



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

**Tuesday, September 22, 2020 at 5:30 PM
Minnesota Emergency Response and Industrial
Training (MERIT) Center, 1001 Erie Road**

NOTICE: Pursuant to Minnesota State Statute 13D.021

Some or all members of the City Council may participate by telephone or other electronic means. Regular attendance and meeting location are not feasible due to the Coronavirus Disease (COVID-19) pandemic.

OPENING ITEMS

1. Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes of the work session and regular meeting held on September 8, 2020.

CONSENT AGENDA

3. Consider approval of an amendment to the Personnel Policy Manual--Appendix B--Maximum Allowable Reimbursement/Per Diem Rates.
4. Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
5. Consider Approval of a Farm Lease between Mortier Farms, Inc. and the City of Marshall.
6. Consider Approval of a Farm Lease between Ron Verly and the City of Marshall.
7. Consider resolution accepting Jonathan Monterroso as a member of the PERA Public Employees Police and Fire Plan.
8. Consider approval of two Temporary On-Sale Intoxicating Liquor Licenses for Marshall Area Chamber of Commerce.
9. Consider a LG220 Application for Exempt Permit for Shades of the Past.
10. Consider approval of the bills/project payments.

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

11. Consider approval of 2020-2021 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance.
12. Wastewater Treatment Facilities Improvement Project - Project Update Presentation.
13. Marshall CARES Grant Update and Request.
14. City of Marshall - Lyon County EDA Update.
15. City Hall Project Update; Consider approval of a Change Order.
16. Preliminary Plat of Carr Estates Fifth Addition - Introduce Plat and Call for Public Hearing.
17. Project Z82: North 1st Street Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.
18. Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

COUNCIL REPORTS

19. Commission/Board Liaison Reports
20. Councilmember Individual Items

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.

STAFF REPORTS

21. City Administrator
22. Director of Public Works
23. City Attorney

INFORMATION ONLY

- [24.](#) Information Only

MEETINGS

- [25.](#) Upcoming Meetings

ADJOURN

RULES OF CONDUCT

- You may follow the meeting online – www.ci.marshall.mn.us.
- Public Hearing – the general public shall have the opportunity to address the Council.
 - Approach the front podium
 - State you name, address and interest on the subject
- Mayor may choose to allow others to address the Council during other agenda items. Persons who desire to speak should do so only after being recognized by the Mayor.
 - Approach the front podium
 - State you name, address and interest on the subject
- Persons in attendance at the meeting should refrain from loud discussions among themselves, clapping, whistling or any other actions. Our values include mutual respect and civility for all in attendance.
- If you have questions during the Council meeting please see Kyle Box, City Clerk who sits in the front left area of the audience sitting area.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of the work session and regular meeting held on September 8, 2020.
Background Information:	Enclosed are the minutes of the work session and regular meeting held on September 8, 2020.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
Recommendations:	that the minutes of the work session and regular meeting held on September 8, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, September 08, 2020**

The work session of the Common Council of the City of Marshall was held September 8, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 4:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Jason Anderson; Director of Public Works/ City Engineer and Kyle Box, City Clerk.

College Drive/ Hwy 19 Reconstruction Project - Lyon Street

Gene East, Project Manager, Minnesota Department of Transportation provided a project update on the intersection of East College Drive and Lyon Street. The area in discussion was given three initial options by MnDOT; option 1 – bump outs, option two – bump outs with a center median, option 3 – bump outs & crosswalk with light.

There was continued deliberation from the council surrounding the three options provided by MnDOT. Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to proceed with option 3 – bump outs & crosswalk with light. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Carried. 6-1**

Adjourn

At 5:20 P.M., Mayor Byrnes adjourned the meeting.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, September 08, 2020**

The regular meeting of the Common Council of the City of Marshall was held September 8, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. 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: Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: Craig Schafer. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Karla Drown, Finance Director and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

Consider approval of the minutes of the work session held on August 18, 2020.

Motion made by Councilmember Meister, Seconded by Councilmember Labat that the minutes of the work session held on August 18, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember DeCramer. The motion **Passed. 5-0-1**

Consider approval of the minutes of the work session and regular meeting held on August 25, 2020.

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat that the minutes of the work session and regular meeting held on August 25, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Vacation of Utility Easement in Carr Subdivision I – 1) Public Hearing on Resolution Granting Petition to Vacate Utility Easement; 2) Consider Resolution Granting Petition to Vacate Utility Easement.

A signed petition for vacation of a utility easement has been received from the owners of all the real property that includes the proposed area for utility easement.

Prior to the public hearing and adoption of the resolution granting a petition for vacation, all utility companies were contacted. MMU currently has a street light wire on this easement that serves a streetlight on Andrew Street. If the vacation of easement would be approved, a new easement would need to be established and MMU would need to be compensated to install a new street light circuit and relocate the existing streetlight.

Director of Public Works/ City Engineer Jason Anderson provided the background information on the agenda item.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Motion made by Councilmember Decramer, Seconded by Councilmember Meister that the Council adopt
RESOLUTION NUMBER 4743, Second Series, which is the Resolution Granting Petition to Vacate Utility

Easement, contingent upon James Carr granting new utility easements to MMU. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Project Z81: MERIT Center Outfall Project – Consider Resolution Accepting Bid (Award Contract).

Bids were received on September 3, 2020 for the above-referenced project. Six bids were received. Towne & Country Excavating LLC of Garvin, Minnesota, was the lowest responsible bidder.

This project consists of the following: Construction of open drainage ditch, stormwater piping and other miscellaneous improvements. Construction of a field approach with culvert will be required. The project will occur on the MERIT Track property (Parcel ID 27-622001-0) and 290th Street. The “Resolution Accepting Bid” awarding the contract to Towne & Country Excavating LLC of Garvin, Minnesota, in the amount of \$251,297.00. The engineer’s estimate was \$291,480.00. The project will be funded from the Surface Water Management Utility fund.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 4744, Second Series, which is the “Resolution Accepting Bid (Award Contract)” for Project Z81: MERIT Center Outfall Project to Towne & Country Excavating LLC of Garvin, Minnesota, in the amount of \$251,297.00. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider approval of the Consent Agenda

Councilmember Lozinski requested that item number 9, Consider a Resolution Designating Uniform Election Dates and Polling Locations, be removed for further discussion.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Approval of Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 14 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302213 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0255361 to Bolton & Menk, Inc.

Approval of employee vision insurance agreement with EyeMed effective 01/01/2021.

Approval of Resolution Number 4745, Second Series calling for a public hearing on the proposed assessments for ice, snow and weed elimination.

Approval of Resolution Number 4746, Second Series certifying unpaid fire service charges.

Approval of Resolution Number 4747, Second Series Accepting a Surrender of a Conditional Use Permit.

Approval of the bills/project payments.

Consider a Resolution Designating Uniform Election Dates and Polling Locations.

By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year. Councilmember Lozinski asked staff to look at relocating the Ward 1 polling location for 2022.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister to adopt Resolution Number 4748, Second Series Designating Uniform Election Dates and Polling Locations. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

2021 Budget Request for the Marshall-Lyon County Library

Marshall-Lyon County Library Director Michele Leininger presented the library's 2021 budget request.

Sounds of Summer Community Contribution Request

Marc Klaith, Sounds of Summer representative presented the Sounds of Summer budget request for 2021.

Consider Resolution Approving the changes to the 2021 Fee Schedule

Ways & Means Committee reviewed the changes to the Fee Schedule at their meeting on August 28, 2020. Staff and Ways & Means Committee are recommending Council approval of the changes/updates to the 2021 Fee Schedule.

There was continued discussion by Council and staff on the surface and wastewater rates for 2021.

Motion made by Councilmember DeCramer, Seconded by Councilmember Bayerkohler to approve Resolution Number 4749, Second Series approving specific fees to be charged by the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Voting Nay: Councilmember Lozinski. The motion **Passed. 5-1**

Project Z51-2020: Bituminous Resurfacing on Various City Streets Project - Consider Change Order No. 1 (Final) and Acknowledgement of Final Pay Request No. 2.

The items on Change Order No. 1 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications. The final payment in the amount of \$30,004.81, including the final change order and release of retainage, will be paid from Account #495-43300-55170 (Public Improvement Revolving Fund-Streets-Infrastructure) per Finance.

Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer that the Council approve Change Order No. 1 (Final) with Duinink, Inc. of Prinsburg, Minnesota, resulting in a contract increase in the amount of \$1,184.02 and acknowledge Final Pay Request (No. 2) in the amount of \$30,004.81 for the above-referenced project. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider Resolution Adopting Preliminary Levy for 2021.

At the August 18th work session, staff proposed a levy increase of \$456,585 or 6.47%. The main contributing factors for this increase are an increase levy item for street mill and overlays, increased salaries and health care costs.

Staff have been directed by the Council to reduce this increase for the preliminary levy to 3.5%. All cities must adopt proposed budget by resolution and certify proposed tax levy to the county auditor on or before September 30th.

Final levies may be lower than the proposed levy but may not exceed the proposed levy that is adopted in September. Staff is recommending a 2021 preliminary levy increase of \$246,894 or 3.5%.

The proposed 2021 preliminary general fund budget currently has a deficit of 179,581.72. Of this amount 125,000 is planned use of reserves on one-time expenditures. The remaining amount is due to unknown health insurance costs – which are being budgeted at a 7% increase from 2020. This amount will not be known until October 1st and will be adjusted for the final budget approval in December.

The City Council is required to hold a public meeting for the proposed levy and certify to the County Auditor the date, location and start time at the same time the proposed levy is certified. Currently in the resolution this date is being proposed Tuesday, December 8th at 6:00pm located at the MERIT Center.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer to approve Resolution Number 4750, Second Series a Resolution Adoption Preliminary Levy for 2021 in the amount of 7,303,007. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler, Councilmember Labat. The motion **Passed. 4-2**

At 6:55 P.M., Councilmember Bayerkohler excused himself from meeting.

Commission/Board Liaison Reports

- Byrnes Southwest Regional Development Commission met to view a presentation of CARES Funds.

- Meister No Report

- Bayerkohler No Report

- DeCramer Economic Development Authority took part in a joint meeting with Lyon County as well as continuing to process CARES Grant funding requests.

- Labat No Report

- Lozinski City Hall Committee met and after reviewed a changed order for the east wall of the city hall building as a result of the hotel building coming down. The Committee review cost saving options to reduce the cost of the change order.

Councilmember Individual Items

Councilmember Meister extended his thanks and appreciation for first responders. Mayor Byrnes asked City Administrator Sharon Hanson to provide input on the tax deferral program.

City Administrator

City Administrator Sharon Hanson commented that the City of Marshall will be opting out of the tax deferral program for its employees. Administrator Hanson also mentioned the Council's attendance of the joint EDA meeting.

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson provided an update on construction projects.

City Attorney

City Attorney Dennis Simpson provided an update on the MAHA Contract and that they would take action on the contract at a future meeting. Attorney Simpson discussed that the city farm leases would be extended with the current lease holders. Simpson also commented that the Helena project has moved into phase 3 of inspection.

Administrative Report

There were no questions on the admin brief.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 7:10 P.M., Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 5-0**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of an amendment to the Personnel Policy Manual--Appendix B--Maximum Allowable Reimbursement/Per Diem Rates
Background Information:	<p>On an annual basis, Staff provide recommended amendments to the Employee Personnel Policy Manual—Appendix B—the Maximum Allowable Reimbursement / Per Diem Rates based upon the General Services Administration (G.S.A.) per diem rates. A red-lined copy of Appendix B is attached for your review and consideration.</p> <p>A copy of the Travel policy is also included for reference purposes only; no amendments are being proposed by staff for the Travel policy.</p> <p>The proposed amendments are consistent with Council direction since August 2009, and consistent with the G.S.A. website per diem rates.</p> <p>Supplemental background on Appendix B: Since August 2009, the City Council has established the City’s maximum allowable reimbursement and per diem rates for non-local travel in accordance with the rates established by the U.S. General Services Administration (GSA) rate schedule. The GSA per diem rates are set by federal fiscal year, which begins on October 1 and ends on September 30 each year. The GSA schedule includes several rate adjustments for FY2021. The rates shown are for in-state travel only. Where employees receive authorization to travel out-of-state, the employee clicks on the web-link provided in this Appendix to find the designated per diem rates.</p> <p>Supplemental background on the Meal Per Diems: the Council will note that the Meal Per Diem column on the City’s schedule reflects a decrease of \$5 from the GSA table (if you were to go to www.gsa.gov). Since August 2009, the Council has approved meal per diems consistent with the GSA schedule, <u>minus</u> the “Incidental Expenses”, which equates to \$5 for all locations. Per the City’s policy, any incidental or miscellaneous expenses require Division Director approval and submission of an itemized bill/receipt from the vendor. Examples of miscellaneous expenses may include, but are not limited to: parking fees, taxi fare, internet access charges, and fax charges.</p> <p>If approved by the City Council, staff would proceed with updating the cover page (date of revision) and table of contents (date of revision).</p>
Fiscal Impact:	
Alternative/ Variations:	None recommended. If the Council desires additional discussion on this amendment, Staff will schedule a Personnel Committee meeting.

Recommendations:	To approve amendment of Appendix B, the Maximum Allowable Reimbursement/Per Diem Rates of the Personnel Policy Manual
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City of Marshall Personnel Policy Manual
MAXIMUM ALLOWABLE REIMBURSEMENT / PER DIEM RATES
FOR NON-LOCAL TRAVEL

Lodging and Meal Expenses – Effective October 1, ~~2019-2020~~ thru September 30, ~~2020~~2021

*To view rates outside of Minnesota, go to www.gsa.gov and reference “Per Diem Rates” for the state of your primary designation to determine which lodging and meal rates apply. When applying meal per diems to out-of-state locations, subtract the incidental per diem from the total per diem rate.						
Primary Destination	County	Season Begin Date	Season End Date	Lodging (not including taxes)	Meal Per Diems	Total Meal Per Diems will be reduced when meals are furnished to travelers as part of conference fees paid by the City.
Standard Rate This rate applies to all MN destinations or counties not specifically listed below.				\$96	\$50	Breakfast--\$13 Lunch--\$14 Dinner--\$23
Duluth	St. Louis	10/01/ 1920	10/31/ 1920	\$164 165	\$71	Breakfast--\$18 Lunch--\$19 Dinner--\$34
Duluth	St. Louis	11/01/ 1920	05/31/ 2021	\$121		
Duluth	St. Louis	06/01/ 2021	08/31/20 09/30/2021	\$164 165		
Eagan / Burnsville / Mendota Heights / Lakeville/ Inver Grove Heights	Dakota			\$98 100	\$66	Breakfast--\$17 Lunch--\$18 Dinner--\$31
Minneapolis / St. Paul	Hennepin and Ramsey	10/01/ 1920	10/31/19 09/30/2021	\$157 148	\$71	Breakfast--\$18 Lunch--\$19 Dinner--\$34
Minneapolis / St. Paul	Hennepin and Ramsey	11/01/19	04/31/20	\$130		
Minneapolis / St. Paul	Hennepin and Ramsey	05/01/20	09/30/20	\$157		
Rochester	Olmsted			\$132 133	\$56	Breakfast--\$14 Lunch--\$16 Dinner--\$26

Chapter 11: TRAVEL AND TRAINING

11.1 APPLICABILITY

This policy applies to employees of the City, members of the City Council, and members of the Boards and Commissions traveling within and outside of Marshall specifically to conduct City business.

11.2 EDUCATION AND TRAINING

The City promotes employee, City Council member, and board and commission member development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for development are to ensure that employees, Council members and board and commission members develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

11.3 POLICY

An expense incurred by a City employee, City Council member, Board member, or Commission member during a City business trip will be reimbursed if all of the following requirements are met:

1. the item is a reasonable and necessary expense related to the performance of official work activities while traveling on City business; and
2. the primary purpose of the expenditure is to facilitate a public or government interest for which the City is responsible, rather than a private or personal interest; and
3. the traveler has been granted advance approval; and
4. the traveler provides adequate documentation of the expense and obtains the approval of an authorized signatory on the required forms; and
5. the traveler has not and will not receive reimbursement for the claimed expense from any other source.

11.4 AUTHORIZATION FOR IN AND OUT OF STATE TRAVEL

Employee travel for operational, training, professional development, or other business-related purposes must be pre-approved by the Division Director and City Administrator. City Council approval is required for travel requiring airfare or non-budgeted out of state travel. Attendance at training or conferences out of state may be approved only if the training or conference is not available locally. Authorization must be granted prior to incurring the actual expenses.

11.5 TRAVEL ADVANCES

Employees may request lodging reimbursement when expenses are estimated to exceed \$200. The employee shall request approval through the expense reimbursement process expressly stating that it is an "Advance Request." The employee must make such request at least three (3) weeks in advance of the first date of the travel. No other types of expense advancements are allowed.

Lodging receipts, where required, shall be provided to the City within five (5) business days following a return to work from travel status. If the amount advanced to the employee exceeds the actual expenses listed on the receipts, the employee shall return the amount due to the City within five (5) business days following notice to the employee of the excess amount. Failure to provide the receipts and, if applicable, reimbursement of an excess amount, to the City within these timelines shall result in a permanent loss of privileges to request future travel advances under this provision and may result in disciplinary action.

11.6 REIMBURSEMENT REQUIREMENTS

The City may reimburse travel costs on a per diem basis up to a maximum allowable rate, or on an actual cost incurred basis, as described in this policy. The City will require appropriate documentation and/or receipts for any expense reimbursement requested under this policy. When an employee reimbursement is necessary, the reimbursement will be handled by the Finance Department after required forms are submitted. The request for reimbursement should include the following information:

- 1) Date
- 2) Place
- 3) Meeting attended, attach registration information and agenda. If no formal agenda is available, the traveler will prepare a memo noting the purpose of the meeting, location, date(s), time(s), and any other pertinent information for the respective division director or City Administrator to sign.
- 4) Specific reason for attendance

5) Receipt:

- a. a cash register print-out receipt which indicates the date, time, vendor name and amount of the purchase; or
- b. a dining check stub which indicates the vendor name and amount of the purchase and is accompanied by a cash register, itemized print-out receipt; or
- c. a copy of a hotel bill or similar bill, which lists the vendor name and the service(s), purchased.

An expense claim signed by the employee, with all required receipts attached, is to be reviewed by the Division Director, who shall determine if the expense reimbursement is warranted. If so, the Division Director shall endorse the expense claim and forward it to the City Administrator. No reimbursement shall be made by the City unless approved by the Division Director and City Administrator. No reimbursements will be made for any submission of expenses after 90 days following an employee's voluntary or involuntary termination of employment.

11.7 MEAL REIMBURSEMENT IN LOCAL TRAVEL STATUS

Employees in local travel status will be reimbursed for the actual cost for meals or the maximum reimbursement rate, whichever is less, according to the schedule provided in Appendix A and upon submission of a receipt for the actual cost of meals including tax and a gratuity of no greater than 15% of the cost of the meal. Reimbursement for meals will be allowed only where the employee is attending a seminar or conference as a representative of the City for a specific purpose, or where the employee's attendance will directly benefit the City. No reimbursement will be allowed for meetings which are of a social nature. Employees should schedule meetings outside of meal periods whenever possible. If not possible, the employee's reimbursement amount will not exceed the maximum allowable rates for local travel.

11.8 MEAL EXPENSES

Employees traveling outside of Marshall in an approved travel status will receive payment on a per diem (maximum daily rate) basis for meals as provided in Appendix B. The per diem amount is a daily allowance for meal expenses in lieu of reimbursement for actual expenses. The per diem amount covers meal expenses, taxes, and related gratuity.

Eligibility for reimbursement of meal expenses is as follows:

- To be eligible for breakfast, the traveler must be in travel status at 6:00 AM or before.
- To be eligible for lunch, the traveler must be in travel status between the entire period of time from 11:00 AM and 1:00 PM.
- To be eligible for dinner, the traveler must be in travel status until 8:00 PM.

When meals are furnished to travelers as part of conference/training fees paid by the City, the corresponding meal rate will be deducted from the total per diem rate for that day. If actual expenses exceed the applicable per diem rates, the excess amount is a personal expense of the traveler. If actual expenses are less than the per diem rate, the traveler is not required to refund the difference to the City.

Receipts are not required for eligible meal per diem allowances.

11.9 LODGING EXPENSES

Employees traveling outside of Marshall in an approved travel status will be reimbursed for the actual cost of lodging, up to the maximum reimbursement rate as provided in Appendix B. The reimbursement amount, up to the maximum reimbursement rate, excludes lodging taxes.

Lodging reimbursement will not be approved for lodging in the event the traveling employee could arrive at the destination on time by leaving Marshall by 6:30AM nor will reimbursement be approved if the employee could return to Marshall by 10:30PM. No reimbursement will be approved for lodging in the event the traveling employee elects to drive a personal vehicle in lieu of City recommended air travel. Any expenses incurred as a result of additional time required to reach such destination shall be incurred by the employee.

In the event that lodging cannot be secured within the maximum reimbursement rate as provided in Appendix B, the employee may be reimbursed for actual lodging costs, provided adequate substantiation

and pre-approval of the Division Director and City Administrator. Prior to incurring expenses, the traveler may submit for reimbursement of additional lodging expenses when:

- The traveler provides a minimum of three (3) quotes from alternative lodging options within a 10-mile radius of the meeting location; and
- There is no option of reasonable lodging accommodation within the maximum reimbursement rate.
- If there are fewer than three (3) lodging options available within the 10-mile radius of the meeting location, the traveler will provide as many quotes as are available.
- The traveler will receive payment/reimbursement for lodging expenses for the lowest reasonable option; regardless of the lodging option selected. Additional costs will be at the traveler's expense.

When a conference and associated lodging are co-located, the City Administrator may approve an exception to the maximum reimbursement rate for lodging.

For reimbursement of lodging expenses and taxes, an itemized bill from the vendor must be submitted. Proof of any required approvals must be provided.

11.10 MISCELLANEOUS EXPENSES

"Miscellaneous expenses" means City business travel costs other than meals, airfare, registration fees, and lodging charges. Miscellaneous expenses include, but are not limited to, items such as parking fees, taxi fare, internet access charges, fax charges, and business telephone charges. Some miscellaneous expenses incurred during business travel may not be eligible for City reimbursement due to not meeting all of the reimbursement requirements. The respective division director will decide reasonable and reimbursable miscellaneous expenses. If an employee uses a laptop to access work materials such as email, the employee should ask the hotel/motel about Internet costs prior to travel. Pre-approval is required for Internet access charges and the Division Director should establish a maximum dollar amount allowable.

For reimbursement of miscellaneous expenses, an itemized bill/receipt from the vendor must be submitted. Proof of any required approvals must be provided.

11.11 TRANSPORTATION METHOD AND MILEAGE EXPENSE

The traveler should choose the method of transportation that is the lowest total cost. For non-local travel, the traveler is encouraged to use a rental car, where there is a cost benefit to the City.

While on City business, the traveler will be reimbursed for mileage expenses while utilizing a personal vehicle. Mileage will be reimbursed at the standard business mileage rate for transportation expenses paid or incurred as allowed by the Internal Revenue Service (IRS). Claims for mileage reimbursement will include date of travel, purpose, and total miles submitted on an approved form. No mileage reimbursement will be paid for commuting from an employee's personal residence to City Hall or a workstation. The IRS adopted rate will remain in effect unless modified by the Marshall City Council.

When two or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced whenever possible. Mileage will be based upon the official State Highway Map from Marshall, MN to the destination, unless there is a valid reason for additional mileage. If an employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the employee will bear any extra expense involved. Reimbursement for such travel will be for only that part of the expense as would have been necessary in order to travel.

Vehicle allowances may be provided to City employees based upon a demonstrated business need. The City Council will determine whether a demonstrated business need has been established as well as the appropriate level of vehicle allowance to be received. All vehicle allowances will be reviewed annually as part of the budget process. Criteria to be considered in evaluating business need and/or purpose include:

- The nature of the position and the duties which require the employee to be mobile;
- The extent to which the employee's position involves duties and obligations beyond the normal work hours and work location; and
- Any comparable market factors applicable to the position or like-positions.

Vehicles operated by those receiving such allowance should be appropriate for business use. As representatives of the City, those receiving a vehicle allowance are expected to maintain their vehicles and keep them in a safe and clean condition. When operating their vehicles, such employees shall observe applicable rules of the road.

Employees receiving a vehicle allowance may receive a non-taxable payment toward the vehicle allowance up to the vehicle allowance rate under Appendix A by providing documented work related miles traveled according to the Internal Revenue Service (IRS) rate. The schedule and documentation shall be provided by the Human Resource department. Any undocumented vehicle allowance payments will be included in the employee's taxable income. No mileage reimbursement shall be paid to employees receiving a vehicle allowance for local travel using his/her personal vehicle. Employees receiving a vehicle allowance are eligible for non-local mileage reimbursement in accordance with the IRS rate. Reference Appendix A for approved positions and allowance amounts.

11.12 COMPENSATION FOR TRAVEL AND TRAINING TIME

Employees will receive compensation during travel and/or training time in accordance with the compensation policies in Chapter 5 of this Personnel Policy Manual. While in travel status, employees will not be compensated for the time taken for meals. Non-compensable time also includes the time spent in travel status as a passenger on an airplane, bus, boat, or train outside of the regular work schedule. Where conferences include optional social activities outside of the scope of the training offered, participation by the employee is considered voluntary and therefore, non-compensable and at the employee's own expense.

11.13 NON-ALLOWABLE EXPENSES

The following are expenses including, but not limited to, those incurred by an employee that will not be reimbursed by the City:

- 1) Laundry, cleaning, or valet services (except of trips over one week duration)
- 2) Tobacco
- 3) Alcoholic Beverages
- 4) Entertainment (Movies, computer games, internet access for personal use, etc.)
- 5) Personal telephone calls
- 6) First-class travel accommodations (unless all other seats are taken)
- 7) Meals and lodging in lieu of other meals and/or lodging which are included in the registration fee
- 8) Traffic or parking tickets, fines, forfeitures or penalties
- 9) Rental vehicles except as pre-approved by the City Administrator
- 10) Supplemental car insurance purchased at the rental car agency
- 11) Expenses of a traveling companion who is not a City employee
- 12) Loss or damage to personal property
- 13) Barber, beauty parlor, shoeshine or toiletries
- 14) Personal postage.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
Background Information:	These vehicles have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.
Fiscal Impact:	These vehicles will be auctioned on-line at the state site, sold or will be taken to Alters for disposal.
Alternative/ Variations:	
Recommendations:	That the vehicles be declared as surplus property by the City of Marshall.

20-8351	07 Pont Grand Prix	360 MYA	2G2WP552871159705	Abandoned
20-9975	07 Ford Taurus	996 NMD	1FAFP53V17A111099	Abandoned
20-3599	05 Chrysler PT Cruiser	901 KJT	3C8FY68805T547505	Forf (City Atty)

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a Farm Lease between Mortier Farms, Inc. and the City of Marshall.
Background Information:	Enclosed is the farm lease for the years; 2021, 2022 and 2023 as signed by Mike Mortier and David Mortier on behalf of Mortier Farms. The lease extends the current lease for an additional three-year period of time at the same rental rate. The leased area's included city farm parcels 1, 11 and 15.
Fiscal Impact:	
Alternative/ Variations:	No alternative actions are recommended.
Recommendations:	To approve the Farm Lease between Mortier Farms, Inc. and the City of Marshall

FARM LEASE

THIS AGREEMENT, Made this 5th day of Sept., 2020, by and between the City of Marshall, a municipal corporation, Lessor, and Mortier Farms, Inc., a Minnesota Corporation under the laws of the State of Minnesota, of the County of Lyon, State of Minnesota, Lessee.

WITNESSETH, That the said Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the said Lessee, and the said Lessee does hereby hire and take from the said Lessor, the following described premises situated in the County of Lyon, State of Minnesota, to-wit:

- Parcel 1: 14 acres identified on attached map (Airport);
- Parcel 11: 54.62 acres identified on attached map (Airport); and
- Parcel 15: 1.97 acres identified on attached map (Airport).

To Have and to Hold, the above rented premises unto the said Lessee, their heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of three (3) years from and after the 1st day of January, 2021, the term of this lease ending the 31st day of December, 2023.

And the said Lessee agrees to and with the said Lessor to pay as rent for the above-mentioned premises, for and during the full term of this lease, rent as follows:

Parcels 1, 11, and 15 (Airport):			
2021	70.59 acres	\$180.00/acre	\$12,706.20 due on March 15, 2021
2022	70.59 acres	\$180.00/acre	\$12,706.20 due on March 15, 2022
2023	70.59 acres	\$180.00/acre	\$12,706.20 due on March 15, 2023

It is satisfactory with Lessor if payments are received from Mortier Farms, Inc., and from David Mortier so as to equal the total payments as set forth herein on an annual basis.

And it is Further Agreed, By and between the parties as follows:

Lessee shall maintain positive weed control on land being rented, including adjacent township roadways, at their own expense.

Lessee shall furnish all materials necessary for crop production at their own expense.

If said land is located near the airport, access to land not to be across runways, taxiways, or other areas that will interfere with air traffic.

Any subsequent Lessees shall have access to said premises. After current Lessee has finished with fall harvest which includes removal of crops and crop residue (residue to be removed within two weeks of crop removal), so as to allow for fall application of chemicals, if subsequent Lessee desires to apply fall chemicals.

Animal manure, if applied, must be incorporated into the soil within eight (8) hours of application. If not incorporated within said eight hours, City reserves right to terminate lease.

If said land is located near the airport, Lessee shall not leave equipment unattended in areas adjacent to runways or taxiways.

Equipment, bales and crop products shall not be stored or remain on the site for more than a "normal" operations period of time.

That should the said Lessee fail to make the above-mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said Lessor may re-enter and take possession of the above-rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the said Lessee for the full term of this Lease.

That if said Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this Lease, but to be a tenancy at the will of the said Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to Lessee in a sealed envelope, duly stamped and directed to Lessee at Lessee's normal mailing address.

And the said Lessee also covenants and agrees to and with the said Lessor, not to assign this Lease or underlet the above-rented premises or any part thereof, and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the said Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to protect the fruit and shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

The Lessee is also to destroy all Russian Thistles and other noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And the Lessor or its agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

City of Marshall, Lessor reserves the right to develop all or part of the above described premises for residential, commercial or industrial purposes. If some or all of the land is developed, the Lessor shall attempt to do the development so as to minimize damage done to current year's crops. However, if crops are damaged, the Lessor shall reimburse Lessee for crop damage. If land is taken for development purposes, the subsequent years of the lease shall include an adjustment of the acres so that the Lessee would pay less overall rent and the rental herein would subsequently be adjusted accordingly.

And the said Lessor covenants that the said Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said rented premises and the said Lessee agrees to reside and occupy the buildings thereon for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred hereby including reasonable attorneys fees.

In accordance with Minn. Stat. §272.01, personal property taxes will be levied to the Lessee annually and will be payable commencing in the year following the date of the lease and continuing

through and including the year following the termination of the lease for said premises as determined by Lyon County. The Lessor shall pay the personal property tax on behalf of the Lessee.

Lessee agrees to provide any and all information requested by Lyon County and/or the Lessor, and further agrees to complete and return in a timely manner any required documents to Lyon County and/or the Lessor which could impact the property tax rate and applicable credits for said premises. By agreement of both the Lessor and the Lessee, the personal property tax statement and all other correspondence relating to the personal property tax shall be mailed to:

Mortier Farms, Inc.
c/o City of Marshall
344 W. Main St.
Marshall, MN 56258

Lessee has no right to an extension of this Lease unless negotiated prior to the expiration thereof.

IN WITNESS WHEREOF, We have hereunto set our hands the day and year first above written.

LESSEE

Mortier Farms, Inc., a Minnesota Corporation

By: Michael C. Mortier
Michael C. Mortier

Its: Mortier Farms Inc
President

[Signature]

LESSOR

By: _____
Mayor

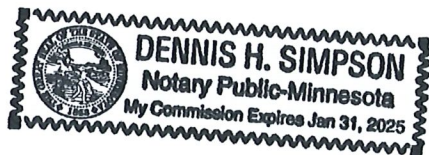
By: _____
City Administrator

By: _____
City Clerk

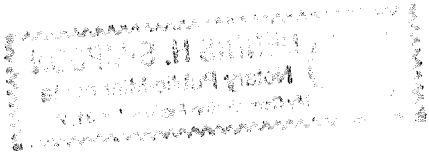
STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this 5th day of September, 2020, before me, a notary public within and for said County and State, personally appeared Michael C. Mortier, President of Mortier Farms, Inc., a Minnesota Corporation under the laws of the State of Minnesota, Lessee.

[Signature]
Notary Public



4.00



STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2020, before me, a notary public within and for said County and State, personally appeared Robert J. Byrnes, Mayor; Sharon Hanson; City Administrator; and Kyle Box, City Clerk of the City of Marshall, a municipal corporation, on behalf of the municipality, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public

This Instrument Drafted by:
QUARNSTROM & DOERING, P.A.
By: Dennis H. Simpson, Marshall City Attorney
109 South Fourth Street
Marshall, MN 56258
(507)537-1441



West Channel Road

PARCEL 1
14.0 ACRES ±



Not To Scale



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

14.0 TOTAL ACRES ±

DATE
08/13/20

Item 5.

MARSHALL

Farm Lease
Parcel # 1

SHEET NO.
1 Page 26



PARCEL 11
54.62 ACRES ±

280th St.

230th Ave.

West Channel Road



Not To Scale

Item 5.

MARSHALL

CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

54.62 TOTAL ACRES ±

DATE
08/13/20

Farm Lease
Parcel # 11

SHEET NO.
1 Page 27



280th St.

230th Ave.

West Channel Road

PARCEL 15
1.97 ACRES ±

230th Ave.



Not To Scale



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

1.97 TOTAL ACRES ±

DATE
08/13/20

Item 5.

MARSHALL

Farm Lease
Parcel # 15

SHEET NO.
1 Page 28



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a Farm Lease between Ron Verly and the City of Marshall
Background Information:	Enclosed is the farm lease for the years; 2021, 2022 and 2023 as signed by Ron Verly. The lease extends the current lease for an additional three-year period of time at the same rental rate. The leased area's included city farm parcel 10
Fiscal Impact:	
Alternative/ Variations:	No alternative actions are recommended.
Recommendations:	To approve the Farm Lease between Ron Verly and the City of Marshall

FARM LEASE

THIS AGREEMENT, Made this 11th day of September, 2020, by and between the City of Marshall, a municipal corporation, Lessor, and Ron Verly, of the County of Lyon, State of Minnesota, Lessee.

WITNESSETH, That the said Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the said Lessee, and the said Lessee does hereby hire and take from the said Lessor, the following described premises situated in the County of Lyon, State of Minnesota, to-wit:

Parcel 10: 3.77 acres identified on attached map.

To Have and to Hold, the above rented premises unto the said Lessee, their heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of three (3) years from and after the 1st day of January, 2021, the term of this lease ending the 31st day of December, 2023.

And the said Lessee agrees to and with the said Lessor to pay as rent for the above-mentioned premises, for and during the full term of this lease, rent as follows:

2021	3.00 Tillable acres	\$100.00/acre	\$300.00 due on March 15, 2021
2022	3.00 Tillable acres	\$100.00/acre	\$300.00 due on March 15, 2022
2023	3.00 Tillable acres	\$100.00/acre	\$300.00 due on March 15, 2023

And it is Further Agreed, By and between the parties as follows:

Lessee shall maintain positive weed control on land being rented, including adjacent township roadways, at their own expense.

Lessee shall furnish all materials necessary for crop production at their own expense.

If said land is located near the airport, access to land not to be across runways, taxiways, or other areas that will interfere with air traffic.

Any subsequent Lessees shall have access to said premises. After current Lessee has finished with fall harvest which includes removal of crops and crop residue (residue to be removed within two weeks of crop removal), so as to allow for fall application of chemicals, if subsequent Lessee desires to apply fall chemicals.

Animal manure, if applied, must be incorporated into the soil within eight (8) hours of application. If not incorporated within said eight hours, City reserves right to terminate lease.

If said land is located near the airport, Lessee shall not leave equipment unattended in areas adjacent to runways or taxiways.

Equipment, bales and crop products shall not be stored or remain on the site for more than a "normal" operations period of time.

That should the said Lessee fail to make the above-mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said Lessor may re-enter and take possession of the above-rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the said Lessee for the full term of this Lease.

That if said Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this Lease, but to be a tenancy at the will of the said Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to Lessee in a sealed envelope, duly stamped and directed to Lessee at Lessee's normal mailing address.

And the said Lessee also covenants and agrees to and with the said Lessor, not to assign this Lease or underlet the above-rented premises or any part thereof, and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the said Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to protect the fruit and shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

The Lessee is also to destroy all Russian Thistles and other noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And the Lessor or its agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

City of Marshall, Lessor reserves the right to develop all or part of the above described premises for commercial or industrial purposes. If some or all of the land is developed, the Lessor shall attempt to do the development so as to minimize damage done to current year's crops. However, if crops are damaged, the Lessor shall reimburse Lessee for crop damage. If land is taken for development purposes, the subsequent years of the lease shall include an adjustment of the acres so that the Lessee would pay less overall rent and the rental herein would subsequently be adjusted accordingly.

And the said Lessor covenants that the said Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said rented premises and the said Lessee agrees to reside and occupy the buildings thereon for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred hereby including reasonable attorneys fees.

In accordance with Minn. Stat. §272.01, personal property taxes will be levied to the Lessee annually and will be payable commencing in the year following the date of the lease and continuing through and including the year following the termination of the lease for said premises as determined by Lyon County. The Lessor shall pay the personal property tax on behalf of the Lessee.

Lessee agrees to provide any and all information requested by Lyon County and/or the Lessor, and further agrees to complete and return in a timely manner any required documents to Lyon County

and/or the Lessor which could impact the property tax rate and applicable credits for said premises. By agreement of both the Lessor and the Lessee, the personal property tax statement and all other correspondence relating to the personal property tax shall be mailed to:

Ron Verly
c/o City of Marshall
344 W. Main St.
Marshall, MN 56258

Lessee has no right to an extension of this Lease unless negotiated prior to the expiration thereof.

IN WITNESS WHEREOF, We have hereunto set our hands the day and year first above written.

LESSEE

LESSOR

By: Ron Verly
Ron Verly

By: _____
Mayor

By: _____
City Administrator

By: _____
City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this 11th day of September 2020, before me, a notary public within and for said County and State, personally appeared Ron Verly, Lessee, to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed.

[Signature]
Notary Public



STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this ____ day of _____, 2020, before me, a notary public within and for said County and State, personally appeared Robert J. Byrnes, Mayor; Sharon Hanson, City Administrator; and Kyle Box, City Clerk of the City of Marshall, a municipal corporation, on behalf of the municipality, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public

Instrument Drafted by:
QUARNSTROM & DOERING, P.A.
By: Dennis H. Simpson, Marshall City Attorney
109 South Fourth Street
Marshall, MN 56258
(507)537-1441



PARCEL 10
3.77 ACRES ±

West Channel Road

0.79 ac

0.87 ac



Not To Scale

Item 6.

MARSHALL

CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

3.77 TOTAL ACRES ±

DATE
08/13/20

Farm Lease
Parcel # 10

SHEET
1 Page 34

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider resolution accepting Jonathan Monterroso as a member of the PERA Public Employees Police and Fire Plan
Background Information:	The Public Employees Retirement Association (PERA) requires a resolution be adopted by the Council for a part-time Police Officer to be included as a member of the Public Employees Police and Fire Plan. The attached resolution language was provided by PERA for this purpose. Our part-time police officers meet the statutory requirements for inclusion into the plan; therefore, staff are requesting that the resolution be approved for our newly hired part-time police officer. A copy of the resolution will be filed with PERA upon approval.
Fiscal Impact:	
Alternative/ Variations:	None recommended.
Recommendations:	To approve a resolution accepting Jonathan Monterroso as a member of the PERA Public Employees Police and Fire Plan

RESOLUTION NUMBER _____ SECOND SERIES
City of Marshall, Minnesota

WHEREAS: the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS: Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire Plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, hereby declares that the position of Police Officer, currently held by Jonathan Monterroso, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Adopted by the City Council this 22nd day of September 2020.

Robert J. Byrnes, Mayor

STATE OF MINNESOTA
COUNTY OF LYON

I, Kyle Box, clerk of the City of Marshall, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 22 day of September, 2020; the original of which is on file in this office. I further certify that ____ members voted in favor of this resolution and that ____ members were present and voting.

ATTEST

Kyle Box, City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of two Temporary On-Sale Intoxicating Liquor Licenses for Marshall Area Chamber of Commerce.
Background Information:	Attached is an application for a Temporary On-Sale Liquor License for the Marshall Area Chamber of Commerce to use at Western Equipment Finance, 408 E Main St., Suite 9, October 8 and November 19, 2020.
Fiscal Impact:	\$30.00/day
Alternative/ Variations:	None recommended
Recommendations:	To approve a Temporary On-Sale Liquor License for the Marshall Area Chamber of Commerce to use at Western Equipment Finance, 408 E Main St., Suite 9, October 8 and November 19, 2020.



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

Name of organization: Marshall Area Chamber of Commerce
 Date organized: 2/11/1930
 Tax exempt number: []

Address: 118 W. College Dr.
 City: Marshall
 State: MN
 Zip Code: 56258

Name of person making application: Brad Gruhot
 Business phone: 507-532-4484
 Home phone: []

Date(s) of event: October 8th, 2020
 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: Kevin Reese
 City: Marshall
 State: MN
 Zip Code: 56258

Organization officer's name: []
 City: []
 State: MN
 Zip Code: []

Organization officer's name: []
 City: []
 State: MN
 Zip Code: []

Organization officer's name: []
 City: []
 State: MN
 Zip Code: []

Location where permit will be used. If an outdoor area, describe.
 SMSU Meet & Greet at SMSU- Hans Zahrbock
 Western Equipment Finance's Office Parking Lot - 408 E. Main St. Suite 9, Marshall, MN 56258

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 No.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 No.

APPROVAL

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

Marshall
 City or County approving the license

Date Approved

\$30.⁰⁰
 Fee Amount

10-8-2020
 Permit Date

9-17-2020
 Date Fee Paid

Kyle.Box@ci.marshall.mn.us
 City or County E-mail Address

[Signature]
 Signature City Clerk or County Official

507-537-6775
 City or County Phone Number

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

Item 8. PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE BY EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN



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

Name of organization		Date organized	Tax exempt number
Marshall Area Chamber of Commerce		2/11/1930	
Address	City	State	Zip Code
118 W. College Dr.	Marshall	MN	56258
Name of person making application		Business phone	Home phone
Brad Gruhot		507-532-4484	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
November 19th, 2020 - <i>Business After Hours</i>	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Kevin Reese	Marshall	MN	56258
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.
 Western Equipment Finance's Office Parking Lot- 408 E Main St. Suite 9, Marshall, MN 56258

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 No.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 No.

APPROVAL

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

Marshall

 City or County approving the license

\$ 30.00

 Fee Amount

9-17-2020

 Date Fee Paid

[Signature]

 Signature City Clerk or County Official

_____ Date Approved
11-19-2020

_____ Permit Date
Kyle.borja@ci.marshall.mn.us
 _____ City or County E-mail Address

507-537-6775
 _____ City or County Phone Number

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BY EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN

Item 8.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a LG220 Application for Exempt Permit for Shades of the Past.
Background Information:	Attached is an application for Exempt Permit for Shades of the Past for an event to be held on June 5, 2021 at Runnings, 1101 East Main Street.
Fiscal Impact:	There is no City fee for this permit.
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Shades of the Past to hold a raffle on June 5, 2021, at Runnings , 1101 East Main St., Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30- day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

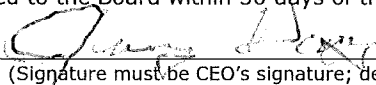
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 9-10-2020

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

Print Name: Jerry Haas, President Shades of the Past

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Mail application with:

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

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

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

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	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
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	That the following bills and project payments be authorized for payment



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 09/11/2020 - 09/22/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	09/16/2020	EFT	0.00	420.97	5161
5813	ACE HOME & HARDWARE	09/11/2020	Regular	0.00	59.55	117034
5813	ACE HOME & HARDWARE	09/18/2020	Regular	0.00	434.11	117101
6128	ACTION CO LLC	09/18/2020	EFT	0.00	1,293.44	5168
6604	ADOLPH KIEFER& ASSOCIATES LLC	09/18/2020	Regular	0.00	745.00	117102
6412	AG PLUS COOPERATIVE	09/11/2020	Regular	0.00	1,574.30	117035
0567	ALEX AIR APPARATUS INC	09/11/2020	EFT	0.00	130.00	5125
0578	AMAZON CAPITAL SERVICES	09/11/2020	EFT	0.00	445.10	5126
0578	AMAZON CAPITAL SERVICES	09/18/2020	EFT	0.00	2,301.76	5169
4570	AMAZON	09/15/2020	Regular	0.00	1,496.13	117087
0581	AMERICAN ENGINEERING TESTING INC	09/11/2020	EFT	0.00	4,548.40	5127
0595	AMERIPRIDE SERVICES, INC	09/11/2020	EFT	0.00	92.72	5128
6606	ANDRIES, JOE	09/18/2020	Regular	0.00	196.25	117103
0658	AP DESIGN	09/18/2020	EFT	0.00	160.00	5170
0630	ARCTIC GLACIER	09/11/2020	Regular	0.00	281.89	117036
0629	ARNOLD MOTOR SUPPLY	09/18/2020	Regular	0.00	11.94	117104
6233	ARSL	09/15/2020	Regular	0.00	150.00	117089
5447	ARTISAN BEER COMPANY	09/11/2020	Regular	0.00	140.65	117037
5447	ARTISAN BEER COMPANY	09/18/2020	Regular	0.00	332.30	117105
0656	AVERA MARSHALL REGIONAL MED CTR	09/18/2020	Regular	0.00	156.00	117106
2340	BAKER TILLY MUNICIPAL ADVISORS, LLC	09/11/2020	EFT	0.00	3,100.00	5129
4601	BALATON PRESS TRIBUNE	09/15/2020	Regular	0.00	88.00	117090
6594	BANKEN, DANIEL	09/11/2020	Regular	0.00	800.00	117038
0674	BARGEN, INC.	09/11/2020	Regular	0.00	12,180.00	117039
0674	BARGEN, INC.	09/18/2020	Regular	0.00	6,775.95	117107
0688	BELLBOY CORPORATION	09/18/2020	EFT	0.00	3,010.92	5171
0689	BEND RITE FABRICATION INC	09/11/2020	Regular	0.00	56.25	117040
6593	BENSON, KATLYN	09/11/2020	Regular	0.00	40.00	117041
0699	BEVERAGE WHOLESALERS	09/11/2020	Regular	0.00	31,126.55	117042
0699	BEVERAGE WHOLESALERS	09/18/2020	Regular	0.00	29,927.40	117108
0724	BOLTON & MENK INC	09/11/2020	EFT	0.00	31,916.25	5130
5591	BORCHERT, STEVE	09/11/2020	Regular	0.00	252.00	117043
0018	BORDER STATES ELECTRIC SUPPLY	09/11/2020	EFT	0.00	78.46	5131
4457	BREAKTHRU BEVERAGE	09/11/2020	Regular	0.00	3,409.82	117044
4457	BREAKTHRU BEVERAGE	09/18/2020	Regular	0.00	5,374.36	117109
6539	BREMER BANK CC	09/15/2020	Regular	0.00	4,015.46	117091
6468	BRENNAN CONSTRUCTION OF MN, INC	09/18/2020	Regular	0.00	423,799.33	117112
3568	BRUNSVOLD, QUENTIN	09/18/2020	EFT	0.00	444.17	5172
0728	BUFFALO RIDGE CONCRETE,INC	09/11/2020	EFT	0.00	1,345.00	5132
6601	BULLARD, LEAH	09/18/2020	Regular	0.00	40.00	117113
6014	CANBY NEWS	09/15/2020	Regular	0.00	43.00	117092
0802	CARLSON & STEWART REFRIG INC	09/11/2020	EFT	0.00	269.60	5133
0815	CATTOOR OIL COMPANY INC	09/11/2020	EFT	0.00	1,037.50	5134
0815	CATTOOR OIL COMPANY INC	09/18/2020	EFT	0.00	845.00	5173
0836	CHARTER COMMUNICATIONS	09/18/2020	EFT	0.00	101.90	5174
5736	COEQUYT PLUMBING AND HEATING	09/11/2020	Regular	0.00	93.75	117045
0875	COMPUTER MAN INC	09/18/2020	EFT	0.00	3,247.50	5175
6607	CORE & MAIN LP	09/18/2020	Regular	0.00	79.96	117114
6294	CREDIT BUREAU OF ALEXANDRIA	09/18/2020	Regular	0.00	58.00	117115
3819	DACOTA PAPER CO	09/11/2020	Regular	0.00	207.99	117046
3819	DACOTA PAPER CO	09/15/2020	Regular	0.00	84.61	117093
3819	DACOTA PAPER CO	09/18/2020	Regular	0.00	361.80	117116
0944	DAILY GRIND	09/11/2020	Regular	0.00	7,500.00	117047
0975	DEPUTY REGISTRAR #32	09/11/2020	Regular	0.00	150.00	117048

Council Check Report

Date Range: 09/11/2020 - 09/22/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4709	DETCO	09/11/2020	EFT	0.00	954.74	5135
5118	DETERMAN, DERICK	09/11/2020	Regular	0.00	226.03	117049
5731	DOLL DISTRIBUTING	09/11/2020	EFT	0.00	18,434.75	5136
5731	DOLL DISTRIBUTING	09/18/2020	EFT	0.00	20,597.92	5176
1020	DUIINICK BROS., INC.	09/18/2020	EFT	0.00	242.65	5177
1037	ECOWATER SYSTEMS	09/18/2020	EFT	0.00	25.75	5178
6248	ENGAN ASSOCIATES P.A.	09/18/2020	EFT	0.00	7,470.91	5179
6599	ET ENTERTAINMENT, LLC	09/11/2020	Regular	0.00	725.00	117050
1090	FASTENAL COMPANY	09/11/2020	EFT	0.00	16.42	5137
1090	FASTENAL COMPANY	09/18/2020	EFT	0.00	444.83	5180
1158	GALLS INC	09/11/2020	Regular	0.00	743.31	117051
6605	GOOSETOWN ENTERPRISES LLC	09/18/2020	Regular	0.00	7,500.00	117117
6478	GOPHER STATE ONE CALL	09/11/2020	EFT	0.00	252.45	5138
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	09/11/2020	Regular	0.00	431.36	117052
5595	GRAMS, JON	09/11/2020	Regular	0.00	476.00	117053
1215	GREENWOOD NURSERY	09/18/2020	Regular	0.00	704.91	117118
1229	HABITAT FOR HUMANITY	09/11/2020	Regular	0.00	5,000.00	117054
1243	HARDWARE HANK	09/11/2020	EFT	0.00	77.47	5139
1243	HARDWARE HANK	09/18/2020	EFT	0.00	86.54	5181
4520	HARRISON TRUCK CENTERS	09/18/2020	EFT	0.00	237.64	5182
1256	HAWKINS INC	09/18/2020	Regular	0.00	5,471.32	117119
1267	HEIMAN INC.	09/11/2020	EFT	0.00	12,568.83	5140
1268	HELENA CHEMICAL COMPANY	09/11/2020	Regular	0.00	1,232.65	117055
1271	HENLE PRINTING COMPANY	09/18/2020	EFT	0.00	3,929.20	5183
6221	HENNEN CHIROPRACTIC PLLC	09/18/2020	Regular	0.00	3,699.02	117120
1251	HESS CONCRETE	09/18/2020	Regular	0.00	5,100.00	117121
1288	HISKEN CONSTRUCTION INC	09/11/2020	Regular	0.00	2,700.00	117056
1325	ICMA RETIREMENT TRUST #300877	09/11/2020	Regular	0.00	50.00	117057
4552	INGRAM LIBRARY SERVICES	09/15/2020	Regular	0.00	2,433.72	117094
6580	IRONS, ADAM	09/11/2020	Regular	0.00	46.00	117058
3722	JACK OF ALL TRADES ENTERPRISES, LLC	09/18/2020	Regular	0.00	7,500.00	117122
5017	JIM'S CLOTHING & SPORTING GOODS	09/18/2020	Regular	0.00	180.00	117123
1399	JOHNSON BROTHERS LIQUOR COMPANY	09/11/2020	Regular	0.00	12,408.49	117059
1399	JOHNSON BROTHERS LIQUOR COMPANY	09/18/2020	Regular	0.00	8,936.36	117124
1417	KENNEDY & GRAVEN, CHARTERED	09/18/2020	EFT	0.00	1,384.50	5184
5095	KIBBLE EQUIPMENT	09/11/2020	EFT	0.00	108.90	5141
5095	KIBBLE EQUIPMENT	09/18/2020	EFT	0.00	2,424.33	5185
6597	KRUGER, HUNTER	09/11/2020	Regular	0.00	44.00	117060
4140	KRUSE FORD-LINCOLN-MERCURY, INC	09/18/2020	Regular	0.00	134.95	117126
5138	L & A SYSTEMS, LLC	09/11/2020	EFT	0.00	1,859.82	5142
3653	LANGUAGE LINE SERVICES	09/18/2020	EFT	0.00	18.34	5186
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	09/18/2020	Regular	0.00	58,746.96	117127
1481	LEAGUE OF MINNESOTA CITIES	09/11/2020	Regular	0.00	12,829.00	117061
6183	LEE, JERRED	09/11/2020	EFT	0.00	139.95	5143
1507	LOCHER BROTHERS INC	09/18/2020	EFT	0.00	764.93	5187
1508	LOCKWOOD MOTORS INC.	09/11/2020	Regular	0.00	161.83	117062
1508	LOCKWOOD MOTORS INC.	09/18/2020	Regular	0.00	376.43	117132
1531	LYON COUNTY AUDITOR-TREASURER	09/18/2020	Regular	0.00	641.67	117133
1552	LYON COUNTY RECORDER	09/11/2020	Regular	0.00	76.00	117063
1553	LYON COUNTY SHERIFF'S DEPT.	09/11/2020	Regular	0.00	657.61	117064
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC	09/11/2020	Regular	0.00	39.02	117065
1575	MAILBOXES & PARCEL DEPOT	09/18/2020	EFT	0.00	15.98	5188
6499	MARIACHI FIESTA	09/11/2020	Regular	0.00	200.00	117066
1602	MARSHALL AMATEUR HOCKEY ASSOCIATION	09/11/2020	Regular	0.00	5,000.00	117067
1604	MARSHALL AREA CHAMBER OF COMMERCE	09/16/2020	EFT	0.00	45.00	5162
1606	MARSHALL AREA FINE ARTS COUNCIL	09/18/2020	Regular	0.00	5,000.00	117134
1616	MARSHALL CONVENTION & VISITORS BUREAU	09/11/2020	EFT	0.00	10,965.00	5144
1623	MARSHALL INDEPENDENT, INC	09/11/2020	Regular	0.00	4,624.15	117068
1623	MARSHALL INDEPENDENT, INC	09/18/2020	Regular	0.00	1,600.76	117135
6018	MARSHALL M CLUB	09/11/2020	Regular	0.00	270.00	117069
1633	MARSHALL MUNICIPAL UTILITIES	09/11/2020	EFT	0.00	9,347.16	5145

Council Check Report

Date Range: 09/11/2020 - 09/22/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1633	MARSHALL MUNICIPAL UTILITIES	09/16/2020	EFT	0.00	2,258.26	5163
1633	MARSHALL MUNICIPAL UTILITIES	09/18/2020	EFT	0.00	88,814.72	5189
1637	MARSHALL PUBLIC SCHOOLS	09/11/2020	EFT	0.00	616.88	5146
3545	MARSHALL RADIO	09/11/2020	EFT	0.00	900.00	5147
1647	MARSHALL TIGER FOOTBALL BOOSTERS	09/11/2020	Regular	0.00	427.50	117070
6397	MARTINEZ, ADRIAN	09/11/2020	Regular	0.00	46.00	117071
6586	MCDYER TOOLS	09/11/2020	Regular	0.00	110.60	117072
4980	MENARDS INC	09/11/2020	Regular	0.00	96.67	117073
4980	MENARDS INC	09/18/2020	Regular	0.00	19.93	117136
5925	MIDWEST TAPE	09/15/2020	Regular	0.00	100.48	117095
1808	MINNESOTA MUNICIPAL UTILITIES ASSOC	09/11/2020	EFT	0.00	5,087.50	5148
1839	MINNESOTA VALLEY TESTING LABS INC	09/11/2020	EFT	0.00	117.60	5149
1757	MN CHILD SUPPORT PAYMENT CENTER	09/18/2020	Regular	0.00	633.13	117137
3555	MN DOT	09/11/2020	Regular	0.00	974.32	117074
1797	MN FIRE SERVICE CERTIFICATION BRD	09/11/2020	Regular	0.00	960.00	117075
1864	MONTES ELECTRIC INC	09/11/2020	Regular	0.00	210.94	117076
1864	MONTES ELECTRIC INC	09/18/2020	Regular	0.00	280.93	117138
5857	MORRIS ELECTRONICS	09/18/2020	Regular	0.00	80.00	117139
1887	MTI DISTRIBUTING INC	09/18/2020	EFT	0.00	432.20	5194
1939	NFPA	09/18/2020	Regular	0.00	29.45	117140
1945	NORMS GTC	09/11/2020	Regular	0.00	15.64	117077
1986	NORTH CENTRAL INTERNATIONAL, INC	09/11/2020	EFT	0.00	131.22	5150
1946	NORTH CENTRAL LABS	09/11/2020	EFT	0.00	589.97	5151
1946	NORTH CENTRAL LABS	09/18/2020	EFT	0.00	54.86	5195
6463	OFFICE OF MNIT SERVICES	09/18/2020	Regular	0.00	640.87	117141
5891	ONE OFFICE SOLUTION	09/16/2020	EFT	0.00	21.72	5164
5891	ONE OFFICE SOLUTION	09/18/2020	EFT	0.00	8.95	5196
3809	O'REILLY AUTOMOTIVE STORES, INC	09/11/2020	Regular	0.00	158.40	117078
3809	O'REILLY AUTOMOTIVE STORES, INC	09/18/2020	Regular	0.00	55.96	117142
2019	PAUSTIS WINE COMPANY	09/11/2020	Regular	0.00	3,527.33	117079
6591	PEARSON BROS, INC	09/11/2020	Regular	0.00	118,183.32	117080
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	09/11/2020	EFT	0.00	71.10	5152
2030	PETERSON, ALEX	09/11/2020	EFT	0.00	765.96	5153
2036	PHILLIPS WINE AND SPIRITS INC	09/11/2020	Regular	0.00	8,348.00	117081
2036	PHILLIPS WINE AND SPIRITS INC	09/18/2020	Regular	0.00	12,111.19	117143
2049	PLUNKETTS PEST CONTROL INC	09/16/2020	EFT	0.00	200.00	5165
3557	POMP'S TIRE SERVICE, INC.	09/11/2020	EFT	0.00	375.00	5154
4531	POPULAR SUBSCRIPTION SERVICE	09/15/2020	Regular	0.00	1,286.92	117096
6166	PULVER MOTOR SVC, LLC	09/11/2020	EFT	0.00	725.00	5155
2096	QUARNSTROM & DOERING, PA	09/11/2020	EFT	0.00	412.50	5156
2186	ROGGE EXCAVATING	09/18/2020	Regular	0.00	400.00	117145
6286	SCHWEEMAN'S CLEANERS, LLP	09/15/2020	Regular	0.00	98.97	117097
4535	SKEWES JEWELRY, INC	09/18/2020	Regular	0.00	7,500.00	117146
6598	SMITH, DOMINIC	09/11/2020	Regular	0.00	7,500.00	117082
4855	SOUTHERN GLAZER'S OF MN	09/11/2020	EFT	0.00	10,262.60	5157
2311	SOUTHWEST GLASS CENTER	09/18/2020	Regular	0.00	29.50	117147
2318	SOUTHWEST SANITATION INC.	09/16/2020	EFT	0.00	74.42	5166
2318	SOUTHWEST SANITATION INC.	09/18/2020	EFT	0.00	3,004.70	5197
6277	TALKING WATERS BREWING CO, LLC	09/18/2020	EFT	0.00	672.00	5198
2428	TITAN MACHINERY	09/11/2020	EFT	0.00	188.00	5158
4478	TOLK GRAVELING llc	09/18/2020	Regular	0.00	695.68	117148
6389	TOWNE & COUNTRY EXCAVATING LLC	09/18/2020	EFT	0.00	183,292.52	5199
5106	ULINE	09/18/2020	EFT	0.00	788.74	5200
6600	UNIQUE MANAGEMENT SERVICES, INC	09/15/2020	Regular	0.00	600.00	117098
2497	UNIVERSITY OF MINNESOTA EXTENSION SERVIC	09/11/2020	Regular	0.00	120.00	117083
2499	US BANK	09/11/2020	Regular	0.00	500.00	117084
5733	VAST BROADBAND	09/11/2020	Regular	0.00	208.91	117085
5733	VAST BROADBAND	09/18/2020	Regular	0.00	547.72	117149
6509	VAST BROADBAND	09/15/2020	Regular	0.00	86.06	117099
4489	VERIZON WIRELESS	09/16/2020	EFT	0.00	61.76	5167
4489	VERIZON WIRELESS	09/18/2020	EFT	0.00	50.00	5201

Council Check Report

Date Range: 09/11/2020 - 09/22/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2538	VIKING COCA COLA BOTTLING COMPANY	09/11/2020	EFT	0.00	122.85	5159
2538	VIKING COCA COLA BOTTLING COMPANY	09/18/2020	EFT	0.00	121.95	5202
4594	VINOUCUPIA	09/11/2020	EFT	0.00	1,403.25	5160
4575	WALMART COMMUNITY	09/15/2020	Regular	0.00	107.30	117100
4168	WENDORFF, BRAD	09/11/2020	Regular	0.00	125.00	117086
5288	WEST CENTRAL COMMUNICATIONS, INC	09/18/2020	EFT	0.00	229.50	5203
2605	WINE MERCHANTS	09/18/2020	Regular	0.00	105.98	117150

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	223	108	0.00	854,931.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	126	75	0.00	449,058.43
	349	183	0.00	1,303,990.03

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	223	108	0.00	854,931.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	126	75	0.00	449,058.43
	349	183	0.00	1,303,990.03

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	9/2020	1,303,990.03
			1,303,990.03

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

9/22/2020

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2018 Prior Payments	2019 Prior Payments	2020 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE
W13	602-49500-55120	5/28/2019	WWTF Improvement Project Magney Construction, Inc.	14,074,300.00		14,074,300.00		3,618,459.20	6,013,378.52		506,938.83	3,935,523.45	72.04%
MER	493-42600-55130	2/12/2019	MERIT Center Track R & G Construction	2,712,530.50	87,508.46	2,800,038.96		2,636,570.66	222,801.54			(64,345.91)	102.30%
Z52	401-41900-55130	8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT) Hisken Construction Inc.	185,250.15		185,250.15			184,169.25		1,860.30	(779.40)	100.42%
E22	630-49600-55130	9/24/2019	COE Flood Control 2019 Betterments U.S. Army Corps of Engineers	190,000.00		190,000.00		150,483.00				39,517.00	79.20%
CH1	494-41900-55120	11/12/2019	City Hall Renovation Brennan Companies	5,030,200.00	88,535.00	5,118,735.00			1,847,096.91	423,799.33	252,321.80	2,595,516.96	49.29%
CH1	494-41900-55121	11/12/2019	Removal of Hazardous Materials from City Hall Advanced Health, Safety & Security	67,028.25	19,465.08	86,493.33			86,493.33			-	100.00%
B20	476-45200-55120	3/10/2020	Freedom Park Restroom Sussner Construction	120,961.00		120,961.00			65,620.11		3,453.69	51,887.20	57.10%
Z50	101-43300-53425	3/24/2020	2020 Chip Seal (\$14,300 - Arena Parking Lot) Pearson Bros., Inc.	116,347.05		116,347.05				118,183.32	6,220.18	(8,056.45)	106.92%
Z51	495-43300-55170	3/24/2020	2020 Bituminous Resurfacing Duininck, Inc	598,912.10		598,912.10			570,091.31		30,004.81	(1,184.02)	100.20%
Z75	476-43300-55170	4/14/2020	S 4th St Reconstruction R & G Construction	2,583,754.90	5,385.10	2,589,140.00			917,933.70		48,312.30	1,622,894.00	37.32%
PF1	495-41900-53110	5/12/2020	Demolition of Structure at 326 West Main Street LinnCo, Inc	523,444.00		523,444.00			410,755.20			112,688.80	78.47%
Z76	476-43300-55170	5/26/2020	S 1st St Reconstruction Duininck, Inc	617,136.55		617,136.55						617,136.55	0.00%
Z77	630-49600-55170	6/23/2020	Legion Field Storm Water Improvements-Phase 1 Towne & Country Excavating LLC	277,943.00	(5,247.25)	272,695.75				183,292.52	9,646.98	79,756.25	70.75%
	401-42400-55120	7/28/2020	Fire Station Electrical Service Change Out Heartland Mechanical, Inc	30,766.91		30,766.91						30,766.91	0.00%
Z81	630-49600-55170	9/8/2020	MERIT Center Outfall Project Towne & Country Excavating LLC	251,297.00		251,297.00						251,297.00	0.00%
				<u>28,663,810.93</u>	<u>187,423.53</u>	<u>28,851,234.46</u>	<u>959,481.14</u>	<u>6,580,464.43</u>	<u>10,459,623.76</u>	<u>725,275.17</u>	<u>863,771.56</u>	<u>9,262,618.40</u>	

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of 2020-2021 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance.
Background Information:	<p>The City of Marshall carries property and casualty insurance coverage with the League of Minnesota Cities Insurance Trust (LMCIT). The annual renewal is for the coverage period of October 1, 2020 through September 30, 2021.</p> <p>Sheldon Kimpling will be in attendance to review the renewal and coverage in greater detail.</p> <p>See attached summary breakdown of renewal.</p>
Fiscal Impact:	The approximate increase to premium will be \$15,439 or 3.8% for the next year.
Alternative/ Variations:	
Recommendations:	Approve the annual LMCIT property, casualty and liability insurance renewal.



Insurance

208 East College Drive
Marshall, MN 56258
Phone: (507) 537-0222
Fax: (507) 537-0223

September 2020

City of Marshall Insurance Renewal

LMCIT Premium Breakdown

Table with 5 columns: Category, 2020, 2019, 2018, 2017. Rows include PROPERTY LIMITS, MOBILE PROPERTY, MUNICIPAL LIABILITY, AUTO, CRIME, LIQUOR LIABILITY, BOND COVERAGE, EXCESS LIABILITY, PACKAGE PREMIUM, AIRPORT LIABILITY, EQUIP BREAKDOWN COV, and TOTAL PREMIUM.

- 1. Liquor Liability - No rate change. Receipts up by \$535,022 annually.
2. Property Coverage - Rate increase of 6% and coverage inflation guard of 4%. Individual Modification factor down slightly for Marshall.
3. General Liability Coverage - Rate increase of 6% but additional credit and lower exposure for renewal. Individual Modification factor down slightly for Marshall.
4. Auto Coverage - Minimal rate change and exposure change this renewal
5. Airport Coverage - 15% rate change this renewal
6. Equip Breakdown Cov - Rate increase of 8% and exposure increase of 4% (property exposure increase)
7. Bond Coverage - 17.5% rate decrease this renewal

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member’s effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member’s governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member’s liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:
City of Marshall

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: September 22, 2020

Signature: _____ Position: Mayor



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Wastewater Treatment Facilities Improvement Project - Project Update Presentation.
Background Information:	Wastewater Superintendent Bob VanMoer will provide a project update.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Information only.

City of Marshall Wastewater Facility Upgrade September 2020



Grit Classifier Replacement Completed



Item 12.

Page 56

Trickling Filters Rehab

The West Trickling Filter media has been removed, interior walls and ceiling has been sand blasted and coated. New media and distributor are scheduled for placement in September. Once this is complete both Trickling Filters will be reroofed.



Trickling Filter Media Removal



Intermediate Clarifier Replacement

The Intermediate Clarifier is offline. A new scraper system and catwalk will be installed.



Activated Sludge Aeration Replacement

The Activated Sludge system is scheduled for mixing system to be replaced next spring.



Aeration Basin Mix System



Aeration Blowers Replacement



Aeration Blower Replacement

- **New blowers are installed and are being wired and will be operational in late September.**



Final Clarifier Pump Replacement

These pumps are on site and are scheduled for installation in the spring of 2021.



Additional Final Clarifier

The new clarifier is poured and is almost complete. Online this winter.



New Final Clarifier-Splitter Box Return Structure



New Biosolids Storage Tank



New Biosolids Storage Tank

- **Mixing pumps and catwalks are in place.**
- **Electrical cabinets are installed.**
- **Piping is scheduled for September.**



New Biosolids Storage Tank

- **Mixing Systems are in place.**



ATAD Jet Mix Pumps and Valves

- **ATAD Pumps and Valve replacement scheduled for January 2021.**



Biosolids Mixer and Valves

- Biosolids piping and valve replacement in Long Term Storage Building scheduled for December.



Post Aeration Replacement

**Aeration
mixing
system
scheduled for
November.**

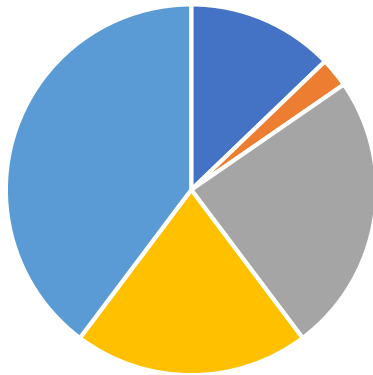


Summary To Date

- Final Completion is scheduled for August of 2021. \$14,074,300 PFA Low Interest loan.
- To date everything is going very well.
- Many of the replacement equipment timelines are staggered to allow treatment to continue during construction. This can be very challenging.
- Project completion and stored materials are about 70% complete.

Questions?



Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Marshall CARES Grant Update and Request
Background Information:	<p>The Marshall EDA closed the application period for the Marshall CARES Grant on September 11, 2020. Staff received 84 applications (54 applications in 1.0 program and 29 in 2.0 program). Of the applications received, six were deemed ineligible based on the program’s qualifications.</p> <p>In the Marshall CARES Grant 1.0 program, staff awarded \$327,500 in grant funds to 47 businesses and non-profits. The EDA board approved a continuation of the grant program, Marshall CARES Grant 2.0, at the August 8, 2020 EDA meeting.</p> <p>In the CARES Grant 2.0 program, staff received 29 applications (6 applications rolled over from the 1.0 program to the 2.0 program), 31 of which are eligible, with requests totaling \$223,056.30. With only \$172,500 remaining of the previously approved \$500,000, EDA staff is requesting additional funds in order to award all remaining eligible applicants. Staff is requesting up to an additional \$50,556.30 in grant funds.</p> <div style="text-align: center;"> <p>Marshall CARES Grant Receiptants</p>  <p>■ Non-Profit ■ Lodging ■ Retail ■ Restaurant ■ Services</p> </div>
Fiscal Impact:	\$50,556.30
Alternative/ Variations:	
Recommendations	To approve up to \$50,556.30 of City CARES funds to the CARES Grant 2.0 program.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	City of Marshall - Lyon County EDA Update.
Background Information:	Economic Development Direct Lauren Deutz and City Administrator Sharon Hanson will provide an update on the EDA discussion between the City of Marshall and Lyon County.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

LYON COUNTY

REQUEST FOR BOARD ACTION

Requested Board Date: 9/15/2020	Item: Economic Development
Originating Department: Administration	Presenter: Commissioners Ritter and Anderson

Board Action Requested:

Discussion on various economic development options for Lyon County.

Background:

Lyon County has been actively discussion economic development options for the past year. Recent discussions with the cities in Lyon County and the Marshall Area Chamber of Commerce has brought this topic to a turning point requiring direction from the county as to which path to take regarding economic development in the county. Options which could be considered include:

Contracting with individuals or entities for specific projects such as grant writing.

Collaboration with the City of Marshall's EDA Department.

Funding only such as a revolving loan fund.

Hiring an EDA director to run a county program.

Attached are the state statutes that govern the creation of a county economic development authority.

Supporting Documents:

SKMBT_C45220091011190.pdf

Comments:

469.1082 COUNTY ECONOMIC DEVELOPMENT AUTHORITY OR HOUSING AND REDEVELOPMENT AUTHORITY WITH ECONOMIC DEVELOPMENT POWERS.

Subdivision 1. **Authority to create.** A county may form a county economic development authority or grant a housing and redevelopment authority the powers specified in subdivision 4, clause (2), if it receives a recommendation to do so from a committee formed under subdivision 2. An economic development authority established under this section has all the powers and rights of an authority under sections 469.090 to 469.1081, except the authority granted under section 469.094 if so limited under subdivision 4. This section is in addition to any other authority to create a county economic development authority or service provider.

Nothing in this section shall alter or impair any grant of powers, or any other authority granted to a community development agency, a county housing and redevelopment authority, or any county as provided in section 383D.41; Laws 1974, chapter 473, as amended; or Laws 1980, chapter 482, as amended. Any county that has granted economic development powers to a community development agency or a county housing and redevelopment authority under any of these provisions may not form a county economic development authority or grant a housing and redevelopment authority the powers specified in subdivision 4, clause (2).

Subd. 2. **Local committees.** Upon notice to all local government units and development agencies within the county, a county may adopt a resolution to create a committee to recommend options for a county economic development service provider.

The committee shall consist of no fewer than 11 and no more than 15 members appointed by the county board. At least one city official, at least one housing and redevelopment official, and at least one township official from the county to be served by the county economic service provider shall be included on the committee. Members may also represent school districts, political subdivisions that currently provide services under sections 469.001 to 469.047 and 469.090 to 469.1081, nonprofit or for-profit housing and economic development organizations, business, and labor organizations located within the county. Political subdivision representatives must be selected by their local governments and must constitute at least 50 percent of the total committee membership. The county may appoint no more than two county commissioners. The committee shall select a chair at its initial meeting.

Subd. 3. **Committee report.** The committee shall issue its report within 90 days of its initial meeting. The committee may request one 60-day extension from the county board. The report must contain the committee's recommendation for the preferred organizational option for a county economic development service provider, including the distance from the boundary of the city that may be controlled by each affected city in subdivision 5. The distance may not exceed two miles from the city boundary. The report must contain written findings on issues considered by the committee including, but not limited to, the following:

(1) identification of the current level of economic development, housing, and community development programs and services provided by existing agencies, any existing gaps in programs and services, and the capacity and ability of those agencies to expand their activities; and

(2) the recommended organizational option for providing needed economic development, housing, and community development services in the most efficient, effective manner.

Subd. 4. **Organizational options.** The committee may only recommend:

(1) establishment of a county economic development authority to operate under sections 469.090 to 469.1081, except that the county shall not have the powers of section 469.094 without the consent of an

469.1082 COUNTY ECONOMIC DEVELOPMENT AUTHORITY OR HOUSING AND REDEVELOPMENT AUTHORITY WITH ECONOMIC DEVELOPMENT POWERS.

Subdivision 1. **Authority to create.** A county may form a county economic development authority or grant a housing and redevelopment authority the powers specified in subdivision 4, clause (2), if it receives a recommendation to do so from a committee formed under subdivision 2. An economic development authority established under this section has all the powers and rights of an authority under sections 469.090 to 469.1081, except the authority granted under section 469.094 if so limited under subdivision 4. This section is in addition to any other authority to create a county economic development authority or service provider.

Nothing in this section shall alter or impair any grant of powers, or any other authority granted to a community development agency, a county housing and redevelopment authority, or any county as provided in section 383D.41; Laws 1974, chapter 473, as amended; or Laws 1980, chapter 482, as amended. Any county that has granted economic development powers to a community development agency or a county housing and redevelopment authority under any of these provisions may not form a county economic development authority or grant a housing and redevelopment authority the powers specified in subdivision 4, clause (2).

Subd. 2. **Local committees.** Upon notice to all local government units and development agencies within the county, a county may adopt a resolution to create a committee to recommend options for a county economic development service provider.

The committee shall consist of no fewer than 11 and no more than 15 members appointed by the county board. At least one city official, at least one housing and redevelopment official, and at least one township official from the county to be served by the county economic service provider shall be included on the committee. Members may also represent school districts, political subdivisions that currently provide services under sections 469.001 to 469.047 and 469.090 to 469.1081, nonprofit or for-profit housing and economic development organizations, business, and labor organizations located within the county. Political subdivision representatives must be selected by their local governments and must constitute at least 50 percent of the total committee membership. The county may appoint no more than two county commissioners. The committee shall select a chair at its initial meeting.

Subd. 3. **Committee report.** The committee shall issue its report within 90 days of its initial meeting. The committee may request one 60-day extension from the county board. The report must contain the committee's recommendation for the preferred organizational option for a county economic development service provider, including the distance from the boundary of the city that may be controlled by each affected city in subdivision 5. The distance may not exceed two miles from the city boundary. The report must contain written findings on issues considered by the committee including, but not limited to, the following:

(1) identification of the current level of economic development, housing, and community development programs and services provided by existing agencies, any existing gaps in programs and services, and the capacity and ability of those agencies to expand their activities; and

(2) the recommended organizational option for providing needed economic development, housing, and community development services in the most efficient, effective manner.

Subd. 4. **Organizational options.** The committee may only recommend:

(1) establishment of a county economic development authority to operate under sections 469.090 to 469.1081, except that the county shall not have the powers of section 469.094 without the consent of an

existing county housing and redevelopment authority operating within that county. For the purposes of a county economic development authority's operation, the county is considered to be the city and the county board is considered to be the city council;

(2) requiring an existing county housing and redevelopment authority or multicounty housing and redevelopment authority to operate under sections 469.090 to 469.1081;

(3) that the county pursue special legislation; or

(4) no change in the existing structure.

Subd. 5. Area of operation. The area of operation of a county economic development service provider created under this section shall include all cities and townships within a county that have adopted resolutions electing to participate. A city or township may adopt a resolution electing to withdraw participation. The withdrawal election may be made every fifth year following adoption of the resolution electing participation. The withdrawal election is effective on the anniversary date of the original resolution provided notice is given to the county economic development authority not less than 90 nor more than 180 days prior to that anniversary date. The city or township electing to withdraw retains any rights, obligations, and liabilities it obtained or incurred during its participation. Any city or township within the county shall have the option to adopt a resolution to prohibit the county economic development service provider created under this section from operating within its boundaries and (1) within an agreed-upon urban service area, or (2) within the distance approved in the committee report referenced in subdivision 3. If a city or township prohibits a county economic development service provider created under this section from operating within its boundaries, the city's or township's property taxpayers shall not be subject to the property tax levied for the county economic development service provider.

Subd. 6. City economic development authorities. If a county economic development service provider has been established under this section, existing city economic development authorities shall continue to function and operate under sections 469.090 to 469.1081. Additional city economic development authorities may be created within the area of operation of the county economic development service provider created under this section without the explicit concurrence of the county economic development service provider.

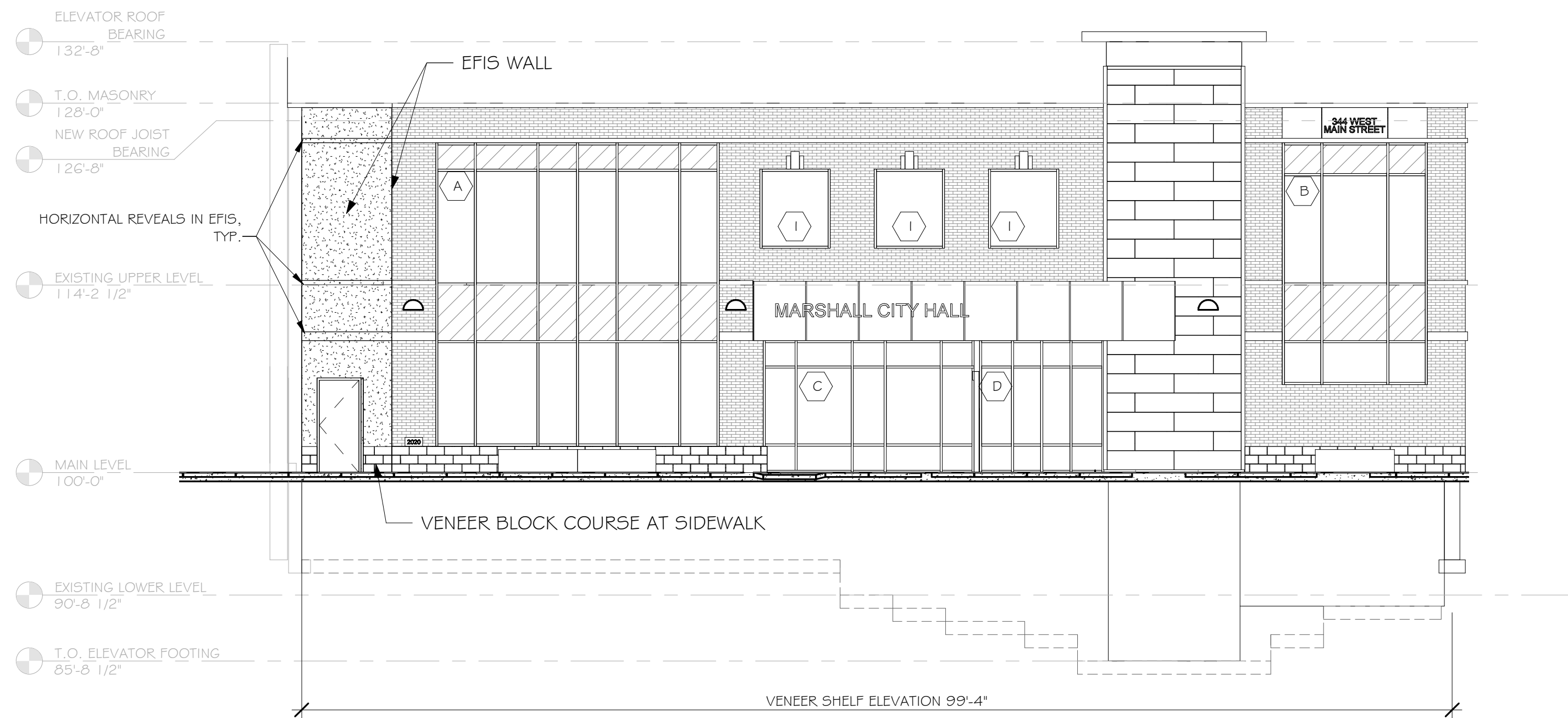
Subd. 7. Continuation of existing county and multicounty housing and redevelopment authorities. Existing county and multicounty housing and redevelopment authorities shall continue to function and operate under the provisions of sections 469.001 to 469.047.

Subd. 8. Nine-member boards authorized. In addition to the board options under section 469.095, a county economic development authority may have a nine-member board. If the authority has a nine-member board, at least two members must be county commissioners appointed by the county board. Of the county economic development authority board members initially appointed, two each shall be appointed for terms of one, two, or three years, respectively, and one each for terms of four, five, or six years, respectively. Thereafter, all authority members shall be appointed for six-year terms.

History: 2000 c 484 art 1 s 4; 1Sp2005 c 1 art 4 s 106; 1Sp2005 c 3 art 7 s 10; 2010 c 347 art 1 s 25

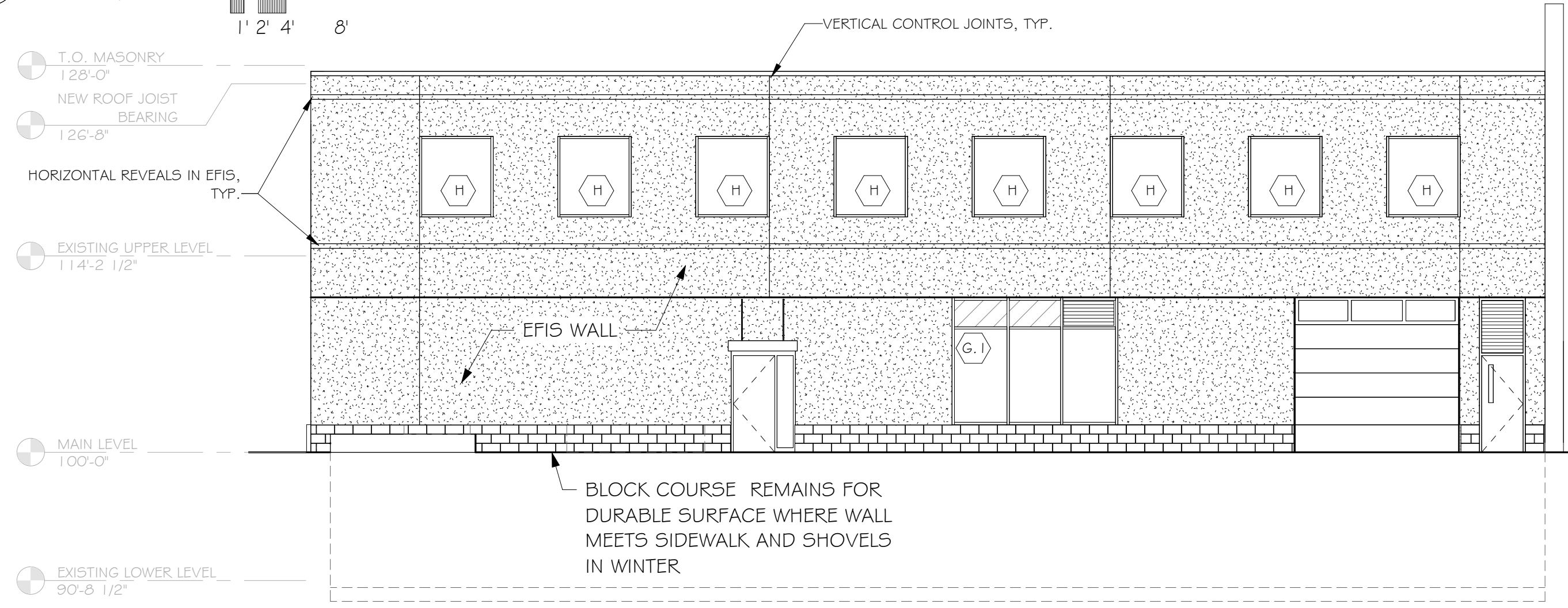
**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	City Hall Project Update; Consider approval of a Change Order.
Background Information:	<p>Attached in the council packet is the proposed rendering of city hall including the back, side (southeast) and front sides.</p> <p>Also included are two change order amounts for; 1) Demolition and backfill of southeast wall, \$111,466.00. 2) Foundation removal, soil correction and fire damper in louver, \$6,518.00.</p> <p>A complete change order (PR4) will be provided prior to the council meeting which will include the completed southeast wall redesign and take into consideration cost saving efforts on the front and back of the building.</p>
Fiscal Impact:	<p>PR4 (partial) - \$111,466.00.</p> <p>CR 14, 15 - \$6,518.00.</p> <p>PR4 (complete) - TBD</p>
Alternative/ Variations:	
Recommendations:	To approve the listed change orders for the City Hall Project.



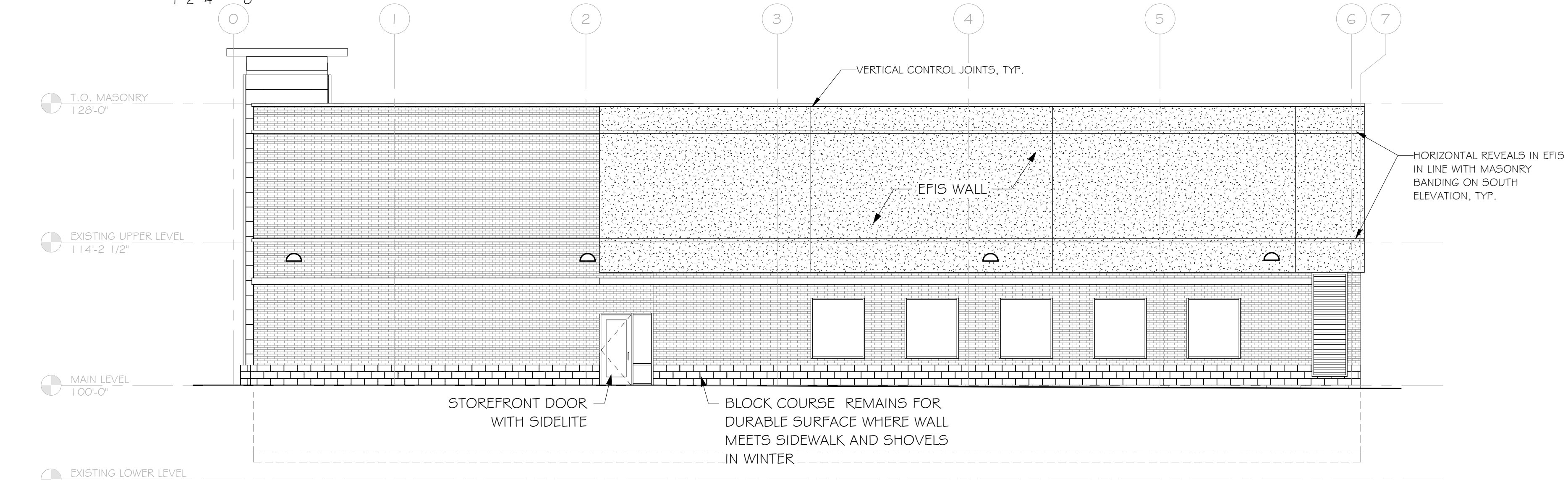
1 SOUTH ELEVATION- COST SAVING OPTION A

SCALE: 1/8" = 1'-0"
1' 2' 4' 8'



2 NORTH ELEVATION- COST SAVING OPTION A

SCALE: 1/8" = 1'-0"
1' 2' 4' 8'



4 EAST ELEVATION- COST SAVING OPTION E

SCALE: 1/8" = 1'-0"
1' 2' 4' 8'



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
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STRUCTURAL ENGINEER
Alexandria, MN
320.808.4146 | www.AsceEngineering.com



609 3rd St.
PO Box 15
Pineburg, MN 56281
(320) 978-8122

Certification & Seal:
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 architect under the laws of the state of Minnesota. Date: LIC. NO. 051238

Andrew M. Engan
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PROJECT # 777.01.1 DATE: 05/07/20
DRAWN BY: Author CHECKED BChecker

OWNER: CITY OF MARSHALL

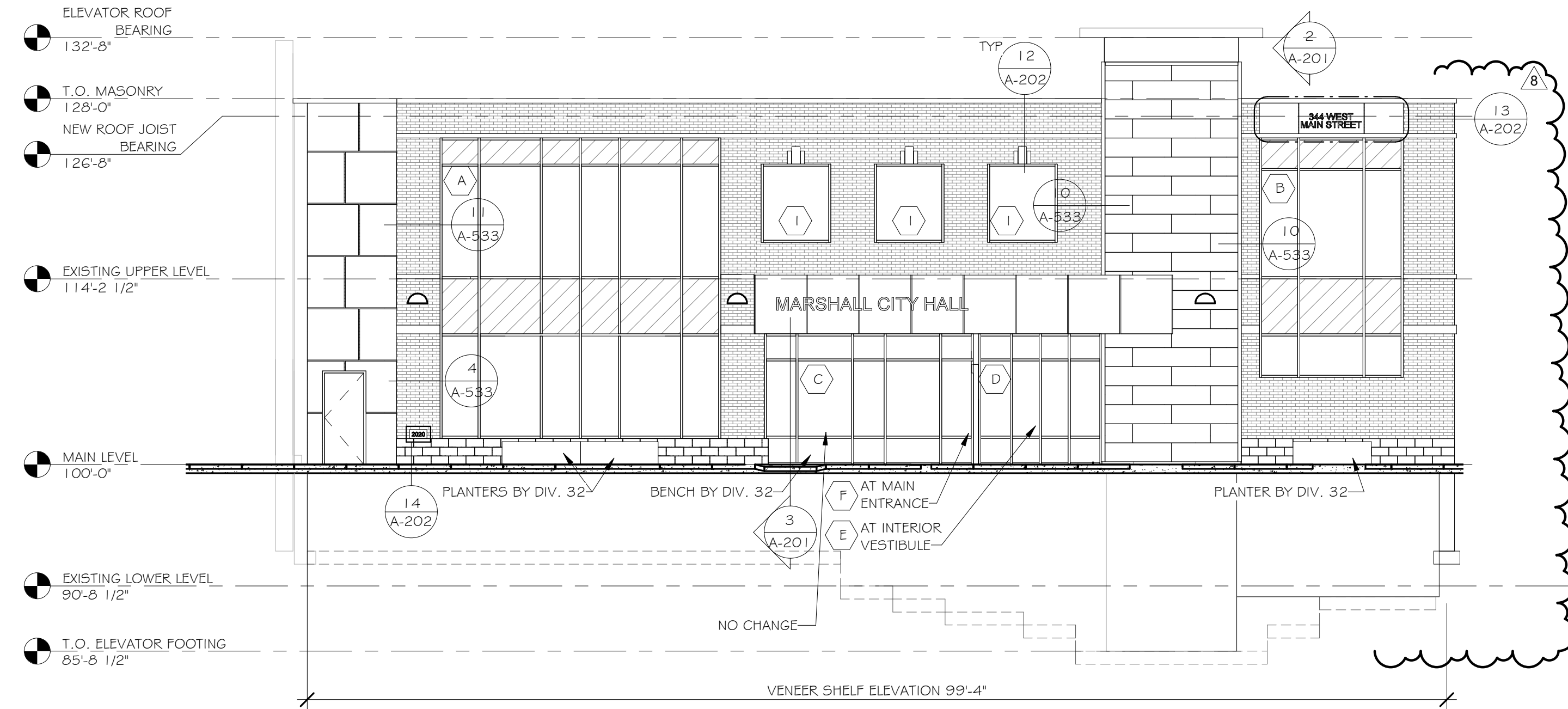
Revision		Date
7	PR#1 REVISED	04/29/20
8	PR#4	06/03/20
11	ADD #1 TO PR#4	07/09/20

MARSHALL
MUNICIPAL
BUILDING

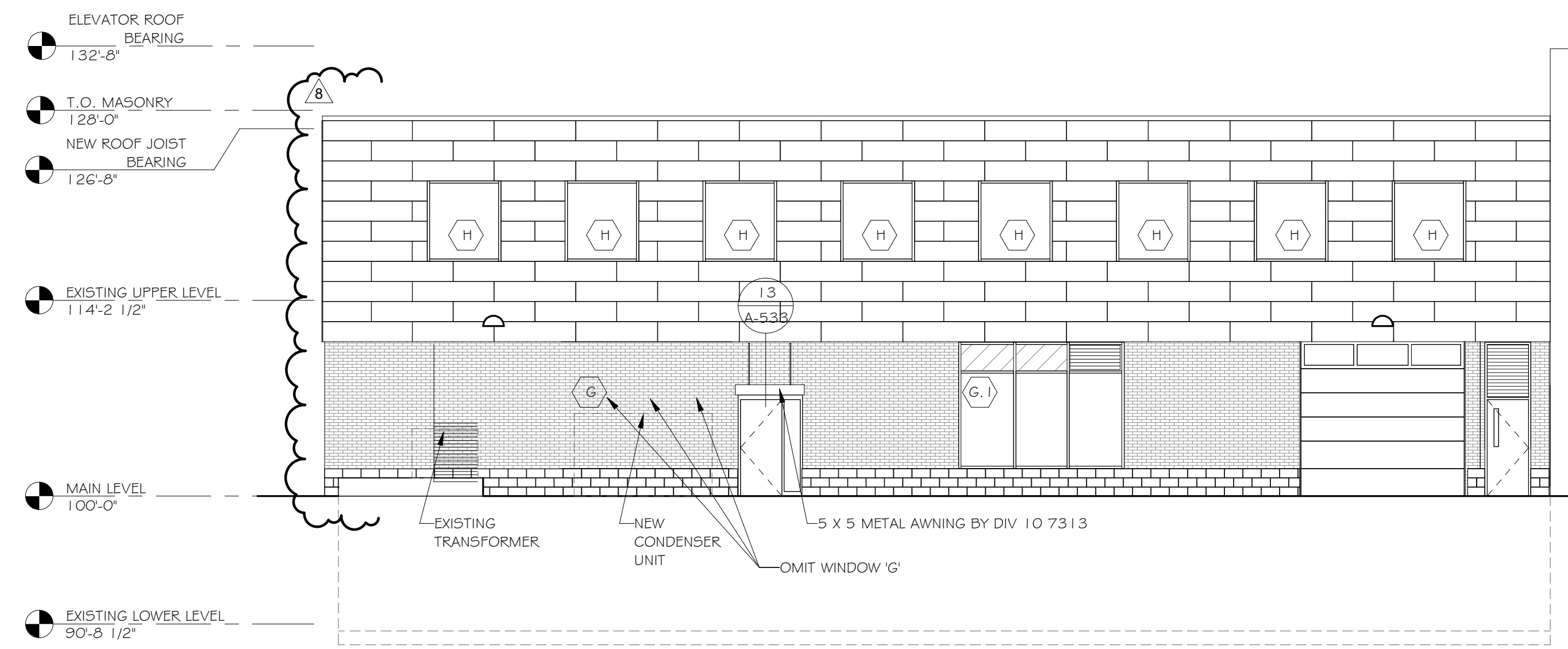
MARSHALL, MN

SOUTH, NORTH, AND EAST
ELEVATION COST SAVING
OPTIONS

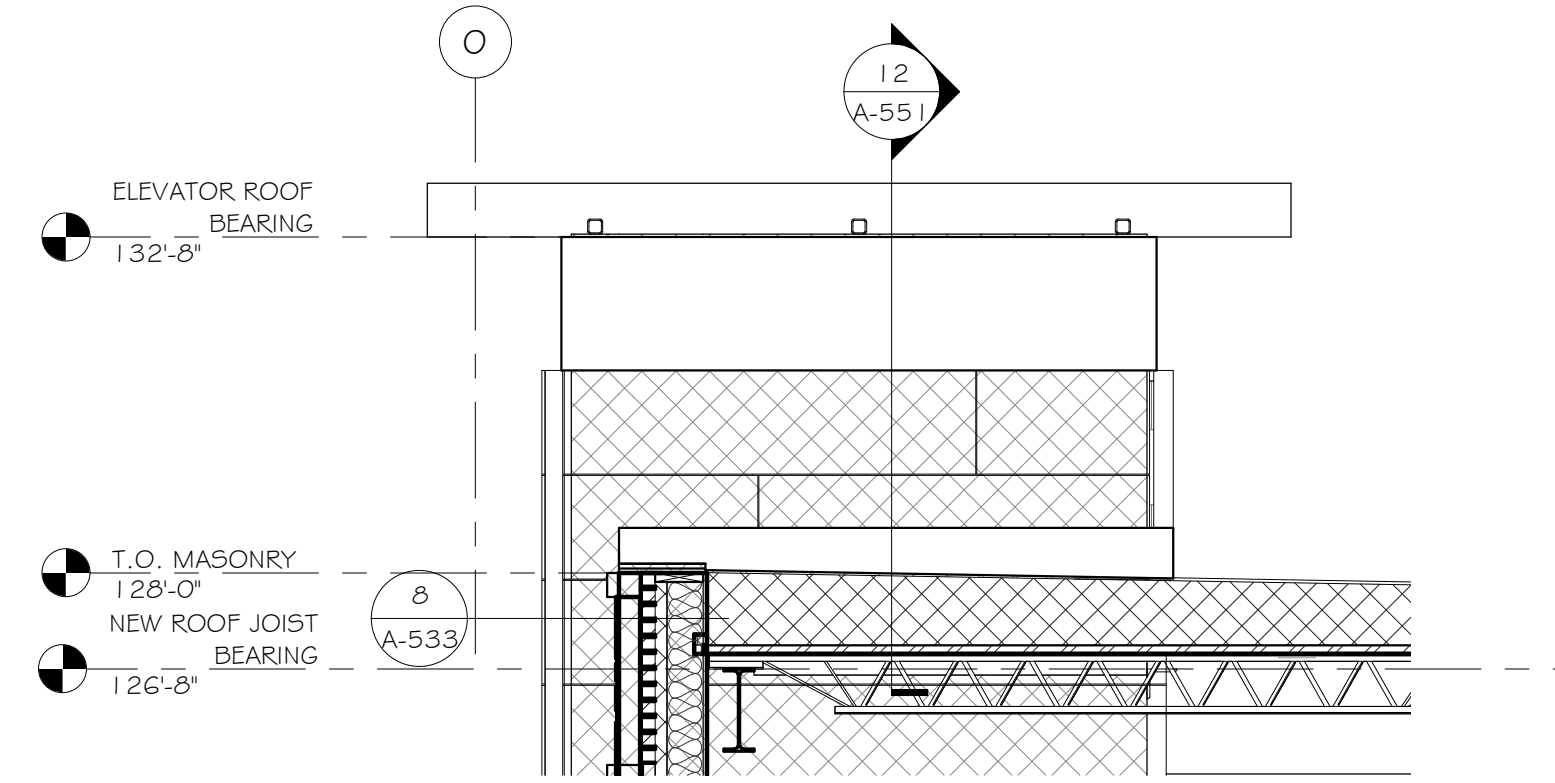
PR__



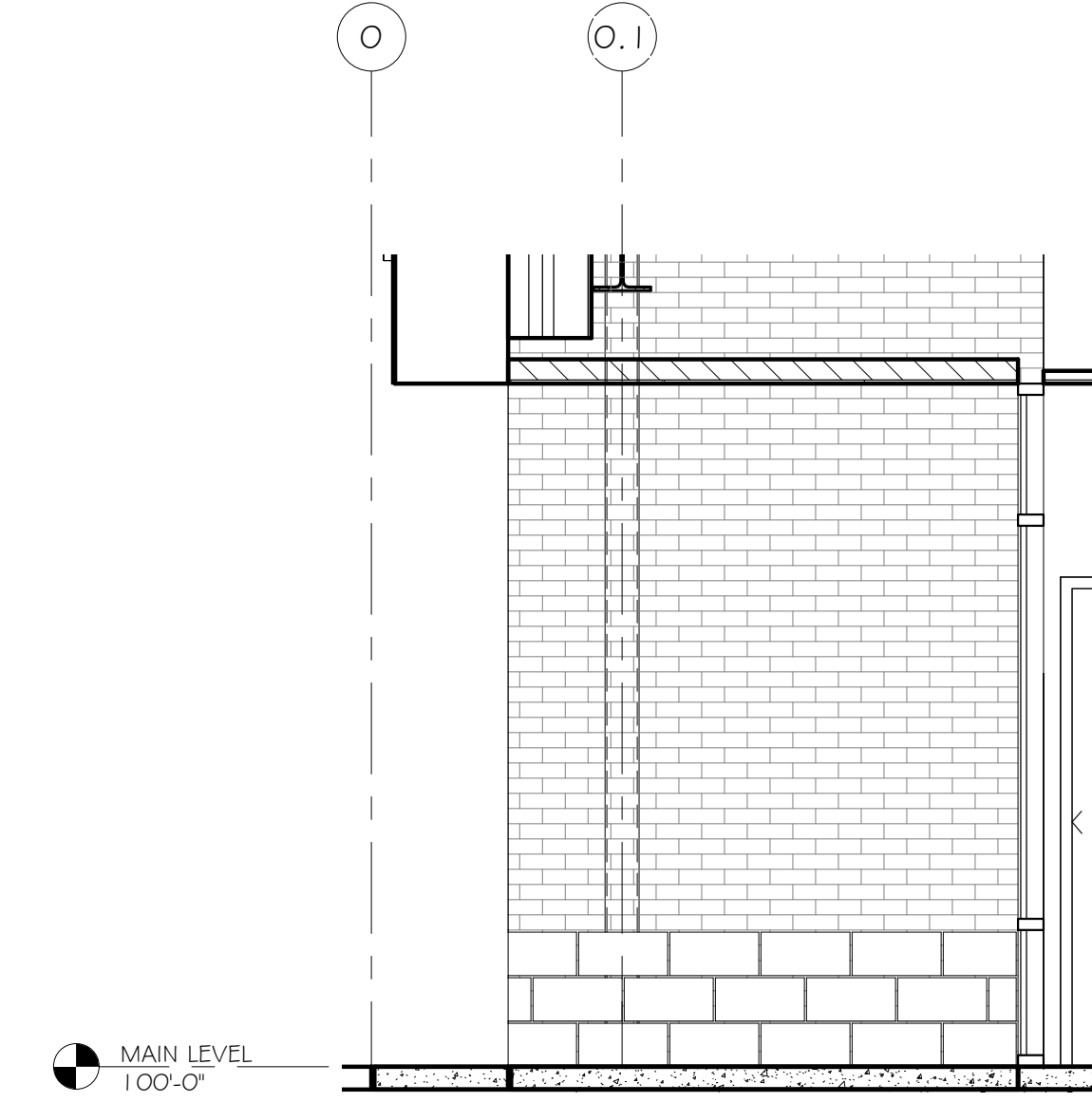
1 SOUTH ELEVATION ORIGINAL SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"
 1' 2' 4' 8'



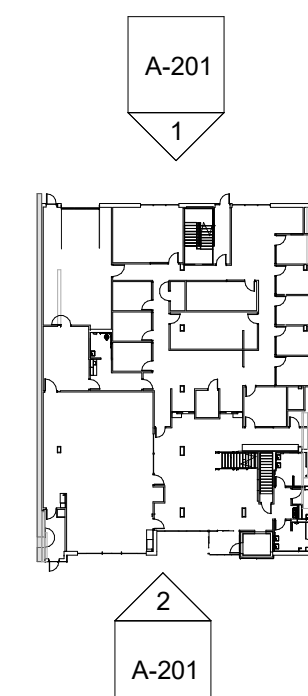
5 NORTH ELEVATION ORIGINAL NORTH ELEVATION
 SCALE: 1/8" = 1'-0"
 1' 2' 4' 8'



2 EAST ELEVATION (NORTH AND WEST SIM)
 SCALE: 3/8" = 1'-0"
 4' 8' 1'-4" 2'-8"



3 ELEVATION
 SCALE: 3/8" = 1'-0"
 4' 8' 1'-4" 2'-8"



KEY PLAN

MARSHALL

ENGAN ASSOCIATES
 ARCHITECTS | INTERIOR DESIGNERS
 shared vision. innovative design.
 311 4th Street SW, P.O. Box 956, Willmar, MN 56201
 320-235-0860 FAX: 320-235-0861 | www.engan.com

ASCE
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 STRUCTURAL ENGINEER
 Alexandria, MN
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MCINERNEY
 ENGINEERING

PSE Power System
 Engineering, Inc.
 609 3rd St.
 PO Box 15
 Prinsburg, MN 56281
 (320) 978-8122

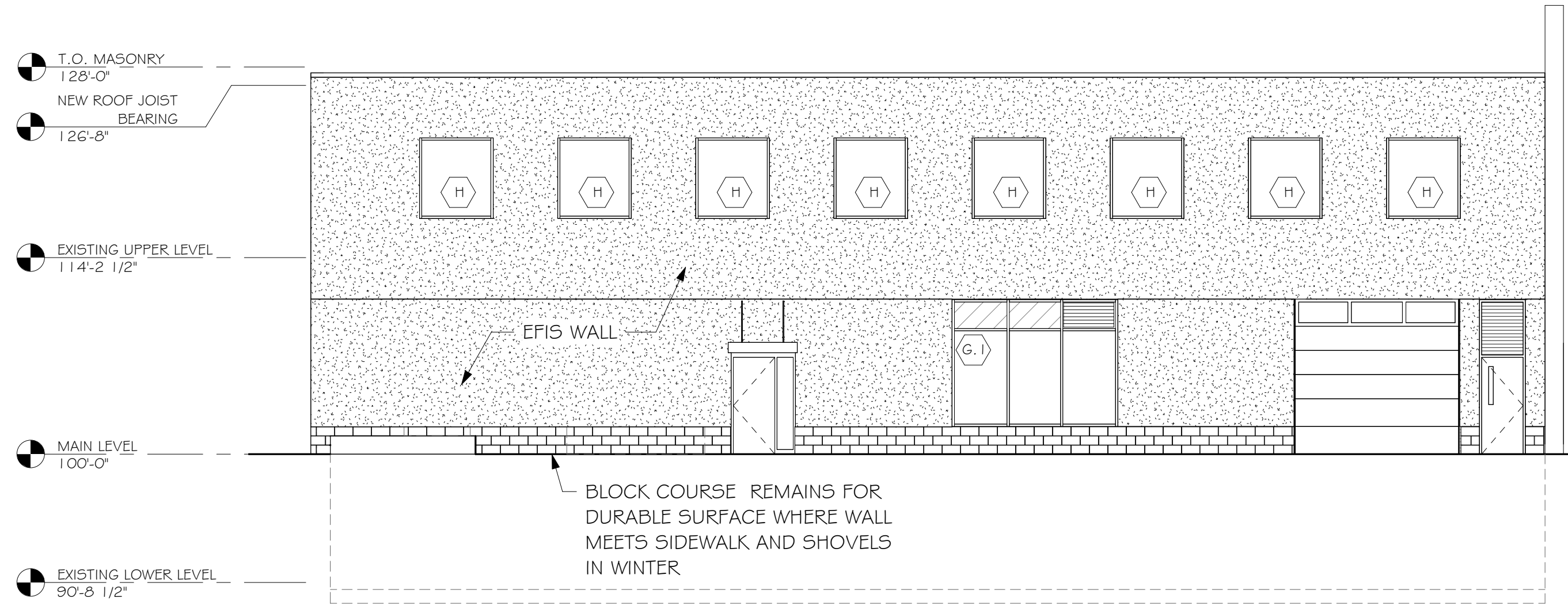
Certification & Seal:
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota. Date: LIC. NO. 051238
 Andrew M. Engan
 Copyright © 2019 All rights reserved
 Engan Associates, P.A.

PROJECT # 777.01.1 DATE: 05/07/20
 DRAWN BY: MJO CHECKED BY: BLM
 OWNER: CITY OF MARSHALL

Revision	Description	Date
1	ADDENDUM #1	10/23/19
7	PR#1 REVISED	04/29/20
8	PR#4	06/03/20

MARSHALL
 MUNICIPAL
 BUILDING
 MARSHALL, MN
 EXTERIOR ELEVATIONS

A-201



1 NORTH ELEVATION- COST SAVING OPTION A

SCALE: 1/8" = 1'-0"
 1' 2' 4' 8'



ENGAN ASSOCIATES
 ARCHITECTS | INTERIOR DESIGNERS
 shared vision. innovative design.
 311 4th Street SW, P.O. Box 956, Willmar, MN 56201
 320-235-0860 FAX: 320-235-0861 | www.engan.com

ASCHÉ
 ENGINEERING
 STRUCTURAL ENGINEER
 Alexandria, MN
 320.808.4146 | www.AscheEngineering.com

MCINERNEY
 ENGINEERING

PSE Power System
 Engineering, Inc.
 609 3rd St.
 PO Box 15
 Prinsburg, MN 56281
 (320) 978-8122

Certification & Seal:
 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 architect under the laws of the state of Minnesota. Date: LIC. NO. 051238

Andrew M. Engan
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 Engan Associates, P.A.

PROJECT # 777.01.1 DATE: 05/07/20

DRAWN BY: Author CHECKED BChecker

OWNER: CITY OF MARSHALL

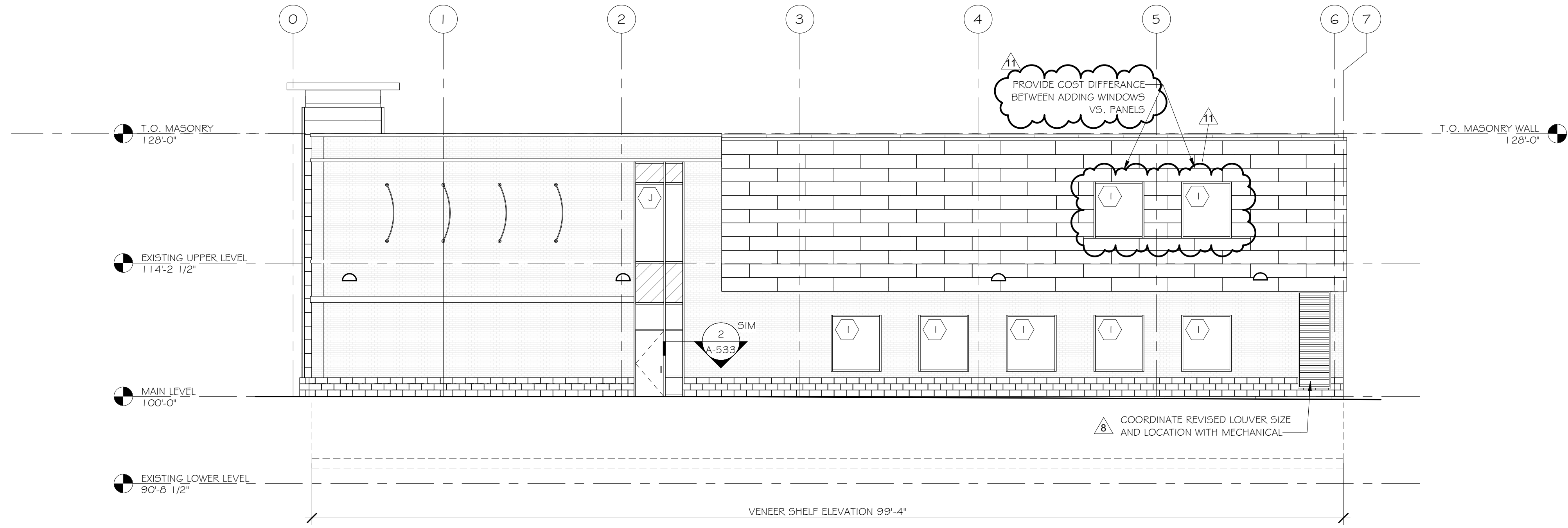
Revision	Date
7	PR#1 REVISED 04/29/20

MARSHALL
 MUNICIPAL
 BUILDING

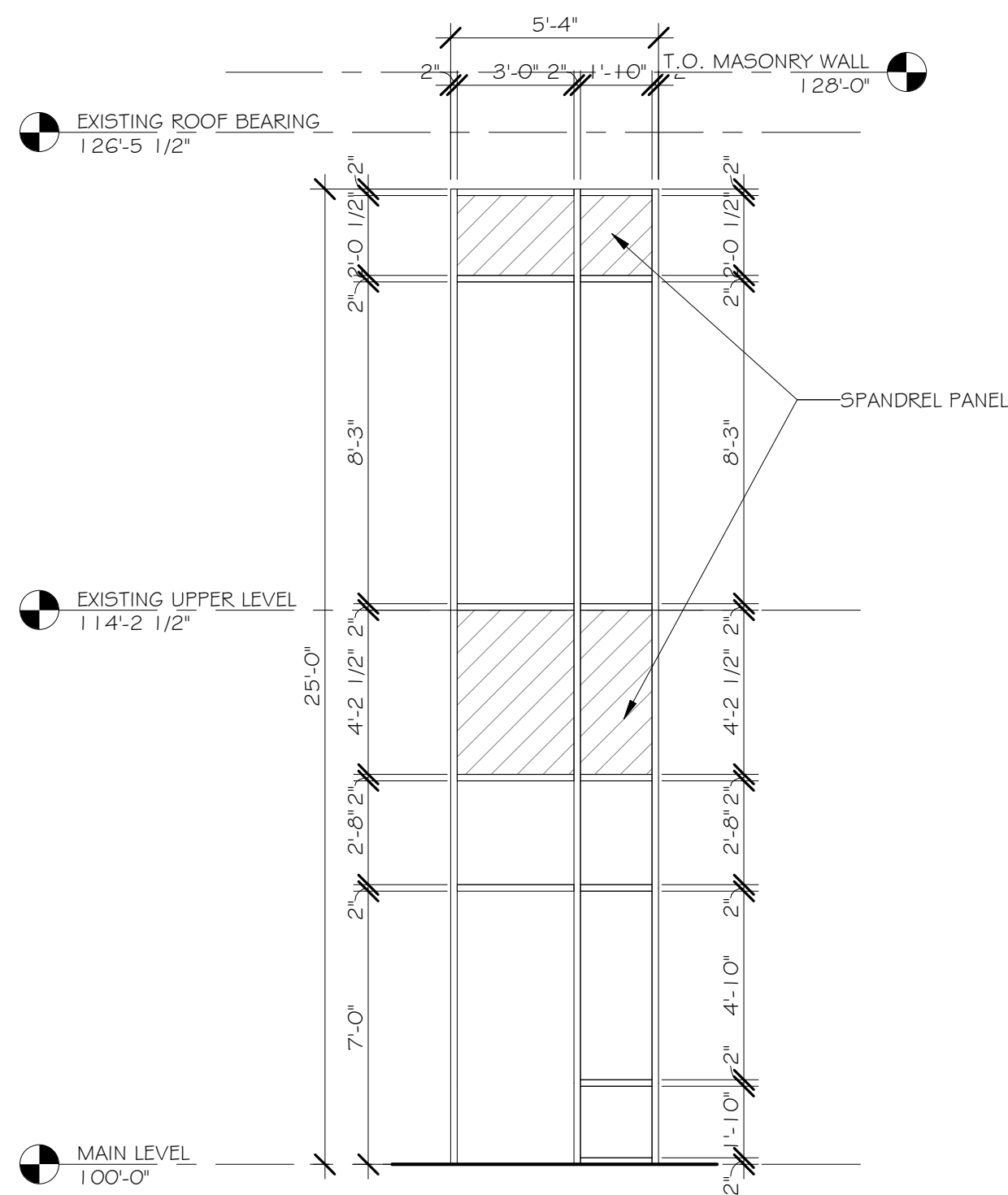
MARSHALL, MN

NORTH ELEVATION COST SAVING
 OPTIONS

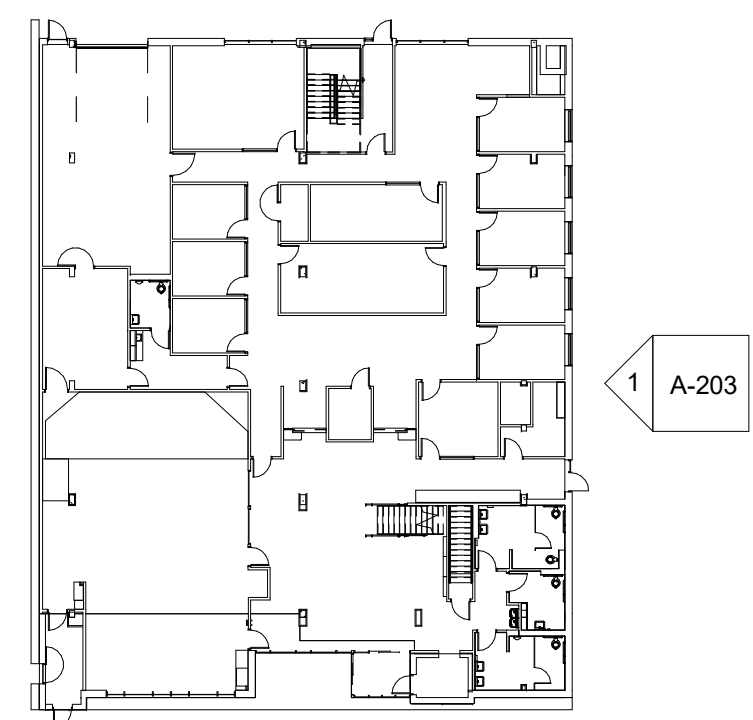
PR__



1 EAST ELEVATION PROPOSED IN ORIGINAL PR4 PRICING
 SCALE: 1/8" = 1'-0"
 1' 2' 4' 8'



3 8" CURTAIN WALL
 SCALE: 1/4" = 1'-0"
 6' 1' 2' 4'



KEY PLAN



ENGAN ASSOCIATES
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Andrew M. Engan
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 Engan Associates, P.A.

PROJECT # 777.01.1 DATE: 05/07/20
 DRAWN BY: MJO CHECKED BY: BLM

OWNER: CITY OF MARSHALL

Revision	PR#	Date
8	PR#4	06/03/20
11	ADD #1 TO PR#4	07/09/20

MARSHALL
 MUNICIPAL
 BUILDING

MARSHALL, MN

EXTERIOR ELEVATION

A-203



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
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Alexandria, MN
320.808.4146 | www.AscheEngineering.com

MCINERNEY
ENGINEERING

PSE Power System
Engineering, Inc.

609 3rd St.
PO Box 15
Prinsburg, MN 56281
(320) 978-8122

Certification & Seal:
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 architect under the laws of the state of Minnesota. Date: LIC. NO. 051238

Andrew M. Engan
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Engan Associates, P.A.

PROJECT # 777.01.1 DATE: 05/07/20

DRAWN BY: Author CHECKED BChecker

OWNER: CITY OF MARSHALL

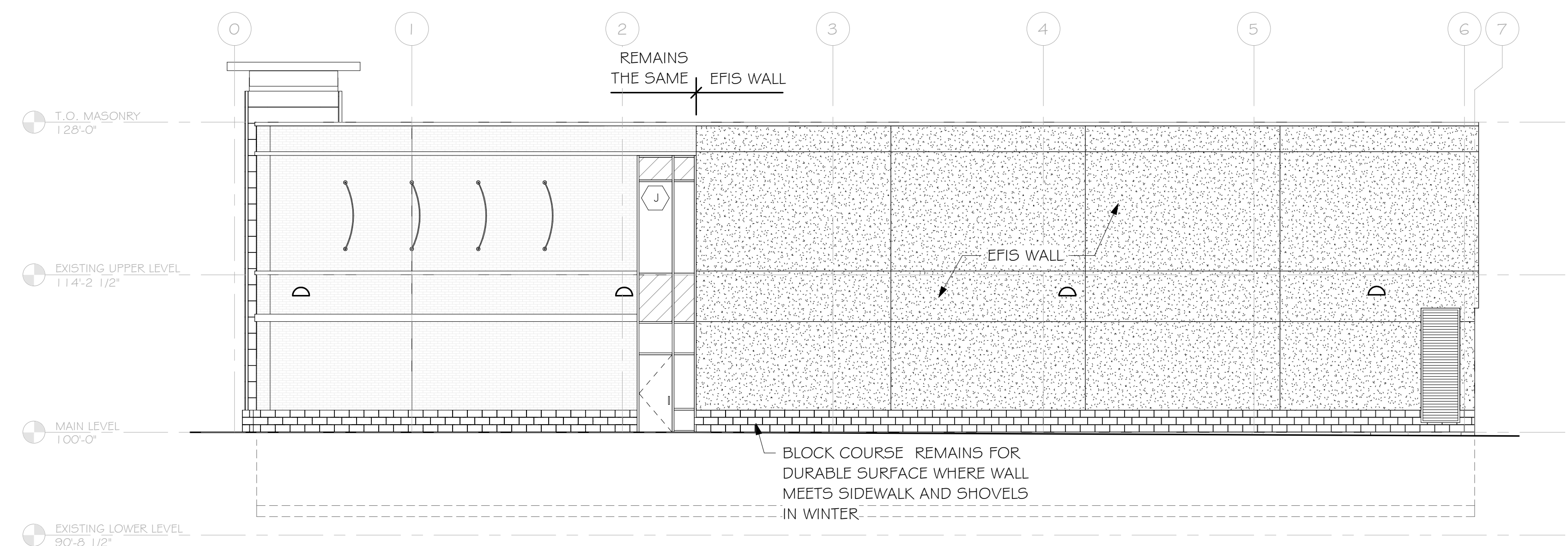
Revision	Description	Date
0	PR#4	06/03/20
1	ADD #1 TO PR#4	07/09/20

MARSHALL
MUNICIPAL
BUILDING

MARSHALL, MN

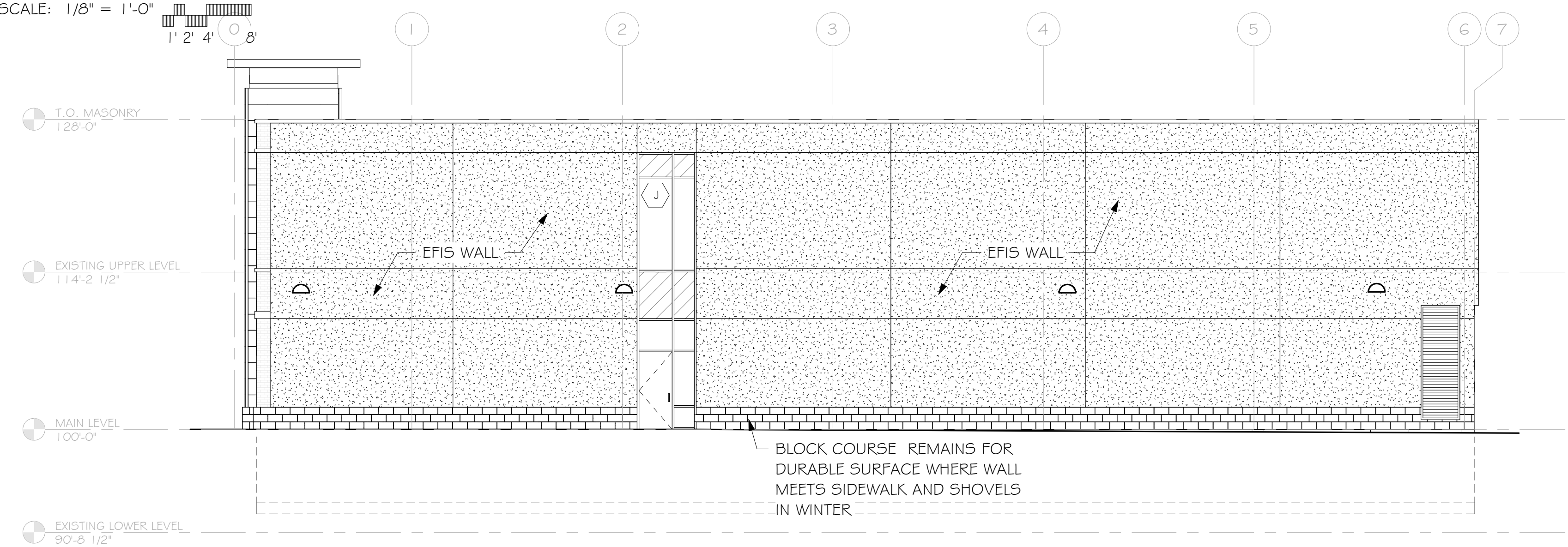
EAST ELEVATION COST SAVING
OPTIONS

PR



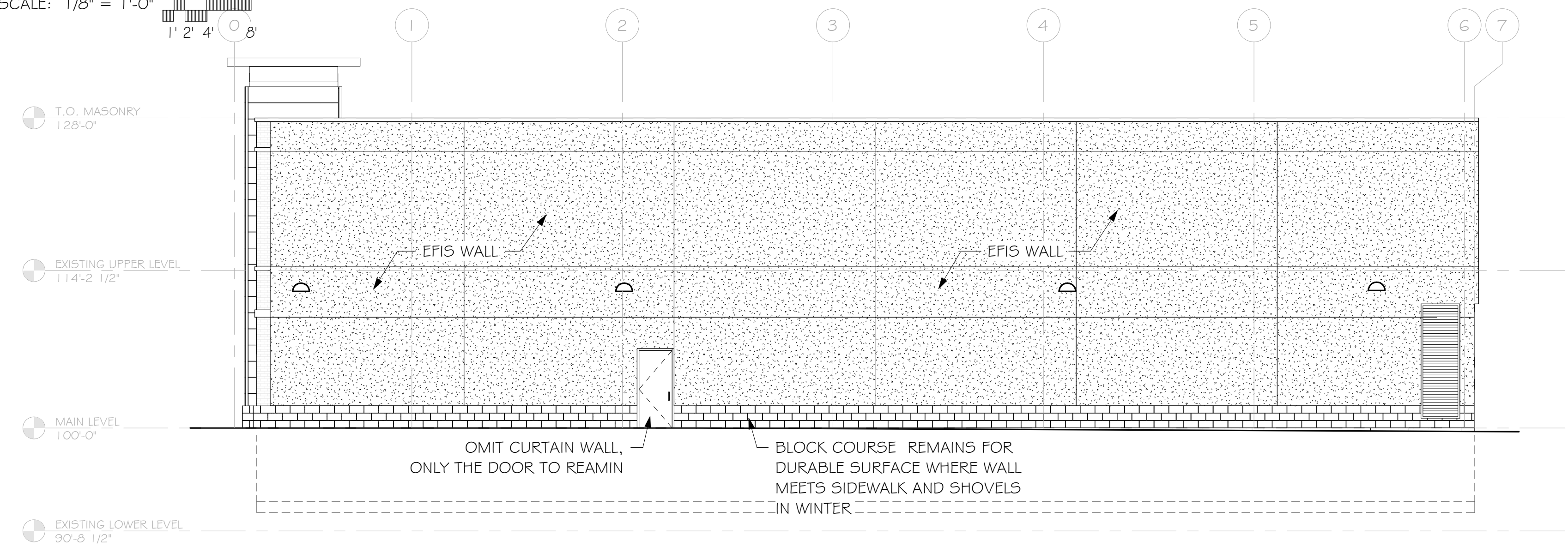
1 EAST ELEVATION- COST SAVING OPTION A

SCALE: 1/8" = 1'-0"
1' 2' 4' 8'



2 EAST ELEVATION- COST SAVING OPTION B

SCALE: 1/8" = 1'-0"
1' 2' 4' 8'



3 EAST ELEVATION- COST SAVING OPTION C

SCALE: 1/8" = 1'-0"
1' 2' 4' 8'



ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS

shared vision. innovative design.

September 18, 2020

City of Marshall, MN
344 W Main Street
Marshall, MN 56258

RE: **Marshall Municipal Building – Marshall, MN** (777.01.1)

Dear Sharon and Scott,

See attached change order #07 for earth work as part of PR#4

Thank you for your time and attention to this matter. Please contact me with any questions that may arise.

Respectfully,

Andy Engan, AIA, LEED® AP, CID
AME/shl

Enclosure(s) CO#7



AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
777.01 Marshall Municipal Building
Marshall, MN

CONTRACT INFORMATION:
Contract For: General Construction
Date: November 18, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 07
Date: September 18, 2020

OWNER: *(Name and address)*
City of Marshall, MN
344 West Main Street
Marshall, MN 56258

ARCHITECT: *(Name and address)*
Engan Associates Architects
311 4th Street SW
Willmar MN 56201

CONTRACTOR: *(Name and address)*
Brennan Construction of MN, Inc.
124 E Walnut Street, Ste. 240
Mankato, MN 56001

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

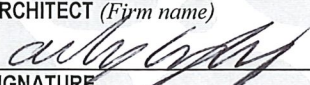
A. PR04 Partial - Demolition and backfill of east wall \$111,466.00

The original Contract Sum was	\$ 5030200.0000
The net change by previously authorized Change Orders	\$ 114,749.00
The Contract Sum prior to this Change Order was	\$ 5,144,949.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 111,466.00
The new Contract Sum including this Change Order will be	\$ 5,256,415.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Engan Associates Architects
 ARCHITECT *(Firm name)*

 SIGNATURE
 Andy M. Engan, AIA, LEED AP, CID,
 Principal
 PRINTED NAME AND TITLE
 9-18-20
 DATE

Brennan Construction of MN, Inc.
 CONTRACTOR *(Firm name)*
 John van Dyck
 SIGNATURE
 John van Dyck
 PRINTED NAME AND TITLE
 9/18/20
 DATE

City of Marshall, MN
 OWNER *(Firm name)*
 SIGNATURE
 Scott VanDerMillen, City Administrator
 PRINTED NAME AND TITLE
 DATE



BRENNAN COMPANIES

Building Together

DATE: September 9, 2020
TO: Andy Engan; Engan Architects
CC: Nathan Hrdlichka; Brennan
FROM: John van Dyck; Brennan

RE: PR 04 Partial - Through backfill stage

Contractor	Item Description	Labor	Material	Total
Subcontractors:				
D&G Excavating	Site Demo, excavation, fill, storm sewer			\$ 27,350.00
Twin Town Demolition	Remove mechanical pad, sawcut and remove wing wall			\$ 16,800.00
Musch Construction	Concrete footings and foundation walls			\$ 52,879.00
Herzog Coatings	Damproofing			\$ 3,300.00
			Subs Subtotal:	\$ 100,329.00

Brennan Companies:				
Bond @ 1%				\$ 1,003.29
			GC Subtotal:	\$ 1,003.29

Notes:

10% OH&P on subs	\$ 10,032.90
10% OH&P on GC	\$ 100.33
TOTAL:	\$ 111,466.00

Approved: 



2324 County Road 30
Marshall, MN 56258

Phone: 507-532-2334
Fax: 507-865-4695

www.dandgexcavating.com

Brian Gruhot
President

Kristin Gruhot
CEO/CFO

~Proposal~

Date: 8/10/2020

To: Brennan Construction
Att. John VanDyck

Job: Marshall MN MMPR 04

We Propose the Following:

Saw wall and remove
Remove front wall that's sawed already
Dispose of concrete
Saw and enlarge HVAC chase hole

Total \$5,100.00

Comments: This proposal may be withdrawn by us if not accepted within 30 days.

Sincerely,

Brian Gruhot
President



2324 County Road 30
Marshall, MN 56258

Phone: 507-532-2334
Fax: 507-865-4695

www.dandgexcavating.com

Brian Gruhot
President

Kristin Gruhot
CEO/CFO

~Change Order~

Date: 8/6/2020

To: Brennan Construction
Att. John VanDyck

Job: Marshall MN MMPR 04

We Propose the Following:

Excavate for footing
Fill and compact gravel back in
Install approximately 35' of 6" storm
~~Remove cement pad in back~~

Total ~~\$23,250.00~~ **\$22,250**

Comments: This proposal may be withdrawn by us if not accepted within 30 days.

Sincerely,

Brian Gruhot
President



Change Order Proposal

PROPOSAL SUBMITTED TO:  John van Dyck Brennan Companies Project Manager	PHONE: 507.625.5417 Email: jvandyck@bcofmn.com	DATE: 3.22.2020
JOB ADDRESS: 344 West Main Street Marshall Minnesota 55258	JOB DESCRIPTION: PR 4	

Twin Town Demolition hereby submits specifications and estimates for:

- **Remove mechanical pad (excludes back fill or export of sub soils)**
- **Sawcut and remove masonry wing wall, foundation wall and wing wall**

*Price assumes coordination of this work to be done simultaneously with the Marshall hotel demolition
 *price assumes excavation of footing at wing wall done prior by D&G

Total Cost of Change ADD: \$16,800.00

Twin Town Demolition warrants that with respect to selective demolition that all work to be performed shall be in accordance with general specifications for the associated project scope.

NOTE: This proposal may be withdrawn by Twin Town Demolition If not accepted within **30 days**

Signature 
 Nicholas Holm – Construction Manager

Acceptance of Proposal – The above prices, specifications and conditions are hereby accepted pending approval of contract. You are authorized to do the work as specified and will receive payment accordingly. Other terms of this contract have been negotiated and either have already been or will be memorialized in a separate agreement.

Authorized Signature _____

Date: _____

Musch Construction, Inc.

1262 90th Ave
Pipestone MN 56164

Quote

Date	Quote #
8/17/2020	1808

Name / Address
Marshall Municipal Building

Project

Project

Description	Qty	Cost	Total
PR #4 Labor and material for additional exterior walls and stoop based on plans sent over	1	52,879.00	52,879.00
Total			\$52,879.00

Phone #	Fax #	E-mail
507-829-5078	507-825-0040	muschinc@gmail.com

Item 15.

John van Dyck

From: Peter Herzog <herzogcoatings@gmail.com>
Sent: Monday, June 15, 2020 8:32 PM
To: John van Dyck
Subject: Re: Marshall Municipal Major Changes

We will still be 3,300 for the damproofing and 7,800 for the air barrier.

On Sat, May 9, 2020 at 2:29 PM Peter Herzog <herzogcoatings@gmail.com> wrote:
Good afternoon,

We will be at 3,300 for damproofing and 7,800 for the air barrier for this change.

Thank you
Peter Herzog

On Fri, May 8, 2020 at 11:04 AM John van Dyck <jvandyck@bcofmn.com> wrote:

All,

See attached preliminary drawings. The hotel to the east of the building is being demolished so now there will be a whole new exterior façade added.

Please look at these and give me a “Ballpark” cost estimate as it relates to your scope change. Please respond by end of day Wednesday, 5/13. Thanks



John van Dyck | Brennan Companies
Project Manager
124 East Walnut Street, Suite 240
Mankato, MN 56001
P 507-625-5417 | **C** 507-995-9177 | **F** 507-625-4805

Please note our suite number has changed



September 18, 2020

City of Marshall, MN
344 W Main Street
Marshall, MN 56258

RE: Marshall Municipal Building – Marshall, MN (777.01.1)

Dear Sharon and Scott,

See attached documentation for change order #08

A. This is an unforeseen cost due to the discovery of an abandoned foundation wall. This wall needed to be removed for the new foundation wall to be constructed. Additional soil correction was needed at the direction of American Engineering and Testing, the owners independent testing agency.

B. This is a code required fire damper in the north wall above the personnel door.

These are both fair prices and we recommend the approval of both. Thank you for your time and attention to this matter. Please contact me with any questions that may arise.

Respectfully,

Andy Engan, AIA, LEED® AP, CID
AME/shl

Enclosure(s) CO#8



AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
777.01 Marshall Municipal Building
Marshall, MN

CONTRACT INFORMATION:
Contract For: General Construction
Date: November 18, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 08
Date: September 18, 2020

OWNER: *(Name and address)*
City of Marshall, MN
344 West Main Street
Marshall, MN 56258

ARCHITECT: *(Name and address)*
Engan Associates Architects
311 4th Street SW
Willmar MN 56201

CONTRACTOR: *(Name and address)*
Brennan Construction of MN, Inc.
124 E Walnut Street, Ste. 240
Mankato, MN 56001

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- A. Brennan CR 15 - Foundation removal and soil correction \$5,969.00
- B. Brennan CR 14 - Fire damper in louver #4 \$549.00

The original Contract Sum was	\$ 5030200.0000
The net change by previously authorized Change Orders	\$ 114,749.00
The Contract Sum prior to this Change Order was	\$ 5,144,949.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,518.00
The new Contract Sum including this Change Order will be	\$ 5,151,467.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Engan Associates Architects
ARCHITECT *(Firm name)*


SIGNATURE

Andy M. Engan, AIA, LEED AP, CID,
Principal

PRINTED NAME AND TITLE

9-18-20
DATE

Brennan Construction of MN, Inc.
CONTRACTOR *(Firm name)*


SIGNATURE

John van Dyck

PRINTED NAME AND TITLE

9/18/20
DATE

City of Marshall, MN
OWNER *(Firm name)*


SIGNATURE

Scott VanDerMillen, City Administrator

PRINTED NAME AND TITLE

DATE



BRENNAN COMPANIES

Building Together

DATE: September 9, 2020
TO: Andy Engan; Engan Architects
CC: Nathan Hrdlichka; Brennan Construction
FROM: John van Dyck; Brennan Construction
RE: Marshall Municipal CR 15, Soil Corrections

Contractor	Item Description	Labor	Material	Total
Subcontractors:				
D&G	Front of building, removing old foundation, RFI 14	\$ -	\$ -	\$ 3,573.02
D&G	Soil Correction beneath East Side Footings	\$ -	\$ -	\$ 1,800.00
			Subs Subtotal:	\$ 5,373.02
Brennan Companies:				
Brennan Companies	Bond Change @ 1%			\$ 53.73
			GC Subtotal:	\$ 53.73

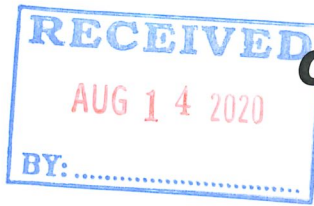
10% OH&P on subs	\$ 537.30
10% OH&P on GC	\$ 5.37
TOTAL:	\$ 5,969.00

Approved: 

D & G Excavating, Inc.

2324 County Road 30

Marshall, MN 56258



Change Order Request

Date	C. O. #
8/11/2020	20-060

Name / Address
Brennan Construction of MN, Inc. 124 E Walnut St Suite 240 Mankato MN 56001

Project Description
Marshall City Hall Remove old building foundation and build back up to grade.

Description	Qty	Cost	Amount	Contractor's OH&P	Total
312, 316 or 320 Backhoe	7	160.00	1,120.00		1,120.00
Labor	8.5	65.00	552.50		552.50
Hand packer	2.5	80.00	200.00		200.00
Single truck - tandem or tri-axle	1.75	100.00	175.00		175.00
Dumping fees - concrete	125	5.00	625.00		625.00
Belly/side dump	6	110.00	660.00		660.00
Fill Gravel per yard	28	8.00	224.00		224.00T
Subtotal					\$3,556.50
Sales Tax (7.375%)					\$16.52
Total					\$3,573.02

Acceptance Signature _____

Phone #	Fax #	E-mail	Web Site
(507) 532-2334	(507) 865-4695	liz@dandgexcavating.com	www.dandgexcavating.com

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MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30

MARSHALL, MN 56258

PHONE: 507-532-2334 ♦ www.dandgexcavating.com

Xtra

CUSTOMER: Beman

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: City Hall

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

MACHINE/TRUCK

UNIT NO. OR
DESCRIPTION labor OPERATOR Don Larsen

START TIME 3:00 END TIME 6:00 HOURS 3:00

START TIME _____ END TIME _____ HOURS _____

WORK DONE remove old foundation, rubble
for new footings

DATE 7 / 15 / 20 No 27158

CUSTOMER SIGNATURE _____

MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30

MARSHALL, MN 56258

PHONE: 507-532-2334 ♦ www.dandgexcavating.com

Xtra

CUSTOMER: Brennan

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: City Hall Marshall

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

MACHINE/TRUCK

UNIT NO. OR
DESCRIPTION labor OPERATOR Don Larsen

START TIME 7:00 END TIME 12:00 HOURS 5:00

START TIME _____ END TIME _____ HOURS _____

WORK DONE remove rubble, dirt for soil
correction, backfill w/ gravel
2 1/2 ton hand packer

DATE 7 / 21 / 2020 No 27159

CUSTOMER SIGNATURE _____

MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30
MARSHALL, MN 56258

PHONE: 507-532-2334 ♦ www.dandgexcavating.com

CUSTOMER: Brennen (Extra)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: City Hall

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

MACHINE/TRUCK

UNIT NO. OR
DESCRIPTION 316 OPERATOR Kim

START TIME _____:____:____ END TIME _____:____:____ HOURS 3:00

START TIME _____:____:____ END TIME _____:____:____ HOURS _____:____:____

WORK DONE Remove old Foundation
and buried concrete chunks
place gravel for soil correction

DATE 7/21/20 No 16994

CUSTOMER SIGNATURE _____

MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30
MARSHALL, MN 56258

PHONE: 507-532-2334 ♦ www.dandgexcavating.com

CUSTOMER: Brennen

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: City Hall Extra

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

MACHINE/TRUCK

UNIT NO. OR
DESCRIPTION Labor OPERATOR Rid

START TIME 2:00 END TIME 6:00 HOURS 3:0

START TIME _____:____:____ END TIME _____:____:____ HOURS _____:____:____

WORK DONE Moved + loaded concrete
from old footing, packed gravel

DATE 7/15/20 No 27005

CUSTOMER SIGNATURE _____

MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30

MARSHALL, MN 56258

PHONE: 507-532-2334 ♦ www.dandgexcavating.com

CUSTOMER: Brennan (Extra)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: City Hall

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

MACHINE/TRUCK

UNIT NO. OR
DESCRIPTION 316 OPERATOR Kim

START TIME 3:00 END TIME 5:00 HOURS 2:00

START TIME _____ END TIME _____ HOURS _____

WORK DONE Take out old foundation

+ place gravel for soil correction

DATE 7/15/20 No 26051

CUSTOMER SIGNATURE _____

MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30

MARSHALL, MN 56258

PHONE: 507-532-2334 ♦ www.dandgexcavating.com

CUSTOMER: CITY HALL BRENNAN

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: JF

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

LABOR - 2 1/2 HR MACHINE/TRUCK

UNIT NO. OR
DESCRIPTION 316E-8HR OPERATOR DANDORHOT

START TIME 7:00 END TIME 12:00 HOURS 5:00

START TIME 12:30 END TIME 6:00 HOURS 5:30

WORK DONE REMOVE OLD FOOTINGS,

PUT NEW FOOTINGS

2 HR EXCAVATOR EXTRA

DATE 6/17/20 No 28353

CUSTOMER SIGNATURE _____

MACHINE AND MATERIAL TICKET

D&G EXCAVATING, INC.

2324 CO. RD. 30

MARSHALL, MN 56258

PHONE: 507-532-2334 • www.dandgexcavating.com

Extra

CUSTOMER: City Hall

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

JOB DESCRIPTION
OR LOCATION: _____

MATERIAL

PRODUCT _____ PIT _____

GROSS _____ CUBIC YARDS _____

TARE _____ TONS _____

NET _____ NO. OF LOADS _____

TRUCK NO. _____ DRIVER _____

MACHINE/TRUCK

UNIT NO. OR DESCRIPTION # 7 OPERATOR J. Silva

START TIME _____:_____:____ END TIME _____:_____:____ HOURS _____:____

START TIME _____:_____:____ END TIME _____:_____:____ HOURS _____:____

WORK DONE hauled 1 load of concrete to tower pit

DATE 7/21/20 No 26088

CUSTOMER SIGNATURE _____



2324 County Road 30
Marshall, MN 56258

Phone: 507-532-2334
Fax: 507-865-4695

www.dandgexcavating.com

Brian Gruhot
President

Kristin Gruhot
CEO/CFO

~Change Order~

Date: 9/8/2020

To: Brennan Construction
Att. John V

Job: Soil Correction Footing

We Propose the Following:

40 yds excavation and hauled out
40yds of 11/2" rock placed

Total \$ 1,800.00

Comments: This proposal may be withdrawn by us if not accepted within 30 days.

Sincerely,

Brian Gruhot
President



BRENNAN COMPANIES

Building Together

DATE: September 2, 2020
TO: Andy Engan; Engan Architects
CC: Nathan Hrdlichka; Brennan Construction
FROM: John van Dyck; Brennan Construction
RE: Marshall Municipal CR 14, Louver related to RFI 23

Contractor	Item Description	Labor	Material	Total
Subcontractors:				
Chappell	Pricing changes based on direction from RFI 23	\$ -	\$ -	\$ 494.00
			Subs Subtotal:	\$ 494.00
Brennan Companies:				
Brennan Companies	Bond Change @ 1%			\$ 4.94
			GC Subtotal:	\$ 4.94

10% OH&P on subs	\$ 49.40
10% OH&P on GC	\$ 0.49
TOTAL:	\$ 549.00

Approved: 



Chappell Central, Inc. 1950 Trott Avenue SW
 Willmar, MN 56201
 (320)235-2151

DATE: 8/26/2020

CHAPPELL CENTRAL
 MECH RQST #
 RFP NO.
 OWNER PROJECT 0
 ARCH PROJECT 0
 FILE 0

PROJECT: Marshall Municipal
 LOCATION: Marshall, MN

DESCRIPTION OF CHANGE: RFI-23: Add Fire damper to Louver #4.

BASE LABOR	\$ 63.60	2 HRS	\$ 127.20
UNEMPLOYMENT TAXES IN	20.95%	\$ 26.65	\$ 153.85
SUPERVISION	5%	\$ 7.69	\$ 161.54
SAFETY & CLEAN-UP	5%	\$ 7.69	\$ 169.23
SMALL TOOLS	5%	\$ 7.69	\$ 176.93
MATERIAL HANDLING	5%	\$ 7.69	\$ 184.62
SUBS/ MILEAGE / VEHICLE	\$ 5.90	\$ 11.80	\$ 196.42
LABOR SUBTOTAL			\$ 196.42

SUBCONTRACTOR:	
TOTAL MATERIALS	
36"x48" fire damper	\$ 235.00
SUBTOTAL	\$ 235.00

SPECIAL NOTATIONS & / OR EXCLUSIONS:
 1. WRITTEN AUTHORIZATION REQUIRED TO PROCEED
 2. PROPOSAL SUBJECT TO CHANGE AFTER 30 DAYS OR PER PROJECT SCHEDULE.
 3. PRICE BREAKDOWNS ATTACHED AS APPLICABLE

SUBTOTAL MATERIAL & LABOR	\$	431.42
10% P. & O.	\$	43.58
5% P. & O. (Subcontractor)		
STATE SALES TAX	\$	19.00

TOTAL THIS REQUEST \$ 494.00 ADD

Joe Meyer

From: Joe Meyer
Sent: Wednesday, August 26, 2020 10:33 AM
To: Joe Meyer
Subject: FW: Marshall Municipal louver fire damper

Joe,
Your cost for the fire damper is \$235.00 figured blades out of the airstream and no sleeve.

Thanks,

John Peterson | Project Engineer

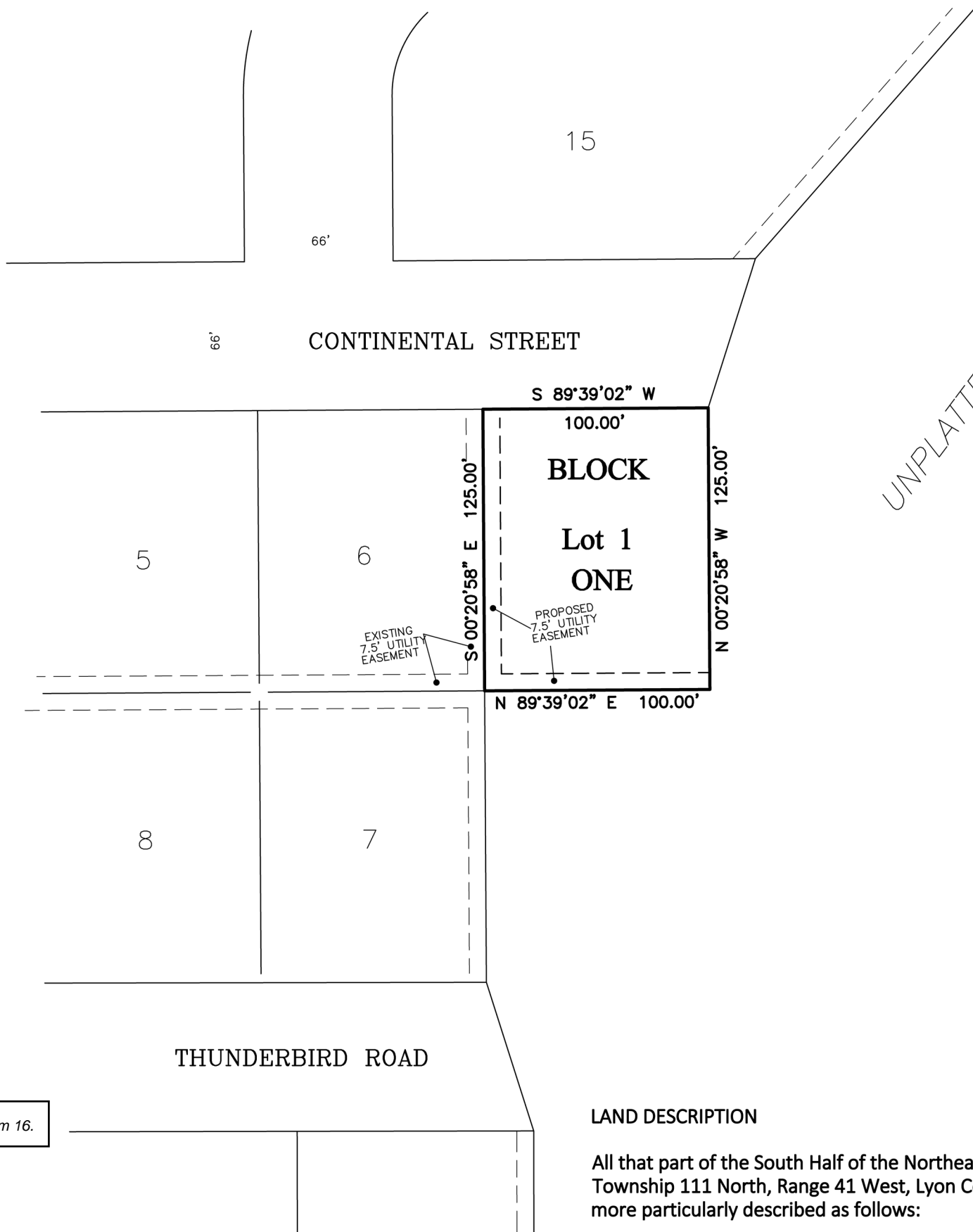
SVL, INC. D: (651).288.6680 | E: johnp@svl.com



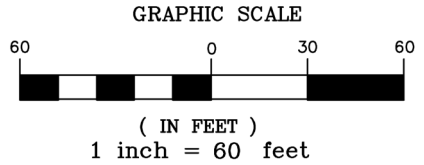
**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Preliminary Plat of Carr Estates Fifth Addition - Introduce Plat and Call for Public Hearing.
Background Information:	<p>Attached please find a copy of the preliminary plat of Carr Estates Fifth Addition in Marshall, Minnesota.</p> <p>The developer approached the City with a request to plat one additional lot onto the end of Continental Street, adjacent to Lot 6, Block 3 of Carr Estates Second Addition. The street and utilities are already installed along the frontage. Staff's only concern is street drainage on Continental Street from the intersection with Cadillac Drive to the east toward the field. The street grade drains east to the field, but drainage is blocked by a small hill. Staff had informed the developer, and the developer, also owner of the adjacent field, indicated that a drainage path will be created to drain surface water runoff from the city street.</p> <p>Attached please find a copy of the Engineer's Report of Preliminary Plat Review. Copies of the proposed subdivision have been sent to the local utility companies for their review and comments.</p> <p>The preliminary plat was presented at the Planning Commission meeting on September 9, 2020. The property owners of 510 Continental Street expressed concerns relating to drainage, and discussion was conducted regarding the topic. Following discussion, Schroeder MADE A MOTION, SECOND BY Lee, to recommend approval of the preliminary plat to the City Council. All voted in favor.</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council call for public hearing on the Preliminary Plat of Carr Estates Fifth Addition to be held at the October 13, 2020 City Council meeting, as per the recommendation of the Planning Commission.

PRELIMINARY PLAT OF CARR ESTATES FIFTH ADDITION



UNPLATTED



LEGEND

- These standard symbols will be found in the drawing.
- MONUMENTS FOUND
 - MONUMENTS SET- 5/8" IRON
W/SEAL #43844
 - /// BROKEN SCALE

Item 16.

LAND DESCRIPTION

All that part of the South Half of the Northeast Quarter of Section 16, Township 111 North, Range 41 West, Lyon County, Minnesota, being more particularly described as follows:

Beginning at the northeast corner of Lot 6, Block 3 of Carr Estates Second Addition, in the City of Marshall, as filed and recorded in the office the County Recorder, in and for said Lyon County; thence South 00 degrees 20 minutes 58 seconds East, bearing based on Lyon County Coordinate System (1996 Adj.), along the east line of said Lot 6, a distance of 125.00 feet, to the southeast corner of said Lot 6; thence North 89 degrees 39 minutes 02 seconds East a distance of 100.00 feet; thence North 00 degrees 20 minutes 58 seconds West a distance of 125.00 feet, to the south line of Continental Street, as shown on said plat of Carr Estates Second Addition; thence South 89 degrees 39 minutes 02 seconds West, along said south line, a distance of 100.00 feet; to the point of beginning.

SURVEYOR'S CERTIFICATION

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 Land Surveyor under the laws of the State of Minnesota.

DANIEL L. BUELTEL LICENSE NO: 43844
DATE: SEPTEMBER 2, 2020

Prepared for JAMES CARR
Prepared by
Bueltel-Moseng Land Surveying, Inc.
Marshall, MN 56258 Ph. 507-532-9043
PROJECT NO. 20-2067P

**ENGINEER'S REPORT
 PRELIMINARY PLAT REVIEW**

Subdivision Name: Carr Estates Fifth Addition

Quarter NE¼ Section 16 Township 111N Range 41W

Owner's Name: VESTA, LLC

Surveyor: Daniel L. Bueltel Reg. No. 43844

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				100' X 125' = 12,500 SF = 0.29 acres
f.	Zoning classification				
g.	Contours			X	Single lot on end of subdivision with grading plan; match adjacent
h.	Boundary line bearings and distances	X			
i.	Easement	X			
j.	Street names, elevations and grades	X			See (g.) for grades

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		Fee
n.	Setbacks			X	Standard residential lot: 25' front, 5' side, rear based on lot depth; this lot matches adjacent Carr Estates 2 nd depth
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	

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	See (g.)
	2. Drainage flow facility.			X	See (g.)
b.	Utility plans			X	See (k.)

CITY ENGINEER'S RECOMMENDATIONS:

Approve.

DATE RECEIVED: September 2, 2020

DATE REVIEWED: September 2, 2020

PLANNING COMMISSION REVIEW DATE: September 9, 2020

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, September 22, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z82: North 1 st Street Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.
Background Information:	<p>Attached please find the resolution necessary for the initiation of the special assessment procedures for the above-referenced project area and as shown on the attached map.</p> <p>The proposed project includes a complete reconstruction of North 1st Street between West Main Street and West Marshall Street, and West Lyon Street, West Redwood Street, and West Marshall Streets between East College Drive and North 1st Street. The complete reconstruction includes sidewalk, curb and gutter, street surfacing, watermain, sanitary sewer, and storm sewer replacement for all listed streets in the project limits, with exception to West Marshall Street where utility replacement work has already occurred.</p>
Fiscal Impact:	<p>The project is identified in the City Capital Improvement Plan (CIP) for 2021.</p> <p>All improvements are proposed to be assessed according to the current Special Assessment Policy or Policy amended prior to certification of assessments including, but not limited to, 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.</p>
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the "Resolution Ordering Preparation of Report on Improvement" for Project Z82: North 1 st Street Reconstruction Project.

RESOLUTION NUMBER _____, SECOND SERIES
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 Z82: North 1st Street Reconstruction Project – The proposed project includes a complete reconstruction of North 1st Street between West Main Street and West Marshall Street, and West Lyon Street, West Redwood Street, and West Marshall Streets between East College Drive and North 1st Street. The complete reconstruction includes sidewalk, curb and gutter, street surfacing, watermain, sanitary sewer, and storm sewer replacement for all listed streets in the project limits, with exception to West Marshall Street where utility replacement work has already occurred.

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.

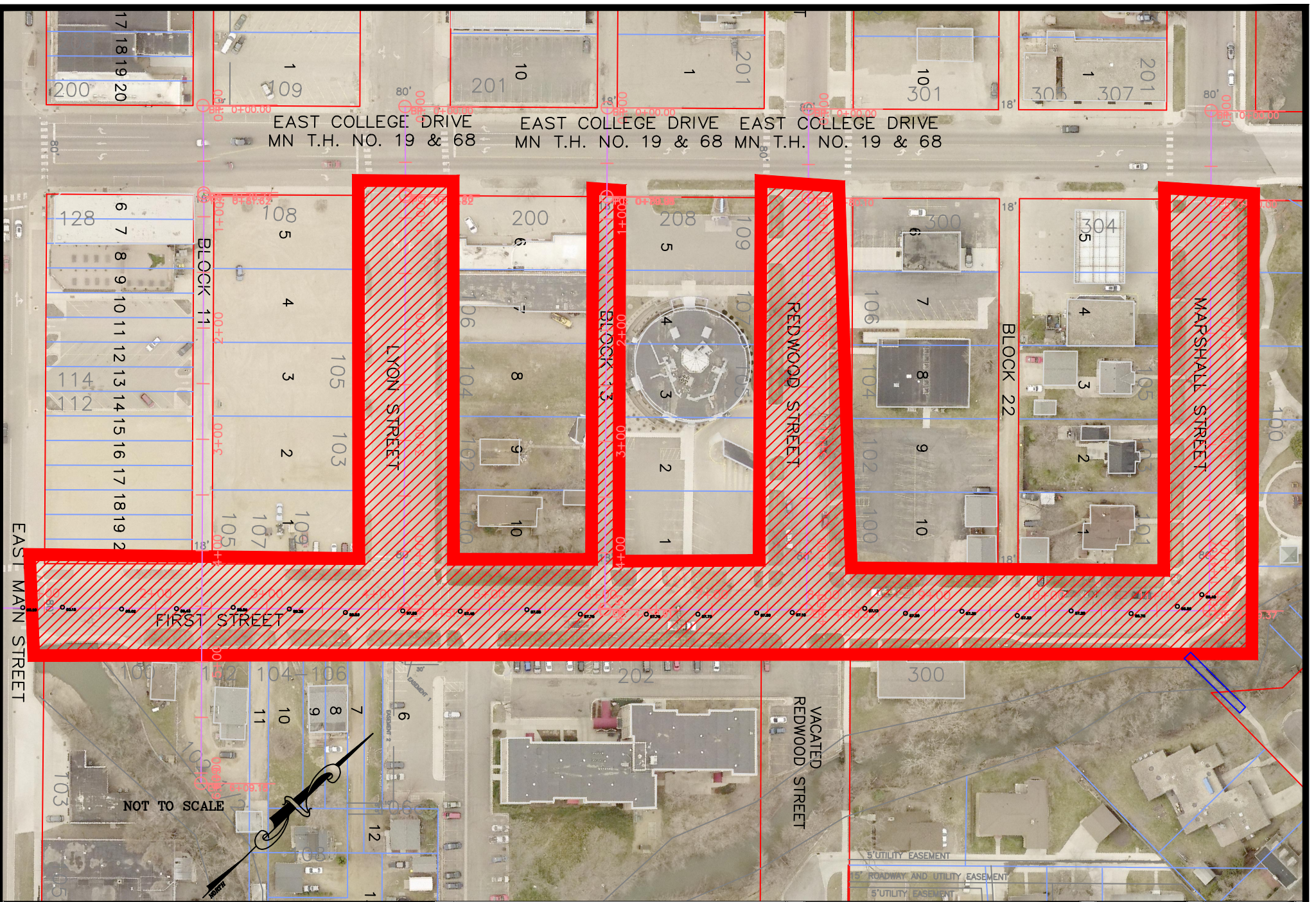
Passed and adopted by the Council this 22nd day of September, 2020.

Mayor

ATTEST:

City Clerk

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



FIRST STREET

NOT TO SCALE

Item 17.

MARSHALL

CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Project Limits

North 1st Street Reconstruct

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 ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ LICENSE NO. 53322

DATE
 09/17/2020

DESIGNED BY
 G.J.S.

REVISIONS:

PROJECT NO.
 782

Page 114



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.
Background Information:	<p>The City of Marshall has various openings on the Boards, Commission, Bureaus and Authorities.</p> <p>Mayor Byrnes, Councilmember Bayerkohler have reviewed the application for the Planning and Public Housing Commission.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	approval of appointments to the various boards, commissions, bureaus and authorities.

City of Marshall Boards and Commissions

Adult Community Center Commission	Incumbent	New Applicants
3 openings (1) unexpired term to expire 5/31/22 (2) unexpired terms to expire 5/31/23		

Airport Commission	Incumbent	New Applicants
1 opening (1) unexpired term to expire 5/31/22		

Cable Commission	Incumbent	New Applicants
3 openings (2) unexpired terms to expire 5/31/22 (1) unexpired terms to expire 5/31/23		

Community Services Advisory Board	Incumbent	New Applicants
1 opening (1) expired term to expire 2/28/21		

MERIT Center Commission	Incumbent	New Applicants
1 opening (1) unexpired term to expire 12/31/22		

Planning Commission	Incumbent	New Applicants
1 opening (1) unexpired term to expire 5/31/23		

Police Advisory Board	Incumbent	New Applicants
2 openings (1) unexpired term to expire 5/31/22 (1) unexpired term to expire 5/31/23		Tim Tomasek

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Click or tap to enter a date.
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer - Airport Commission, MERIT Center Board, City Council-County Board-Library Agreement & Operation, Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p>Meister -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p>Bayerkohler - Public Housing Commission, Planning Commission</p> <p>DeCramer – Economic Development Authority and Utilities Commission</p> <p>Labat - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p>Lozinski - Adult Community Center Commission and Joint Law Enforcement Center Management Committee</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



Marshall, MN

Check Register

Packet: APPKT00278 - 09/15/20 LIBRARY

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	09/16/2020	EFT	0.00	420.97	5161
1604	MARSHALL AREA CHAMBER OF COMM	09/16/2020	EFT	0.00	45.00	5162
1633	MARSHALL MUNICIPAL UTILITIES	09/16/2020	EFT	0.00	2,258.26	5163
5891	ONE OFFICE SOLUTION	09/16/2020	EFT	0.00	21.72	5164
2049	PLUNKETTS PEST CONTROL INC	09/16/2020	EFT	0.00	200.00	5165
2318	SOUTHWEST SANITATION INC.	09/16/2020	EFT	0.00	74.42	5166
4489	VERIZON WIRELESS	09/16/2020	EFT	0.00	61.76	5167
4570	AMAZON	09/15/2020	Regular	0.00	1,496.13	117087
	Void	09/15/2020	Regular	0.00	0.00	117088
6233	ARSL	09/15/2020	Regular	0.00	150.00	117089
4601	BALATON PRESS TRIBUNE	09/15/2020	Regular	0.00	88.00	117090
6539	BREMER BANK CC	09/15/2020	Regular	0.00	4,015.46	117091
6014	CANBY NEWS	09/15/2020	Regular	0.00	43.00	117092
3819	DACOTAH PAPER CO	09/15/2020	Regular	0.00	84.61	117093
4552	INGRAM LIBRARY SERVICES	09/15/2020	Regular	0.00	2,433.72	117094
5925	MIDWEST TAPE	09/15/2020	Regular	0.00	100.48	117095
4531	POPULAR SUBSCRIPTION SERVICE	09/15/2020	Regular	0.00	1,286.92	117096
6286	SCHWEEMAN'S CLEANERS, LLP	09/15/2020	Regular	0.00	98.97	117097
6600	UNIQUE MANAGEMENT SERVICES, INC	09/15/2020	Regular	0.00	600.00	117098
6509	VAST BROADBAND	09/15/2020	Regular	0.00	86.06	117099
4575	WALMART COMMUNITY	09/15/2020	Regular	0.00	107.30	117100

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	13	0.00	10,590.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	8	7	0.00	3,082.13
	56	21	0.00	13,672.78

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	9/2020	13,672.78
			<hr/>
			13,672.78

City of Marshall, Minnesota
As of
8/31/2020

	Account #	Banking Description	City Description	Interest Rate	Fees	Balance	Record Interest	Fund	Use/Parameters	Bank Total	Comments
Wells Fargo - Business											
	CUSIP 825252885	Invesco Govt & Agency (9925)	Money Market	0.03%		\$ 262,562.27	Monthly				7-Day Yield
	FDIC/CUSIP 33681/06063HHD8	Certificate of Deposit	EDA	1.80%	\$	-	9 Months	205/207/213			6/15/2020
	FDIC/CUSIP 57803/02007GLR2	Certificate of Deposit	Liquor	1.80%	\$	245,000.00	3 Years	609			9/12/2022
	FDIC/CUSIP 57293/29278TKY5	Certificate of Deposit	Liquor	1.70%	\$	245,000.00	2 Years 6 Months	609			3/14/2022
	FDIC/CUSIP 57056/15118RRW9	Certificate of Deposit	Liquor	1.70%	\$	245,000.00	2 Years	609			9/20/2021
	FDIC/CUSIP 34221/61760AX95	Certificate of Deposit	Liquor	1.80%	\$	245,000.00	2 Years	609			9/13/2021
	FDIC/CUSIP 18503/149159NT8	Certificate of Deposit	Liquor	1.75%	\$	245,000.00	18 Months	609			3/18/2021
										\$ 1,487,562.27	
Bremer											
	2475	Checking	General Checking			\$ 6,986,466.99	N/A		Accounts Payable		
	9165	Money Market	Gen. Fund/EDA/FD Scholarship	0.16%	\$0.00	\$ 15,005,865.67	Monthly	101/256/401/459/609/204/802			7-Day Simple Yield
	7911	Certificate of Deposit	Tax Increment Financing	2.56%	\$	1,000,000.00	18 Months	230			10/18/2020
	0144	Certificate of Deposit	Tax Increment Financing	2.56%	\$	1,000,000.00	18 Months	230			10/19/2020
	3492	Certificate of Deposit	Tax Increment Financing	2.56%	\$	1,000,000.00	18 Months	230			10/20/2020
	4701	Wealth Management - Trust	General Fund Agency Acct.			\$ 2,744,004.80	Monthly	101			first \$1M = 0.30%
	8401	Wealth Management - Trust	Endowment Fund - AVERA			\$ 2,111,775.48	Monthly	280	75% Library Debt/25% City		over \$5M= 0.15%
	8601	Wealth Management - Trust	Wastewater-Capital Reserve			\$ 3,573,106.23	Monthly	602			next \$3M= 0.225%
										\$ 33,421,219.17	
Bank Of The West											
	8959	Money Market	MSA/EDA/Library/Cap/Liq/SW	0.25%	\$0.00	\$ 3,376,721.76	Monthly	103/204/211/495/609/630			Rate locked 4/2020
										\$ 3,376,721.76	
US Bank											
	2895	Money Market	Industrial/Debt	0.07%		\$ 4,110,584.91	Monthly	260/300's			
	FDIC/CUSIP 57449/58404DFB2	Certificate of Deposit	Debt	1.75%	\$	245,000.00	2 Years	300's			8/30/2021
	FDIC/CUSIP 33124/38149MFD0	Certificate of Deposit	Debt	1.85%	\$	245,000.00	2 Years	300's			8/31/2021
	FDIC/CUSIP 34519/59013KCS3	Certificate of Deposit	Debt	1.75%	\$	245,000.00	2 Years	300's			9/1/2021
	FDIC/CUSIP 33954/14042TCF2	Certificate of Deposit	Debt	1.75%	\$	245,000.00	2 Years	300's			9/2/2021
	FDIC/CUSIP 4297/14042RNG2	Certificate of Deposit	Debt	1.75%	\$	245,000.00	2 Years	300's			9/3/2021
	FDIC/CUSIP 58177/7954503Z6	Certificate of Deposit	Debt	1.85%	\$	245,000.00	2 Years	300's			9/4/2021
										\$ 5,580,584.91	
										\$ 43,866,088.11	
						GRAND TOTAL			NEEDS TO BE UPDATED		

Bremer	6804	Loan Accounts				\$ 235,000.00					
Bremer	6808	Loan Accounts				\$ 245,000.00					
Bremer	6812	Loan Accounts				\$ 250,000.00					
Bremer	6813	Loan Accounts	EDA Loans for Liquor Store			\$ 260,000.00					
Bremer	6814	Loan Accounts	Revenue Bond			\$ 210,000.00					
Bremer	6815	Loan Accounts				\$ 265,000.00					
Bremer	6816	Loan Accounts				\$ 220,000.00					
Bremer	6817	Loan Accounts				\$ 215,000.00					
Bremer	6818	Loan Accounts				\$ 230,000.00					
Bremer	6820	Loan Accounts				\$ 225,000.00				\$ 2,355,000.00	
						\$ 2,355,000.00					

Bremer	1041	Checking	Investigation Account #1	0.00%	\$ -	\$ 232.14	N/A				DMV case
Bremer	6966	Checking	Investigation Account #2	0.00%	\$ -	\$ 84.00	N/A				DMV case
Bremer	6974	Checking	Investigation Account #3	0.00%	\$ -	\$ 269.29	N/A			\$ 585.43	DMV case

Minnwest Bank	5773	Checking	Small Cities Grant			\$ -				\$ -	
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BUILDING PERMIT LIST
September 22, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
SUSSNER CONSTRUCTION, INC.	305 2ND ST S	INTERIOR REMODEL	83,900.00
HOWARD, IMMEL, INC.	1221 MAIN ST E	INTERIOR REMODEL	1,149,200.00
KOSKA, ROBERT & CAROLINE	502 ELIZABETH ST	EXTERIOR STRUCTURE	5,000.00
DENNIS LOZINSKI CONSTRUCTION	202 LYON ST E	DECK	5,900.00
JEFF GLADIS CONSTRUCTION	1601 COLLEGE DR W	RE-ROOFING	9,000.00
MIKE BUYSSE CONSTRUCTION, INC.	422 LEGION FIELD RD	RE-ROOFING	4,500.00
MIKE BUYSSE CONSTRUCTION, INC.	706 -8 2ND ST S	RE-ROOFING	9,000.00
SARA RUNCHEY, JAMES SMALLEY &	113 HIGH ST S	DECK	3,600.00
KOR, JOEL	108 F ST	INTERIOR & EXTERIOR REMC	33,800.00
GEIHL CONSTRUCTION, INC.	305 5TH ST N	INTERIOR REMODEL	1,000.00
VANLEEUEWE CONSTRUCTION LLC	1312 PARKSIDE DR	RE-ROOFING	6,400.00
VANLEEUEWE CONSTRUCTION LLC	105 THOMAS AVE W	RE-ROOFING	9,800.00
TUTT CONSTRUCTION, INC.	304 WHITNEY ST S	EXTERIOR REMODEL	12,000.00
ARNDORFER, CHRISTOPHER & TANYA	502 KATHRYN AVE	RE-ROOFING	5,300.00
Safe Basements of MN	103 WHITNEY ST S	INTERIOR REMODEL	1,900.00
HURST, KAREN M	302 DONITA AVE	Windows	1,400.00
GEIHL CONSTRUCTION, INC.	108 MAIN ST E	WINDOWS / DOORS	4,000.00
ACE HOME & HARDWARE	310 REDWOOD ST W	BUILDING ADDITION	25,000.00
PRZYBILLA, TRAVIS & JILL	603 ARBOR CT	Windows	1,200.00
DENNIS LOZINSKI CONSTRUCTION	405 A ST N	RE-ROOFING	6,600.00
GONZALEZ, ABEL & JOSIE K	1003 BIRCH ST	Windows	2,400.00
BABCOCK CONSTRUCTION	107 E ST	Windows	2,200.00
PEAK PROS INC	112 THOMAS AVE W	RE-ROOFING	8,500.00
CHAUNCEY WELVAERT CONSTRUCTION	1402 PINEHURST RD	RE-ROOFING	15,700.00
LAYLE FRENCH CONSTRUCTION INC.	602 5TH ST N	EXTERIOR REMODEL	21,600.00
MURPHY, JAY & ANGELA	603 COUGAR CT	DECK	2,000.00



MARSHALL

SIGN PERMIT LIST
September 22, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AP Design	404 LYON ST W	N/A	7,000.00

2020 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *Unless otherwise stated

5:30 P.M.

Professional Development Room - Marshall Middle School, 401 South Saratoga Street

January

1. January 14, 2020
2. January 28, 2020

February

1. February 11, 2020
2. February 25, 2020 – 4:00 P.M.¹

March

1. March 10, 2020
2. March 24, 2020

April

1. April 14, 2020
2. April 28, 2020

May

1. May 12, 2020
2. May 26, 2020

June

1. June 9, 2020
2. June 23, 2020

July

1. July 14, 2020
2. July 28, 2020

August

1. August 11, 2020 – 4:00 P.M.¹
2. August 25, 2020

September

1. September 8, 2020
2. September 22, 2020

October

1. October 13, 2020
2. October 27, 2020

November

1. November 10, 2020
2. November 24, 2020

December

1. December 8, 2020
2. December 22, 2020

2020 Uniform Election Dates

- February 11, 2020
- February 25, 2020 * *Precinct Caucus*
- March 3, 2020 * *Presidential Primary*
- April 14, 2020
- May 12, 2020
- August 11, 2020 * *Primary Election*
- November 3, 2020 * *General Election*

¹ 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 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.



CITY COUNCIL COMMITTEES

*All Council Committees meet on an as needed basis.

Equipment Review Committee

Glenn Bayerkohler
Craig Schafer- *Chairperson*
James Lozinski

Public Improvement/ Transportation Committee

Craig Schafer – *Chairperson*
Russ Labat
James Lozinski

Legislative & Ordinance Committee

Steven Meister
John DeCramer
Glenn Bayerkohler - *Chairperson*

Ways & Means Committee

John DeCramer - *Chairperson*
Russ Labat
Glenn Bayerkohler

Personnel Committee

Steven Meister
Craig Schafer
John DeCramer- *Chairperson*

Liaisons & Board Members on the City Boards & Commissions

- **Adult Community Center Commission** – James Lozinski
- **Airport Commission** – Craig Schafer
- **Charter Commission** – City Administrator & City Attorney, Dennis Simpson (No Council Liaisons)
- **Community Services Advisory Board** – Steven Meister
- **Convention & Visitors Bureau** – Russ Labat
- **Economic Development Authority** – Steven Meister & John DeCramer
- **Joint Law Enforcement Center Management Committee** – James Lozinski/Russ Labat
- **Library Board** – Russ Labat
- **Marshall Area Transit Committee** – James Lozinski & Finance Director Karla Drown
- **Marshall Municipal Utilities Commission** – John DeCramer
- **M.E.R.I.T. Center Commission** – Craig Schafer
- **Planning Commission** – Glenn Bayerkohler
- **Police Advisory Board** – Russ Labat
- **Public Housing Commission** – Glenn Bayerkohler
- **Southwest Minnesota Amateur Sports Commission** – Craig Schafer

Other Appointments:

- **City Council-County Board/Library Agreement & Operations** – Russ Labat & Bob Byrnes
- **Fire Relief Association** – Bob Byrnes & Finance Director, Karla Drown
- **Housing & Redevelopment Authority** – Mayor & City Council
- **Regional Development Commission** – Bob Byrnes
- **SW Minnesota Emergency Communication Board (ECB)**- Craig Schafer & Alternate Bob Byrnes

Authorities, Boards, Bureaus and Commissions

Adult Community Center Commission

Established: September 16, 1985, Ordinance 496, Second Series

Meetings: 2nd Wednesday of every month at 12:00 P.M.

Term: 3 years – two term limit

Members: 8 Members

Airport Commission

Established: February 18, 1952, Ordinance 371, Second Series

Meetings: 1st Tuesday of every month at 4:30 P.M.

Term: 3 years – two term limit

Members: 7

Cable Commission

Established: March 15, 1982, Ordinance 112, Second Series

Meetings: As needed

Term: 3 years – two term limit

Members: 5

Charter Commission

Established: October 5, 1936

Meetings: As needed

Term: 4 year terms

Members: 7 -15

Community Services Advisory Board

Established: February 20, 1996

Meetings: 1st Wednesday of the month at 9:00 A.M.

Term: 3 years – two term limit

Members: 12

Convention & Visitors Bureau

Established:

Meetings: 3rd Wednesday at 9:30 A.M.

Term: 3 years – two term limit

Members: 10

Economic Development Authority

Established: June 7, 1982, Resolution 562, Second Series

Meetings: 3rd Wednesday of every month at 12:00 P.M.

Term: 6 years – two term limit

Members: 7

Housing & Redevelopment Authority

Established: March 21, 1966, Resolution 819, First Series

Meetings: As needed

Term: 5 years – no term limit

Members: 7 (Councilmembers)

Library Board

Established: July 16, 1917,

Meetings: 2nd Monday of every month at 4:00 P.M.

Term: 3 years – two term limit

Members: 9

Marshall Municipal Utilities Commission

Established: April 18, 1932, Resolution 302, First Series

Meetings: 3rd Tuesday of every month at 4:30 P.M.

Term: 5 years – two term limit

Members: 5

M.E.R.I.T. Center Commission

Established: November 15, 2004, Ordinance 521, Second Series

Meetings: 3rd Thurs. of every other month at 6:00 P.M.

Term: Variable

Members: 18 or less

Planning Commission

Established: May 4, 1959, Ordinance 418, Second Series

Meetings: 2nd Wednesday of every month at 5:30 P.M.

Term: 3 years – two term limit

Members: 7

Police Advisory Board

Established: April 4, 1940, Ordinance 630, Second Series, Section 2-3 O.G. MN State Statutes 419

Meetings: As needed

Term: 3 years – two term limit

Members: 3

Public Housing Commission

Established: March 28, 1983, Ordinance 436, Second Series

Meetings: 2nd Monday of every month at 3:30 P.M.

Term: 5 years – two term limit

Members: 5

Southwest Minnesota Regional Amateur Sports Commission

Established: October 21, 2008

Meetings: 2nd Tuesday of every month at 12:00 Noon

Upcoming Meetings

September

- 9/22 Regular Meeting, 5:30 PM, MERIT Center
-

October

- 10/13 Regular Meeting, 5:30 PM, MERIT Center
 - 10/27 Regular Meeting, 5:30 PM, MERIT Center
-

November

- 11/10 Regular Meeting, 5:30 PM, MERIT Center
- 11/24 Regular Meeting, 5:30 PM, MERIT Center