/03/2023	Bank Draft	0.00	60.71	DFT0002651
7163	PAYLIDIFY/MERCHANT BANK	02/08/2023	Bank Draft	0.00	218.88	DFT0002657
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	01/27/2023	EFT	0.00	54.00	12045
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	02/10/2023	EFT	0.00	67.50	12183
2028	PERA OF MINNESOTA REG	02/03/2023	Bank Draft	0.00	57,189.13	DFT0002639
2033	PETE'S SMALL ENGINE	02/03/2023	Regular	0.00	35.00	122414
2049	PLUNKETTS PEST CONTROL INC	02/03/2023	EFT	0.00	41.82	12116

Council Check Report

Date Range: 01/27/2023 - 02/14/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2049	PLUNKETTS PEST CONTROL INC	02/10/2023	EFT	0.00	427.50	12184
7187	POPOWSKI, ANNA	02/03/2023	Regular	0.00	500.00	122415
2064	POWERPLAN	01/27/2023	Regular	0.00	1,349.81	122386
2064	POWERPLAN	02/03/2023	Regular	0.00	134.72	122416
2064	POWERPLAN	02/10/2023	Regular	0.00	190.18	122443
5606	PRE-PAID LEGAL SERVICES, INC.	01/27/2023	Regular	0.00	281.10	122387
0477	PRZYBILLA, SCOTT	02/03/2023	EFT	0.00	30.00	12117
6166	PULVER MOTOR SVC, LLC	02/03/2023	EFT	0.00	80.00	12118
6166	PULVER MOTOR SVC, LLC	02/10/2023	EFT	0.00	160.00	12185
2090	QUALITY FLOW SYSTEMS INC	02/10/2023	Regular	0.00	32,857.78	122444
2096	QUARNSTROM & DOERING, PA	02/03/2023	EFT	0.00	9,434.71	12119
5965	R&R SPECIALTIES OF WISCONSIN INC	02/03/2023	EFT	0.00	412.20	12120
6267	RATWIK, ROSZAK & MALONEY, PA	02/03/2023	EFT	0.00	2,957.75	12121
6570	REDWOOD COUNTY SHERIFF	02/10/2023	Regular	0.00	743.20	122445
6571	REDWOOD FALLS POLICE DEPARTMENT	02/10/2023	Regular	0.00	721.90	122446
7171	REIN, KATHERINE JANE	01/27/2023	Regular	0.00	320.00	122389
6355	REVIZE, LLC	01/27/2023	EFT	0.00	2,400.00	12046
6714	RIDDELL/ALL AMERICAN SPORTS CORP	02/10/2023	Regular	0.00	3,063.95	122447
4826	RIEKE, BENJAMIN	02/03/2023	EFT	0.00	30.00	12122
5732	RITE	01/27/2023	EFT	0.00	324.90	12047
0707	ROADSIDE DEVELOPERS INC	01/27/2023	Regular	0.00	640.28	122390
0707	ROADSIDE DEVELOPERS INC	02/10/2023	Regular	0.00	286.00	122448
2186	ROGGE EXCAVATING	01/27/2023	EFT	0.00	9,105.00	12048
0481	ROKEH, JASON	02/03/2023	EFT	0.00	30.00	12123
5867	ROUND LAKE VINEYARDS & WINERY	02/03/2023	EFT	0.00	450.00	12124
2201	RUNNING SUPPLY, INC	01/27/2023	EFT	0.00	126.47	12049
2201	RUNNING SUPPLY, INC	02/03/2023	EFT	0.00	97.19	12125
2201	RUNNING SUPPLY, INC	02/10/2023	EFT	0.00	96.97	12186
5556	SANDGREN, KAYLYNN	02/03/2023	EFT	0.00	30.00	12126
6251	SHRED RIGHT	02/10/2023	EFT	0.00	40.00	12187
4009	SKY PRINTING, INC.	02/03/2023	Regular	0.00	52.65	122417
3495	SMSU	02/10/2023	EFT	0.00	482.61	12188
4855	SOUTHERN GLAZER'S	01/27/2023	EFT	0.00	22,182.53	12050
4855	SOUTHERN GLAZER'S	02/03/2023	EFT	0.00	7,038.52	12127
4855	SOUTHERN GLAZER'S	02/10/2023	EFT	0.00	4,188.22	12189
2311	SOUTHWEST GLASS CENTER, INC	01/27/2023	EFT	0.00	44.25	12051
2311	SOUTHWEST GLASS CENTER, INC	02/10/2023	EFT	0.00	3,505.20	12190
2318	SOUTHWEST SANITATION INC.	02/10/2023	EFT	0.00	2,806.48	12191
7173	SR AUTO REPAIR GARAGE	01/27/2023	Regular	0.00	187.95	122391
5922	SRF CONSULTING GROUP, INC.	02/10/2023	EFT	0.00	2,364.60	12192
0491	ST AUBIN, GREGORY	02/03/2023	EFT	0.00	30.00	12128
3808	STELTER, GEOFFREY	02/03/2023	EFT	0.00	30.00	12129
4134	STENSRUD, PRESTON	02/03/2023	EFT	0.00	30.00	12130
2373	STREICHERS	01/27/2023	EFT	0.00	1,233.16	12052
6706	SUN LIFE FINANCIAL	01/27/2023	EFT	0.00	1,687.62	12053
6202	SUNDANCE AUTO REPAIR	02/10/2023	Regular	0.00	1,170.39	122449
6427	SWALBOSKI, BRIAN	01/27/2023	EFT	0.00	343.00	12054
0495	SWANSON, GREGG	02/03/2023	EFT	0.00	30.00	12131
2395	SWEDE'S SERVICE CENTER	02/10/2023	Regular	0.00	1,030.27	122450
0875	THE COMPUTER MAN INC	01/27/2023	EFT	0.00	1,341.25	12055
0875	THE COMPUTER MAN INC	02/03/2023	EFT	0.00	2,711.10	12132
2428	TITAN MACHINERY	01/27/2023	EFT	0.00	405.25	12056
2428	TITAN MACHINERY	02/03/2023	EFT	0.00	181.75	12133
2429	TKDA	02/10/2023	EFT	0.00	65,129.94	12193
7193	TRAFFIC AND PARKING CONTROL, CO., INC.	02/10/2023	Regular	0.00	657.22	122451
2449	TRAF-O-TERIA SYSTEM	02/10/2023	Regular	0.00	328.48	122452
5329	TRI-STATE POWER SOLUTIONS, INC.	01/27/2023	EFT	0.00	72.00	12057
7099	TROPHIES PLUS, INC.	02/10/2023	Regular	0.00	111.00	122453
6786	TRUCK CENTER COMPANIES EAST LLC	01/27/2023	EFT	0.00	69.77	12058
6786	TRUCK CENTER COMPANIES EAST LLC	02/10/2023	EFT	0.00	212.63	12194
6156	TRUE BRANDS	02/10/2023	EFT	0.00	441.86	12195



Council Check Report

Date Range: 01/27/2023 - 02/14/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3342	TRUEDSON, SCOTT	02/03/2023	EFT	0.00	30.00	12134
5106	ULINE	01/27/2023	EFT	0.00	824.85	12059
2511	USA BLUE BOOK	01/27/2023	EFT	0.00	818.67	12060
2511	USA BLUE BOOK	02/03/2023	EFT	0.00	140.63	12135
2511	USA BLUE BOOK	02/10/2023	EFT	0.00	150.12	12196
3443	VALIC DEFERRED COMP	02/03/2023	Bank Draft	0.00	941.61	DFT0002633
3443	VALIC DEFERRED COMP	02/03/2023	Bank Draft	0.00	1,376.92	DFT0002634
6370	VANKEULEN, KURTIS	02/03/2023	EFT	0.00	183.00	12136
0512	VANLEEUEWE, SARA J.	02/03/2023	EFT	0.00	70.00	12137
4489	VERIZON WIRELESS	01/27/2023	EFT	0.00	400.10	12061
0164	VESSCO, INC	02/10/2023	EFT	0.00	1,576.00	12197
2538	VIKING COCA COLA BOTTLING CO.	01/27/2023	EFT	0.00	400.40	12062
2538	VIKING COCA COLA BOTTLING CO.	02/03/2023	EFT	0.00	475.40	12138
2538	VIKING COCA COLA BOTTLING CO.	02/10/2023	EFT	0.00	242.25	12198
4594	VINOCOPIA INC	02/10/2023	EFT	0.00	2,716.00	12199
6085	VOYA - INVESTORS CHOICE	02/03/2023	Bank Draft	0.00	2,088.43	DFT0002642
2579	WELLS FARGO	01/27/2023	Regular	0.00	5.80	122392
2591	WESTERN PRINT GROUP	01/27/2023	EFT	0.00	343.23	12063
2599	WINE COMPANY	02/10/2023	EFT	0.00	701.00	12200
2632	ZIEGLER INC	01/27/2023	EFT	0.00	760.51	12064
2632	ZIEGLER INC	02/03/2023	EFT	0.00	13,709.95	12139

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	155	92	0.00	260,741.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	25	25	0.00	177,972.38
EFT's	409	202	0.00	669,121.04
	<b>589</b>	<b>319</b>	<b>0.00</b>	<b>1,107,835.18</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	155	92	0.00	260,741.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	25	25	0.00	177,972.38
EFT's	409	202	0.00	669,121.04
	<b>589</b>	<b>319</b>	<b>0.00</b>	<b>1,107,835.18</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	1/2023	277,515.51
999	POOLED CASH FUND	2/2023	830,319.67
			<b>1,107,835.18</b>

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Karla Drown
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2023 Fee Schedule Amended
<b>Background Information:</b>	<p>Staff have recommended changes to the existing 2023 Fee Schedule.</p> <p>Staff are recommending amendments to the 2023 Fee Schedule under the Finance, Adult Community Center, and Wastewater Treatment Facility.</p> <p>Attached is the 2023 Fee Schedule Amendment with changes in red for your review.</p>
<b>Fiscal Impact:</b>	Fees have a direct impact on revenues as they relate to the city
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Approval Resolution 23-013 2023 Amended Fee Schedule

RESOLUTION NUMBER 23-013

RESOLUTION APPROVING AMENDING SPECIFIC FEES TO BE CHARGED  
BY THE CITY OF MARSHALL

WHEREAS, several sections of the City Code permit the Common Council to adopt by resolution, rules, regulations and permit fees which will be effective in the City.

NOW THEREFORE, BE IT RESOLVED, the 2023 amended fee schedule is hereby approved for the designated services of the City of Marshall and shall be effective February 14, 2023.

Passed and adopted by the City Council this 14<sup>th</sup> day of February 2023.

\_\_\_\_\_  
Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

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



MARSHALL  
CULTIVATING THE BEST IN US

# 2023 FEE SCHEDULE

Approved 12-13-2022

Amended 2-14-2023

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**Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing**

**ASSESSING DEPARTMENT**

	<u>Fee/Charge</u>	
Copies	\$ 0.25	Per Side
Sales Summary	\$ 10.00	Each
Apartment List	\$ 15.00	
Ownership Searches	\$ 4.00	Per Parcel
Yearly Subscription Rate	\$ 75.00	

**CLERK**

	<u>Fee/Charge</u>	
Brewer Tap Room	\$ 500.00	Annual
Club License	\$ 275.00	Annual
Consumption & Display	\$ 130.00	Annual
	\$ 25.00	1 Day
Growlers License	\$ -	Annual
On-Sale Liquor License	\$ 3,000.00	Annual
Financial Background (on-sale liquor)	Charged at rate of 3rd Party Vendor	
Off-Sale 3.2% Malt Liquor	\$ 90.00	Annual
On-Sale 3.2% Malt Liquor	\$ 250.00	Annual
Sunday Liquor	\$ 200.00	Annual
Temporary On-Sale Liquor	\$ 30.00	Per Day
Temporary On-Sale 3.2% Malt Liquor	\$ 30.00	Per Day
	\$ 50.00	Month
Tobacco License	\$ 150.00	Annual
Wine License	\$ 600.00	Annual
Dangerous Animals	\$ 150.00	Annual
Dog or Cat License	\$ -	Annual
Replacement of tag	\$ 1.00	
Pick-up (Animal at large)	\$ 10.00	
Board	\$ 10.00	Per Day
Animal at Large	\$ 90.00	
No City License	\$ 90.00	
Rabies Vaccination not current	Court	
Disturbing the Peace	Court	
Garbage & Refuse Haulers	\$ 160.00	Annual
Special Vehicle Permit	\$ 35.00	Annual
Non-profits Exempt (must provide certification)		
Taxicabs	\$ 100.00	Annual
	\$ 25.00	Per Additional Vehicle
Transient Merchant	\$ 30.00	Per Month
	\$ 160.00	Semiannual
	\$ 315.00	Annual
Mobile Food Units/Food Carts	\$ 150.00	Annual
Refunding of License Fee	20% of fee up to a maximum of \$100.00	

**ADMINISTRATION & HUMAN RESOURCES**

Copies	\$	0.25	Per Side
Administrative Fee for Retiree Insurance ( <i>Health/Dental</i> )	2% of total cost to the City		

## City Hall Conference Room Rental

Half Day (4 hours or less)	\$	25.00	
Full Day (4 hours or more)	\$	50.00	
After 4:30 PM	\$	50.00	Plus \$20/Per Hour (One hour charge minimum)

**FINANCE**

	<b><u>Fee/Charge</u></b>
Assessment Searches	\$ 15.00
Returned check for all City departments	\$ 30.00
Budget Reports	\$ 25.00
Audit Reports	\$ 25.00
Business Tax Abatement Application	\$ 750.00
<b>Administrative added to invoices</b>	<b>\$ 25.00</b>

**COMMUNITY SERVICES**

	<b><u>Fee/Charge</u></b>	<b><u>Deposit</u></b>
Shelter Rent	\$ 50.00	\$50.00
Park Gazebo Rent	\$ 30.00	\$30.00
Band Shell Rent	\$ 200.00 Per Day	\$100.00
Moving Liberty Park Benches for Events	\$ 100.00	
Collapsible Picnic Tables (Min:6/Max:50)	\$ 15.00 Per Table/Per Day	
Tents 20 x 20	\$ 250.00 Weekend	\$250.00
	\$ 200.00 Per Day	\$200.00
Tents 20 x 30	\$ 250.00 Weekend	\$250.00
	\$ 200.00 Per Day	\$200.00
Channel Parkway Complex	\$ 100.00 Per Day	\$100.00
	\$ 150.00 2 Days	\$100.00
Amateur Sports Complex	\$ 250.00 Per Day	\$100.00
	\$ 200.00 2 Days	\$100.00
One Ballfield	\$ 80.00 Per Day	\$100.00
Independence Park Youth Ballfields	\$ 80.00 Per Day/ONE Field/No Lights	\$100.00
(2 Fields: 1 Lighted & 1 Not Lighted)	\$ 100.00 Per Day/One Field/Lighted	\$100.00
	\$ 125.00 Per Day/Two Fields/One Field Lighted	
American Legion Field Ballfield	\$ 200.00 Per Day/Without Lights	\$100.00
	\$ 250.00 Per Day/With Lights	\$100.00
Legion Field Park Youth Ballfields	\$ 50.00 Per Day	\$50.00
Justice Park Youth Baseball/Softball Field	\$ 50.00 Per Day	\$50.00
Marshall Aquatic Center (Minimum 25 people)	\$ 125.00 Per Hour &	
	\$ 5.00 Per Person	
Concessions Trailer	\$ 300.00 Per Day	ServSafe Manager Certification required
Vandalism Clean-up/Repairs	\$ 55.00 Per Hour/Per Staff	



**Stage Rental**

	<b><u>Fee/Charge</u></b>	
Damage Deposit	\$ 500.00	
Call-Back	\$ 55.00	Per Hour

Basic Unit; 24x20 ft., set-up and take down

Marshall non-profit business or agency	\$ 250.00
Marshall for profit business or agency	\$ 350.00
All others	\$ 600.00

Basic Unit; plus additional 16x4 ft., set-up and take down

Marshall non-profit business or agency	\$ 350.00
Marshall for profit business or agency	\$ 500.00
All others	\$ 1,200.00

**Studio 1 TV**

	<b><u>Fee/Charge</u></b>	
DVD	\$ 15.00	Includes Tax
CD	\$ 5.00	
CD w/Printed Cover	\$ 10.00	

Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 15.00	Per Hour
Certification Training	\$ 100.00	
Student (high school & full-time post secondary)	\$ 30.00	Per Hour

**Park Land Development**

	<b><u>Fee/Charge</u></b>	
For any residential or commercial subdivision of property after March 10, 2009, upon initial sale		
Residential Lot	\$ 500.00	Per Lot
Commercial Lot		2% Of gross unimproved value per commercial lot

**Telecommunication**

	<b><u>Fee/Charge</u></b>	
Application & Permit fee	\$ 1,500.00	Plus
	\$ 2.00	Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way

**Adult Community Center**

	<b><u>Fee/Charge</u></b>		<b><u>Deposit</u></b>
Oak & Wildflower Rooms	\$ 30.00	Per Hour	\$30.00
Prairie Winds Dining Area - MASC members only	\$ 35.00	Per Hour	\$100.00 <del>\$80.00</del>
Prairie Winds Dining Area - general public	\$ 80.00	Per Hour	\$100.00
Kitchen	\$ 40.00	Per Hour/Serving Only	\$50.00

No charge for MASC/City of Marshall sponsored events/Local public agencies and Non-Profit organizations.  
Any group of seniors meeting during regular scheduled hours (9-4), depending on space assignment.  
Private/Commercial/State of Minnesota Groups charged per above.

Meeting after regular scheduled hours (after 4:00 p.m.)

Rentals will be made as follows based on space availability:

1. Senior Center Programs/Activities
2. Marshall Area Senior Citizens, Inc. Members (~~receive a \$5/hr. discount~~)
3. Seniors (age 55 & older)
4. All others

**Red Baron Arena and Expo Center**

	<b><u>Fee/Charge</u></b>	
Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	\$ 30.00	Per Hour Per Staff
Skate Sharpening	\$ 5.00	

**Ice Rink**

	<b><u>Fee/Charge</u></b>	
Open Rate	\$ 150.00	Per Hour
10 or more hours booked at one time	\$ 130.00	Per Hour
30 or more hours booked at one time	\$ 120.00	Per Hour
Marshall Community Services	\$ 75.00	Per Hour
Marshall High School	\$ 75.00	Per Hour
(Marshall High School will not be charged ice time during high school games or tournaments)		
Southwest Figure Skating Club	\$ 75.00	Per Hour
Marshall Area Hockey Association (MAHA)		Per Agreement
Off season (June 1–August 31)(Saturday and Sunday)	\$ 80.00	Per Hour
Ice Painting Equipment	\$ 250.00	Per Day

**Expo/Meeting Room**

	<b><u>Fee/Charge</u></b>	
Full day expo floor rental	\$ 1,250.00	Per Day
Expo floor rental (April 1 - October 1)	\$ 80.00	Per Hour
Event SETUP	\$ 55.00	Per Hour after 5pm
Event CLOSURE	\$ 55.00	Per Hour after 5pm
Club Room	\$ 400.00	Per Day or Event
	\$ 80.00	Per Hour
Meeting Room	\$ 200.00	Per Day
	\$ 30.00	Per Hour

**FIRE DEPARTMENT**

	<b><u>Fee/Charge</u></b>	
Fire/Rescue Calls (Outside city limits)*	\$ 1,000.00	
Fire/Rescue Calls (Within city limit)*	\$ 750.00	
*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Department Association Mutual Aid Agreement		
Hazardous Materials Trailer	\$ 750.00	Plus supplies & materials used
Pumping Fuel or Gas (48 hours to pick up)	\$ 1.00	Per Gallon in and out (48 hours to pick up)**
**If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste		
Natural Gas line hits	\$ 750.00	Per Call
Automatic fire alarm activation***	\$ 750.00	Per Call
*** (3rd call and after, within 72 hour period OR 3 business days, until functional)		
Education Trailer (to all departments)	\$ 150.00	Per Day

Fire Chief's call for service (officer's pages) \$ 100.00 Per Hour

**Calls that are caused by negligence, or lasting longer than 5 hours on scene\*, will be billed out on cost basis of equipment and manpower:**

\*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Dept. Association Mutual Aid Agreement for all departments that were called for mutual aid.

<b><u>Fire Equipment</u></b>	<b><u>Fee/Charge</u></b>
Rescue Truck	\$ 125.00 Per Hour
1500 GPM Engine	\$ 295.00 Per Hour
1000 GPM Engine	\$ 200.00 Per Hour
Ladder Truck	\$ 750.00 For Initial First Hour
	\$ 250.00 Per Hour thereafter
Tanker	\$ 160.00 Per Hour
Grass Rig	\$ 125.00 Per Hour
Haz-Mat Trailer	\$ 125.00 Per Hour
Water Auger with Engine or Tanker	\$ 150.00 Per Hour
UTV	\$ 85.00 Per Hour
Each firefighter responding to the call for service	\$ 25.00 Per Hour
Mileage to organizations outside the Southwest/West Central Fire Department Mutual Aid	\$ 1.75 Per Mile

\*\*\*\*Any equipment/tools damaged/destroyed due to the call for service will be assessed at actual cost to the owner or responsible party of the call for service.

<b><u>Supplies: (Billed out at cost incurred)</u></b>	<b><u>Fee/Charge</u></b>
AFFF Foam	\$ 150.00 Per Pail
AR-AFFF Foam	\$ 200.00 Per Pail
Floor Dry	\$ 15.00 Per Bag
55 Gallon steel barrel with metal lid	\$ 135.00 Per Barrel
8"x10' absorbent boom	\$ 145.00 Per Boom
4' X 8' Plywood	\$ 25.00 Per Sheet

<b><u>PUBLIC SAFETY DEPARTMENT</u></b>	<b><u>Fee/Charge</u></b>
Police Records	\$ 0.25 Per Side
DVD/CD of Photos, Videos and Audio	\$ 20.00 Each
False Alarm Call (after 3rd)	\$ 60.00
Residence Check	
First three checks	\$ 40.00
After 3rd check	\$ 10.00
Towing Administration Fee	\$ 15.00
Storage	\$ 25.00 Per Day
Opening Car Door	\$ 50.00
In-house Background Check	\$ 20.00
Funeral Escorts (3 or more Officers)	\$ 150.00
Bank Escorts	\$ 50.00

**Parking Violations**

	<u>Fee/Charge</u>	<u>After 10 Days</u>
Prohibited Parking	\$ 20.00	\$ 30.00
Double Parking	\$ 20.00	\$ 30.00
Blocking Driveway	\$ 20.00	\$ 30.00
No Parking Zone	\$ 20.00	\$ 30.00
Blocking Alley	\$ 20.00	\$ 30.00
Parking in Alley	\$ 20.00	\$ 30.00

**MERIT CENTER**

**Classroom**

	Room A or B <u>1/2 Day</u>	Room A or B <u>Full Day</u>	Room A & B <u>1/2 Day</u>	Room A & B <u>Full Day</u>
Public Safety/Non-Profit	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00
Business	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00

**Props & Simulators**

	<u>Fee/Charge</u>
Public Safety/ Non-Profit	\$ 35.00 Per Item Per Day
Business	\$ 50.00 Per Item Per Day

**Driving Course**

	<u>1/2 Day</u>	<u>1/2 Day Hourly</u>	<u>Full Day</u>	<u>Full Day Hourly</u>
Government/Non-Profit	\$ 120.00	\$ 20.00	\$ 200.00	\$ 35.00
Business	\$ 200.00	\$ 30.00	\$ 300.00	\$ 50.00

**Rate Categories**

**Public Safety:** training of police, fire, ambulance, hazardous material teams, etc.

**Non-Profit:** training for entities such as civic, charitable, service clubs, government organizations, etc.

**Business:** training for private individuals, organizations, and businesses of any kind.

*\* Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.*

Administrative Services (Managing class participants, ordering/delivering food, etc.)	\$ 100.00
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**PUBLIC WORKS DEPARTMENTS**

**Airport**

	<u>Fee/Charge</u>
Hangar Rent	<b><u>Hangar Rates Effective April 1, 2023</u></b>
Base Rates	
1708 & 1710 units; 1044 sq. ft.	\$ 130.00 Per Month
1712 units; 1235 sq. ft.	\$ 160.00 Per Month
Winch; if available and desired in hangar	\$ 10.00 Per Month
Electric service for Heater	\$ 10.00 Per Month
Full Enclosed	\$ 25.00 Per Month

**Hangar 1708**

<b>Unit 1;</b> 40.5' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 165.00 Per Month
<b>Unit 2-8;</b> 40.5' bi-fold door, 13.67' tail ht	\$ 130.00 Per Month

Hangar 1710

	<u>Fee/Charge</u>		
<b>Units 1, 6;</b> 40.5' bi-fold door, 13.67' tail ht	\$ 140.00	Per Month	(includes winch)
<b>Units 2-5, 7-8;</b> 40.5' bi-fold door, 13.67' tail ht	\$ 130.00	Per Month	

Hangar 1712

<b>Unit 1;</b> 43.45' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 195.00	Per Month	
<b>Units 2,4;</b> 43.45' bi-fold door, 13.67' tail ht, enclosed	\$ 185.00	Per Month	
<b>Units 3,5,6;</b> 43.45' bi-fold door, 13.67' tail ht, enclosed	\$ 195.00	Per Month	(includes winch)

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.; With Operator)

Oshkosh/FWD 24' Snow Plow with Batwings	\$ 150.00	Per Hour
Oshkosh Blower	\$ 150.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$ 150.00	Per Hour
Dump Truck	\$ 125.00	Per Hour
Skid Loader	\$ 125.00	Per Hour

**Building Inspection**

**Fee/Charge**

NOTE: Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute.

HVAC License	\$ 50.00	Bi-Annual
Rental Registration	\$ 50.00	One-Time Fee (Renewals Free)

**Building/Plumbing/Sign Permit Application**

**Fee/Charge**

Total Valuation

Up to \$500.00	\$ 22.00	
\$501.00 - \$2,000.00	\$ 22.00	First \$500 +
	\$ 3.40	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$ 73.00	First \$2,000 +
	\$ 12.50	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$ 360.50	First \$25,000+
	\$ 8.90	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$ 583.00	First \$50,000+
	\$ 6.80	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$ 923.00	First \$100,000+
	\$ 5.25	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$ 3,023.00	First \$500,000+
	\$ 4.75	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	\$ 5,398.00	First \$1,000,000+
	\$ 3.70	Each Add 'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy (See Appendix C)

Minimum Permit Valuation	\$ 100.00
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Investigation Fee (when work is started prior to obtaining a Permit)

First Violation	25% of building permit fee <b>OR</b> \$ 50.00 whichever is greater
<b><u>Fee/Charge</u></b>	
Consecutive Violations	50% of building permit fee <b>OR</b> \$ 100.00 whichever is greater
Second Re-inspection of the same item	\$ 50.00
Valid Complaint Based Rental Inspection	\$ 100.00
Copy of Prior Permit or Certificate of Occupancy	\$ 5.00
Demolition Permit	35% of calculated fees
Plan Review	
Commercial Projects	65% of building permit fee
New one & two Family Dwelling	35% of building permit fee

**WWTF Sanitary Sewer Connection Permit Application**

Nominal Size of Sanitary Sewer Pipe Exiting the Building	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
4"	200.00	50.00	\$ 250.00
6"	575.00	50.00	\$ 625.00
> 6"	2,000.00	50.00	\$ 2,050.00

**Planning Commission Action Request Application**

Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50.

	<b><u>Fee/Charge</u></b>	<b><u>Escrow</u></b>
Variance Adjustment Permit	\$ 300.00	\$ 300.00
Conditional Use Permit	\$ 300.00	\$ 300.00
Interim Use Permit	\$ 300.00	\$ 300.00
Vacation of Zoning Permit	\$ 100.00	
Map Amendment (Rezoning) Application	\$ 300.00	\$ 300.00
Subdivision Platting		
Preliminary Plat		\$ 300.00
	\$ 70.00	Per Acre (\$225.00 Minimum)
Final Plat		\$ 300.00 (if Separate from Preliminary)
	\$ 50.00	Per Acre (\$75.00 Minimum)
Planned Unit Development (PUD) (excludes platting fee)	\$ 200.00	Per Acre + Direct Costs
Base Map Updating (whichever is greater)	\$ 5.00	Per Lot
	\$ 15.00	Per Acre
Zoning Letter	\$ 25.00	

Direct costs include but are not limited to:

- 1) Administration Fee \$10;
- 2) Publications;
- 3) Postage;
- 4) Recording (Excludes Staff Cost);
- 5) Parcel Search

**Engineering**

	<b><u>Fee/Charge</u></b>	<b><u>Escrow</u></b>
RTVision BidVAULT Electronic Bidding Fee	\$25.00	+ 3rd Party Payment Processing Fee
Fee collected and administered by RTVision		

Overweight Load Permit	<u>Fee/Charge</u>	<u>Escrow</u>
Single Trip	\$ 50.00	Per Vehicle
Annual from application date		
<= 6 Axles/90,000 lbs.	\$ 300.00	Per Vehicle
> 6 Axles/90,000 lbs.	\$ 500.00	Per Vehicle
Annexation Application	\$ 200.00	\$ 200.00
Vacation of Public Rights of Way/Public Easements Application	\$ 200.00	\$ 200.00
Moving In-Town Permit Application	\$ 200.00	\$ 200.00
Moving on Public Right of Way Permit Application	\$ 50.00	

**Copying/Plotting/Printing (No Charge if under \$5)**

	<u>Fee/Charge</u>	
Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.25	Per Side
Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.60	Per Sheet
Large Scale (18 x 24 and larger)	\$ 3.00	Per Square Foot

**Aerial Photo Printing (No charge if under \$5)**

	<u>Fee/Charge</u>	
8½ x 11	\$ 2.00	
11 x 17	\$ 5.00	
Large Scale Prints	\$ 4.00	Per Square Foot

**City Right of Way Permits**

	<u>Fee/Charge</u>	
Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit		
Utility Companies-Post Yearly	\$ 5,000.00	Bond
Excavation in Row Permit	\$ 400.00	Deposit plus
	\$ 50.00	Inspection
Driveway Permit	\$ 300.00	Deposit plus
	\$ 50.00	Inspection
Sidewalk Permit	\$ 50.00	Inspection
Investigation Fee (when work is started prior to obtaining Permit)	\$ 50.00	
City Sidewalk Cost Participation	\$ 2.50	Per Square Foot (Not to exceed \$750)

**Special Projects**

	<u>Fee/Charge</u>	
Standard Engineering for Special Assessment Projects		16% (Construction Cost + Contingencies)
Engineer (Registered)	\$ 200.00	Per Hour
Assistant Engineer	\$ 160.00	Per Hour
Senior Engineering/Specialist	\$ 140.00	Per Hour
Engineering Technician/Specialist	\$ 100.00	Per Hour
Building Official	\$ 140.00	Per Hour
Building Inspector	\$ 100.00	Per Hour
Administrative Assistant	\$ 100.00	Per Hour

Office Assistant/Receptionist	\$	85.00	Per Hour
GPS Survey	\$	150.00	Per Hour

**Watermain Tapping & Water Meters** (Refer to Marshall Municipal Utilities for application and fees.)  
 (Equipment hourly rate/not including operator). Add \$55.00/hour for operator.

**Storm Sewer Connection Permits**

(Inside Diameter of Sewer Service Pipe Entering the Building)	Connect +	Inspection =	Total
4" Gravity	100.00	30.00	\$ 130.00
6" Gravity	120.00	30.00	\$ 150.00
8" Gravity	200.00	60.00	\$ 260.00
10" Gravity	360.00	60.00	\$ 420.00
12" or > Gravity	500.00	90.00	\$ 590.00
1 1/2" Force	100.00	30.00	\$ 130.00
2" Force	120.00	30.00	\$ 150.00
3" Force	140.00	60.00	\$ 200.00
4" Force	160.00	60.00	\$ 220.00

**Municipal Separate Storm Sewer System (MS4)**

**Surface Water Management MS4 Construction Plan Review**

<u>Drainage/Land Disturbance Application</u>	<u>Fee/Charge</u>
Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ 50.00
Site 5,000 sq. ft. to one (1) acre	\$ 150.00
Site one (1) acre to five (5) acres	\$ 300.00
Site greater than five (5) acres	\$ 500.00

**Administrative Fines for Violations of City Code Chapter 30 Environment**

<u>Administrative Offense</u>	<u>Fee/Charge</u>
<u>Illicit Discharges and Connections</u>	
Illicit Discharge to Storm water System (Minor)	\$ 50.00
Illicit Discharge to Storm water System (Major)	\$ 1,000.00
Illicit Connection to Storm water System (Minor)	\$ 30.00
Illicit Connection to Storm water System (Major)	\$ 1,000.00
Failure to Report a Spill	\$ 300.00
Failure to Cleanup a Spill	\$ 300.00
Failure to Respond to a Notice of Violation	\$ 100.00

**Construction Site Erosion/Sediment Control Violations**

Site Dewatering	\$ 200.00
Waste and Material Disposal	\$ 100.00
Tracking (Minor)	\$ 100.00
Tracking (Major)	\$ 500.00
Drain Inlet Protection	\$ 100.00
Site Erosion Control (Minor)	\$ 500.00
Site Erosion Control (Major)	\$ 1,000.00
Failure to Provide/Maintain Concrete Washout Facility	\$ 200.00
Failure to Respond to a Notice of Violation	\$ 100.00



Failure to Conduct/Document Site inspections	\$ 100.00
Failure to Maintain SWPPP/Inspection Documents	\$ 100.00

**Fee/Charge**

**Post Construction Structural Storm water BMP Violations**

Failure to Perform Proper Maintenance (Minor)	\$ 500.00
Failure to Perform Proper Maintenance (Major)	\$ 1,000.00
Unauthorized Removal or Alterations to BMPs (Minor)	\$ 500.00
Unauthorized Removal or Alterations to BMPs (Major)	\$ 1,000.00
Failure to Submit/Maintain Maintenance Records	\$ 100.00

**SURFACE WATER MANAGEMENT UTILITY**

**Fee/Charge**

Minimum fee or below, whichever is greater	\$ 5.80	Per Month
Single Family Residential (Classification 1) Flat rate	\$ 5.80	Household Per Month
Two-Family Residential (Classification 2)	\$ 24.49	Per Acre Per Month
Manufactured Housing (Classification 3)	\$ 34.69	Per Acre Per Month
Industrial, Multi-Family, Railroad Right-of-Way (Classification 4)	\$ 42.09	Per Acre Per Month
Commercial/Office/Parking (Classification 5)	\$ 53.95	Per Acre Per Month
Vacant (Classification 7)	\$ 2.94	Per Acre Per Month
Agricultural (Classification 8)	\$ 0.74	Per Acre Per Month
*Five-Year Rate Projections (See Appendix A)		

**Street**

**Fee/Charge**

Weed/Mowing/Snow/Nuisance Enforcement	\$ 55.00	+ Direct Costs
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(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

\*(Equipment hourly rate/not including operator). Generally we will use City employees. Add-\$55.00/hour for operator.

*Elgin Sweeper	\$ 125.00	Per Hour
*Cat/John Deere Front-End Loader	\$ 125.00	Per Hour
*Tractor-Loader Backhoe	\$ 125.00	Per Hour
*Motor Grader	\$ 125.00	Per Hour
*Cat Loader w/Snow-Go Blower	\$ 150.00	Per Hour
*Truck with Vactor (Catch Basin Cleaning Unit)	\$ 125.00	Per Hour
*Truck with Snowplow	\$ 125.00	Per Hour
*Skid Loader	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Boom Truck	\$ 125.00	Per Hour
*1-Ton	\$ 70.00	Per Hour
*Pick Up	\$ 60.00	Per Hour
Brush Chipper	\$ 70.00	Per Hour
Portable Pumps	\$ 60.00	Per Hour
Barricades - Type II	\$ 5.00	Per Day
Barricades - Type III	\$ 10.00	Per Day
Traffic Control Devices (12 Cones)	\$ 5.00	Per Day Minimum
Operator	\$ 55.00	Per Hour

**WASTEWATER**

	<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge	\$ 23.10	Per Month	Base Charge
Violation under Sec. 78-73, Marshall Code of Ordinance	\$ 50.00	Monthly Surcharge	
Violation under Sec. 78-74, Marshall Code of Ordinance	\$ 100.00	Monthly Surcharge	
Domestic	\$ 4.55	Per 1,000 Gallons	
Industrial	\$ 2.91	Per 1,000 Gallons	
(Surcharge by strength as follows):			
Excess CBOD	\$ 317.89	Per 1,000 Pounds	
Excess Suspended Solids	\$ 317.70	Per 1,000 Pounds	
Excess Phosphorus (industrial) \$ 5.00	<del>\$ 3.50</del>	Per Pound	

\*Five-Year Rate Projections (See Appendix B)

**Pretreatment of Industrial Wastewater Violations (Sec. 78-48)**

	<u>Fee/Charge</u>
Failure to meet Preliminary Treatment Requirements	\$ 500.00

\* The City has the right to charge and assess violators for all costs to the City for damages from any discharge or other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.
5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$1,000.00

	<u>Fee/Charge</u>
Call-Out	
During Business Hours	\$ 55.00 Per Hour
After Business Hours	\$ 125.00 Per Hour
Biosolids Application	\$50.00 to \$100.00 Per Acre
	Sliding rate based on cost of fertilizer and nutrient quality of biosolids
Porta Potty Waste/Septage	\$ 51.00 Per 1,000 Gallons plus \$25.00/load
Leachate	\$ 4.59 Per 1,000 Gallons plus \$25.00/load

**Equipment Rental**

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

\*(Equipment hourly rate/not including operator. )

Operator	\$ 55.00	Per Hour
<b><u>Fee/Charge</u></b>		
*Skid Loader	\$ 125.00	Per Hour
*Water Truck 3,000 Gal.	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Semi Tractor Tanker Trailers	\$ 125.00	Per Hour
*Pickup	\$ 60.00	Per Hour
*Crane Truck	\$ 125.00	Per Hour
Jet Vac Truck	\$ 150.00	Per Hour With Operator
Sludge Applicator Vac/Pressure Sys.	\$ 150.00	Per Hour With Operator
Sewer Camera	\$ 150.00	Per Hour With Operator
6" Portable Pumps	\$ 60.00	Per Hour
6" Hose 100'	\$ 30.00	Per Day
Mileage	\$ 1.50	Per Mile Includes Operator

**Laboratory Testing Services**

(Minnesota Pollution Control Agency Permit #0022179)

CBOD	\$ 24.00
TSS	\$ 12.00
Ph	\$ 6.00
Ammonia	\$ 20.00
Total Phosphorus	\$ 16.00
Fecal Coliform	\$ 19.00
Chlorides	\$ 15.00
Dissolved Oxygen	\$ 10.00

**Sump Pump Connections**

Place seal on valve preventing discharge into sanitary sewer system	\$ 25.00	Service Charge
Breaking seal on valve to allow discharge to flow into sanitary sewer system	\$ 25.00	Service Charge
Discharge fee when seal is broken on valve	\$ 25.00	November 1 - March 31
Unpermitted discharge fee	\$ 300.00	

**Special Assessment For Street Reconstruction**

**Fee/Charge**

Detailed calculation procedures for special assessments are found in the Special Assessment Policy.

The annual assumptions used in those calculations are as follows:

- |  |                    |
|--|--------------------|
| 1. Standard assessment amount per residential parcel | \$ 5,850.00        |
| 2. Frontage feet for average residential parcel      | 77 Lineal Foot     |
| 3. Area of average residential parcel                | 12,000 Square Feet |
| 4. Standard street width                             | 36 Feet            |
| 5. Standard street load rating                       | 7 Ton              |

Interest Rate

Projects Bonded	2.00% Plus Bond Interest Rate
Projects Not Bonded	2.50%

**ECONOMIC DEVELOPMENT DEPARTMENT**

**Fee/Charge**

(Government and Non-profit only)

Advertising Kiosk Space (as per agreement)	\$ 250.00 Per Year; 7/1-6/30 (may pro rate)
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SURFACE WATER UTILITY PROJECTIONS

Appendix A

		0.00%					
Projected Surface Water Rate Adjustment	Projected Change		0.75%	1.00%	1.00%	1.00%	1.00%
	2024-2028	2023	2024	2025	2026	2027	2028
	growth in volume						
<b>Operating Revenues</b>	<b>0.00%</b>	<b>1,287,488</b>	<b>1,297,144</b>	<b>1,310,116</b>	<b>1,323,217</b>	<b>1,336,449</b>	<b>1,349,813</b>
<b>Operating Expenses</b>							
Salaries and benefits	3.00%	-	-	-	-	-	-
Supplies	3.00%	15,375	15,836	16,311	16,801	17,305	17,824
Equipment Repair & Maintenance	3.00%	15,000	15,450	15,914	16,391	16,883	17,389
Other Repairs and Maintenance	5.00%	25,500	26,775	28,114	29,519	30,995	32,545
Other services and charges	3.00%	350,296	360,805	371,629	382,778	394,261	406,089
Insurance	3.00%	5,951	6,130	6,313	6,503	6,698	6,899
Utilities	5.00%	23,310	24,476	25,699	26,984	28,333	29,750
Depreciation - Existing		655,561	622,783	591,644	562,062	533,959	507,261
Depreciation - New			22,840	53,299	85,973	104,225	128,996
<b>Total Operating Expenses</b>		<b>1,090,993</b>	<b>1,095,094</b>	<b>1,108,924</b>	<b>1,127,011</b>	<b>1,132,659</b>	<b>1,146,753</b>
<b>Operating Income (Loss)</b>		<b>196,495</b>	<b>202,050</b>	<b>201,192</b>	<b>196,206</b>	<b>203,790</b>	<b>203,060</b>
<b>Nonoperating Revenues (Expenses)</b>							
Interest	0.50%	26,665	7,660	7,614	7,399	4,689	4,835
Refunds and reimbursements		-	-	-	-	-	-
Rents		-	-	-	-	-	-
Gain/(loss) on disposal of assets		-	-	-	-	-	-
Interest Expense - existing debt		(78,772)	(64,797)	(50,750)	(39,416)	(28,327)	(19,315)
Interest Expense - new debt		-	-	(27,413)	(60,247)	(56,951)	(70,267)
<b>Total Nonoperating Revenues (Expenses)</b>		<b>(52,107)</b>	<b>(57,137)</b>	<b>(70,549)</b>	<b>(92,264)</b>	<b>(80,588)</b>	<b>(84,748)</b>
<b>Income (Loss) Before Transfers</b>		<b>144,389</b>	<b>144,913</b>	<b>130,643</b>	<b>103,942</b>	<b>123,202</b>	<b>118,313</b>
<b>Transfers</b>							
Transfers In		-	-	-	-	-	-
Transfers (Out)	0.00%	-	-	-	-	-	-
<b>Total Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>		<b>144,389</b>	<b>144,913</b>	<b>130,643</b>	<b>103,942</b>	<b>123,202</b>	<b>118,313</b>
Beginning Cash & Investments		2,179,295	1,531,950	1,522,868	1,479,707	937,813	966,945
Net Income		144,389	144,913	130,643	103,942	123,202	118,313
Depreciation		655,561	645,623	644,943	648,035	638,184	636,257
Acquisition and Construction of Assets		(885,202)	(1,138,781)	(1,205,205)	(772,563)	(943,139)	(426,750)
Proceeds from Long-Term Debt		-	913,781	980,205	-	743,139	-
Principal Payments on Long-Term Debt - New		-	-	(49,131)	(101,404)	(104,700)	(175,200)
Principal Payments on Long-Term Debt - Existing		(562,093)	(574,617)	(544,617)	(419,903)	(427,553)	(331,205)
<b>Ending Cash &amp; Investment Balance</b>		<b>1,531,950</b>	<b>1,522,868</b>	<b>1,479,707</b>	<b>937,813</b>	<b>966,945</b>	<b>788,360</b>
<b>Minimum Cash &amp; Investment Balance</b>							
Designated for Capital Improvements - Beginning		353,394	330,572	324,092	314,300	304,281	320,292
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	177,178	218,520	215,208	214,981	216,012	212,728
Capital Reserve Used for Improvements/Expansion		(200,000)	(225,000)	(225,000)	(225,000)	(200,000)	(225,000)
Adjustment to Capital Reserve		-	-	-	-	-	-
Designated for Capital Improvements - Ending		330,572	324,092	314,300	304,281	320,292	308,020
Designated for Revenue Bonds (following yrs DS)		639,414	671,911	620,970	617,531	595,988	466,045
<b>Net Operating Cash</b>		<b>561,964</b>	<b>526,865</b>	<b>544,437</b>	<b>16,002</b>	<b>50,665</b>	<b>14,295</b>
Unassigned Operating Reserve (25% of Oper. Exp.)		273,774	277,231	281,753	283,165	286,688	286,688
<b>Recommended Minimum Operating Cash</b>		<b>273,774</b>	<b>277,231</b>	<b>281,753</b>	<b>283,165</b>	<b>286,688</b>	<b>286,688</b>
<b>Amount Over (Under) Goal</b>		<b>288,190</b>	<b>249,634</b>	<b>262,685</b>	<b>(267,163)</b>	<b>(236,023)</b>	<b>(272,393)</b>

WASTEWATER UTILITY PROJECTIONS

		2.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Projected Wastewater Rate Adjustment	Projected Change	2023	2024	2025	2026	2027	2028
	growth in volume						
<b>Operating Revenues</b>							
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	5,422,349	5,476,572	5,531,338	5,586,651	5,642,518	5,698,943
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	42,400	42,400	42,400	42,400	42,400	42,400
<b>Total Operating Revenues</b>		<b>5,464,749</b>	<b>5,518,972</b>	<b>5,573,738</b>	<b>5,629,051</b>	<b>5,684,918</b>	<b>5,741,343</b>
<b>Operating Expenses</b>							
Salaries and benefits	3.00%	1,256,294	1,293,983	1,332,802	1,372,786	1,413,970	1,456,389
Supplies	4.00%	443,175	460,902	479,338	498,512	518,452	539,190
Repair and maintenance	4.00%	202,600	210,704	219,132	227,897	237,013	246,494
Other services and charges	2.50%	587,542	602,231	617,286	632,718	648,536	664,750
Insurance	1.00%	60,301	60,904	61,513	62,128	62,749	63,377
Utilities	5.00%	333,954	350,652	368,184	386,593	405,923	426,219
Depreciation-Existing		1,758,208	1,670,298	1,586,783	1,507,444	1,432,071	1,360,468
Depreciation-New			37,440	114,853	171,728	251,472	323,178
<b>Total Operating Expenses</b>		<b>4,642,074</b>	<b>4,687,113</b>	<b>4,779,892</b>	<b>4,859,807</b>	<b>4,970,188</b>	<b>5,080,065</b>
<b>Operating Income</b>		<b>822,675</b>	<b>831,859</b>	<b>793,846</b>	<b>769,244</b>	<b>714,730</b>	<b>661,278</b>
<b>Non-Operating Revenue (Expenses)</b>							
Special Assessments		-	-	-	-	-	-
Other income (expense)		-	-	-	-	-	-
Investment earnings (loss)	1.10%	17,221	74,626	57,249	65,537	67,551	49,558
Refunds and reimbursements		19,492	19,492	19,492	19,492	19,492	19,492
Rents		14,809	14,809	14,809	14,809	14,809	14,809
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		-	-	-	-	-	-
Interest Expense - existing debt		(242,371)	(208,615)	(177,725)	(151,431)	(127,480)	(109,117)
Interest Expense - new debt			-	-	(55,570)	(113,564)	(103,314)
<b>Total Non-Operating Revenues</b>		<b>(190,850)</b>	<b>(99,689)</b>	<b>(86,175)</b>	<b>(107,164)</b>	<b>(139,192)</b>	<b>(128,573)</b>
<b>Income (Loss) Before Transfers</b>		<b>631,825</b>	<b>732,171</b>	<b>707,670</b>	<b>662,080</b>	<b>575,537</b>	<b>532,705</b>
<b>Operating Transfers</b>							
Transfers In		-	-	-	-	-	-
Transfers Out		(12,600)	-	-	-	-	-
<b>Total Operating Transfers</b>		<b>(12,600)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>		<b>619,225</b>	<b>732,171</b>	<b>707,670</b>	<b>662,080</b>	<b>575,537</b>	<b>532,705</b>
Beginning Cash & Investments		7,189,021	6,784,164	5,204,456	5,957,864	6,140,989	4,505,251
Net Income		619,225	732,171	707,670	662,080	575,537	532,705
Depreciation		1,758,208	1,707,738	1,701,636	1,679,172	1,683,543	1,683,646
Acquisition and Construction of Assets		(1,125,200)	(2,324,399)	(1,645,392)	(2,394,310)	(2,153,177)	(1,686,528)
Proceeds from Long-Term Debt		-	-	1,587,711	1,792,310	-	1,184,528
Principal Payments on Long-Term Debt - New		-	-	-	(135,339)	(292,854)	(303,104)
Principal Payments on Long-Term Debt - Existing		(1,657,090)	(1,695,217)	(1,598,217)	(1,420,788)	(1,448,788)	(961,788)
<b>Ending Cash &amp; Investment Balance</b>		<b>6,784,164</b>	<b>5,204,456</b>	<b>5,957,864</b>	<b>6,140,989</b>	<b>4,505,251</b>	<b>4,954,709</b>
<b>Minimum Cash Balance</b>							
Designated for Capital Improvements - Beginning		3,437,902	3,004,922	1,308,722	1,877,968	2,145,180	853,727
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	574,380	586,069	569,246	567,212	559,724	561,181
Capital Reserve Used for Improvements/Expansion		(1,007,360)	(2,282,269)	-	(300,000)	(1,851,177)	(200,000)
Adjustment to Capital Reserve		-	-	-	-	-	-
Designated for Capital Improvements - Ending		3,004,922	1,308,722	1,877,968	2,145,180	853,727	1,214,908
Designated for Revenue Bonds (following yrs DS)		1,903,832	1,775,942	1,763,128	1,982,686	1,477,323	1,472,347
<b>Net Operating Cash</b>		<b>1,875,410</b>	<b>2,119,792</b>	<b>2,316,769</b>	<b>2,013,123</b>	<b>2,174,200</b>	<b>2,267,454</b>
Unassigned Operating Reserve (40% of Oper. Exp.)		1,874,845	1,911,957	1,943,923	1,988,075	2,032,026	2,032,026
<b>Recommended Minimum Operating Cash</b>		<b>1,874,845</b>	<b>1,911,957</b>	<b>1,943,923</b>	<b>1,988,075</b>	<b>2,032,026</b>	<b>2,032,026</b>
<b>Amount Over (Under) Goal</b>		<b>565</b>	<b>207,835</b>	<b>372,846</b>	<b>25,048</b>	<b>142,174</b>	<b>235,428</b>

## Community Planning Department Building Permit Valuation Policy

The Community Planning Department reserves the right to set valuations based on the below costs.

### Residential Construction (single family through four-plex, wood framed)

<b>New houses<sup>a</sup>, additions, and remodelings</b>	<b>Minimum valuation</b>
Finished floor - main	\$95 per SF
Finished floor – 2 <sup>nd</sup> and above	\$65 per SF
Finished basement/half-basement	\$55 per SF
Semi-finished basement (wall studs, underfloor plumbing)	\$35 per SF
Unfinished basement (fully open, mid-bearing allowed)	\$25 per SF
3-season porch	\$60 per SF
Open/screened porch	\$30 per SF
Roof over patio (patio not included)	\$10 per SF
Attached finished garage	\$35 per SF
Attached unfinished garage	\$30 per SF
Finishing full basement from unfinished	\$25 per SF
Finishing full basement from semi-finished	\$15 per SF
<b>Accessory buildings<sup>e</sup></b>	
Detached garage	\$30 per SF
Storage shed	\$25 per SF
Open gazebo	\$20 per SF
<b>Others</b>	
Attached deck (wood) <sup>b</sup>	\$24-per SF
Reroof (asphalt and metal) <sup>c</sup>	\$300 per square
Residing (vinyl and wood) <sup>d</sup>	\$250 per square
Window replacement (except bay and picture windows) <sup>e</sup>	\$700 per window
Single exterior door (w/o sidelight) replacement <sup>e</sup>	\$700 per door
Overhead garage door	\$800 single, \$1,500 double

#### Notes:

- a. Houses with full height brick or stone veneer on any wall – add 25%
- b. Non-wood decks – add 50%
- c. Wood roofs – add 100%
- d. Engineered wood and fiber-cement siding - add 50%; metal siding and EIFS - add 100%
- e. Bay and picture windows, doors with sidelights, patio doors, and double doors – add 100%
- f. All areas used for valuation calculations shall be gross areas.
- g. Plan review fees shall be reduced to 25% of the permit fee for similar houses per MSBC.

### Commercial construction

For new buildings and additions follow 2014 Minnesota Department of Labor and Industry construction valuation data per square foot based on occupancy and type of construction.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project ST-009: W Lyon St. / N 3rd St. Reconstruction Project - Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.
<b>Background Information:</b>	<p>This project consists of: reconstruction and utility replacement on West Lyon Street from East College Drive to North 5<sup>th</sup> Street and North 3<sup>rd</sup> Street from West Main Street to West Redwood Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on West Lyon and North 3<sup>rd</sup> Streets. Other items of work included in this project are pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter, streetscaping, and other minor work. Also included with this project will include reconstruction of the Addison Parking Lot adjacent to West Lyon Street and East College Drive. Reconstruction of the parking lot will include pavement removal, grading, aggregate base, and concrete surfacing.</p> <p>This reconstruction project has been discussed at multiple meetings of the PI/T Committee and Downtown Business Association (DBA), with meetings including Bolton &amp; Menk and City staff. Numerous topics have been discussed, including: parking, lane widths, sidewalk and ADA standards, streetscaping, Main/3<sup>rd</sup> traffic signal, dedicated pedestrian signal (HAWK system), and many other more detailed topics. Most recently, the PI/T met on 01/24/2023 and will be meeting again on 02/14/2023 prior to the City Council meeting. City staff also met with the DBA on 02/08/2023.</p> <p>In addition, City staff has also held individual meetings with some of the affected business owners regarding the project.</p> <p>Included in the City Council packet are engineering plan sheets related to downtown landscaping for review. Some features of the final streetscape shown on the plans include:</p> <ul style="list-style-type: none"> <li>- Each intersection incorporates curb bump outs to reduce the distance across the street for pedestrian street crossings and bring pedestrians closer to the vehicular traffic, making the pedestrian more visible.</li> <li>- Streets are slightly narrowed to increase sidewalk space. This results in a better pedestrian environment for downtown and also improves ADA accessibility by allowing for sidewalk cross slopes to be reduced (making the sidewalk flatter, or less steep).</li> <li>- Parking is adjusted from angle parking on both sides on W. Lyon Street to angle parking on one side, parallel parking on the other. This allows for the street to be narrowed for ADA and it allows for vehicles to have more space on the street than exists today, making the downtown area feel less restricted or less tight when driving.</li> <li>- Parking is added on N. 3<sup>rd</sup> Street between W. Lyon Street and W. Redwood Street by offering angle parking on one side and parallel parking on the other. The addition of parking was made possible due to the U.S. Postal Service moving the drop boxes from the street area to the alley area next to their property.</li> <li>- The one block of N. 3<sup>rd</sup> Street between W. Main Street and W. Lyon Street is converted from a two-way street to a one-way street heading in the direction from Main to Lyon. The traffic signal heads that face N. 3<sup>rd</sup> Street will be removed, but the signal will</li> </ul>



	<p>remain in-place to stop traffic for pedestrian crossings of W. Main Street. Treatment of the traffic signal was studied by the City through a contract with Bolton &amp; Menk and MnDOT has approved the Intersection Control Evaluation (ICE) that proposes this change. Leaving this signal was a concession and compromise of the City to the DBA because the DBA was not in support of traffic signal removal and installation of an RRFB or HAWK type of pedestrian signal.</p> <ul style="list-style-type: none"> <li>- Streetscaping (landscaping) was added largely on the one block of N. 3<sup>rd</sup> Street between Main Street and W. Lyon Street. The majority property owner on the block has requested these types of improvements and the plan incorporates numerous offerings: landscaping areas with perennial plantings, benches, street lights that accommodate string lighting over the roadway area, possible string lighting, pedestrian plaza area between W. Main Street and the alley, roll-over type of curbing along the plaza for more cohesive usage during downtown events, lighted bollards along the roll-over type of curbing to allow for delineation between the street and sidewalk, street trees, and electrical pedestals throughout the block, including some that are large enough for food truck usage. Landscaping areas are “flush” or level to the sidewalk elevation as requested by the DBA.</li> </ul> <p>At their meeting on 01/24/2023, the City Council conducted a public improvement hearing, ordered the improvement, and ordered preparation of plans and specifications. The plans and specifications have been prepared by City staff for the above-referenced project. If the City Council decides to proceed with this project, a resolution has been prepared approving the plans and specifications and ordering advertisement for bids.</p>
<b>Fiscal Impact:</b>	<p>The engineer’s estimate for the construction portion of the project is \$3,500,000. The total estimated project cost, including 5% allowance for contingencies and 16% for engineering and administrative costs is \$4,263,000. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.</p>
<b>Alternative/ Variations:</b>	<p>No alternative actions recommended.</p>
<b>Recommendations:</b>	<p>that the Council adopt the Resolution 23-012, which is the “Resolution Approving Plans and Specifications and Ordering Advertisement for Bids” for Project ST-009: W Lyon St. / N 3rd St. Reconstruction Project.</p>

**RESOLUTION NUMBER 23-012**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the council on January 24, 2023, the City Engineer has prepared plans and specifications under the following project in the following location and has presented such plans and specifications to the Council for approval.

**PROJECT ST-009: W LYON ST. / N 3RD ST. RECONSTRUCTION PROJECT** -The proposed project includes: reconstruction and utility replacement on West Lyon Street from East College Drive to North 5<sup>th</sup> Street, and North 3<sup>rd</sup> Street from West Main Street to West Redwood Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on West Lyon and North 3<sup>rd</sup> Streets. Other items of work included in this project are pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter, streetscaping, and other minor work. Also included with this project will include reconstruction of the Addison Parking Lot adjacent to West Lyon Street and East College Drive. Reconstruction of the parking lot will include pavement removal, grading, aggregate base, and concrete surfacing.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official newspaper, the Marshall Independent, in Finance & Commerce, on the City of Marshall website, eGram, and on the Mn/DOT eAdvert website, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published two times in the Marshall Independent, one time in Finance & Commerce, and continuously on the City of Marshall website, eGram and the Mn/DOT eAdvert website until the date of bid opening, shall specify the work to be done, shall state the date, time and place that the bids will be received by the City Clerk, which time they will be publicly opened by the City Clerk and Director of Public Works/City Engineer, will then be tabulated, and will indicate the date, time and place time that the bids will be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. All bids will be received by electronic bids only via BidVAULT and accompanied by a bid bond for 10 percent of the amount of such bid.

Passed and adopted by the Council this 14<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Mayor

ATTEST:

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

This Instrument Drafted by: Director of Public Works/City Jason R. Anderson, P.E.

# CITY OF MARSHALL

## CONSTRUCTION PLANS FOR

# 2023 - NORTH 3RD STREET & WEST LYON STREET IMPROVEMENTS

## CITY PROJECT # ST-009

SANITARY SEWER, WATERMAIN, STORM SEWER, AGGREGATE BASE, CURB & GUTTER, CONCRETE SIDEWALK,  
CONCRETE STREET PAVEMENT, STREETSCAPING AND TURF RESTORATION

FEBRUARY 2023

**RESOURCE LIST**

**CITY OF MARSHALL**  
CITY HALL  
344 W MAIN ST  
MARSHALL, MN 56258  
507-537-6760

**CITY ADMINISTRATOR:**  
SHARON HANSON

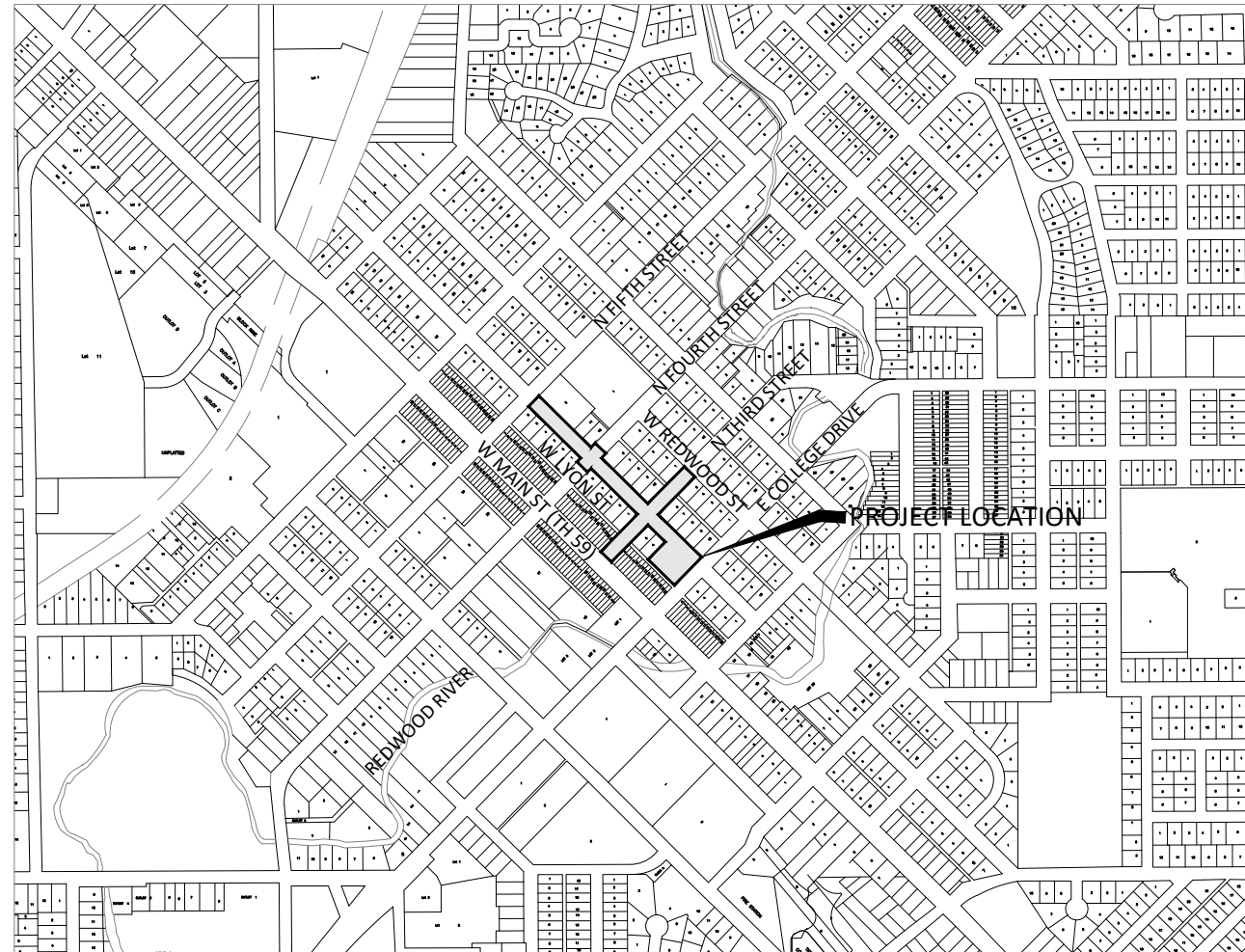
**DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**  
JASON ANDERSON  
507-537-6051

**WASTEWATER SUPERINTENDENT**  
SCOTT TRUEDSON

**WATER OPERATIONS MANAGER**  
JEFF LARSON

**ELECTRICAL OPERATIONS MANAGER**  
TONY MEAD

**PUBLIC WAYS SUPERINTENDENT**  
DEAN COUDRON



MAP OF THE  
CITY OF MARSHALL  
LYON COUNTY, MN

SHEET NUMBER	SHEET TITLE
<b>GENERAL</b>	
G0.01 - G0.03	TITLE SHEET, LEGEND, CONSTRUCTION NOTES
G1.01	STATEMENT OF ESTIMATED QUANTITIES
<b>CIVIL</b>	
C0.01 - C0.02	EXISTING CONDITIONS
C0.03 - C0.04	REMOVALS
C1.01 - C1.02	TABLES
C1.03 - C1.10	TYPICAL SECTIONS AND DETAILS
C1.11 - C1.15	STANDARD PLANS - PEDESTRIAN RAMP DETAILS
C1.16 - C1.19	STANDARD PLANS - DRIVEWAY AND SIDEWALK DETAILS
C2.01 - C2.04	SWPPP AND EROSION CONTROL PLAN
C3.01	ADDISON PARKING LOT
C4.01 - C4.03	SANITARY & WATERMAIN PLAN & PROFILE
C5.01 - C5.04	STORM SEWER PLAN & PROFILE
C6.01 - C6.13	STREET PLAN & PROFILE, INTERSECTION DETAILS, JOINTING PLAN
C7.01 - C7.07	TRAFFIC CONTROL PLAN, STREET SIGNAGE, PAVEMENT MARKINGS
C8.01 - C8.05	SIGNAL REVISION PLAN
C9.01 - C9.08	CROSS SECTIONS
L1.01 - L3.04	STREETSCAPE PLAN
E1.01 - E2.02	ELECTRICAL, CONDUIT & FOOTING PLAN

**SPECIFICATION REFERENCE**

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS.

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

**MAP LEGEND**

— PROJECT LIMITS



REVIEWED & APPROVED \_\_\_\_\_ DATE: \_\_\_\_\_  
MARSHALL MUNICIPAL UTILITIES

REVIEWED & APPROVED \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY ENGINEER

**RECORD DRAWING INFORMATION**

OBSERVER: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
DATE: \_\_\_\_\_

PROJECT DATUM: LYON COUNTY  
HORIZONTAL: NAD 83  
VERTICAL: NAVD 88

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JOSHUA G. STIER  
LIC. NO. 54171 DATE 02/09/2023



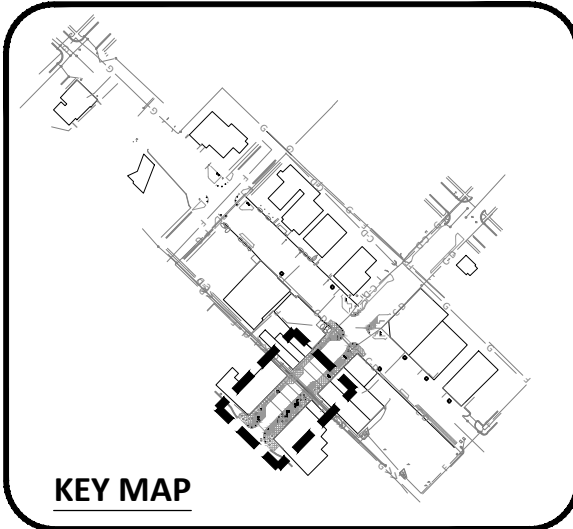
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Email: Mankato@bolton-menk.com  
www.bolton-menk.com



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CLIENT PROJ. NO.	OW1.127006		

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TITLE SHEET



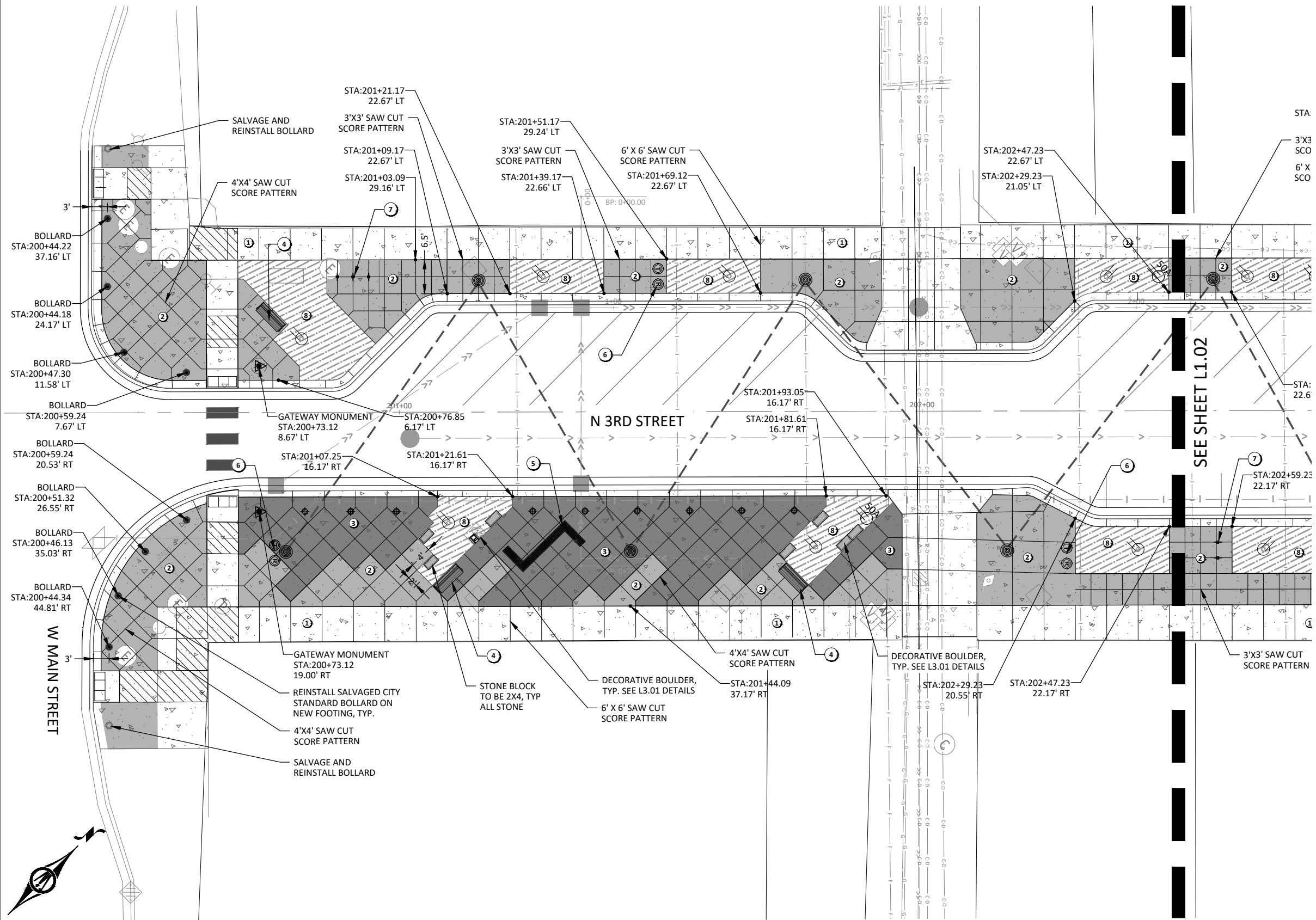
**KEY MAP**

**SITE KEYNOTES:**

- ① STANDARD CONCRETE WALK, REFER TO PLAN AND PROFILE SHEETS)
- ② CONCRETE WALK SPECIAL 1, REFER TO L3.02
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- ⑧ LANDSCAPE BED, REFER TO L2.00 SHEET SERIES
- ⑨ HYDROSEED TURF
- ⑩ TREE GRATE, REFER TO L3.01

**ELECTRICAL ITEMS LEGEND REFER TO ELECTRICAL SHEETS**

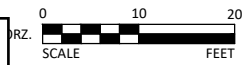
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- GFCI - DULEX PEDESTAL
- 50 AMP UNMETERED EVENT POWER PEDESTAL
- 20 AMP UNMETERED EVENT POWER PEDESTAL
- LIGHT UNIT TYPE C FOOTING, BOLLARD BY OTHERS



SEE SHEET L1.02

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**REVIEW PLAN**

SAMUEL J. KESSEL  
LIC. NO. 50677 DATE XX/XX/2023

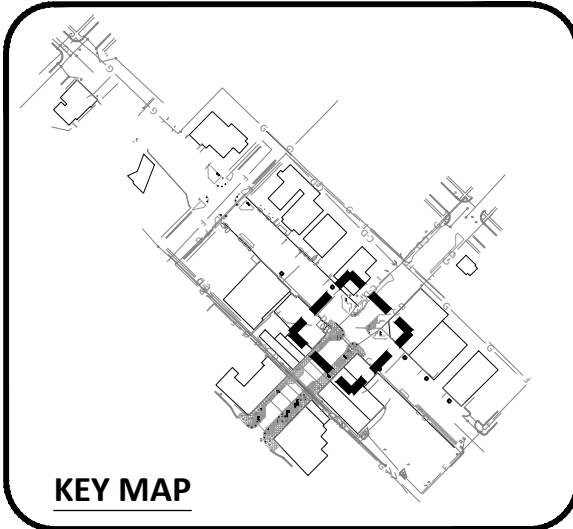
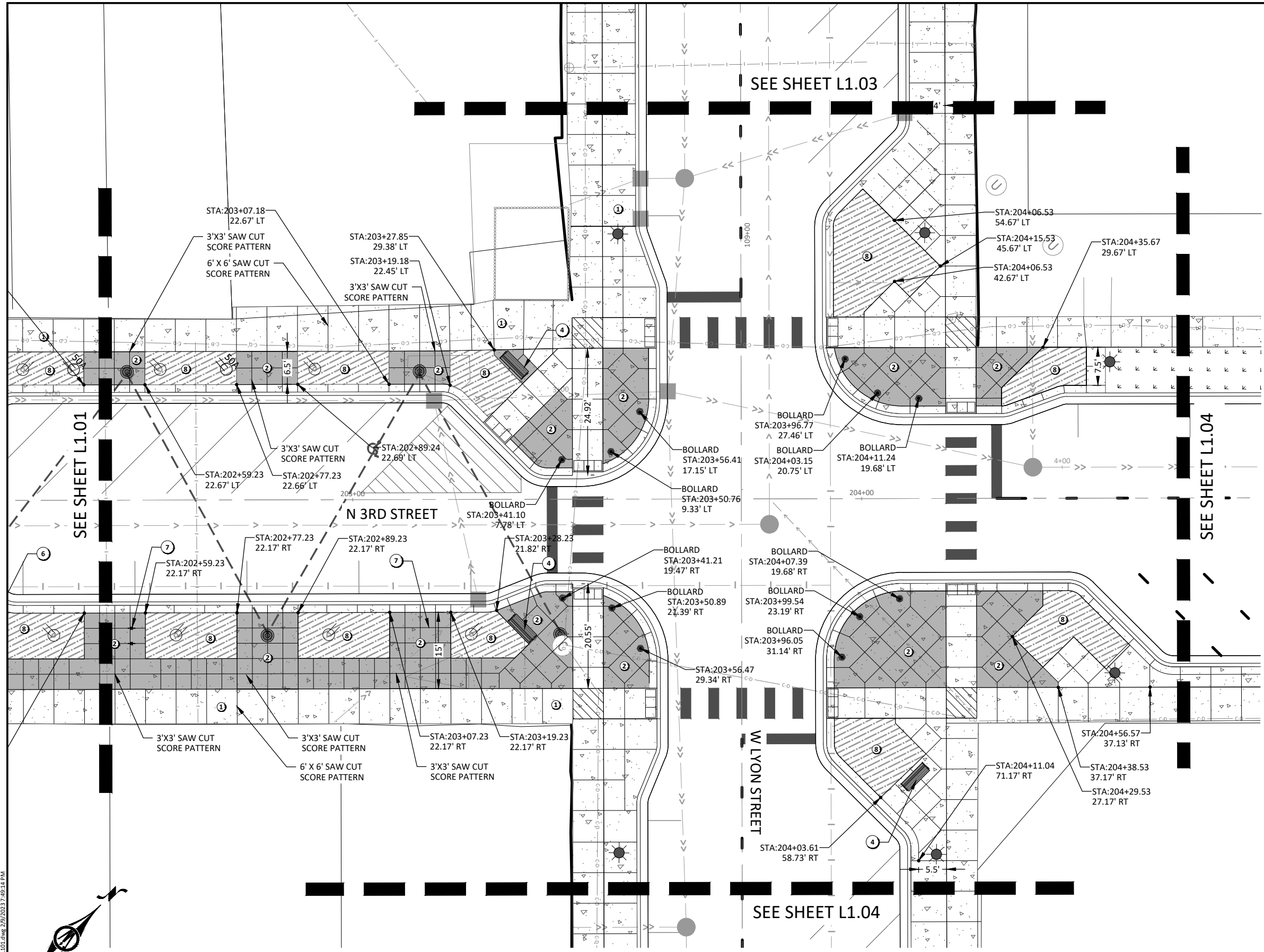


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2023 N 3RD ST - W LYON ST IMPROVEMENTS  
PLAN SHEETS  
STREETSCAPE LAYOUT PLAN



**KEY MAP**

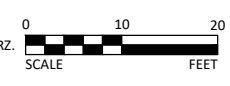
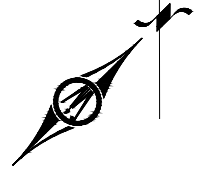
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**REVIEW PLAN**  
 SAMUEL J. KESSEL  
 LIC. NO. 50677 DATE XX/XX/2023

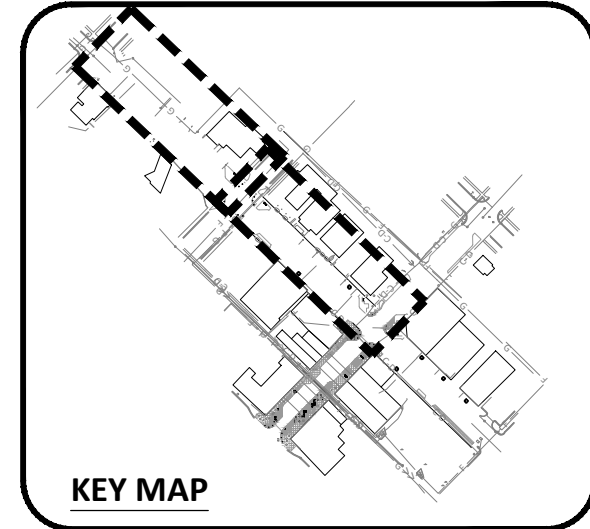
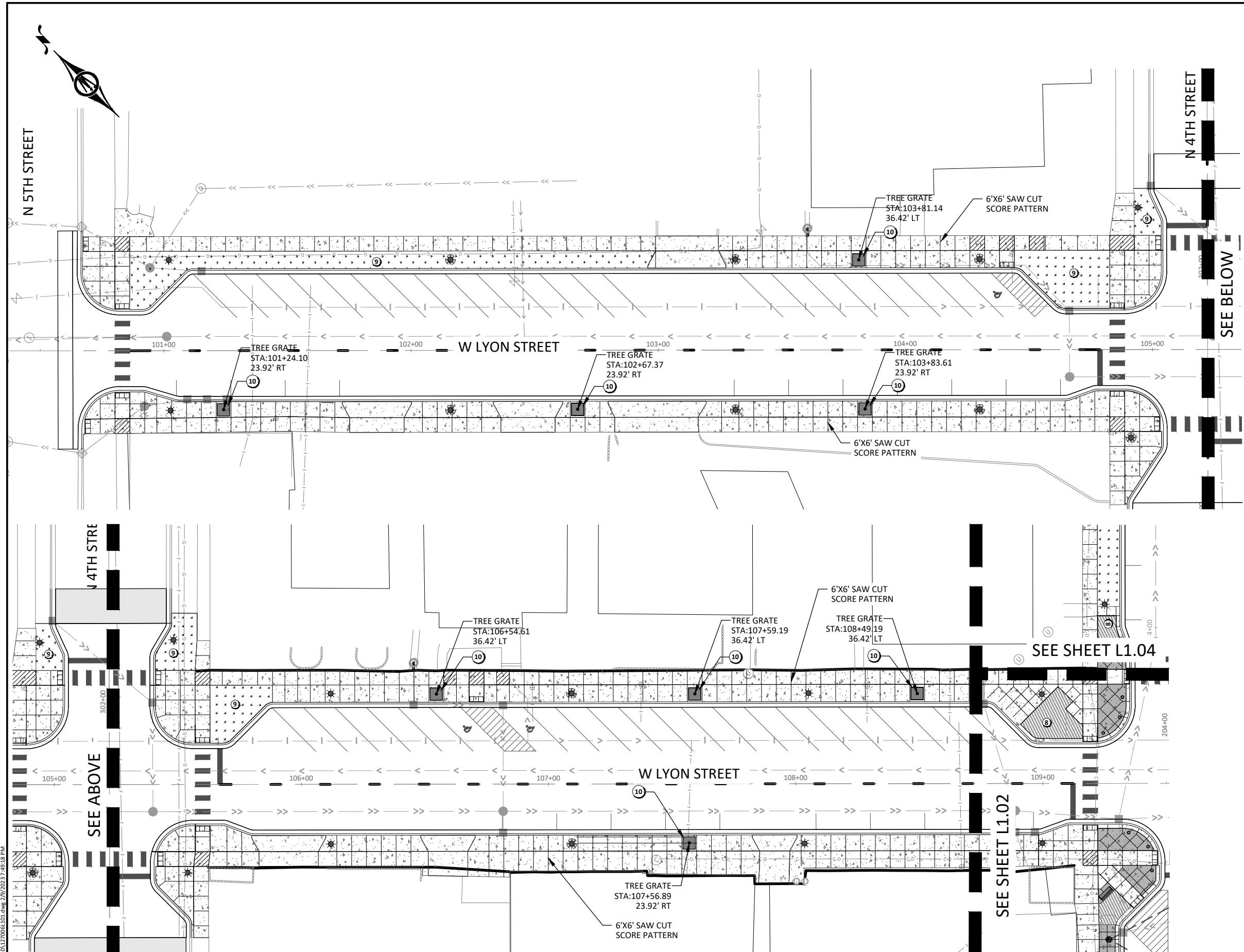


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**PLAN SHEETS**  
 STREETScape LAYOUT PLAN



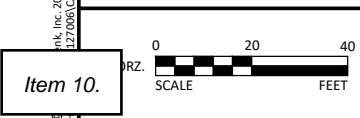
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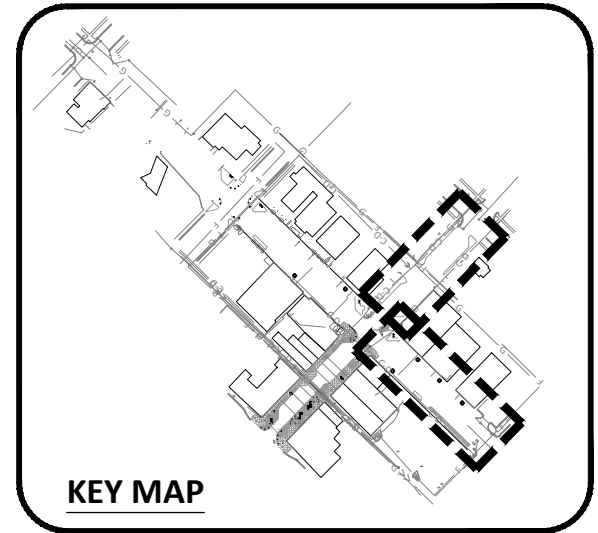
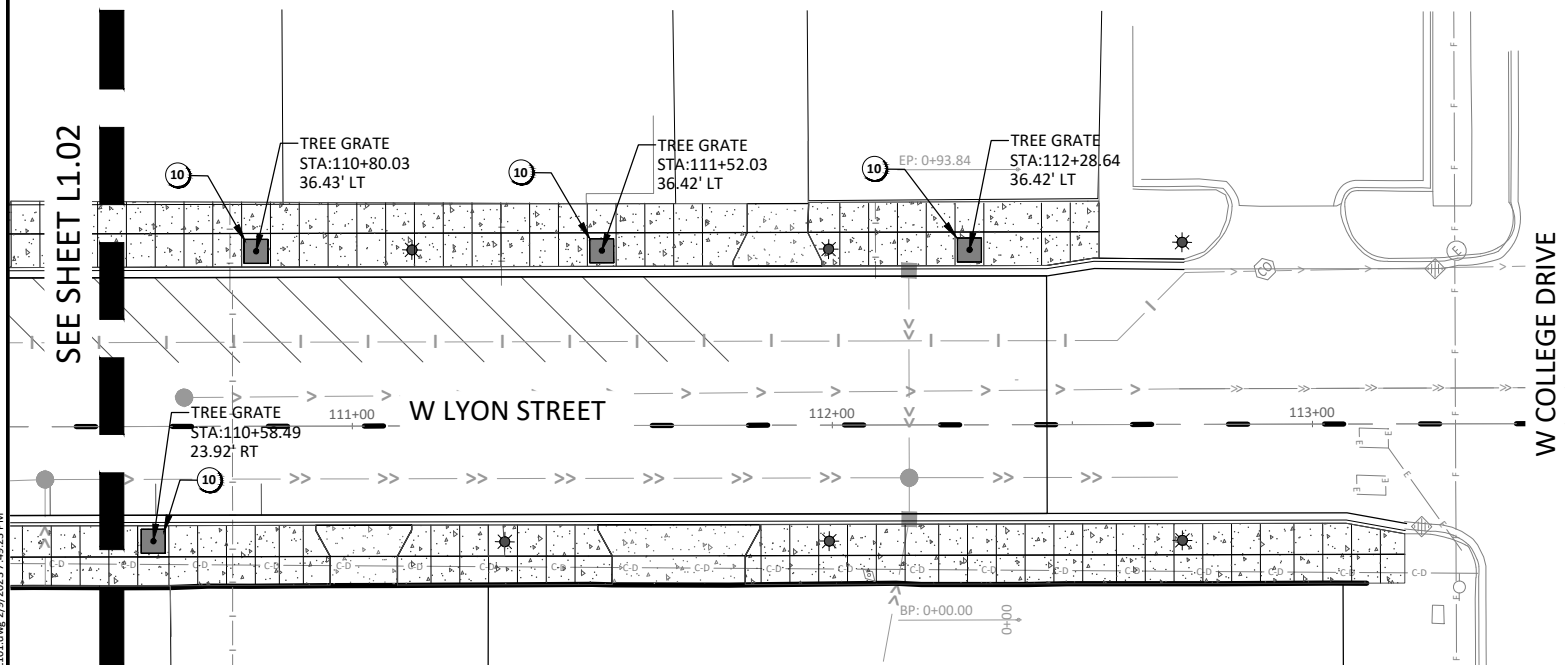
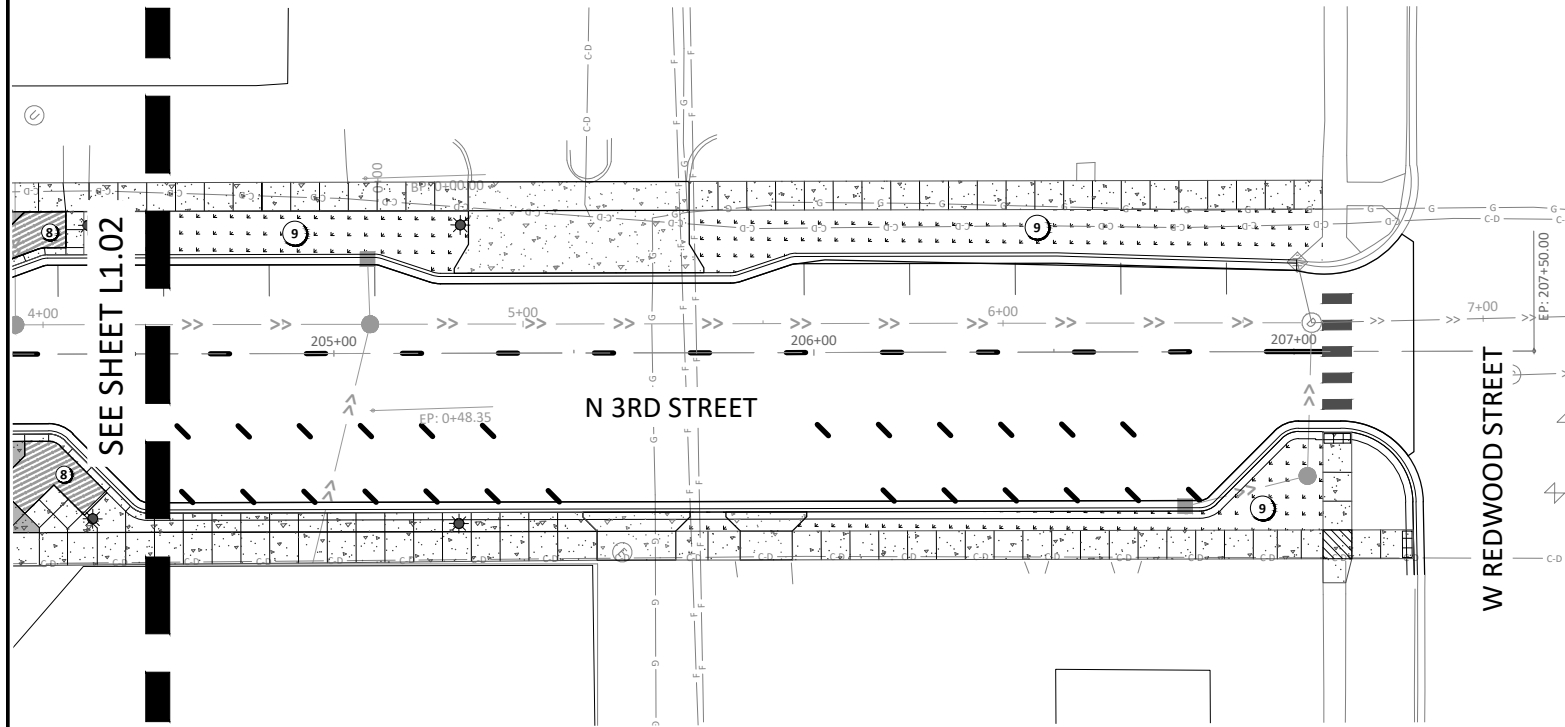
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**PLAN SHEETS**  
 STREETScape LAYOUT PLAN

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**KEY MAP**

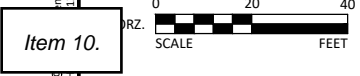
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 LIC. NO. 50677 DATE XX/XX/2023

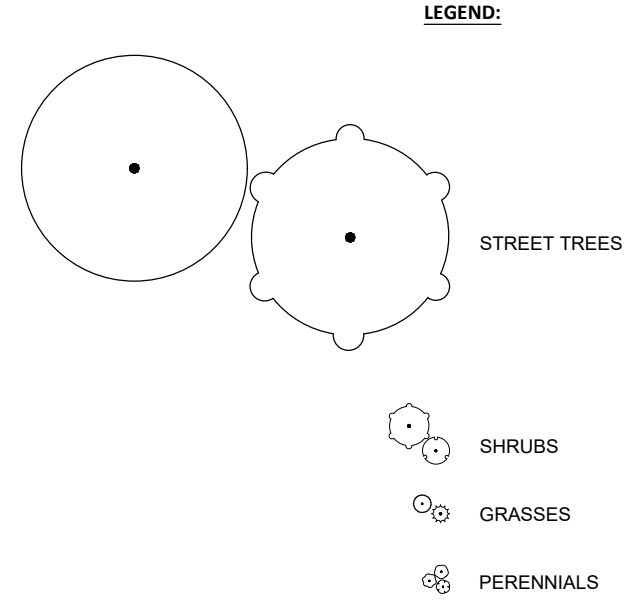
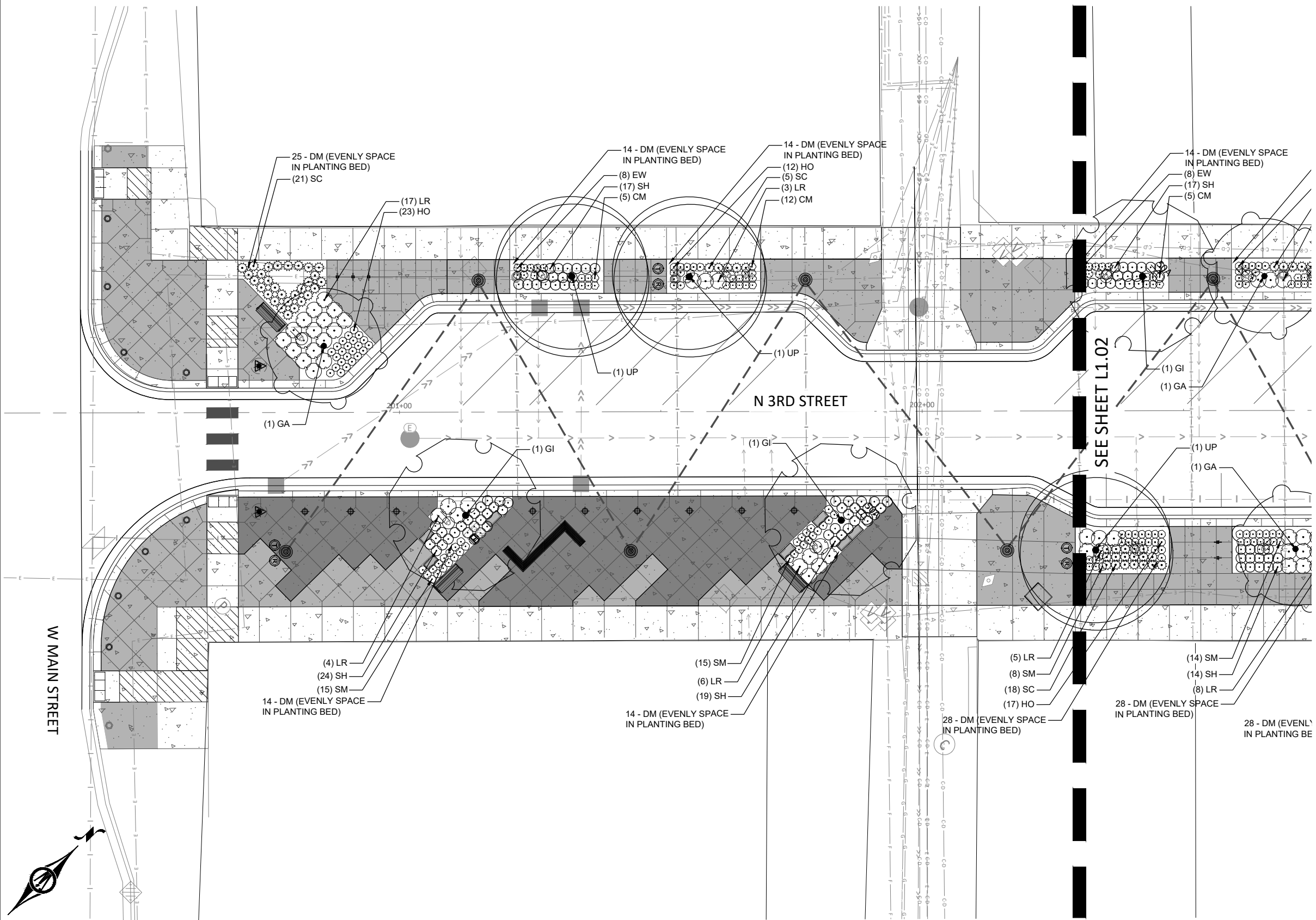
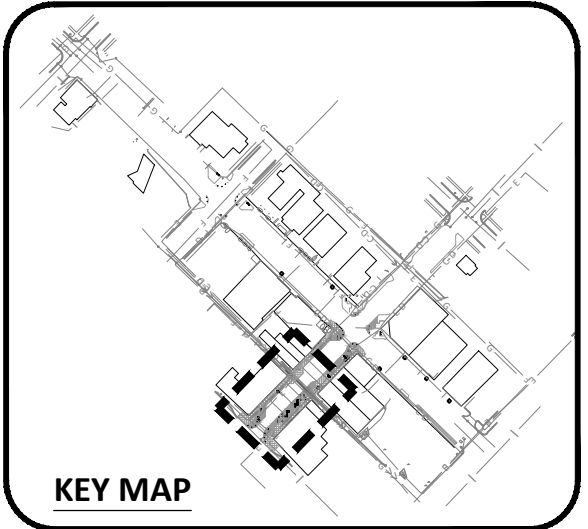


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**PLAN SHEETS**  
 STREETScape LAYOUT PLAN



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**REVIEW PLAN**

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LIC. NO. 50677 DATE XX/XX/2023



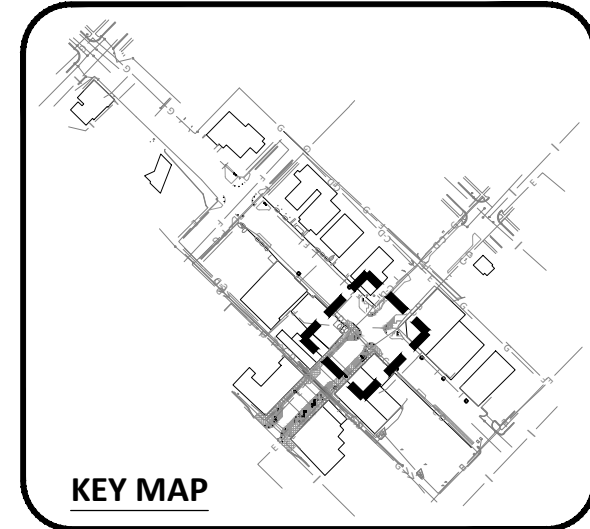
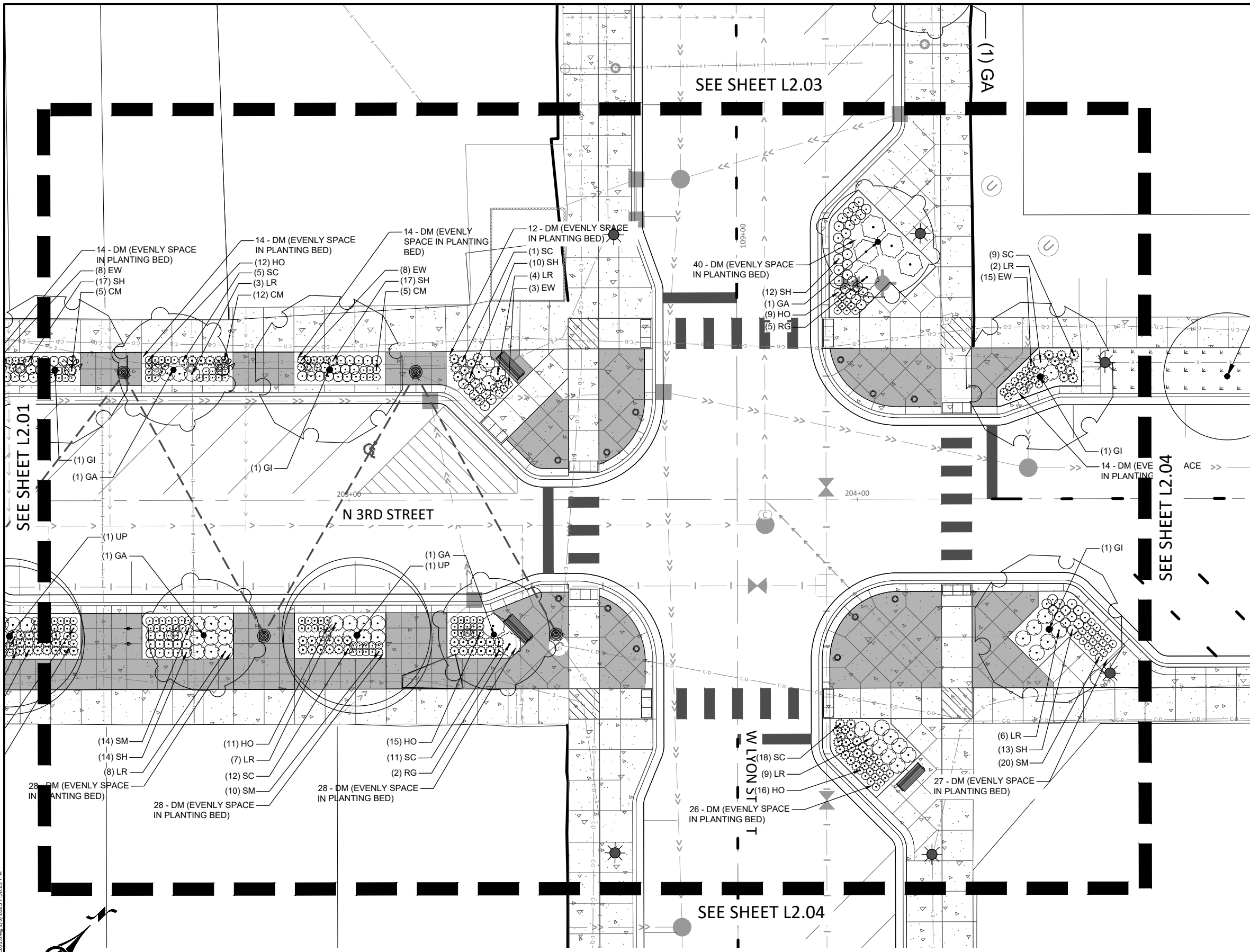
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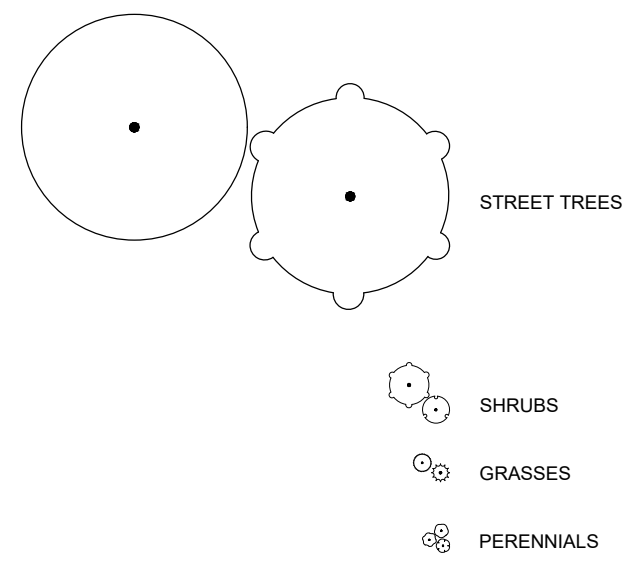
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2023 N 3RD ST - W LYON ST IMPROVEMENTS  
LANDSCAPE PLANS  
LANDSCAPE PLAN





LEGEND:



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**REVIEW PLAN**

SAMUEL J. KESSEL  
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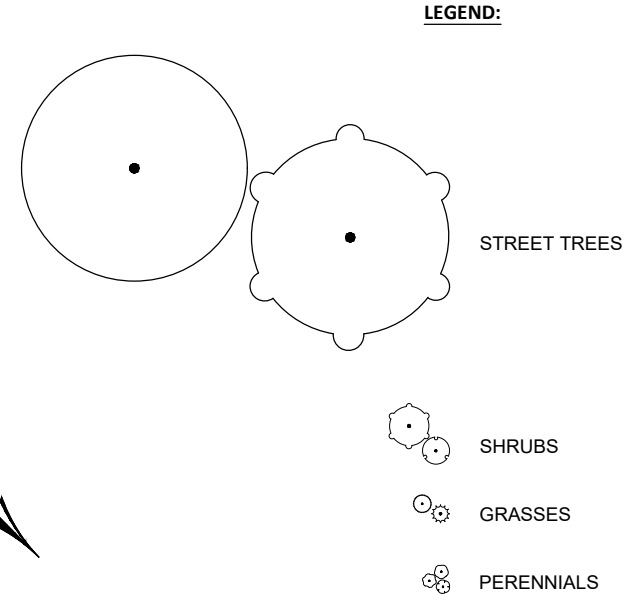
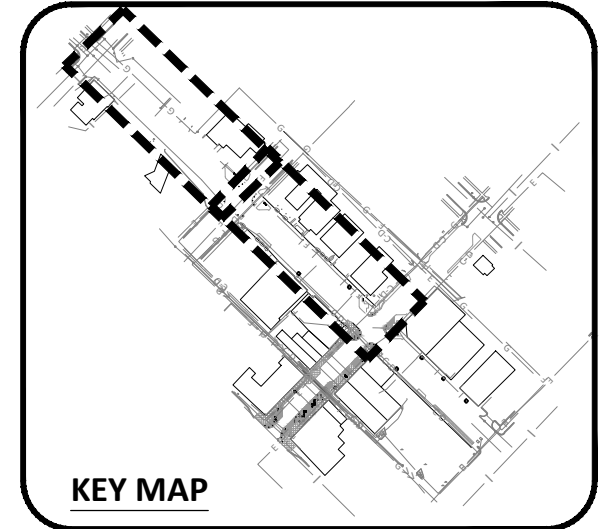
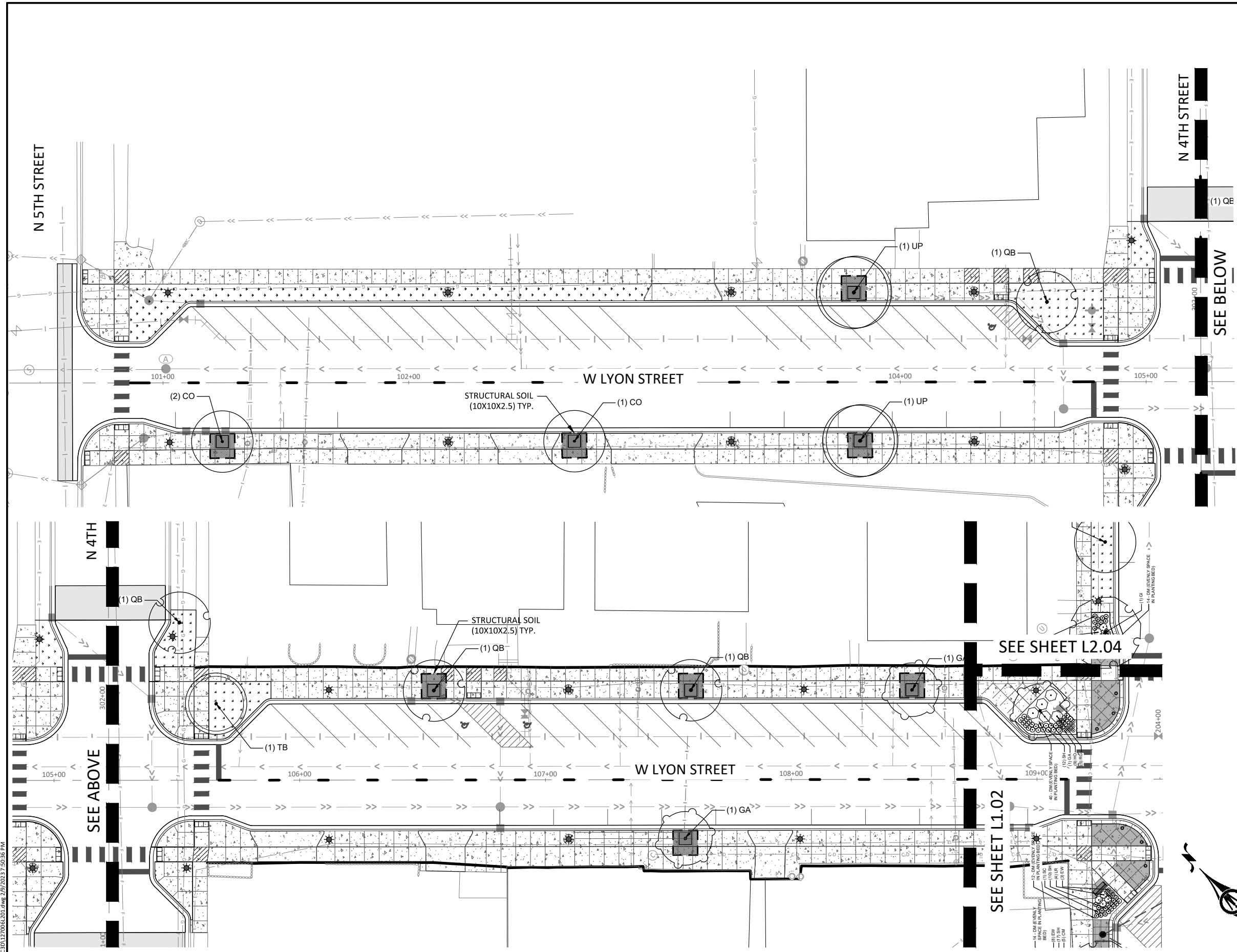


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 LANDSCAPE PLAN



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SAMUEL J. KESSEL  
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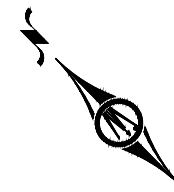
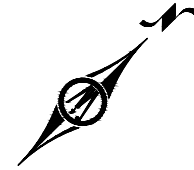
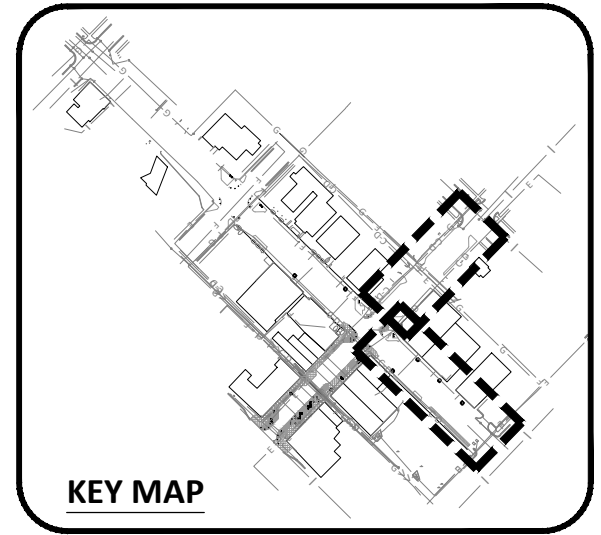
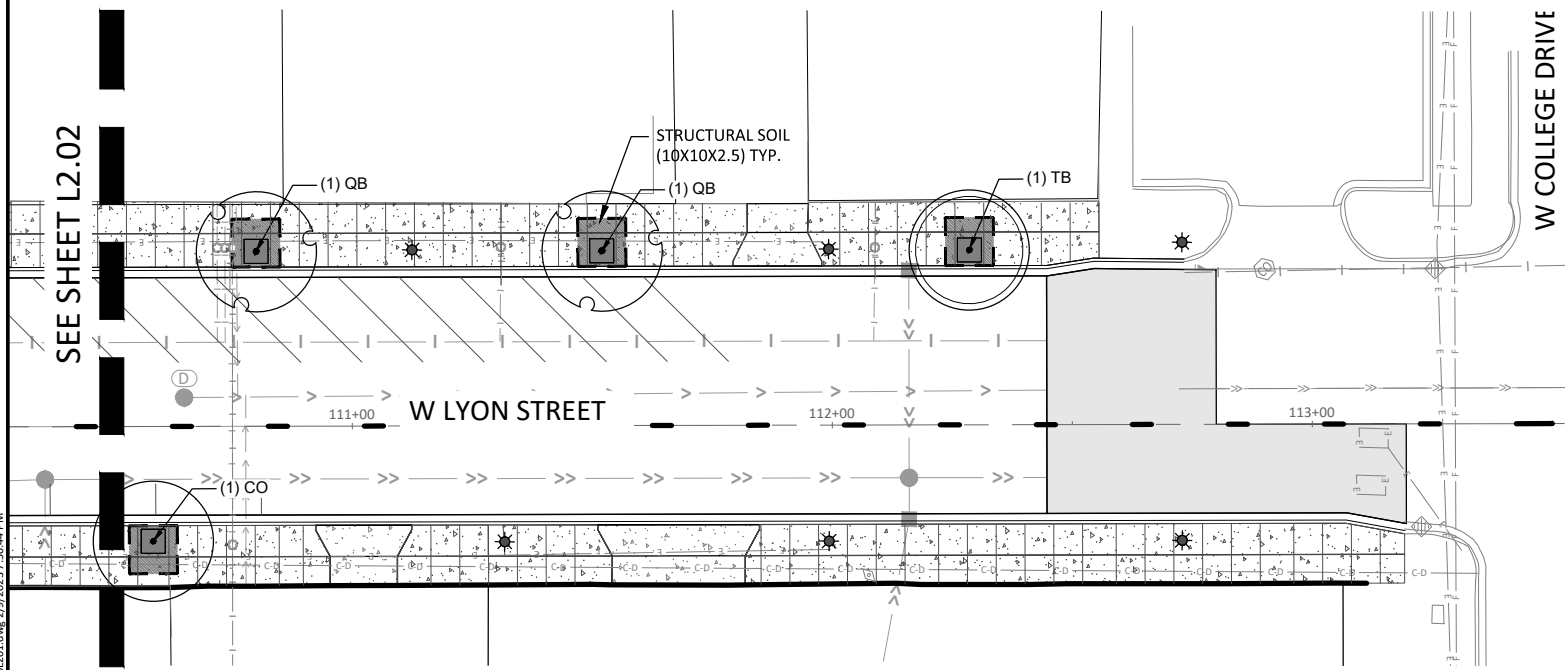
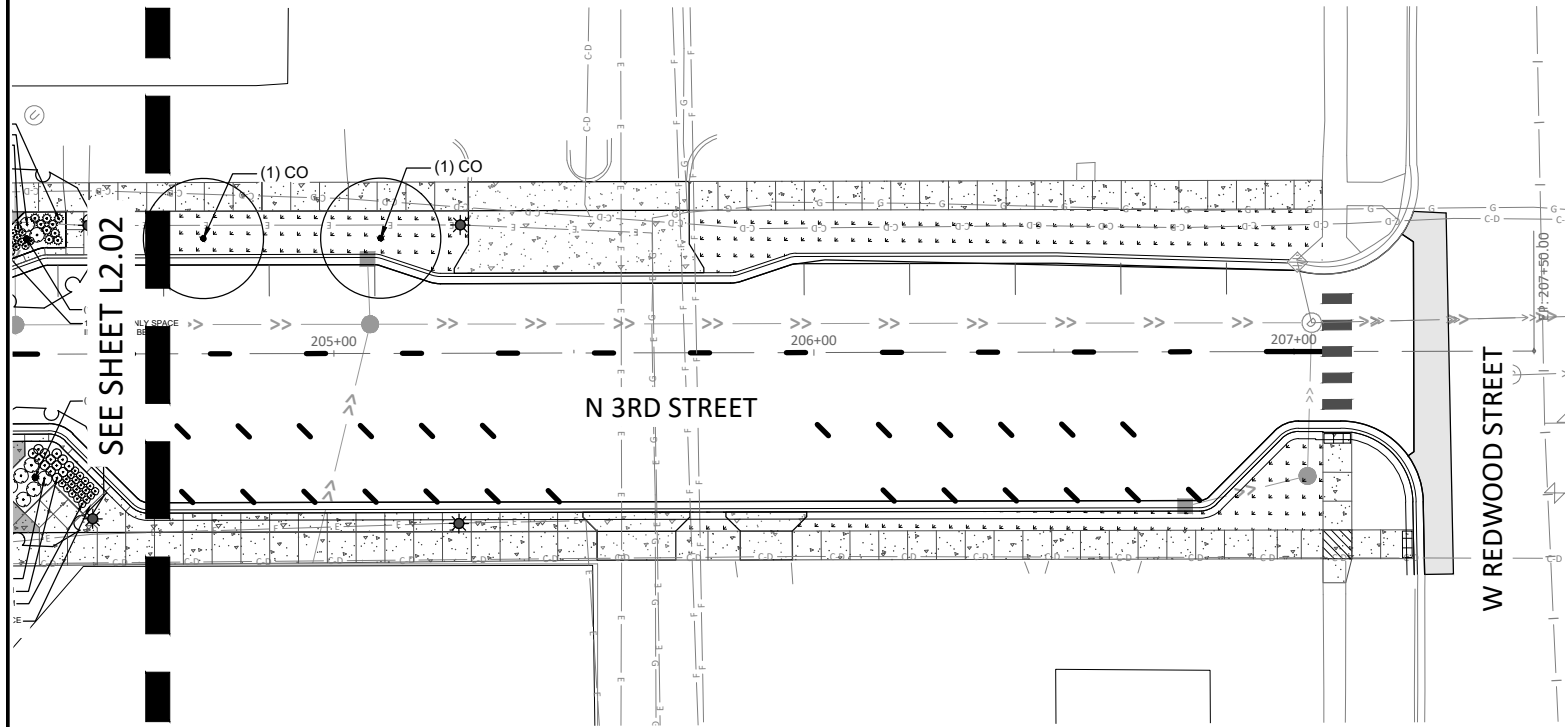
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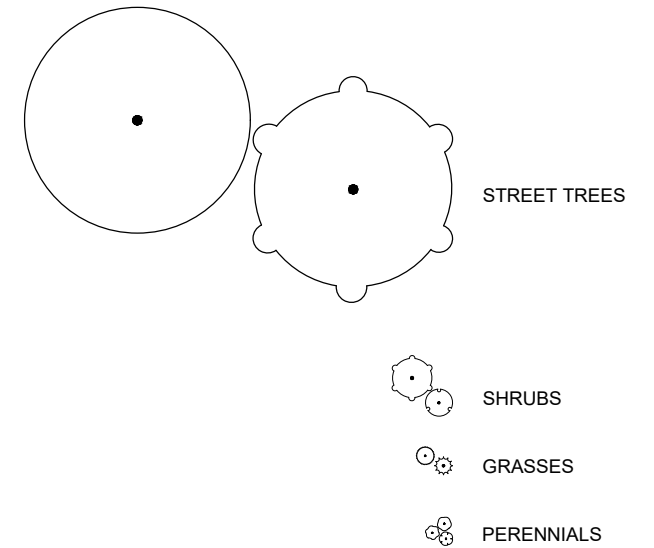
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LANDSCAPE PLAN

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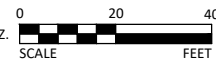


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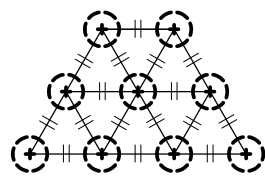


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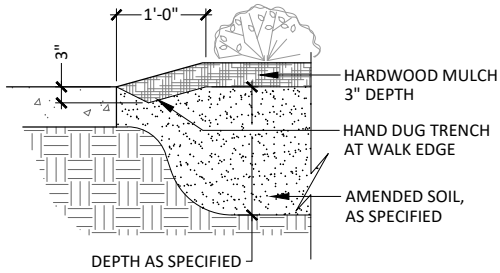
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Page 91

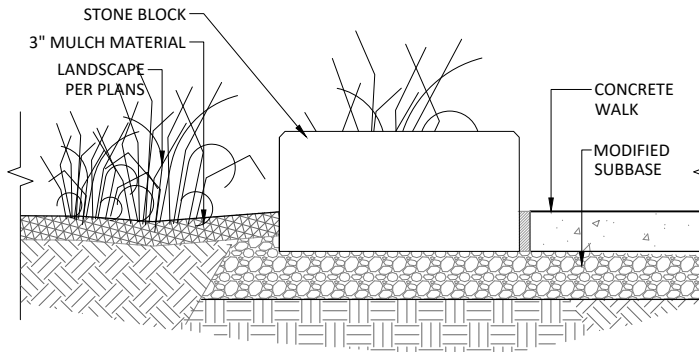


- NOTES:
- O.C. TRIANGULAR PLANT SPACING PER PLANS
  - AREAS IDENTIFIED ON PLANTING PLAN AS O.C. SHALL BE TRIANGULAR SPACED
  - SEE PLANTING PLAN/SCHEDULE FOR SPECIES

**1 PERENNIAL PLANT SPACING**  
SCALE: N.T.S.



**2 PLANTING EDGE AT HARDSCAPE SURFACE**  
SCALE: N.T.S.



**BOULDER GENERAL NOTES**

- SEE PLAN FOR LOCATIONS. FIELD VERIFY LOCATION BY OWNER'S REPRESENTATIVE.
- 2'X2'X4' STONE BLOCK
- STONE BLOCK, COLOR TO VARY - CONTRACTOR TO SUBMIT STONE TYPE AND COLOR FOR APPROVAL

CONTACT: TODD OLSON  
800.328.5040  
tolson@coldspringusa.com

**3 DECORATIVE BOULDER SETTING DETAIL**  
SCALE: N.T.S.

**PLANT SCHEDULE**

OVERSTORY TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
CO	5	CELTIS OCCIDENTALIS	COMMON HACKBERRY	2.5" CAL.	B&B
GA	7	GINKGO BILOBA 'AUTUMN GOLD'	AUTUMN GOLD MAIDENHAIR TREE	2.5" CAL.	B&B
GI	6	GLEDITSIA TRIACANTHOS INERMIS 'SKYCOLE'	SKYLINE® HONEY LOCUST	2.5" CAL.	B&B
QB	6	QUERCUS BICOLOR	SWAMP WHITE OAK	2.5" CAL.	B&B
TB	2	TILIA AMERICANA 'BOULEVARD'	BOULEVARD AMERICAN LINDEN	2.5" CAL.	B&B
UP	6	ULMUS AMERICANA 'PRINCETON'	PRINCETON AMERICAN ELM	2.5" CAL.	B&B

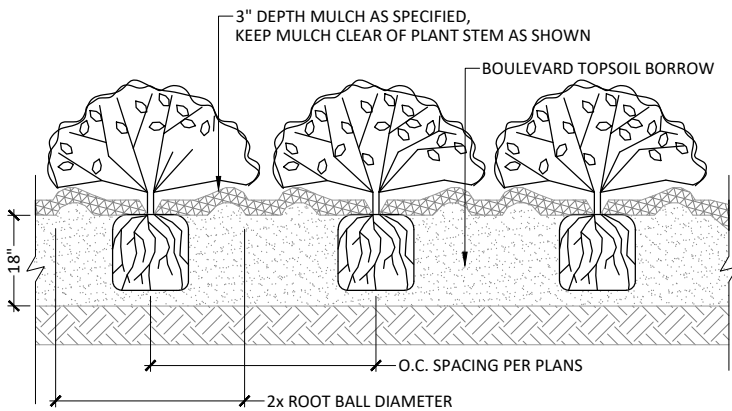
SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPREAD
LR	75	DIERVILLA X 'G2X88544'	KODIAK® ORANGE DIERVILLA	#5 CONT.	36" O.C.
RG	7	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	#5 CONT.	60" O.C.

BULBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPREAD
ND	210	NARCISSUS X 'DUTCH MASTER'	DUTCH MASTER DAFFODIL	1 GAL.	1.5'-2'

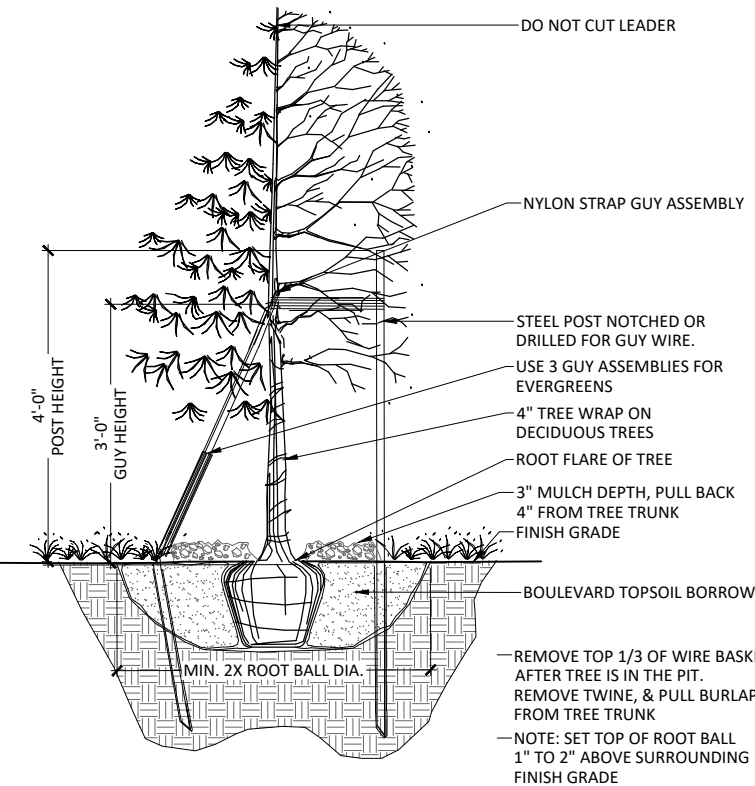
PERENNIALS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPREAD
CM	42	COREOPSIS X 'MOONBEAM'	MOONBEAM TICKSEED	#1 CONT.	18" O.C.
EW	47	ECHINACEA PURPUREA 'PAS702917'	POWWOW® WILD BERRY CONEFLOWER	#1 CONT.	18" O.C.
HO	114	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	#1 CONT.	18" O.C.
SC	115	SCHIZACHYRIUM SCOPARIUM 'CAROUSEL'	CAROUSEL LITTLE BLUESTEM	#1 CONT.	24" O.C.
SM	82	SEDUM X 'MR. GOODBUD'	MR. GOODBUD STONECROP	#1 CONT.	18" O.C.
SH	158	SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	#1 CONT.	24" O.C.

**GENERAL NOTES:**

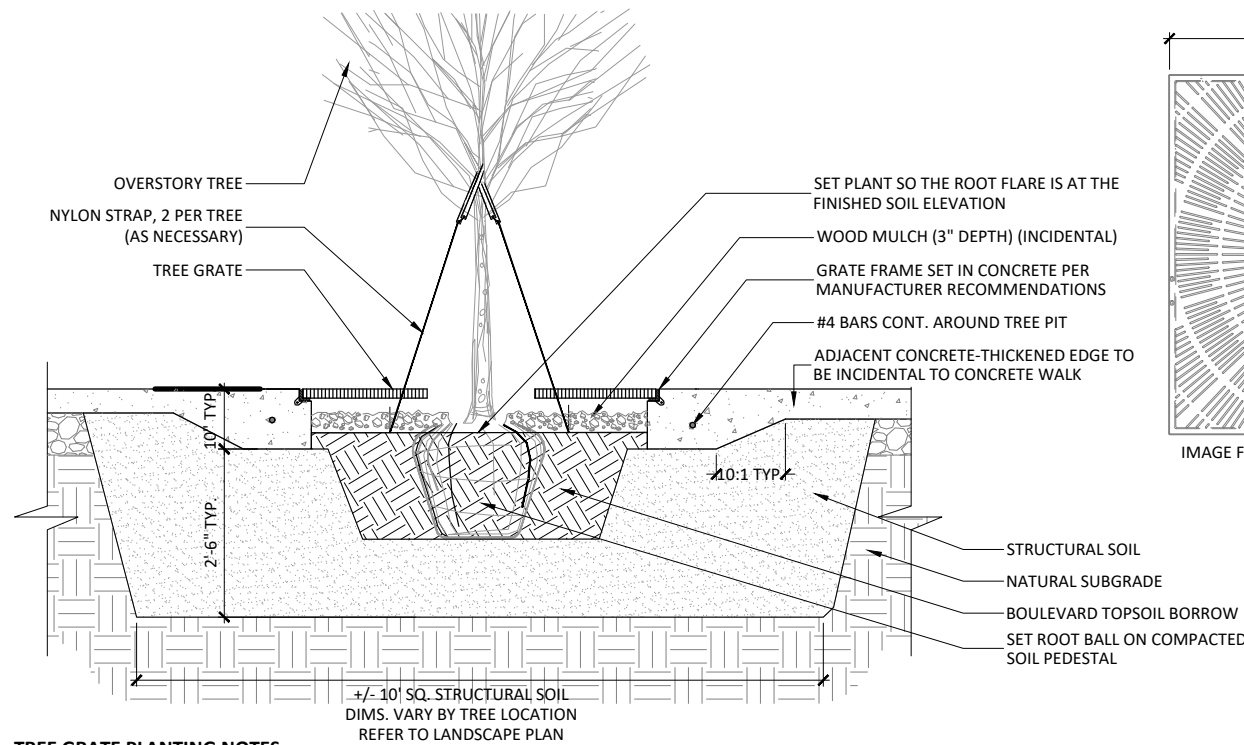
- MASTER PLANT SCHEDULE: ALL PLANT MATERIALS ARE LISTED IN THE MASTER PLANT SCHEDULE. IF THERE IS A CONFLICT BETWEEN THE QUANTITIES SHOWN ON THE DRAWING AND THE QUANTITIES SHOWN IN THE PLANT SCHEDULE, THE PLAN QUANTITIES SHALL PREVAIL.
- ALL DISTURBED AREAS SHALL RECEIVE SOD PER EROSION AND SEDIMENT CONTROL PLANS.
- CONTRACTOR TO PRESERVE AND PROTECT EXISTING TREES AND SHRUBS, UNLESS OTHERWISE NOTED. ANY PLANT MATERIAL DAMAGED DUE TO CONTRACTOR NEGLIGENCE SHALL BE REPLACED AT CONTRACTOR'S EXPENSE.



**4 PERENNIAL / SHRUB PLANTING**  
SCALE: N.T.S.



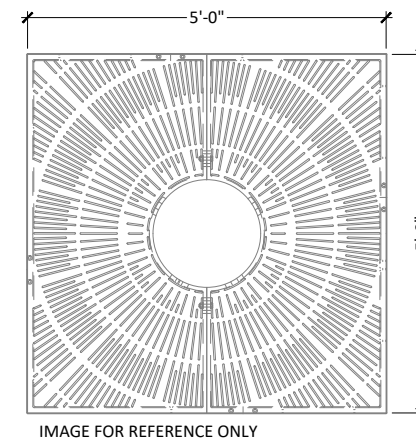
**5 TREE PLANTING**  
SCALE: N.T.S.

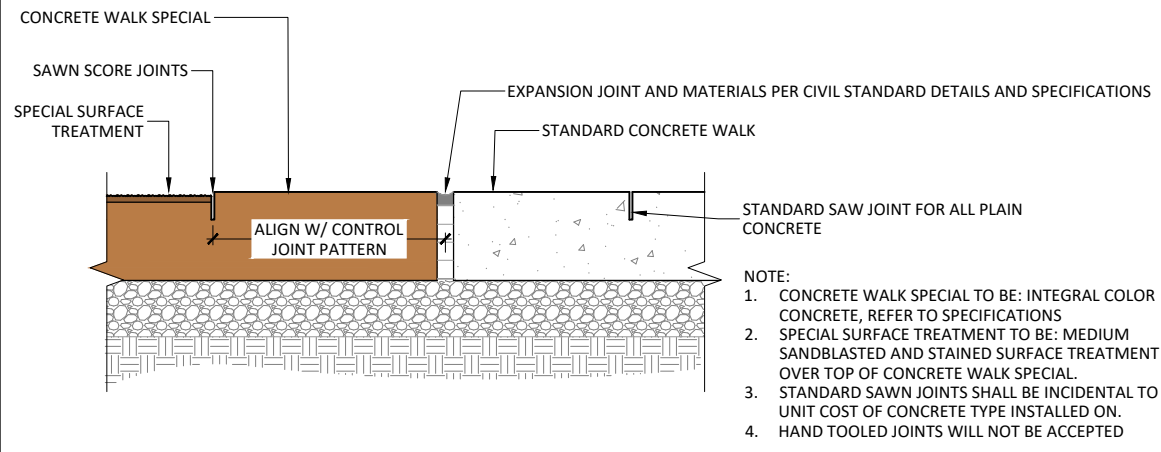


**TREE GRATE PLANTING NOTES:**

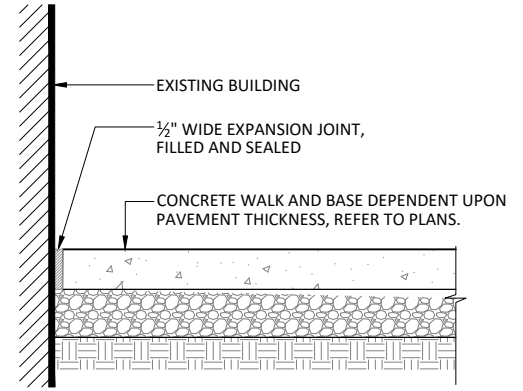
- TREE GRATE - NEENAH METROPOLITAN COLLECTION R-8707 TREE GRATE AND FRAME OR APPROVED (5'X5') EQUAL
  - CAST IRON / NATURAL FINISH
  - NO OPENINGS GREATER THAN 1/4"
- REFER TO MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION DETAILS
- CONTRACTOR TO USE CONCRETE EMBEDDED "L" FRAME ON ALL SIDES OF GRATE ADJACENT TO CONCRETE. SECURE PER MANUFACTURER RECOMMENDATIONS
- EACH NEW TREE PIT SHALL CONTAIN APPROXIMATELY 10 CY OF STRUCTURAL SOIL (10'X10'X2.5' DEEP)
- TREE PLANTINGS WHERE THE TREE PIT IS OPEN, BLVD. TOPSOIL SHOULD BE PLACED AROUND THE TREE BALL AND ALL OPEN PLANTING AREA. STRUCTURAL SOIL SHOULD BE PLACED UNDER THE BALL TO PREVENT TREE BALL SUBSIDENCE.

**6 TYPICAL SECTION: TREE GRATE & STRUCTURAL SOIL**



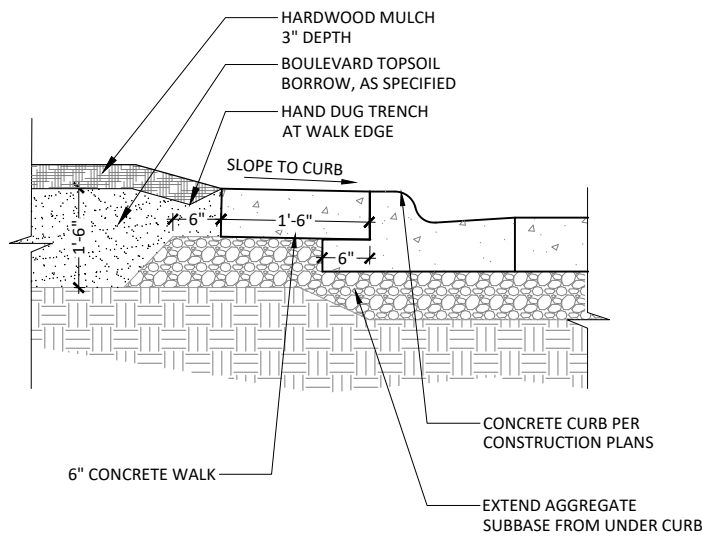


- NOTE:
1. CONCRETE WALK SPECIAL TO BE: INTEGRAL COLOR CONCRETE, REFER TO SPECIFICATIONS
  2. SPECIAL SURFACE TREATMENT TO BE: MEDIUM SANDBLASTED AND STAINED SURFACE TREATMENT OVER TOP OF CONCRETE WALK SPECIAL.
  3. STANDARD SAWN JOINTS SHALL BE INCIDENTAL TO THE UNIT COST OF CONCRETE TYPE INSTALLED ON.
  4. HAND TOOLED JOINTS WILL NOT BE ACCEPTED



1 TYPICAL SECTION: CONCRETE SIDEWALK TYPES AND JOINTS

2 CONCRETE SIDEWALK AT BUILDING



3 TYPICAL SECTION: LANDSCAPE BED  
SCALE: N.T.S.

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Item 10.

REVIEW PLAN

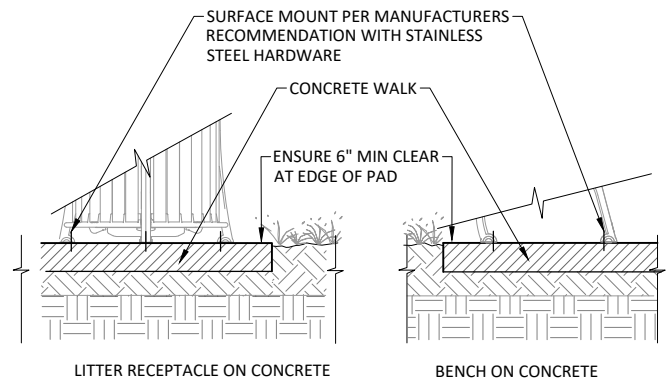


1960 PREMIER DRIVE  
 MANKATO, MINNESOTA 56001  
 Phone: (507) 625-4171  
 Email: Mankato@bolton-menk.com  
 www.bolton-menk.com



DESIGNED	NO.	ISSUED FOR	DATE
SJM/CCC			
DRAWN			
CCC			
CHECKED			
SJM			
CLIENT PROJ. NO.			
OW1-127006			

CITY OF MARSHALL, MINNESOTA  
 2023 N 3RD ST - W LYON ST IMPROVEMENTS  
 LANDSCAPE DETAILS  
 SITE FURNISHING DETAILS



NOTES:  
 1. REFER TO SPECS FOR MODEL AND MANUFACTURERS  
 2. FIELD VERIFY LOCATION BY LANDSCAPE ARCHITECT  
 3. SHIM TO LEVEL SITE FURNISHINGS

1 TYPICAL SECTION: SURFACE MOUNT FURNISHINGS



- BIKE RACK:**
1. MANUFACTURER - VICTOR STANLEY
  2. MODEL - BRHS-101, CYCLE SENTRY
  3. FINISH - POWDERCOAT, BLACK
  4. SURFACE MOUNT

OR APPROVED EQUAL  
 INSTALLATION ONLY, FURNISHING TO BE PROVIDED BY OTHERS.

CONTACT: BECKY MCNAMARA  
 301.855.8300 x. 375  
 beckym@victorystanley.com

- BENCH TYPE 1:**
1. MANUFACTURER - VICTOR STANLEY
  2. MODEL - FM-324, FRAMERS MODERN COLLECTION, 6' LENGTH
  3. FINISH - POWDERCOAT, BLACK
  4. SURFACE MOUNT
  5. WOOD: IPE

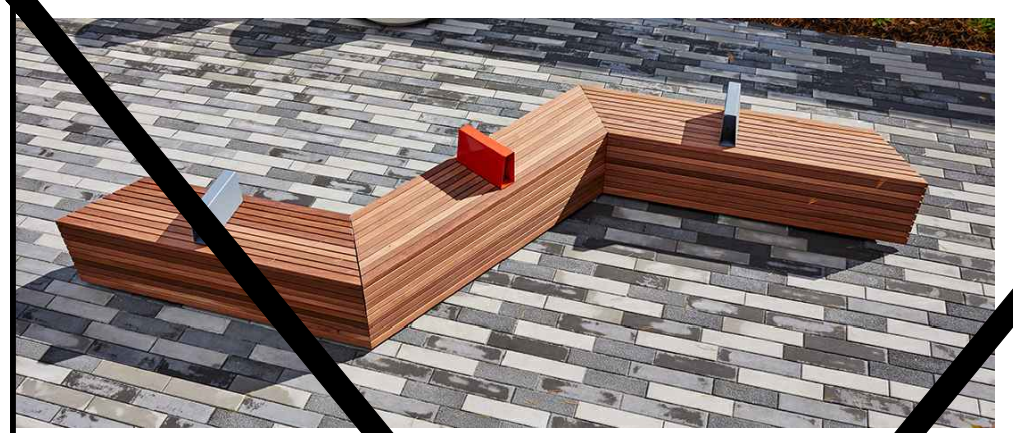
OR APPROVED EQUAL  
 INSTALLATION ONLY, FURNISHING TO BE PROVIDED BY OTHERS.

- TRASH RECEPTACLE:**
1. MANUFACTURER - VICTOR STANLEY
  2. MODEL - SDC-36, STEEL SITES SERIES, 36 GALLON, SIDE DOOR OPENING
  3. STANDARD LINER
  4. SURFACE MOUNT

OR APPROVED EQUAL  
 INSTALLATION ONLY, FURNISHING TO BE PROVIDED BY OTHERS.

- RECYCLING CONTAINER:**
1. MANUFACTURER - VICTOR STANLEY
  2. MODEL - SDC-36, STEEL SITES SERIES, 36 GALLON, SIDE DOOR OPENING
  3. STANDARD LINER
  4. RAISED BAND AND DECALS
  5. SIDE DEPOSIT
  6. SURFACE MOUNT

OR APPROVED EQUAL  
 INSTALLATION ONLY, FURNISHING TO BE PROVIDED BY OTHERS.



RIGHT 45	DEPTH	LENGTH	HEIGHT	LEFT 45	DEPTH	LENGTH	HEIGHT
	18"		18"		18"	77"	18"

BENCH TYPE 2 (A):  
 1. MANUFACTURER: LANDSCAPE FORMS  
 2. MODEL: PARALLEL 42, STRAIGHT  
 3. WOOD: IPE  
 FINISH: POWDERCOAT, STEEL

BENCH TYPE 2 (B):  
 1. MANUFACTURER: LANDSCAPE FORMS  
 2. MODEL: PARALLEL 42, STRAIGHT  
 3. WOOD: IPE  
 FINISH: POWDERCOAT, STEEL

OR APPROVED EQUAL  
 PRODUCT & INSTALLATION BY OTHERS.

STRAIGHT W/ LEFT 45	DEPTH	LENGTH	HEIGHT
	18"	67"	18"

- BENCH TYPE 2 (C):**
1. MANUFACTURER: LANDSCAPE FORMS
  2. MODEL: PARALLEL 42, STRAIGHT
  3. WOOD: IPE
  - FINISH: POWDERCOAT, STEEL

OR APPROVED EQUAL  
 PRODUCT & INSTALLATION BY OTHERS.

**CONTACT:**  
 STACY ERNST  
 816-444-4376  
 sitesource@landscapeforms.com

2 SITE FURNISHINGS  
 NOTE: FOR PRODUCT REFERENCE ONLY, CONTRACTOR TO INSTALL ONLY, OWNER TO PROVIDE PRODUCT FOR INSTALLATION

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**MANUFACTURER'S NOTES:**

LIGHT COLUMN: OPEN PILLAR, 600 CM HEIGHT, POWDER-COAT

MANUFACTURER: STREETLIFE

MODEL NUMBER: OP-PIL-WI-600-PC

COLOR: TO BE SELECTED BY OWNER

CONTACT: SONNO WITJES

switjes@streetlife.com

484 496 8280

LIGHT FIXTURE & CONTROLLER:

LIGHT PRODUCT: PROSPOT 6 COLOR-CHANGING LED

MANUFACTURER: INSIGHT LIGHTING

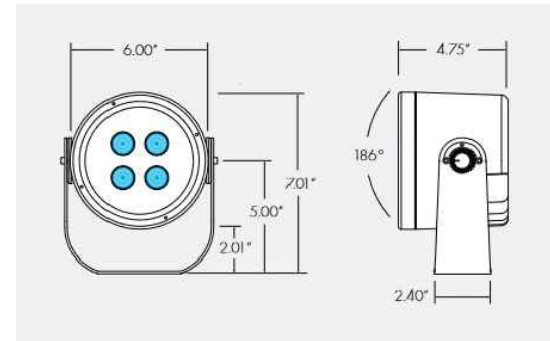
MODEL NUMBER: PS6-HO-RGB40-Q-20-TR-120 DMXFX-TBL

CONTROLLERS: PHAROS BY INSIGHT LIGHTING

CONTACT: MLAZGAR ASSOCIATES

DARREN STRAFELDA

952-513-7511



**LIGHT COLUMN MONUMENT NOTES:**

1. MEASUREMENT AND PAYMENT FOR GATEWAY MONUMENT COLUMN WITH LIGHT SHALL INCLUDE ALL SITE PREP, MATERIALS, AND LABOR REQUIRED, INCLUDING BUT NOT LIMITED TO EXCAVATION, CONCRETE FOOTINGS, STEEL STRUCTURE, LIGHT FIXTURE, ELECTRICAL CONNECTIONS DATA CONNECTIONS, METAL WORK, AND ALL ITEMS NECESSARY FOR CONSTRUCTION, FABRICATION, AND INSTALLATION COMPLETE.
2. CONTRACTOR SHALL PROVIDE SHOP DRAWINGS OF ALL MATERIALS AND CONNECTIONS SIGNED BY CONTRACTOR'S STRUCTURAL ENGINEER IF CUSTOM FABRICATED FOR ALL METAL WORK. ALL MATERIAL SIZING IS FOR AESTHETIC PURPOSES ONLY. CONTRACTOR RESPONSIBLE TO CONFIRM STRUCTURAL SUITABILITY AND FABRICATION FOR ANY CUSTOM FABRICATION. SHOP DRAWINGS SHALL BE SUBMITTED TO ENGINEER FOR REVIEW PRIOR TO BEGINNING OF CONSTRUCTION. CONTRACTOR'S SCHEDULE SHALL ALLOW 15 CALENDAR DAYS FOR ENGINEER'S REVIEW.
3. ALL CONNECTIONS SHALL FOLLOW MANUFACTURER RECOMMENDATION AND SHOP DRAWINGS
4. ALL METAL COMPONENTS SHALL POWDER COATED PER MANUFACTURER'S STANDARDS. COLOR TO BE SELECTED FROM MANUFACTURER'S STANDARD COLORS. CONTRACTOR TO SUBMIT COLOR CHIPS FOR REVIEW AND SELECTION BY THE OWNER.
5. ALL EXPOSED CONCRETE TO BE FINISHED WITH A SLURRY COAT RUBBED SMOOTH TO CREATE A UNIFORM FINISH.

**LIGHTING CONTROLLER NOTE:**

1. LIGHTING CONTROLLER AND TEMP CONTROLLED CABINET TO BE PAID FOR AS SEPARATE BID ITEM. CONTRACTOR TO COORDINATE LIGHTING CONTROL CABINET AND LOCATION FOR MOUNTING WITH CITY OF MARSHALL AND MMU. CIRCUITRY FOR CONTROLLER AND DMX WIRE TO COMMUNICATE WITH THE LIGHT SHALL BE CONSIDERED AS PART OF THE LIGHTING CONTROLLER BID ITEM.
2. CABINET AND HEATER TO BE...

**insight lighting** PHAROS SYSTEM OPTIONS

PROJECT: TYPE: CATALOG #: PHAROS

**SPECIFICATION**

PHAROS

**PRODUCT**

PHAROS PHAROS

**SYSTEM TYPE**

PHAROS ONE P1  
IPC ONE AND POWER SUPPLY

PHAROS ONE + TOUCH P1T  
IPC ONE, POWER SUPPLY, TIS AND TDC

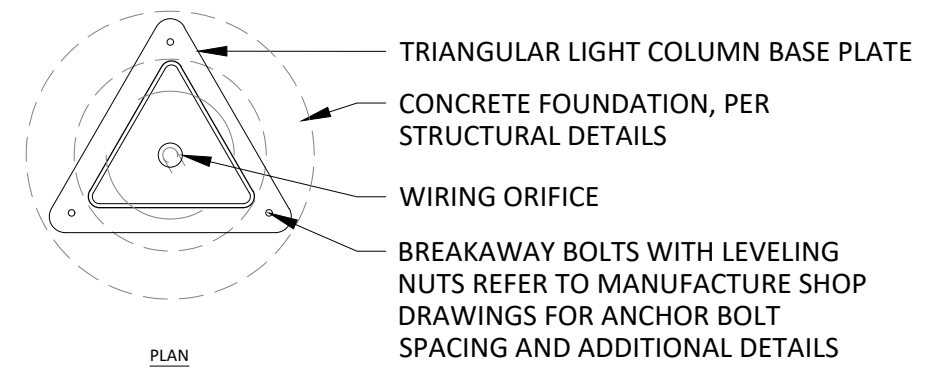
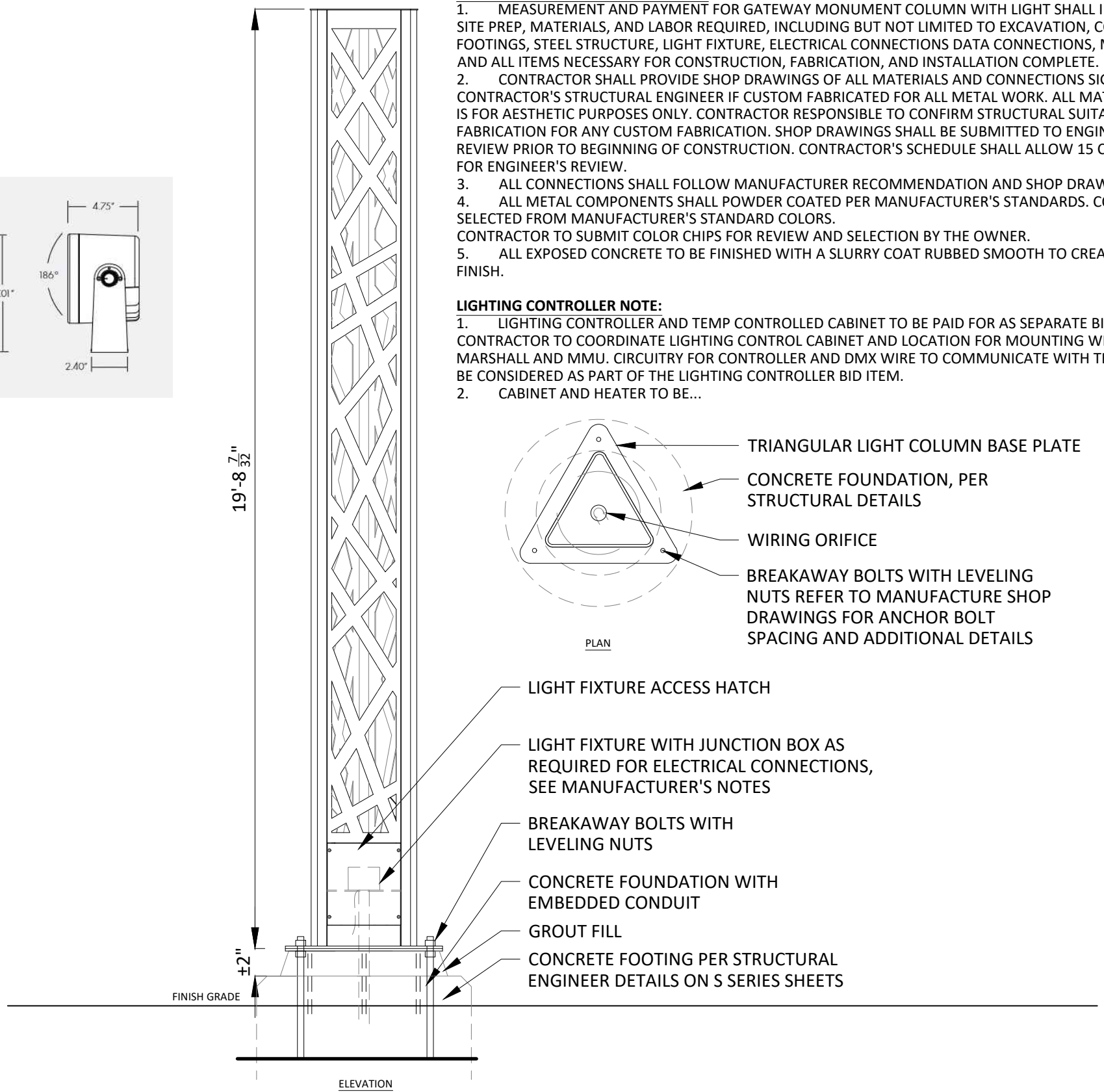
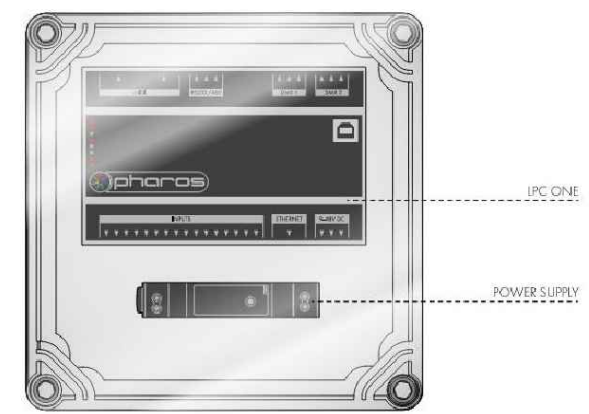
PHAROS TWO + TOUCH P2T  
IPC TWO, POWER SUPPLY, TIS AND TDC

PHAROS FOUR + TOUCH P4T  
IPC FOUR, POWER SUPPLY, TIS AND TDC

**SYSTEM TYPES**

PHAROS ONE (P1)

AT Universe DMX control system perfect for projects that are looking for System Control where all fixtures will be respond the same way. This Pharos One Package (P1) comes pre-assembled in a IP67 enclosure with a 48v Power supply and 2 DMX outputs.



1 GATEWAY MONUMENT COLUMN W/LIGHT  
SCALE: NTS

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DESIGNED	NO.	ISSUED FOR	DATE
SJM/CCC			
DRAWN			
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CHECKED			
SJM			
CLIENT PROJ. NO.			
OW1.127006			


**CITY OF MARSHALL  
AGENDA ITEM REPORT**


<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project WW-005: MN 23 Lift Station Improvements - Consider Bolton & Menk Proposal for Engineering Services.
<b>Background Information:</b>	The Highway 23 lift station is one of Marshall’s main lift stations, and it provides service to over one-third of Marshall. The purpose of our sanitary sewer lift stations is to collect wastewater that flows to the station by gravity and pump the waste to our Wastewater Treatment Facility on the north side of town. This station was constructed in 1993 and included two submersible pumps. In 2003, two more submersible pumps were added due to growth along the Highway 23 corridor and increased flows. All four pumps are at the end of their useful life and must be replaced. The interior of the lift station needs to be recoated to extend its life, and the corroded piping, obsolete VFD pump drives, and the obsolete generator switchgear need to be replaced prior to failure.
<b>Fiscal Impact:</b>	The design work for this project will proceed on an hourly, not-to-exceed basis in the amount of \$25,000. The Wastewater CIP identifies \$350,000 for renovations at the Highway 23 lift station. Upon project design, City staff will return to the Council seeking authorization to advertise the project for bids.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council accept the attached proposal from Bolton & Menk to prepare bidding documents for the above-referenced project for an amount not-to-exceed \$25,000.

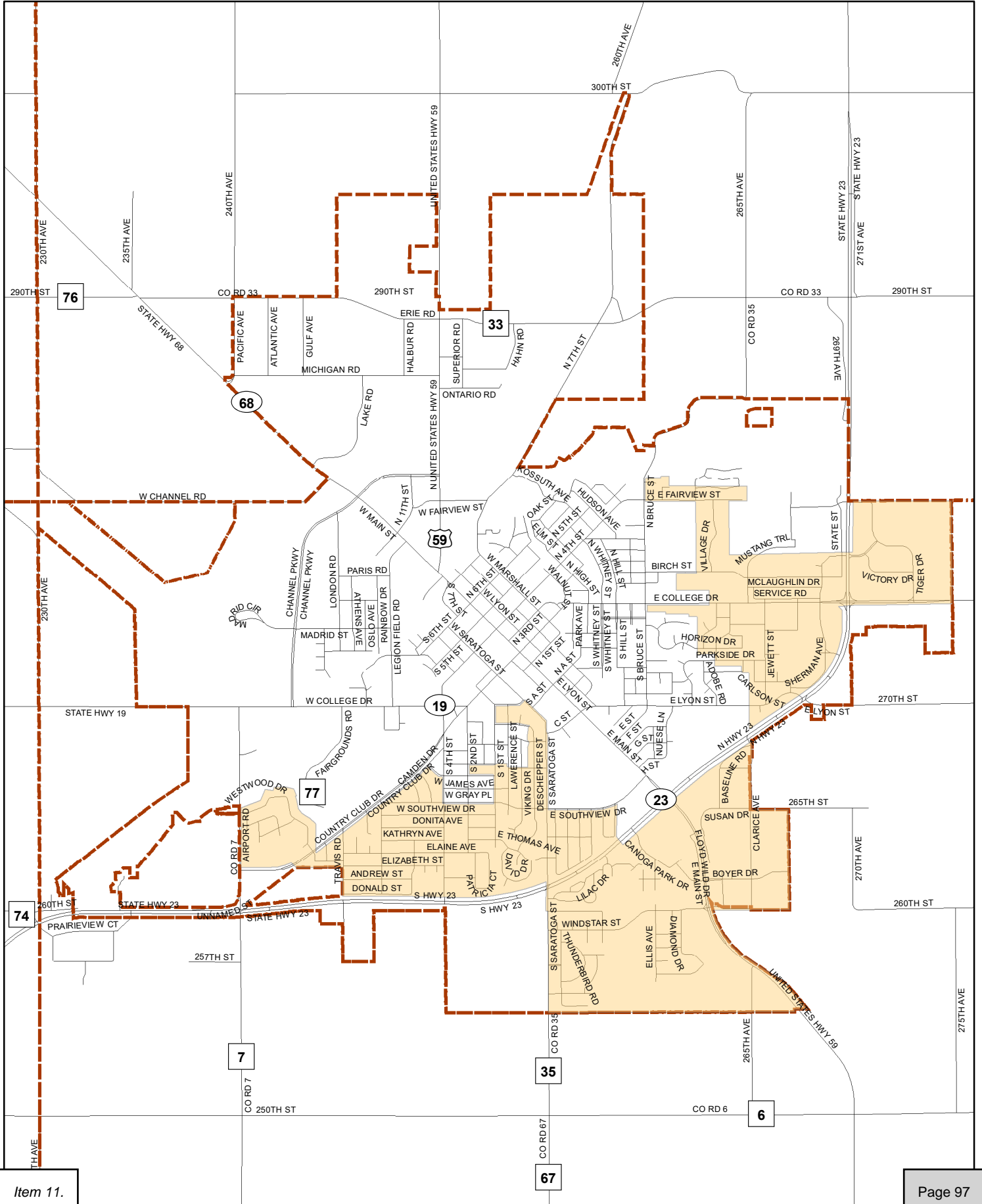




# MN 23 Lift Station Service Area

 MN 23 Lift Station Service Area

 City and Townships





February 8, 2023

Scott Truedson  
Superintendent, Wastewater Treatment Facility  
City of Marshall  
600 Erie Road  
Marshall, MN 56258  
[Scott.Truedson@ci.marshall.mn.us](mailto:Scott.Truedson@ci.marshall.mn.us)

RE: Proposal for Civil Engineering Services  
Hwy 23 Lift Station Renovation  
City of Marshall, Minnesota

Dear Scott,

Thank you for providing us with this opportunity to assist you with the renovation of the Hwy 23 lift station. Bolton & Menk, Inc. has the technical expertise, experience, and resources to complete this project for you, and we appreciate your consideration.

Based on our understanding, the project will consist of the following major components:

- Removal of four submersible pumps, wet well piping and guide rails.
- Renovation of wet well structure with concrete repair as needed, and new coating system.
- Installation of four new submersible pumps. Utilize existing guide rails if possible.
- Installation of new piping in wet well structure.
- Installation of new VFD's in the existing motor control center.
- Installation of new automatic transfer switch in existing lift station building.
- Installation of new conduit and junction box between the Motor Control center and the lift station wet well structure.
- Bypass pumping of the lift station while renovation work is being completed.

To accomplish this project, we propose the following work tasks :

- Prepare bidding documents. These documents will be based on the existing plans and the equipment information obtained by city staff to date.
- Conduct a design review meeting with Marshall staff.
- Prepare a construction cost opinion.
- Assist city with obtaining bids for the project.
- Assist city with preparing and executing contract documents after award of the contract.

Construction Services Phase is not included as part of this proposal. A separate proposal will be provided at the conclusion of the Final Design/Bidding Phase.

Scott Truedson, WWTF Supt.  
City of Marshall  
February 8, 2023  
Page 2

We estimate that the engineering fees to complete the above design will range from \$20,000 to \$25,000. We propose to complete this work on an hourly, not-to-exceed basis.

If any permits are required, the permit application fees shall be the responsibility of the Owner.

Our estimated timeframe to complete the lift station project is identified below and coincides with a start date determined by the city.

Task	Time
• Prepare bidding documents, review meeting with city staff	3-4 weeks
• Advertise for bids, accept bids, and award contract	4-6 weeks*
*Timing based on Council schedule and bid requirements.	

We understand the work is intended to be completed by fall 2023 and that bidding will take place in early spring 2023.

Thank you for the opportunity to present this proposal. We look forward to working with you and your staff. If you need any additional information or have questions on the above, please do not hesitate to give me a call at 507-381-9905.

Sincerely,

**Bolton & Menk, Inc.**



**Jon D. Peterson, P.E.**

Principal Environmental Engineer

cc: Kristopher Swanson, P.E., Bolton & Menk, Inc.  
Josh Stier, P.E., Bolton & Menk, Inc.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Instrument Landing System (ILS) Replacement at the Airport - 1) Consider project addition to the Airport CIP; 2) Authorization to request MnDOT Grant Agreement.
<b>Background Information:</b>	<p>Please see attached letter dated 01/10/2023 from MnDOT regarding the replacement of the Instrument Landing System (ILS) at the airport.</p> <p>MnDOT owns the ILS at the airport. The ILS is a radio navigation system that provides short-range guidance to aircraft and allow them to approach a runway at night or in poor weather conditions. The ILS system has reached a point where the manufacturer will no longer service and repair equipment, and MnDOT would like to replace our system as soon as they are able. The project requires City participation and we are responsible for civil site work and building costs.</p> <p>MnDOT will cover the cost of the equipment estimated at approximately \$400,000. The City will need to request a Mn/DOT Grant Agreement for the remaining costs, estimated at \$250,000, for civil site work and design work with participation of 70% State (\$175,000) / 30% Local (\$75,000).</p> <p>With City Council authorization, city staff will send MnDOT a letter immediately identifying our willingness to work with them to replace our ILS. City staff will then work with TKDA to put together an engineering proposal to submit to MnDOT for grant agreement. City staff will return to City Council for approval and execution of all future MnDOT grant agreements.</p>
<b>Fiscal Impact:</b>	Project costs for civil site work and design work relating to the project estimated at \$250,000 to the Airport CIP with participation of 70% State (\$175,000) / 30% Local (\$75,000).
<b>Alternative/Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1: that the Council authorize the addition of the Instrument Landing System (ILS) Replacement (civil site work and design work) in the amount of \$250,000 to the Airport CIP with participation of 70% State (\$175,000) / 30% Local (\$75,000).</p> <p>Recommendation No. 2: that the Council authorize City staff and TKDA to request for a MnDOT Grant Agreement for the above-referenced project in the amount of \$250,000 with participation of 70% State (\$175,000) / 30% Local (\$75,000), thereby putting a project together and working toward obtaining bids.</p>

January 10, 2023

**Jason Anderson**  
**Jason.anderson@ci.marshall.mn.us**

Dear Mr. Anderson,

As you may be aware, many of the NavAids on Minnesota airports have reached the age of obsolescent. The ILS System located at your airport has been identified needing replacement.

This past December, we were given notice by the manufacture that the model of ILS located at your airport will no longer be supported. This is a major issue as we have very few parts to help maintain such a system. Currently, your ILS is more than 20 years old which is the expected life of this particular model. The manufacture will generally run the production for 20 years on a model and then support it for up to 10 years after production ends. Today we are beyond manufacture support, and it is time to replace the system.

For the airports part there is some civil work to be completed. This involves replacing the foundation for the localizer antenna and some under ground cabling. There may also be some foundation work on the sheds that house all the equipment.

With this project, MnDOT Aeronautics will supply a new ILS station. This includes the Glide slope, localizer and related antennas and sheds for housing the electronics. We will also set it up and commission it with FAA at the airport. MnDOT will continue to own the station and maintain the station going forward. The airport is responsible for supplying the in-ground mounts and underground cabling as well as establishing all utilities need along with an access road to the site. MnDOT will establish electrical service and phone lines as needed with the appropriate utility and will pay those monthly service bills related to this system. The Grant you are requesting is for the base infrastructure required to setup this ILS Project.

The Civil work required to replace this ILS station is estimated to be \$250,000 or less. We are suggesting that you ask for this grant with the amount of \$250,000 and as your project comes together, we can fine tune those numbers. The grant split will follow the 2022-rates letter previously established.

For your convenience a sample of the grant request follows on the next page. Please reach out to me directly with any questions you may have as well wanted to discuss project timing and other related details.

Sincerely

Jim McCanney  
Airport Coordinator – Southern Region  
MnDOT Office of Aeronautics  
[james.mccanney@state.mn.us](mailto:james.mccanney@state.mn.us)  
612-346-8029 Office/Cell

*The Minnesota Department of Transportation is committed to increasing transparency and collaboration and ensuring everyone has the opportunity to participate in public engagement.*

Please send the following to Jim McCanney, to request this project to move forward. The reply should be on City letter head, and it should be sent electronically to all parties in the original email.

Dear Jim McCanney,

The city of \_\_\_\_\_ formally requests to move forward with the replacement of \_\_\_\_ (navaid) \_\_\_\_\_. We understand that we will be responsible for the civil work involved in this project and for that we would like to request a design/engineering grant to work with our consultant.

We are estimating the total cost of design and civil work construction to be:  
\$ \_\_\_\_\_

Thank you,

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Consider Appointments to Various Boards, Commission, Bureaus, and Authorities.
<b>Background Information:</b>	<p>Under Chapter 2, Article VI, Section 143 the City Charter states: "Appointments to all boards, commissions, bureaus and authorities shall be by the mayor and shall be confirmed by the council with the exception of the housing and redevelopment authority."</p> <p>Interviews were held prior to the regular city council meeting.</p> <p>Two vacant positions for the Diversity, Equity, and Inclusion Commission with a term expiring 5/31/25.            One re-appointment to the MERIT Center Commission with a term expiring 12/31/25.            One vacant position for the Police Advisory Board with a term expiring 5/31/24.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To appoint and approve individuals to various Boards, Commissions, Bureaus, and Authorities.

**City of Marshall  
Boards and Commissions  
2/14/2023**

<b>Adult Community Center Commission</b>	Incumbent	New Applications
1 Vacant - Term Expires 5/31/23		
<b>Airport Commission</b>	Incumbent	New Applications
2 Expiring - 5/31/2023		
<b>Cable Commission</b>	Incumbent	New Applications
2 Vacant - Term Expires 5/31/25		
2 Expiring - 5/31/2023		
1 Vacant - Term Expire 5/31/24		
<b>Charter Commission</b>	Incumbent	New Applications
No Openings		
<b>Community Services Advisory Board</b>	Incumbent	New Applications
2 Vacant - Terms Expire 2/28/25		
3 Vacant - Terms Expire 2/28/26		
<b>Convention &amp; Visitors Bureau</b>	Incumbent	New Applications
1 Vacant - Term Expires 12/31/25		
<b>Diversity, Equity, and Inclusion Commission</b>	Incumbent	New Applications
2 Vacant - Term Expires 5/31/25		Ashley Dwire
3 Expiring - 5/31/23		Preslee Dwire
<b>Economic Development Authority</b>	Incumbent	New Applications
No Openings		
<b>Library Board</b>	Incumbent	New Applications
No Openings		
1 Expiring - 12/31/23		
<b>MMU Commission</b>	Incumbent	New Applications
1 Expiring - 5/31/23		
<b>MERIT Center Commission</b>	Incumbent	New Applications
1 Vacant - Term Expiring 12/31/25	Josh Schafer	
2 Vacant - Term Expiring 12/31/23		
<b>Planning Commission</b>	Incumbent	New Applications
1 Vacant - Term Expiring 5/31/25		
3 Expiring - 5/31/23		
<b>Police Advisory Board</b>	Incumbent	New Applications
1 Vacant - Term Expires 5/31/24		Jeff Wenker
1 Expiring - 5/31/23		
<b>Public Housing Commission</b>	Incumbent	New Applications
1 Vacant - Term Expiring 5/31/26		
1 Expiring - 5/31/23		



<b>Presenter:</b>	Mayor Byrnes
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<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>	

TO: Honorable Mayor and Members of the City Council; City Staff

FROM: Sharon Hanson, City Administrator

DATE: February 14, 2023

SUBJECT: Administrative Brief

### CITY ATTORNEY

January was the first month of our contract as City Attorney, and, as a result, I spent time meeting with staff and working on getting up to speed. Some main issues focused on in January included:

- Identification of properties with outstanding code violations and reaching out to the property owners to resolve issues.
  - 14 properties in violation
  - Attorney reached owners for six (6) of the properties and has obtained commitment to resolution. These owners now working with staff on compliance and meeting deadlines set by attorney.
  - Attorney sent one (1) property, who is a landlord, a letter directing Landlord to remedy issues pursuant to statutory process.
  - Two (2) properties not responded to date; deadline in place before statutory letter gets sent.
  - One (1) matter violation already resolved so closed.
  - Three (3) properties are pursuing rezoning which will address the violations.
- Attorney attended council meetings, and provided guidance on process, especially with respect to proposed rental ordinance.
- Attorney provided Open Meeting Law and basic Data Law training.
- Attorney requested staff to pull Sign Ordinance from Council agenda for additional work. Currently working on revisions to sign ordinance.
- Attorney advised staff on various incidental legal questions posed to attorney throughout the month.
- Firm advised on Centerpointe deal and reviewed documents with comments.
- Attorney updated staff on legislation passed and signed by the Governor, including:
  - Crown Act, prohibiting racial discrimination based on natural hair texture and hair styles such as braids, locs, and twists.
  - Juneteenth as official state holiday (enactment date August 2023, so this for all practical purposes goes into effect 2024).  
<https://www.revisor.mn.gov/bills/bill.php?f=SF13&y=2023&ssn=0&b=senate>
  - Carbon free 2040 <https://www.house.mn.gov/sessiondaily/Story/17575> (Minnesota will require its electricity to be carbon-free by the year 2040)
  - IRC conformity - The bill updates Minnesota's conformity to the Internal Revenue Code (Code) as of Dec. 15, 2022. Minnesota previously conformed to the Code in effect on Dec. 31, 2018.
- This Legislative session continues to be active. Several additional bills that have been introduced would impact cities. Just a few include the THC bill, parental leave bill and some data law bills.

## CITY PROSECUTOR

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2023	2022 Comparison
Prosecution	2		2		6	6	1	17	17
Dismissed									
Non-Prosecution	1					1	1	3	7
Refer to County						1		1	1

## ADMINISTRATION

- This past month met with EDA Director and Southwest Initiative Foundation regarding a future grant that will help businesses located on East College Drive. A future press release on this grant will be forthcoming soon.
- Met with Community Services staff regarding various Division items, work future events. Attended trails event that included tour of trail connection needs and also work group where needs were identified on map in small groups. Preston Stensrud led the tour and also assisted with presentation. An on-line survey will be available for the public to further comment.
- Met with Sports Commission Chair Jacob Fahl, CVB and Councilmember Schafer on possible revisions to by-laws to be more inclusive of additional sports groups and clearly define membership.
- Last week Councilmembers Schafer and Lozinski along with MERIT Center Coordinator Jasmine DeSmet and I attended the Coalition of Greater MN Cities (CGMC) Legislative Conference-we were able to visit with Rep Swedzinski and Sen Dahms regarding our aquatic center and request for sales tax authorization. In addition, we heard, during the CGMC Conference from a panel of legislators as well as a short presentation by Governor Walz.
- The Mayor, EDA Director and I toured NorthStar Mutual in Cottonwood for a general meet and greet. NorthStar has a large workforce coming from Marshall and it was good to connect with their leaders who support Marshall.
- Met with Stockwell Engineering and Preston regarding the aquatic center and also visited with Baker Tilley regarding aquatic center financing.
- Will continue to work with EDA Board on discussing future goals/work plan for the EDA in the year(s) ahead as part of a goal planning and setting process.
- Met with many staff and responding to various items related to current and upcoming city topics.

## Economic Development Authority

- Two RFI proposals for industrial projects submitted to DEED.
- Work continues on Shopko building, one tenant announced with two additional pending.
- Grant development for the funds received through DEED for Main Street Economic Revitalization grant.
- Planning for Provider Appreciation event to be held in March in partnership with SWIF.
- Submitted land proposal for commercial/industrial project.
- Held roundtable discussion with business leaders and SMSU business department professors and administrators on workforce development.
- Continuing work on EDA strategic plan.
- Work and site tours for CTE center development.

## Human Resources

- No report.

## Clerk

- Work on various permits.
- Reviewed upcoming vacancies on various authorities, boards, and commissions and sent out letters to individuals. An updated list of openings will be available on the city website and in the clerk's office.
- Starting the fire protection agreement process with surrounding townships
- Met with Ways & Means Committee to authorize advertisement of the fire department scholarship.

## Finance

- Bonding: Staff continues to update project estimates for items in the Capital Improvement Plan that may be included with 2023 bonding. Additional information will be coming to committee and Council in the near future.
- Insurance: Workers' compensation insurance options will be discussed with the Personnel Committee and is expected to be brought to Council on 2/28.
- Budget: Staff have been viewing software options to streamline some of the manual work done in Excel and hard copy, allow for multi-year budgeting scenarios, and save time with data entry and building the budget book.

## Assessing

- Staff is working on finalizing values and classifications for the 2023 pay 2024 assessment.

## Liquor Store

- January Financials: Sales \$467,084 +6%, Customer Count 13,974 +2%, Ticket Average \$33.43 +4%. With all the 'Dry' January news during the month, It was good to see that our Financials were positive-a good start for 2023.
- Attended MMBA day at Capitol where I met with our local legislators about the issues surrounding Municipal Liquor Stores.
- Staff is working on a complete dusting of all shelves and bottles on the sales floor along with organizing the warehouse.

## COMMUNITY SERVICES

### Parks & Recreation

- Met with Marshall Baseball Association and Marshall Area Youth Baseball Association to review newest concepts of Legion Field
- Working with Marshall United Soccer Association on field space at Softball Complex on Channel Parkway as newly seeded soccer fields fill in
- Finalizing plans for flowers for 2023
- Receiving and reviewing seasonal staff applications for all positions including recreation, parks, and Aquatic Center
- Since October we have had 2,272 open skate attendees
- Met with and continue to work with Widseth on MN/DNR Outdoor Recreation Grant for replacement restroom and shelter facilities at Independence Park – resolution likely to come to Council on March 14<sup>th</sup> for grant request submittal
- Working on classes/leagues/info for Summer Brochure with all Community Services staff
- Held Parks and Trails workshop as part of MN/DOT Active Transportation grant – website is now active to receive feedback from public on improvements. [Marshall Parks and Trails Master Plan | Let's Talk Transportation - MnDOT \(state.mn.us\)](#)
- Private skate rental groups continue to grow at the Red Baron Arena. SMSU clubs, 4H groups, private Marshall schools, and schools outside are district to name a few this past month.
- Program highlight – Youth gymnastics – 164 youth boys and girls ages 4-12 are currently participating in group and private gymnastics lessons hosted by the MHS Tiger coaching staff and athletes at the Middle School.

## Community Education

- Completed Driver Education Annual report and renewed the program approval for 2023. In 2022, 215 youth completed Driver Education Classroom, 134 successfully completed Behind-the-Wheel training, and 208 families attended one of the eight Parent-Teen Point of Impact meetings offered throughout the year. 22 Adults completed Behind-the-Wheel.
- Working with local partners on Cultures on the Prairie – partners received \$2,000 in grant funding through SWIF and \$6,020 through a Health Equity Network grant in partnership with SWHHS. This funding enabled the planning committee to extend this to a two-day event and add a simulation experience for attendees.
- Planning summer Community Education offerings and securing instructors.
- Staff are working to secure a community sponsorship program through Avangrid Renewable Energy to launch a Senior Garden at the Adult Community Center. The project goals include installing durabeds to provide program opportunities involving both physical and mental health for years to come.
- ACC members toured the Runnings warehouse, Well Suite, and had presentations from Marshall PD, DEI Assistant – Addy Wolbaum, and Librarian – Michele Leininger.
- During the month of January, the ACC offered 132 events totaling just under 200 hours of event opportunities.
- Staff hosted a Safe Driver refresher course with 20 attendees.

## Studio 1

- Studio 1 is in the process of installing indoor security cameras at the Red Baron Arena & Expo.
- We also recently assisted in the decommissioning of the old driver's education simulators at the MERIT Center. We will be adding additional audio and video equipment to make Classroom C a useable meeting space that matches the capabilities of other classrooms in the facility.
- We will be partnering with MMU to create an educational video which helps residents determine if they have lead water pipes in their home.
- We have recorded and edited a few interview videos that will be shown during the "Cultures on the Prairie" event held at SMSU.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk and Community Connect.

## COMMUNITY PLANNING

### Building Services / Planning & Zoning

- About 200 open permits.
- Two Avera projects and Block 11 apartment building are the largest projects under construction.
- Ralco and Dollar General have temporary certificate of occupancy.
- Several projects are in the Plan Review status.

## PUBLIC WORKS DIVISION

### Engineering

- Project ST-001-2023: Chip Seal Project – Authorized advertise for bids on 01/24/2023. Project currently posted with bids to be received 02/21/2023 with anticipated award on 02/28/2023.
- Project ST-002-2023: Bituminous Overlay Project - Authorized advertise for bids on 01/10/2023.
- Project ST-004: Halbur Road reconstruction – Project is substantially complete.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Final change order and pay request submitted to Duinick, Inc. on 01/06/2023.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are being redrafted. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing – Authorized advertise for bids on 01/24/2023.

- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction – Public Hearing on Improvement and Resolution Ordering Preparation of Plans on 01/24/2023.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Authorized advertise for bids on 01/24/2023. Project currently posted with bids to be received 02/22/2023 with anticipated award on 02/28/2023.
- Project MMU-001: TH 23 Watermain Crossing Project – Authorized advertise for bids on 01/24/2023. Project currently posted with bids to be received 02/22/2023 and potential award by MMU on 02/28/2022.

#### **Building Maintenance**

- No report.

#### **Street Department**

- No report.

#### **Airport/Public Ways Maintenance**

- No report.

#### **Wastewater**

- Staff has completed 264 preventative maintenance work orders in the last 30 days.
- Visiting with local businesses to promote the water softener rebate program. Working on creating a promotional article that highlights the success stories of local businesses that have optimized their water softeners. Reworking radio & Facebook ads to promote the program.
- We have completed and submitted various year end state and federal reports.
- Working on the scope of work for the Highway 23 Lift Station renovation.
- We have completed one Significant Industrial User meeting and two more are scheduled.
- We will be meeting with the MPCA concerning our NPDES permit renewal on February 21<sup>st</sup>.
- Assisting the Street Department with snow removal.
- Tiger Lake motor starter replacement has been completed.

### **PUBLIC SAFETY DIVISION**

#### **FIRE DEPARTMENT**

- The Fire Department responded to twenty-eight (28) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (15)
  - Fire; Structure (11)
  - Medical Assist (0)
  - Vehicle Accident (1)
  - Other – Assist (1)

#### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 743 calls for the month of January. Fifty-seven (57) criminal offenses were reported with a total number of thirty-three (33) adults arrested.

#### **OFFICER'S REPORT**

- Alarms (11)
- Accidents (25)
- Alcohol involved incidents (0)
- Assaults (6)
- Domestic Assaults (10)
- Burglaries (0)
- Criminal Sexual Conduct (2)
- Damage to Property (2)

- Keys Locked in Vehicles (27)
- Loud Party (1)/ Public Disturbances (5)
- Thefts (17)
- Traffic Related Complaints (190)
- Vandalism (0)
- Warrant Pickups (11)
- Welfare Checks/Mental Health (29)

Police Department staff has met with two companies that provide equipment for body worn camera programs. Staff has identified several options and will seek input from other city leadership as we move forward in replacing our current equipment.

#### **DETECTIVE REPORT**

- Detectives assisted the Brown-Lyon-Redwood-Renville Drug Task Force with a search warrant at a Marshall residence. Nearly 254 grams of marijuana and 29 grams of THC wax were recovered during the search. Charges are pending against a 19-year-old Marshall man.
- A Detective assisted with forensic interviews on children in a malicious punishment of children and domestic assault case.
- A case involving the electronic solicitation of a minor is under investigation. A separate case of the dissemination of child pornography is also under investigation.
- A financial transaction card fraud case was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges against a Marshall woman for the unauthorized use of a credit card.
- A Threats of Violence case is under investigation.
- Three cases of criminal sexual conduct were investigated. One case was referred for charges, one case was referred to another agency for further investigation, and the other case was unfounded.
- Five cases of theft by swindle involving scams and two cases of identity theft were investigated during the month.
- A pre-employment background investigation was completed on a potential part-time Police Officer candidate.
- Twenty-one child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.

#### **MERIT CENTER**

- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 12 exams completed on the track in January.
- In January MN West conducted Steam and Hot Water Boiler Class and CDL training utilizing the driving track at the MERIT Center.
- On January 5<sup>th</sup> the Marshall Leadership Academy hosted their group at the MERIT Center for a presentation and a tour. 32 people attended this event.
- Blue Fire Training, LLC conducted Firefighter I & II classes at the MERIT Center on Jan 6-8. 14 firefighters attended this training.
- The Marshall Fire Department conducted Rope Rescue training at the MERIT Center on January 10<sup>th</sup>.
- The Southwest Human Resource Association held a training seminar at the MERIT Center on January 19<sup>th</sup>. 58 people attended this event.
- Minnwest Bank held a Livestock Marketing Meeting at the MERIT Center on January 19<sup>th</sup>. 50 people attending this meeting.
- The SW Healthcare Preparedness Coalition conducted its quarterly meeting on January 25<sup>th</sup> at the MERIT Center. 39 people attended.
- On January 25<sup>th</sup> the Regional Communications Board conducted their quarterly meeting with 33 people attending.
- Driver's Education was held at the MERIT Center January 9-31<sup>st</sup>. They had 22 students in this session.
- The MERIT Center was utilized 26 out of 31 days in January with 298 people attending these training/events.

**MONTHLY REPORT OF ACTIVITY FOR MARSHALL POLICE For Month and Year ending January 2023 (YTD TOTALS)**

**OFFENSE/ARREST DATA**

	Offenses		Actual	Total Arrests/Excluding traffic	
	Reported	Unfounded	Offenses	Adult	Juvenile
January	57	0	57	33	0
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

<b>YTD 2023</b>	57	0	57	33	0
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**Averages for all Activities (Calls for Service)**

	#Calls	Time in Hrs
	Total	Spent
January	743	316
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>YTD 2023</b>	<b>743</b>	<b>316</b>

<b>Accidents</b>	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept	Oct.	Nov.	Dec.	YTD
Hit and Run	9												9
Property Damage	15												15
Personal Injury	1												1
Fatalities	0												0
<b>TOTAL 2023</b>	25	0	0	0	0	0	0	0	0	0	0	0	25

<b>CITATIONS</b>	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Citations	45												45
Parking Tickets	91												91

**Activities (Calls For Service) \*High Hours Expended**

	Jan.	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Alarms	11												11
Item 19. Bite	0												0
Item 19. Complaint	2												2
	10												10



Assault	6													6
Assists	50													50
Auto Theft	3													3
Bike Found	0													0
Bike Theft	0													0
Burglary	0													0
Bus Violation	3													3
Check Forgery	0													0
Check Fraud	1													1
Civil Matters	12													12
Criminal Sex	2													2
Damage to Prp	2													2
Death Investigation	0													0
Domestics	10													10
Drugs/Narcotics	2													2
Family Matters	4													4
Fire Alarm	0													0
Gas Meal Assist	3													3
Gun Permits	4													4
Harassment	8													8
Intoxicated/Detox	2													2
Keys Locked In vehicles	27													27
Mental Health	8													8
Fraud	2													2
Parking Complaints	76													76
Party Loud Party	1													1
Pred - Sex Offender	2													2
Property Found	1													1
Public Disturbance	5													5
Pursuit	0													0
Runaway	2													2
Escort Funeral,other	13													13
Search Warrant	1													1
Suspicious Anything	38													38
Suspicious Vehicle	3													3
Tobacco Violation	1													1
Theft	17													17
Trains	1													1
Transport (Marshall PD etc)	1													1
Trespassing	10													10
Traffic Related Complaints	190													190
Unsecured Building	0													0
Vandalism	0													0
Violation of OFP	6													6
Warrant Pickups	11													11
Welfare Checks	21													21
Welfare Fraud	0													0
ERU Activated	0													0
Weapons Involved	1													1
<b>YTD 2023</b>	<b>573</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>573</b>

**OFFENSE ACTIVITY BY DAY OF WEEK**

Item 19. ary	Mon	Tues	Wed	Thur	Fri	Sat	Sun
ary	5	9	5	12	3	8	15

March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

<b>YTD 2023</b>	5	9	5	12	3	8	15
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**DETECTIVE / INVESTIGATIONS ACTIVITIES**

	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Felonies	23												23
Gross Misdemeanors	21												21
Misdemeanors	14												14

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

February 13th, 2023

3:30 P.M. BOARD MEETING

1. Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: January 9<sup>th</sup>, 2023
4. Reports:
  - A. **Two** Month report for Operating Statement for FY 2023
  - B. Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP - 2021. Punch List items.  
2022 – CFP. Five Year Plan Approved by HUD.
6. New Business:
  - A. Washer / Dryer Update. Payment ( Two Months).
  - B. PHC's, Assessment System Scoring Report.
  - C. Candidate for PHC Board from the Family Units.
  - D. Approve Resolution 23-03, Amended PHC Lease, Unit Deposits and Ceiling Rents.
7. Executive Director Items:
  - A.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, March 13th, 2023. 3:30 p.m.
10. ADJOURN TIME

Public Housing Commission  
Of the City of Marshall  
PARKVIEW APARTMENTS  
Minutes of the Meeting of  
December 29<sup>th</sup>, 2022

Due to a lack of Quorum, the Chairman Reilly declared the December 29<sup>th</sup>, 2022 regular Board meeting canceled.  
Due to a light agenda, and no pressing items, all December Agenda items will be added to the January meeting.

Board Chair.

Java Reilly 1-9-23  
Mark Farrell  
Mark Farrell, Executive Director

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

Minutes of the Meeting of  
November 14th, 2022

Meeting called to Order: 3:32 P.M. by Chair Reilly.

Members Present: Farrell, Reilly, Rickgarn, Sailer,  
DeCramer, Knobon, Knutson

Absent: None

MOTION by Knutson, seconded by Knobon, to approve the minutes of the October 17th, 2022 meeting. All voted in favor, Motion passed.

**REPORTS:**

**( No Report) Month Operating Statement** for FYE 22 was reviewed by the Board. Motion by , second by to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chair signed report.

**Account Receivable/Payable:** One month of reports were reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 020967 to # 021016 in the amount of \$ 78,697.59 Motion by Knobon, second by Sailer, to approve the report.

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

CFP-2021. Review Parking Lot Punch List, Picture of oil on south side of garage.

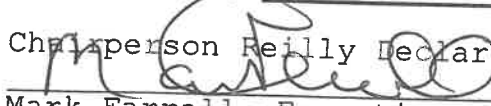
**New Business:**

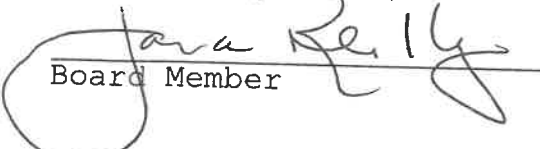
- A. Washer /Dryer Update-payment.
- B. Meeting in St. Peter on HDS/Doorways software.12/08/2022.
- C. Motion by Knutson, second by Reilly to approve Resolution # 23-02, Unaudited Financial Statements for FYE 09/30/2022.
- D. All voted in Favor, Motion passed.

**Board Items:**

Next Meeting: December 29<sup>th</sup>, 2022 3:30 p.m. Brau Brothers.

Chairperson Reilly Declared the meeting adjourned at 4:05 p.m.

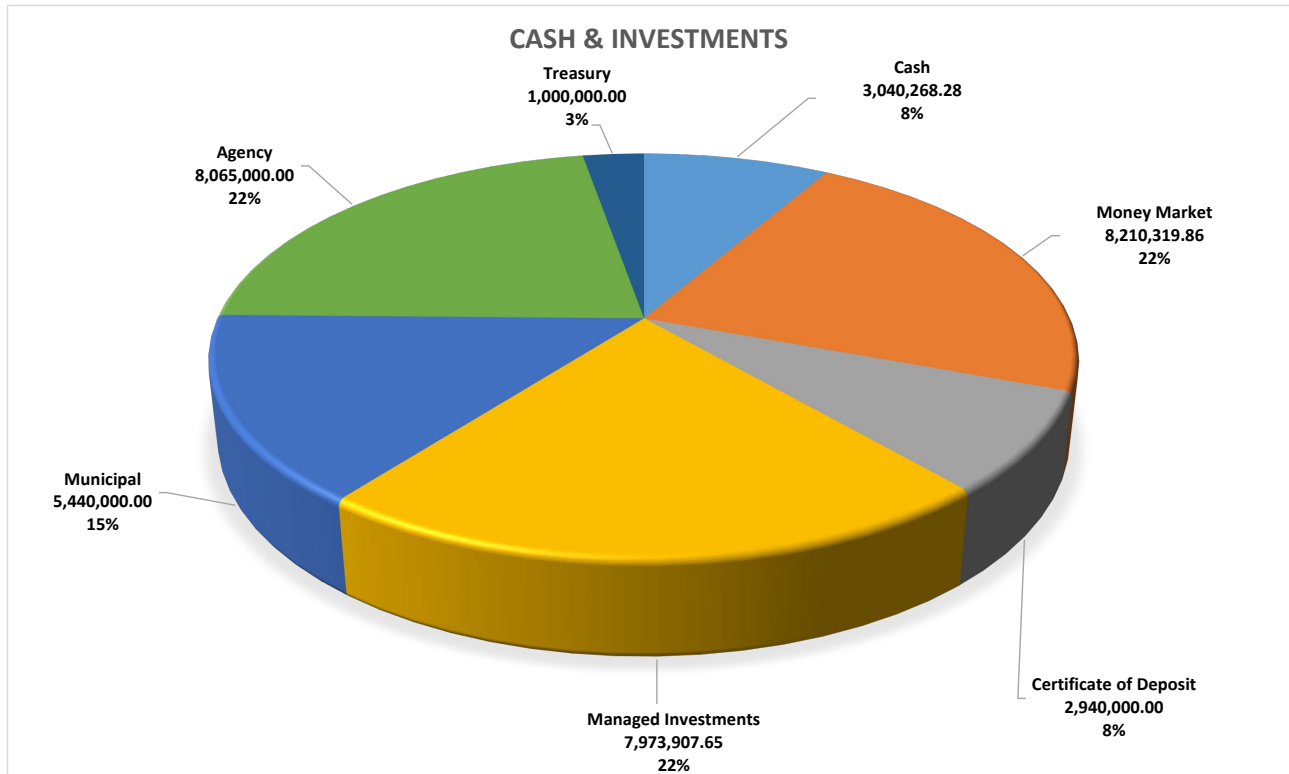
  
Mark Farrell, Executive Director

  
Board Member

1-9-23

**City of Marshall, Minnesota**  
**Cash & Investments**  
1/31/2023

	<u>Par</u>	<u>Rate</u>
CASH & INVESTMENTS:		
Checking - Bremer	3,040,268.28	0.00%
Money Market - Bremer	514,556.74	1.00%
Money Market - US Bank	7,089,346.80	4.25%
Money Market - Wells Fargo	61,536.62	4.30%
Money Market - 4M	544,879.70	4.18%
Agency - 4M	3,355,000.00	4.33%
Certificate of Deposit - Wells Fargo	1,470,000.00	3.11% Average
Investment Portfolio - General Fund	2,600,875.79	
Investment Portfolio - WW/SW Capital Reserve	3,473,329.03	
Investment Portfolio - Endowment Fund	1,899,702.83	
Municipal - US Bank	5,440,000.00	2.14% Average
Certificate of Deposit - US Bank	1,470,000.00	2.22% Average
Agency - US Bank	4,710,000.00	1.04% Average
Treasury - US Bank	1,000,000.00	2.35%
<b>TOTAL CASH &amp; INVESTMENTS</b>	<u><u>36,669,495.79</u></u>	



Applicant Name	Location	Description of Work	Valuation
BISBEE PLUMBING & HEATING	503 LYON ST W	Plumbing - Bathroom remodeling	0
BISBEE PLUMBING & HEATING	1403 COLLEGE DR E	Plumbing - Interior remodeling	0
BKS PLUMBING LLC	105 WHITNEY CR	Plumbing - Bathroom remodeling, Piping replacement	300
BRELAND ENTERPRISES INC	702 BRIAN ST	Foundation Repair	6,168.73
DARIN F & DIANE A REINSMA	201 THOMAS AV E	Interior Remodeling - ANY Work Inside, Except Fireplace	400
DEAN BRANDTS HEATING AND AIR C	504 KENDALL ST	HVAC - Air Conditioning, Furnace	3,500.00
DeMars Signs	1101 COLLEGE DR E	Face Replacement , Wall Mounted Sign	4,000.00
GESKE BUILDING & SUPPLY COMPAN	407 MASON ST	Windows	2,100.00
HARTS HEATING & REFRIGERATION	500 MARSHALL ST W	HVAC - Air Conditioning, Replacement	3,975.00
HARTS HEATING & REFRIGERATION	811 NUESE LN	HVAC - Air Conditioning, Replacement	3,850.00
HARTS HEATING & REFRIGERATION	1206 PATRICIA CT	HVAC - Air Conditioning, Replacement	3,450.00
HARTS HEATING & REFRIGERATION	1101 LYON ST E	HVAC - Furnace	3,700.00
HEARTLAND MECHANICAL INC	807 ANDREW ST	Plumbing - New building	0
John Doom	503 LYON ST W, 503 LYON ST W	Doors, Interior Remodeling - ANY Work Inside, Except Fireplace	45,000.00
KEVIN GOSLAR TRIO PLUMBING & H	1112 -1126 BIRCH ST	Plumbing - Water heater	6,000.00
Michael C. Mortier and Mary J. Mortier	401 WOODLAND WY	Interior Remodeling - ANY Work Inside, Except Fireplace	20,000.00
MINNWEST PLUMBING & HEATING IN	1003 -1007 4TH ST N	Plumbing - Kitchen remodeling	750
	1403 COLLEGE DR E, 1403 COLLEGE		
	DR E, 1403 COLLEGE DR E, 1403	Doors, Foundation Repair, Interior Remodeling - ANY Work Inside,	
Paul Kevin Geihl	COLLEGE DR E, 1403 COLLEGE DR E	Except Fireplace, Re-Siding, Windows	225,000.00
TUTT CONSTRUCTION INC	104 CIRCLE DR	Interior Remodeling - ANY Work Inside, Except Fireplace	3,000.00

# 2023 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

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## January

1. January 10, 2023
2. January 24, 2023

## February

1. February 14, 2023
2. February 28, 2023

## March

1. March 14, 2023
2. March 28, 2023

## April

1. April 11, 2023
2. April 25, 2023

## May

1. May 9, 2023
2. May 23, 2023

## June

1. June 13, 2023
2. June 27, 2023

## July

1. July 11, 2023
2. July 25, 2023

## August

1. August 08, 2023
2. August 22, 2023

## September

1. September 12, 2023
2. September 26, 2023

## October

1. October 10, 2023
2. October 24, 2023

## November

1. November 14, 2023
2. November 28, 2023

## December

1. December 12, 2023
2. December 26, 2023

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## 2023 Uniform Election Dates

- February 14, 2023
- April 11, 2023
- May 9, 2023
- August 08, 2023
- November 07, 2023

### 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.





## Upcoming Meetings

### February

- 02/14 Public Improvement & Transportation Committee, 2:00 PM, City Hall
- 02/14 Interviews for Various Authorities, Boards, Bureaus, and Commissions, 4:15 PM, City Hall
- 02/14 Regular Meeting, 5:30 PM, City Hall
- 02/21 Personnel Committee, 12:45 PM, City Hall
- 02/28 Council City Tour Orientation, 3:00 PM, Various City Facilities
- 02/28 Regular Meeting, 5:30 PM, City Hall

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### February

- 03/14 Interviews for Various Authorities, Boards, Bureaus, and Commissions, 4:30 PM, City Hall
- 03/14 Regular Meeting, 5:30 PM, City Hall
- 03/28 Regular Meeting, 5:30 PM, City Hall