



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

**Tuesday, November 24, 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 regular meeting held on November 10, 2020.

PUBLIC HEARING

3. Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project –
1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans.

AWARD OF BIDS

4. Consider award of bid for the pickup of garbage and trash for various City locations.

CONSENT AGENDA

5. Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
6. Consider Approval of a Rural Service District Resolution.
7. Consider Approval of the Farm Lease between E. Bossuyt Family Farms, Tenant, and the City of Marshall as Landlord.
8. Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

9. Consider approval of a Partnership Agreement between the City of Marshall and Marshall Municipal Utilities.
10. Review 2021 On-Sale Intoxicating Liquor Fees.
11. Consider Approval of a Request for Proposal for the new City of Marshall Comprehensive Plan.
12. Consider approval of an amendment to the 2021 Paid-on-call Wage Schedule.
13. Schedule Public Hearing-Tax Abatement.
14. CARES Act Funding Summary Report.
15. Consider Transfer of Funds to Establish EDA Response Funds to Impacted Establishments.

COUNCIL REPORTS

16. Commission/Board Liaison Reports
17. Councilmember Individual Items

STAFF REPORTS

18. Consider Direction for the Final 2021 Levy
19. Director of Public Works
20. City Attorney

INFORMATION ONLY

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.

[21.](#) Information Only

MEETINGS

[22.](#) Upcoming Meetings

ADJOURN

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

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, November 24, 2020
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of the regular meeting held on November 10, 2020.
Background Information:	Enclosed are the minutes of the regular meeting held on November 10, 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 regular meeting held on November 10, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, November 10, 2020**

The regular meeting of the Common Council of the City of Marshall was held November 10, 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: Craig Schafer, Steve Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Karla Drown, Finance Director; Sheila Dubs, Human Resource Manager; Ilya Gutman and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

Mayor Byrnes provided one addition to agenda item number 5, Consider approval of the sale of alcoholic beverages at the Red Baron Arena on November 27-28 & December 4-5, 2020, in that the applicant has requested to add December 18-19, 2020 to the permit.

There was a consensus to operate under the amended agenda.

Consider approval of the minutes of the regular meeting held on October 27, 2020.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister that the minutes of the regular meeting held on October 27, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried.**
7-0

Project Z83: James Avenue/Camden Drive Reconstruction Project -1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans.

Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on November 10, 2020. A public presentation will be made followed by any discussion.

This project consists of the following: reconstruction and utility replacement on James Avenue between Camden Drive and South 4th Street and Camden Drive between James Avenue and South 4th Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on James Avenue and Camden Drive. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter and other minor work.

A public informational meeting was held on October 15, 2020 at the MERIT Center and attendance available via Zoom. Information was provided to all those in attendance.

If the City Council decides to proceed with the project, a resolution has been prepared ordering the improvement and the preparation of plans.

Director of Public Works/ City Engineer Jason Anderson provided an overview of the project.

Councilmember Labat asked a clarifying question in whether the proposed project road width is 3 ft. or 4ft.

Director Anderson discussed that Camden Dr. would be put back to the same width as it is today and James Ave. would be 3 ft. narrower, 40 ft. to 37 ft.

Councilmember Lozinski provided discussion from the Public Improvement and Transportation Committee and that the city would not enforce residents to remove snow from the entire width of a 7 ft. sidewalk but that a 4 ft. path be maintained during the winter months.

Councilmember Labat asked if staff have reached out to the Marshall Golf Course to discuss the project. Director Anderson mentioned that staff have contacted the Marshall Golf Course and will continue to work with them throughout the project.

Councilmember Lozinski provided further discussion on street width in residential areas.

Councilmember DeCramer mention special assessments that will be up to the city to pay.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 4760, SECOND SERIES, which is the Resolution Ordering Improvement and Preparation of Plans” for Project Z83: James Avenue/Camden Drive Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

Consider the Approval of the Consent Agenda.

Councilmember Labat requested that item number 5, Consider approval of the sale of alcoholic beverages at the Red Baron Arena on November 27-28, December 4-5 & December 18-19, 2020 be removed for further discussion.

Councilmember Lozinski requested that item number 4, Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 16 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302333 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0259136 to Bolton & Menk, Inc. be removed for further discussion.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 7-0**

Approval of the bills/project payments

Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 16 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302333 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0259136 to Bolton & Menk, Inc.

Three invoices for council consideration are as follows for the above-referenced project:

3) Application for Payment No. 16 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$310,631.02

2) Invoice 1302333 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$30.00

3) Invoice 0258087 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$25,631.50 As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval. This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.

Councilmember Lozinski provided discussion that this project has not received any significant change orders or delays.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to approve Recommendation No. 1 that the Council authorize Application for Payment No. 16, per the recommendation of the City's consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$310,631.02. Recommendation No. 2 that the Council authorize payment of Invoice 1302333 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$30.00. Recommendation No. 3 that the Council authorize payment of Invoice 0259136 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$25,631.50. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried.**
7-0

Consider approval of the sale of alcoholic beverages at the Red Baron Arena on November 27-28 & December 4-5, 2020.

Visit Marshall/ Marshall CVB have applied for the approval to sell alcoholic beverages at the Red Baron Arena on November 27 – 28, December 4 -5 & December 18-19, 2020 in coordination with the Fairbanks Ice Dogs Hockey games. The vendor supplying the alcoholic beverages is currently licensed by the city of Marshall.

Councilmember Bayerkohler clarified asked if the motion was to approve the permit with or without waiving the fees. City Clerk Kyle Box stated that the motion was to include waiving the fees.

Councilmember Labat discussed the ordinance and if law enforcement was going to be required to be at the event at all times. There was a consensus that the discretion of enforcement was up to the Director of Public Safety.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer to approve the permit for Marshall CVB/Fuzzy's Bar for November 27 – 28, December 4 -5 & December 18-19, 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat,

Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

TH 19/College Drive Reconstruction Project – MnDOT Update.

MnDOT and engineering consultant SEH would like to present the proposed layout for the 2025 College Drive reconstruction project. The project team has put forth considerable effort in meshing public and stakeholder input along with good engineering design practice to get to this point. Considerable progress has been made in formulating design concepts for the project and the team is ready to present the preliminary layout for the project.

Jesse Vlaminck, MnDOT project manager, and Nikki Farrington, SEH project manager, presented the proposed project layout via PowerPoint. Lindsey Bruer, District 8 Planning Director presented the results and public feedback from the center median demonstration project that was put into place near True Light School.

Water Plant Construction Update.

Jeff Larson, MMU Water Operations Manager, presented a project status update via PowerPoint.

Consider approval of a Request for Proposals to conduct a Classification and Compensation Study

Staff are requesting Council consideration and approval to initiate a Request for Proposals (RFP) to conduct a Classification and Compensation Study. This item was brought forward to the Personnel Committee on September 29th. The Personnel Committee recommended approval and directed staff to develop an RFP.

An approval decision by the Council would not require a commitment to performing a study. At this time, Staff are requesting approval to initiate the RFP process only. If approved, staff would return to the Council with the proposals received at a future meeting; the Council could decide to approve or decline to proceed with a study at that time. Staff have budgeted \$20,000 in the 2020 budget and tentatively budgeted \$30,000 in the 2021 budget for this study.

The most recent study conducted entailed a classification study in 2011 and a compensation study in 2012; the results of the study were presented to and accepted by the City Council for implementation in 2013. The study included City, Library, and Public Housing positions. The cost of this study was \$31,500. For the past two studies (2006/07 and 2011/12), the Library and Public Housing Commission did not pay towards the cost of the study; but they were responsible for the cost of implementation of the study's accepted recommendations within their organizations. In 2013, the cost of implementation of the adopted study recommendations was \$138,479---which included a 2% general wage increase for all employees in 2013. At this time, Staff are not able to project an implementation cost estimate if the Council would proceed with a study in 2021.

At the conclusion of the 2011-2012 study, the Council gave direction to staff to complete these studies approximately every five (5) years to ensure the City maintains market comparable wages and compliance with the Minnesota Pay Equity Act. Staff have included the study as a proposed budget item since 2017; however, due to budget constraints, the studies haven't been approved.

To reduce costs, it is proposed that HR staff would engage employees and supervisory staff in reviewing and amending job descriptions, as needed, outside the scope of a study. We did this during the 2011 study with success. This job description review process would occur internally, not as a component of a study. The timing of a study to be completed by mid-to-late 2021 would be beneficial for union negotiations. Each of our three

union contracts expire on 12/31/21; the Council will be asked to consider new contracts for each bargaining unit. Having knowledge of market salary data would be highly beneficial in negotiating the contracts.

Performing these types of studies provide the Council with several outcomes:

- To establish a compensation structure and philosophy that aligns with the Council's goals
- To ensure market/internal structure alignment
- To assure compliance with the Minnesota Pay Equity Act
- To resolve recruitment or retention issues due to compensation for selected positions
- To facilitate recruitment of the right talent pool by reviewing minimum qualifications and essential functions of positions
- To increase the City's ability to compete for talent (employees) due to the significant shortage of available workers in southwest MN
- To provide the Council with comparator wage information (market data) from which the Council may make informed decisions related to pay structure changes and union contracts. Staff are recommending to proceed with an RFP process.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer To approve a Request for Proposals to conduct a Classification and Compensation Study. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski
Voting Nay: Councilmember Bayerkohler, Councilmember Labat. The motion **Passed. 5-2**

At 6:57 P.M. Councilmember Lozinski excused himself from the meeting.

Request for Map Amendment (Rezone) by Vesta LLC at 512 Continental Street

This is a request by Vesta, LLC, Marshall, MN to rezone 512 Continental Street from A Agricultural District to R-1 One Family Resident District. This lot is adjacent to residential area and will be used for a single-family house. Rezoning procedures are described in Section 86-30 Amendments.

At the October 14, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Lee, second by Carstens to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.

The Ordinance Amendment to rezone property at 512 Continental Street from A Agricultural District to R-1 One Family Resident District was introduced at the October 27, 2020, City Council meeting.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer that the Council adopt Ordinance Number 755, Second Series to rezone property at 512 Continental Street from A Agricultural District to R-1 One Family Resident District. Voting Yea: Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Voting Abstaining: Mayor Byrnes. The motion **Passed. 5-0-1**

Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project – Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement.

This project consists of the following: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and

sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.

The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.

The engineer's estimate for the construction portion of the project is \$1,107,000. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,413,000. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 4761, SECOND SERIES, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for November 24, 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 6-0**

Statement of Annual Performance Evaluation for the City Administrator

In accordance with the personnel policy on Employee performance reviews (Policy 4.6) and the employment agreement between the City and Administrator Sharon Hanson, Hanson should receive an annual performance evaluation based upon the anniversary date of her hire date, which was November 16, 2017. On November 10, 2020, the City Council held a special meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. A 360-degree feedback survey was utilized to gather feedback from the Council, Sharon's direct reports, peers, and a variety of other individuals who interact with and have knowledge of her job performance. Administrator Hanson was also provided an opportunity to complete a self-rating survey. In accordance with Minnesota law, the Council is required to summarize the conclusions of the evaluation and present a summary at the next open meeting. A summary of the performance evaluation will be presented by Mayor Byrnes.

Administrator Hanson is compensated at the top step on the wage schedule, at \$148,324.80 annually; therefore, no action will be presented to the Council related to compensation.

Commission/Board Liaison Reports

Byrnes Fire Relief Association met to discuss two upcoming retirements and the performance of the relief fund.

Schafer No Report

Meister No Report

Bayerkohler Planning Commission met and approved the Exterior finish on the city hall building, which is located in the central heritage district.

DeCramer Economic Development Authority met in its Housing Sub Committee and to acknowledge the CARES Act payments made to local businesses.

Marshall Municipal Utilities met to review its Partnership Agreement with the City of Marshall for 2021.

Diversity Committee met to begin to organize itself with the intent to become a recognized committee with the city.

Labat Police Advisory Board met to conduct interviews for the Sergeant position with the Marshall Police Department.

Library Board met and reviewed operations during COVID-19.

Councilmember Individual Items

Councilmember Labat discussed the construction project along 1st Street and the resident's overall satisfaction of the project.

Councilmember Meister provided an update on COVID-19. Meister discussed that area hospitals are reaching capacity. Lyon County is able to provide free COVID test kits through the Minnesota Department of Health. Avera is conducting a drive-up test site at the Carlson Street Clinic.

Councilmember Bayerkohler provided a reminder that Veteran's day is upcoming and to take the time to thank a Veteran.

Mayor Byrnes discussed the General Election and the sales and use tax for the month of August and mentioned that sales tax receipts were up 3.5% from August 2019.

City Administrator

City Administrator Sharon Hanson discussed that staff are still processes final CARES Act payments and will review these payments at the last meeting in November. Staff will revisit and review the City's pandemic plan. The City Hall Committee continues to meet and recently discussed the engineering design for the Main Stay wall.

Director of Public Works

Director of Public Works/ City Engineer provided a construction update within the city.

City Attorney

No Report

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 7:30 P.M., Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. The motion Carried. **6-0**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Project Z82: N. 1 st St. / W. Redwood St. / W. Marshall St. Reconstruction Project – 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans.
Background Information:	<p>Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on November 24, 2020. A public presentation will be made followed by any discussion.</p> <p>This project consists of the following: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.</p> <p>A public informational meeting was held on October 15, 2020 at the MERIT Center and attendance available via Zoom. Information was provided to all those in attendance.</p> <p>If the City Council decides to proceed with the project, the attached resolution has been prepared ordering the improvement and the preparation of plans. Per Minn. Stat. 429.031, adoption requires a “super-majority” vote, meaning the council can only adopt the resolution by a four-fifths vote of all members of the Council.</p>
Fiscal Impact:	The engineer’s estimate for the construction portion of the project is \$1,107,000. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,413,000. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.
Alternative/ Variations:	No alternative actions recommended
Recommendation:	<p>Recommendation No. 1: that the Council close the public hearing on improvement for Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project.</p> <p>Recommendation No. 2: that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Ordering Improvement and Preparation of Plans” for Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project.</p>

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS

WHEREAS, a resolution of the City Council adopted the 10th day of November, 2020, fixed a date for a Council hearing for proposed improvements under the following project:

Project Z82: N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project - This project consists of the following: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 24th day of November, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution receiving the Feasibility Report adopted the 10th day of November, 2020.
3. Jason R. Anderson, P.E. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Passed and adopted by the Council this 24th day of November, 2020.

Mayor

ATTEST:

City Clerk

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



MARSHALL
CULTIVATING THE BEST IN US

FEASIBILITY REPORT

Project Z82

N. 1st St. / W. Redwood St. / W. Marshall St. Reconstruction Project

October 1, 2020



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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

By: _____
Jason R. Anderson, P.E.
Registration No. 53322

FEASIBILITY REPORT

PROJECT Z82 N. 1ST ST. / W. REDWOOD ST. / W. MARSHALL ST. RECONSTRUCTION PROJECT

CITY OF MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: reconstruction and utility replacement on North 1st Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1st Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1st Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

2.0 BACKGROUND / EXISTING CONDITIONS

Street

City records indicate that these streets were originally constructed in 1956. The existing pavement surface is beginning to show its age with considerable cracking. There are numerous patches in the street due to pavement degradation.

The existing street width varies between 39 and 43-FT as measured from back of curb to back of curb. The segment of North 1st Street between East Main Street and West Lyon Street measures approximately 43-FT, the segment of North 1st Street between West Lyon Street and West Marshall Street measures approximately 39-FT, the segment of West Redwood Street measures approximately 41-FT, and the segment of West Marshall Street measures approximately 46-FT. Currently, the existing street widths on North 1st Street, West Redwood Street and West Marshall Street accommodate two travel lanes with parallel parking on both sides of the street.

There is currently 5-FT wide sidewalk on both sides of North 1st Street between East Main Street and West Redwood Street with some cracking, buckling, and heaving observed. On North 1st Street between West Redwood Street and West Marshall Street, there is only 4.5-FT sidewalk along the

south side of the street. On West Redwood Street, there is 5-FT wide sidewalk on the west side of the street and 5.5-FT wide sidewalk on the east side of the street, both sides showing some surface distressing. There is currently 5-FT wide sidewalk on the west side of West Marshall Street with some cracking and buckling observed. There is sidewalk on the east side of West Marshall Street in Liberty Park. Many of the existing pedestrian ramps are not ADA compliant.

Utilities

The existing watermain along North 1st Street and West Redwood Street is cast iron pipe (CIP) for most of the segments. The 10" polyvinyl chloride (PVC) watermain coming from East Main Street terminates at the water valve adjacent to the Block 11 alleyway. The existing 6" CIP watermain extends halfway down the Block 11 alleyway to the northwest where it is currently capped. The remaining CIP watermain continues northeast on North 1st Street as a 6" CIP until West Lyon Street. At West Lyon Street, the existing watermain continues northeast as a 4" CIP. The existing 4" CIP main continues northeast until it reaches West Redwood Street then proceeds northwest along West Redwood Street. A 4" CIP branch main extends from North 1st Street to service Bremer Bank. This 4" DIP has experienced numerous breaks resulting in costly repairs and outages for the business. There is an existing 6" PVC watermain along West Marshall Street in good condition. Replacement of this segment of watermain is not currently in the scope of this project.

The existing sanitary sewer main along North 1st Street between East Main Street and West Redwood Street is 8" vitrified clay pipe (VCP). In the Block 13 alleyway, the existing sanitary sewer main is currently a 6" VCP. The age and condition of the sewer in these segments make this sewer a good candidate for replacement with this project. The existing sanitary sewer in West Marshall Street is an 8" PVC in good condition. Replacement of this segment of sanitary sewer is not currently in the scope of this project.

There are several segments of separate existing storm sewer. One segment comes into the project area from the northwest along the Block 11 alleyway. The storm sewer in this area is a 12" reinforced concrete pipe that continues downstream to the southeast to the manhole on North 1st Street. Here the storm sewer collects the stormwater runoff from 3 catch basins at the intersection of North 1st Street and West Lyon Street. From the manhole, the storm sewer continues southeast and outlets directly into the Redwood River. Another segment collects the stormwater from 3 catch basins at the intersection of North 1st Street and West Redwood Street. From here, the storm sewer continues downstream to the southeast and outlets directly into the Redwood River. Another segment collects stormwater from 2 catch basins at the intersection of North 1st Street and West Marshall Street and continues downstream which outlets to the southeast directly into the Redwood River. The final segment on this project collects stormwater at 1 catch basin at the east curb of the northwest end of West Marshall Street and outlets directly into the Redwood River to the northeast. The pipe system is undersized for the existing fully developed watershed, and various intersections along the corridor flood on a regular basis.

3.0 PROPOSED IMPROVEMENTS

Street

A combination of bituminous and concrete pavement section will be proposed and discussed in this feasibility report. Staff is proposing a street section comprised of 4" of bituminous surfacing and 12" of Class 5 aggregate base. A geotextile fabric will be placed on the subgrade prior to the placement of the aggregate base. A 6" perforated drain tile shall be installed at the back of the curb below the aggregate base to provide subsurface drainage for the street section.

The proposed roadway will be 38-FT travel way (as measured from curb face to curb face) on North 1st Street and West Redwood Street. The project proposes two 11-FT travel lanes and two 8-FT parallel parking lanes. The proposed segment of North 1st Street between East Main Street and West Lyon Street will be 4-FT narrower than the existing street. The remaining two blocks on North 1st Street from West Lyon Street to West Marshall Street will match the existing roadway width. The proposed segment of West Redwood Street will be 2-FT narrower than the existing street. The proposed roadway on West Marshall Street (as measured from curb face to curb face) will be 46-FT. The project proposes two 11-FT travel lanes, one 8-FT parallel parking lane in the southbound direction, and one 16-FT 45-degree angled parking lane in the northbound direction. The purpose for the 45-degree angled parking is to accommodate for the demand for parking for events at the bandshell in Liberty Park. The purpose for the narrowing is to reduce project costs. It is the opinion of staff that the proposed road width will be adequate to serve the corridors.

A 5-FT sidewalk with a 1-FT grass buffer is proposed on North 1st Street between East Main Street and West Marshall Street on the south side of the street and between East Main Street and West Redwood Street on the north side of the street. This replaces existing sidewalk adjacent to North 1st Street where there is currently sidewalk. There is currently no existing sidewalk on the north side of North 1st Street between West Redwood Street and West Marshall Street. A 5-FT sidewalk with a 1-FT grass buffer is proposed on both sides of West Redwood Street. This replaces existing sidewalk adjacent to West Marshall Street where there is currently sidewalk. A 5-FT sidewalk with a 1-FT grass buffer is proposed on the east side of West Marshall Street. This replaces existing sidewalk adjacent to West Marshall Street where there is currently sidewalk. There is existing sidewalk on the east side of West Marshall Street within Liberty Park that will remain in place.

Utilities

The proposed utility improvements include replacing existing VCP sanitary sewer, existing CIP watermain, and existing storm sewer.

The watermain improvements will consist of replacing all CIP watermain with Polyvinyl Chloride (PVC) watermain pipe. Watermain improvements are planned in close coordination with MMU staff input. The existing 4" and 6" CIP on North 1st Street between East Main Street and West Redwood

Street will be replaced with 10" PVC pipe. The 4" CIP along West Redwood Street will be replaced with 8" PVC pipe. An 8" PVC watermain will be stubbed to the north on West Lyon Street to accommodate future development and tie into a future road project. A new 10" PVC watermain pipe will be installed on North 1st Street between West Redwood Street and West Marshall Street, connecting the new main on West Redwood Street and the existing main on West Marshall Street to better meet MMU water system goals.

The sanitary sewer system improvements will include replacing all manholes, sewer main, and sewer services along North 1st Street and West Redwood Street. Generally, the 8" VCP main will be replaced with 10" PVC main. All sewer services will be replaced to the right-of-way (ROW) with a minimum 4" pipe size. An 8" PVC sanitary sewer main will be stubbed to the north on West Lyon Street to accommodate future development and tie into a future road project.

The storm sewer system improvements will include 3 targeted areas. The existing storm sewer pipe size in the Block 11 alley southeast of the existing catch basin, the main from West Lyon Street to the manhole southeast of Block 11, and the main continuing southeast to the outfall at the Redwood River will be increased to better address drainage in this area. The work in this area will also include replacing all existing manholes, catch basins and catch basin leads. The second targeted area will be at the intersection of North 1st Street and West Redwood Street. The work at this intersection will include replacing the existing manhole, catch basin and catch basin leads. The main connecting the manhole to the outfall at the Redwood River will be left in place. At the intersection of North 1st Street and West Marshall Street, the catch basins will be adjusted if it will be constructible to do so. The catch basin at the southeast corner of East College Drive and West Marshall Street will be replaced. The storm sewer pipe connecting the catch basin to the outfall into the Redwood River will remain in place.

4.0 STATEMENT OF PROBABLE COST

The estimated costs to complete the proposed improvements are shown below. The estimated construction costs include a 10% allowance for contingencies and a 16% allowance for administrative and engineering costs. The unit prices for each item of work used in determining the estimated cost of construction is based on previous projects similar in nature and is subject to change.

<i>Street and Curb and Gutter</i>	<i>\$752,000.00</i>
<i>Watermain Replacement</i>	<i>\$146,000.00</i>
<i>Sanitary Sewer Replacement</i>	<i>\$117,000.00</i>
<i>Storm Sewer Replacement</i>	<i><u>\$92,000.00</u></i>
<i>Subtotal Estimated Construction Cost</i>	<i>\$1,107,000.00</i>
<i>Contingencies (10%)</i>	<i><u>\$111,000.00</u></i>
<i>Total Estimated Construction Cost</i>	<i>\$1,218,000.00</i>
<i>Estimated Engineering, & Administration (16%)</i>	<i><u>\$195,000.00</u></i>
<i>Total Estimated Project Cost</i>	<i><u>\$1,413,000.00</u></i>

5.0 PROPOSED ASSESSMENTS

The adjacent properties will not be assessed for the watermain improvements. All costs for watermain and related work will be paid by MMU.

The adjacent properties will not be assessed for sanitary sewer main improvements. All costs for sanitary sewer main will be paid by the City of Marshall Wastewater Department. Sanitary sewer service lines and connection points to the main will be assessed to the adjacent property owners according to current sanitary sewer assessment procedures.

Costs for the street replacements will be partially assessed to the adjacent property owners in accordance with the most recent Special Assessment Policy and partially funded by the Wastewater Department, MMU, and Surface Water Management Utility fund.

A preliminary assessment roll showing the estimated assessments for each benefiting parcel, City Participation, and utility participation will be prepared at a later date for consideration by the City Council in accordance with the most recent Special Assessment Policy.

6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

The proposed improvements as described in this report are necessary, cost-effective, and feasible from an engineering standpoint. The feasibility of this project is contingent upon the findings of the City Council pertaining to project financing and public input.

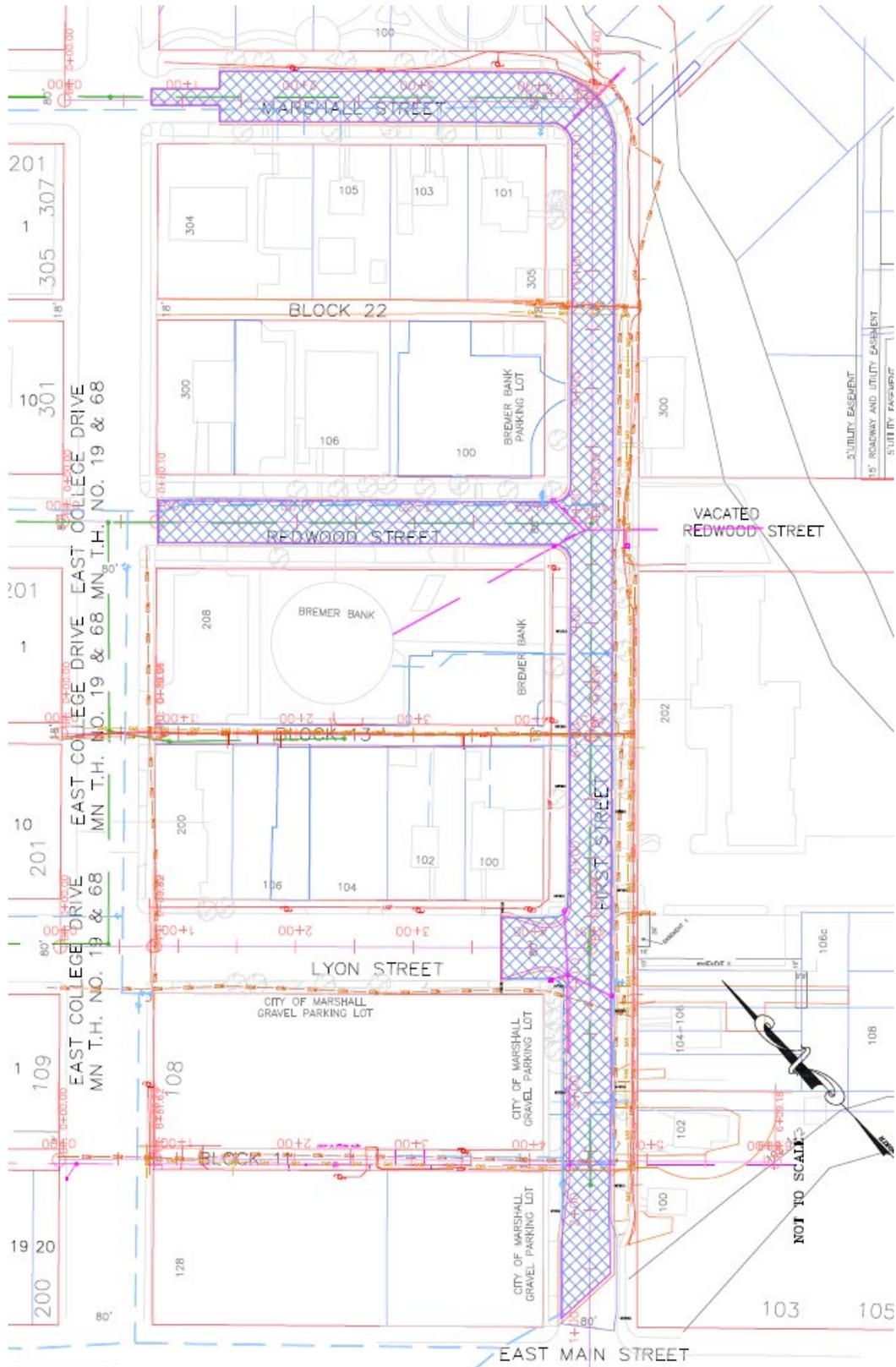
7.0 PROPOSED PROJECT SCHEDULE

The following is the anticipated schedule for the project, assuming the City Council elects to proceed with the proposed improvements.

November 24, 2020	Public Hearing on Improvement/Order Plans & Specs
December 22, 2020	Approve Plans & Specs/Authorize Call for Bids
January 1 and 8, 2020	Advertise for Bids
January 13, 2020	Bid Opening Date
January 26, 2021	Award Contract
April 16, 2021	Notice to Proceed
April 2021	Begin Construction
September 21, 2021	Public Hearing on Assessment/Adopt Assessment
September 2021	End Construction

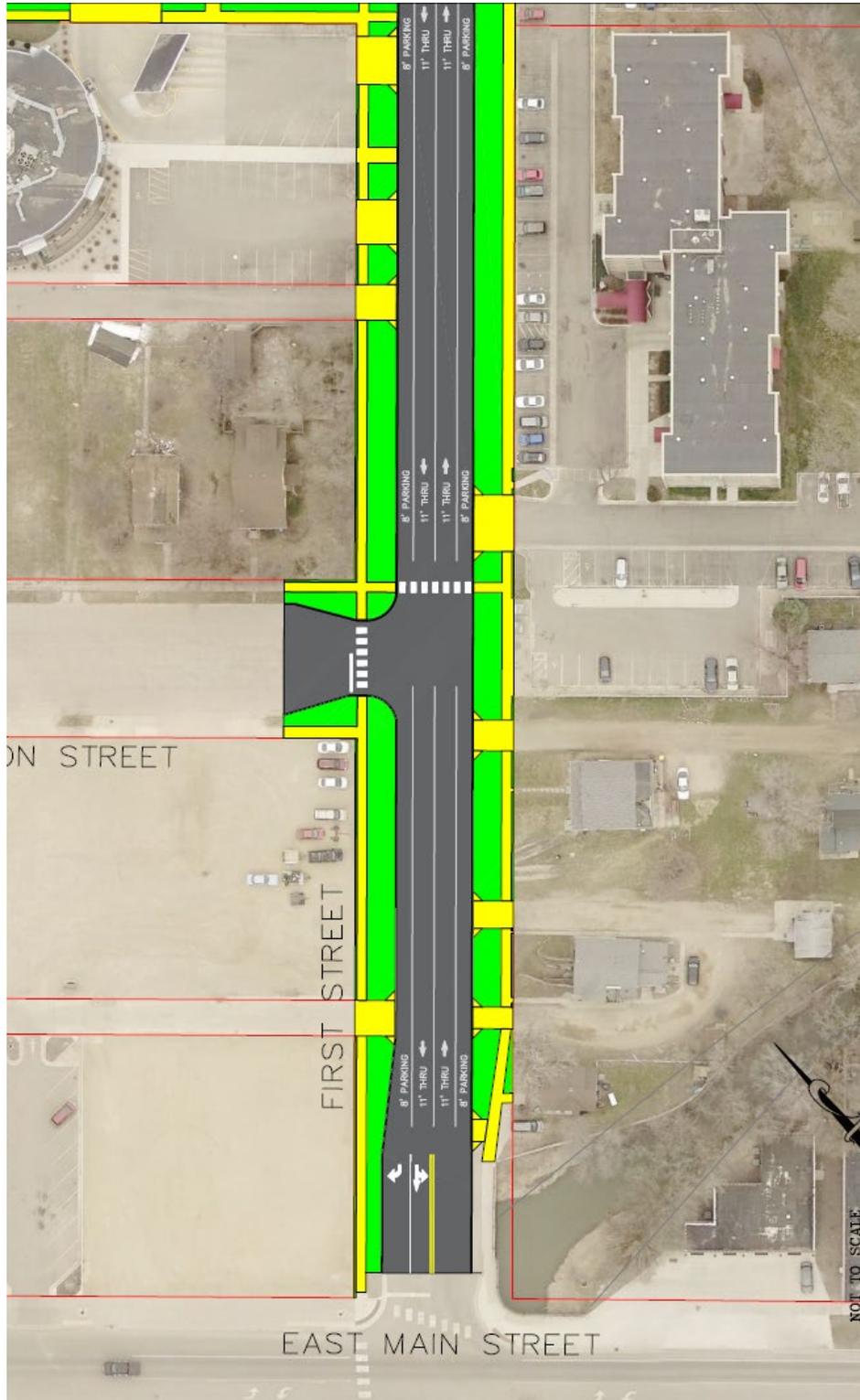
APPENDIX

PROJECT LIMITS

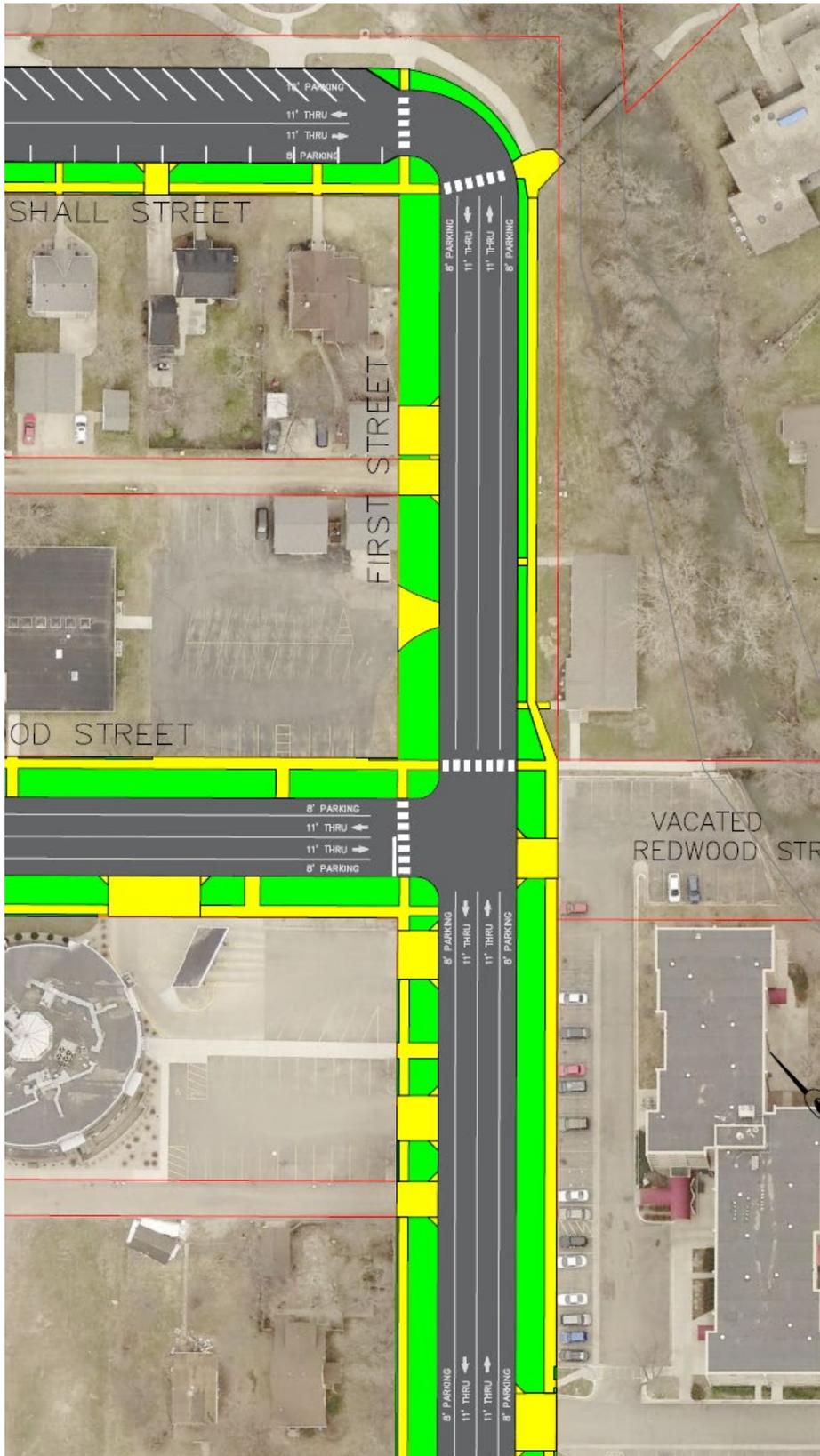


PROJECT LAYOUTS

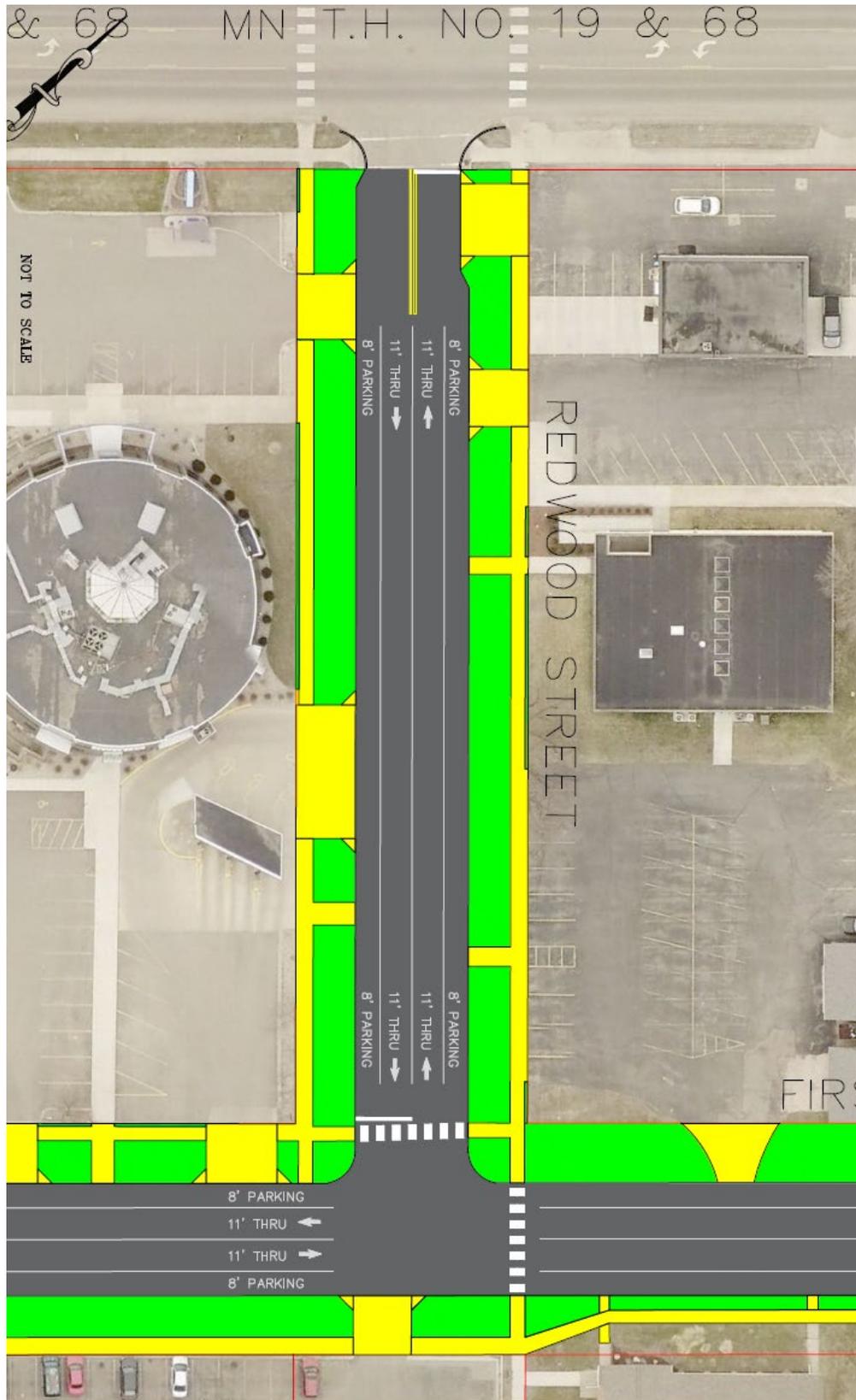
North 1st Street – East Main Street to West Redwood Street



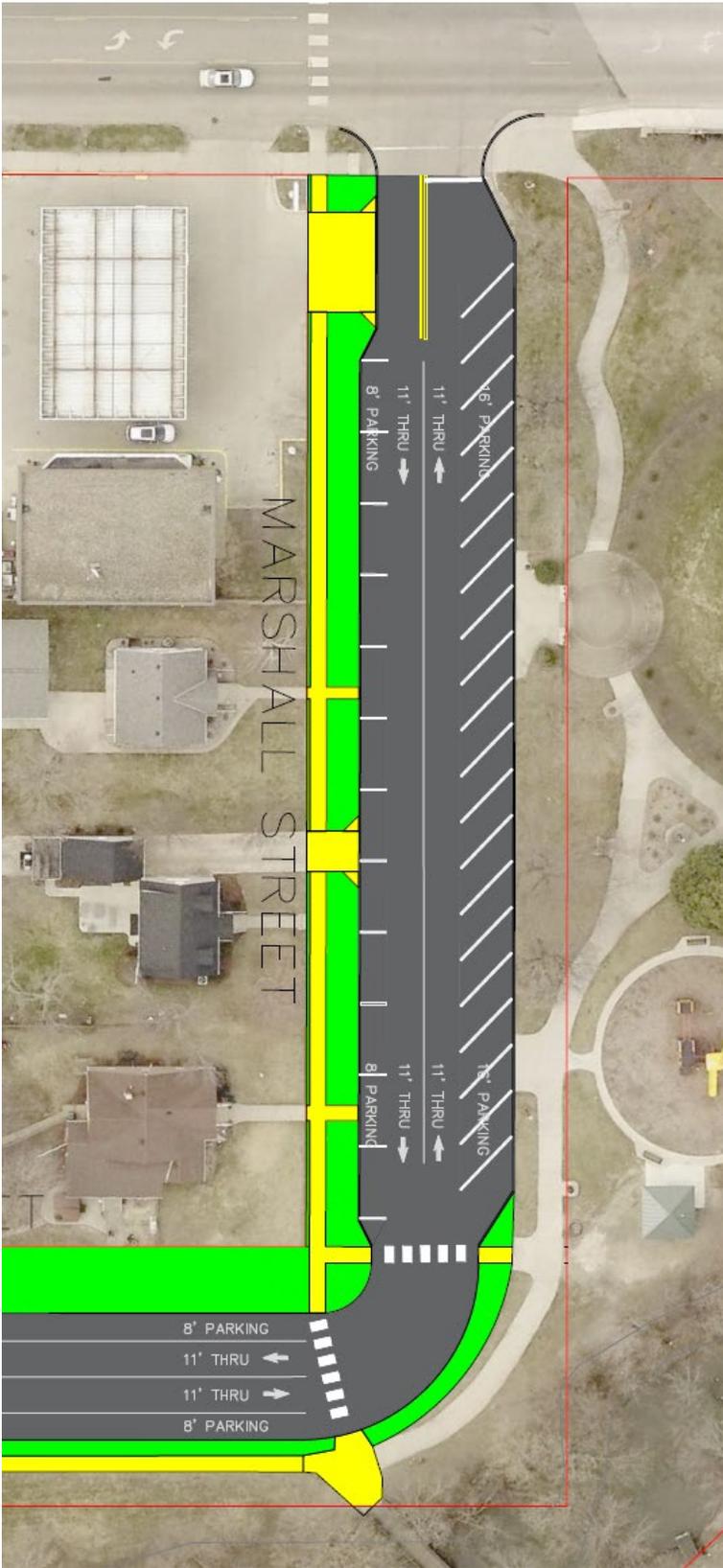
North 1st Street – West Redwood Street to West Marshall Street



West Redwood Street – East College Drive to North 1st Street



West Marshall Street – East College Drive to North 1st Street





CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 24, 2020
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Consider award of bid for the pickup of garbage and trash for various City locations.
Background Information:	Bids were received on November 6, 2020 for the removal of garbage and trash from numerous municipal locations within the city of Marshall. A copy of the bid tab and a comparison of the 2019-2020 contract is enclosed. Also enclosed is the proposed 2021-22 contract.
Fiscal Impact:	\$24,846.07 + Alternates (Same Day Services)
Alternative/Variations:	Award the bid to another bidder or reject all bids.
Recommendations:	To approve the 2021-2022 Garbage/Refuse Hauling Contract to Southwest Sanitation.

GARBAGE / REFUSE HAULING CONTRACT

This Agreement made this 10th day of November, 2020 between the City of Marshall, which city is a municipal corporation and is hereafter referred to as the municipality, and _____, Marshall, Minnesota, hereinafter called the contractor.

WITNESSETH:

The contractor, for and in consideration of the payment of payments herein specified and by the municipality to be made, hereby covenants and agrees to furnish all equipment and labor necessary to pick up and remove garbage and other items of junk for the period from January 1, 2021 until December 31, 2022 at the following locations for the following price:

<u>Location</u>	<u>Job Description</u>
1. Wastewater Treatment Plant	Twice per week, two (2) one yard containers Twice per week, one (1) one and one half yard container
2. Municipal Airport	Once a week, one (1) one yard container Twice a week, one (1) three yard container
3. Street Department Shops	Once per week, one (1) one yard container
4. Main Street between College Drive and 5th Street	Twelve (12) sidewalk containers, once (1) per week. Pickup before 6:00 A.M.
5. Municipal Liquor Store	Two (2) times per week, one (1) one and one half yard container
6. Municipal Building	Two (2) times per week, one (1) one and one half yard container
7. Senior Citizen Center Building	Two (2) times per week one (1) one yard container
Sub Total	
Tax (17%)	
Total Bid	

ALTERNATES

PROVIDE THE FEE PER CONTAINER FOR THE FOLLOWING "ON CALL SAME DAY SERVICE"
FOR THE FOLLOWING LOCATIONS:

<u>Location</u>	<u>Job Description</u>
A. One (1) yard container: A (1) Municipal Airport	On Call
B. One and one-half (1 1/2) yard container: B (1) Fire Station B (1) Animal Impound B (1) MERIT Center	On Call On Call On Call
C. Three (3) yard container: C (1) Legion Field Park C (2) Justice Park C (3) Softball Complex C (4) Swimming Pool C (5) Park Maintenance Shop	On Call On Call On Call On Call On Call
D. Six (6) yard container: D (1) Independence Park	On Call

FEE FOR ALTERNATE BID FOR RECYCLING

1. Wastewater Treatment Plant	On Call
2. Municipal Building	On Call
3. Independent Park (Baseball Complex)	On Call
4. Legion Park (Baseball Complex)	On Call
5. Municipal Liquor Store	Recyclable corrugated cardboard 4 times/week
6. Swimming Pool	On Call
7. Street Department	On Call
8. MERIT Center	On Call
9. Senior Center	Once per week

The contractor further agrees to pay all laborers employed in the performance of this contract.

The contractor agrees that in the hiring of common or skilled labor for the performance of any work under this contract, the contractor, shall not by reason of race, creed or color, discriminate against any person or persons who are citizens of the United States and who are qualified. That he shall not in any manner discriminate against or intimidate or prevent the employment of any such person or persons, or on being hired, prevent or conspire to prevent, any such person or persons from the performance of work under this contract on account of race, creed or color, religion, sex, or national origin. That any violation of this paragraph shall be a misdemeanor, and that this contract may be cancelled or terminated by the municipality and all money due, or to become due hereunder, may be forfeited, for a second or any subsequent violation of the terms or conditions of this contract.

All items removed by the contractor shall be disposed in the Lyon County Landfill and in accordance with the Lyon County solid waste plan and Lyon County ordinances.

The City may request additional units or services during the term of the contract at any of the above or similar locations and the contractor shall be paid for such additional services at the same rate as for similar type containers at the same or similar locations.

The contractor agrees to hold such municipality harmless from all damages and claims for damages that may arise by reason of any negligence or violation of the law on the part of said contractor, his agents or employees, while engaged in the performance of this contract and that said contract will take all precautions necessary to protect the public against injury.

The contractor agrees to indemnify and hold harmless said municipality from and against any and all claims, suits and actions occasioned by or arising from this contract.

The contractor shall be responsible, at his own expense, to make any necessary modifications, if any, to containers owned by the City of Marshall that may be needed to adapt to the refuse vehicle.

In consideration of the covenants and agreements stated above, the municipality agrees to pay for services provided on a monthly basis for the period of two years from January 1, 2020. The payment to be made on monthly vouchers submitted to the municipality beginning on February 1, 2020 or as otherwise agreed to by the municipality.

IN WITNESS WHEREOF, the parties have caused these presents to be signed on their behalf by the proper officers thereunto duly authorized and their corporate seal to be hereto affixed, the day and year first above written.

CITY OF MARSHALL, MINNESOTA

ATTEST:

City Clerk

By: _____
Mayor

By: _____
City Administrator

By: _____
Signature of Agent or Officer
Acting for Contractor

GARBAGE / REFUSE HAULING CONTRACT

This Agreement made this 23rd day of October, 2018 between the City of Marshall, which city is a municipal corporation and is hereafter referred to as the municipality, and Southwest Sanitation, Inc., Marshall, Minnesota, hereinafter called the contractor.

WITNESSETH:

The contractor, for and in consideration of the payment of payments herein specified and by the municipality to be made, hereby covenants and agrees to furnish all equipment and labor necessary to pick up and remove garbage and other items of junk for the period from January 1, 2019 until December 31, 2020 at the following locations for the following price:

<u>Location</u>	<u>Job Description</u>	<u>Southwest Sanitation</u>
1.	Wastewater Treatment Plant	Twice per week, two (2) one yard containers \$ 2,900.50
		Twice per week, one (1) one and one half yard container \$ 2,050.00
2.	Municipal Airport	Once a week, one (1) one yard container \$ 989.00
		Twice a week, one (1) three yard container \$ 3,671.00
3.	Street Department Shops	Once per week, one (1) one yard container \$ 959.00
4.	Main Street between College Drive and 5th Street	Twelve (12) sidewalk containers, once (1) per week. Pickup before 6:00 A.M. \$ 2,979.00
5.	Municipal Liquor Store	Two (2) times per week, one (1) one and one half yard container \$ 1,999.00
6.	Municipal Building	Two (2) times per week, one (1) one and one half yard container \$ 1,998.00
7.	Senior Citizen Center Building	Two (2) times per week one (1) one yard container \$ 1,951.71
Sub Total		\$ 19,497.21
Tax (17%)		\$ 3,314.53
Total Bid		\$ 22,811.74

ALTERNATES

PROVIDE THE FEE PER CONTAINER FOR THE FOLLOWING "ON CALL SAME DAY SERVICE"
FOR THE FOLLOWING LOCATIONS:

<u>Location</u>	<u>Job Description</u>	<u>Southwest Sanitation</u>
A. One (1) yard container: A (1) Municipal Airport	On Call	\$ 10.98
B. One and one-half (1 1/2) yard container: B (1) Fire Station B (1) Animal Impound B (1) MERIT Center	On Call On Call On Call	No Charge \$ 11.20 \$ 11.20
C. Three (3) yard container: C (1) Legion Field Park C (2) Justice Park C (3) Softball Complex C (4) Swimming Pool C (5) Park Maintenance Shop	On Call On Call On Call On Call On Call	\$ 20.50 \$ 20.50 \$ 20.50 \$ 20.50 \$ 20.50
D. Six (6) yard container: D (1) Independence Park	On Call	\$ 26.50

FEE FOR ALTERNATE BID FOR RECYCLING

1. Wastewater Treatment Plant	On Call	\$ 11.50
2. Municipal Building	On Call	\$ 11.50
3. Independent Park (Baseball Complex)	On Call	\$ 11.50
4. Legion Park (Baseball Complex)	On Call	\$ 11.50
5. Municipal Liquor Store	Recyclable corrugated cardboard 4 times/week	\$ 119.00 per month
6. Swimming Pool	On Call	\$ 10.75
7. Street Department	On Call	\$ 8.00
8. MERIT Center	On Call	\$ 9.00
9. Senior Center	Once per week	\$ 34.40 per month

The contractor further agrees to pay all laborers employed in the performance of this contract.

The contractor agrees that in the hiring of common or skilled labor for the performance of any work under this contract, the contractor, shall not by reason of race, creed or color, discriminate against any person or persons who are citizens of the United States and who are qualified. That he shall not in any manner discriminate against or intimidate or prevent the employment of any such person or persons, or on being hired, prevent or conspire to prevent, any such person or persons from the performance of work under this contract on account of race, creed or color, religion, sex, or national origin. That any violation of this paragraph shall be a misdemeanor, and that this contract may be cancelled or terminated by the municipality and all money due, or to become due hereunder, may be forfeited, for a second or any subsequent violation of the terms or conditions of this contract.

All items removed by the contractor shall be disposed in the Lyon County Landfill and in accordance with the Lyon County solid waste plan and Lyon County ordinances.

The City may request additional units or services during the term of the contract at any of the above or similar locations and the contractor shall be paid for such additional services at the same rate as for similar type containers at the same or similar locations.

The contractor agrees to hold such municipality harmless from all damages and claims for damages that may arise by reason of any negligence or violation of the law on the part of said contractor, his agents or employees, while engaged in the performance of this contract and that said contract will take all precautions necessary to protect the public against injury.

The contractor agrees to indemnify and hold harmless said municipality from and against any and all claims, suits and actions occasioned by or arising from this contract.

The contractor shall be responsible, at his own expense, to make any necessary modifications, if any, to containers owned by the City of Marshall that may be needed to adapt to the refuse vehicle.

In consideration of the covenants and agreements stated above, the municipality agrees to pay for services provided on a monthly basis for the period of two years from January 1, 2019. The payment to be made on monthly vouchers submitted to the municipality beginning on February 1, 2019 or as otherwise agreed to by the municipality.

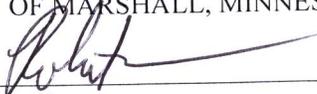
IN WITNESS WHEREOF, the parties have caused these presents to be signed on their behalf by the proper officers thereunto duly authorized and their corporate seal to be hereto affixed, the day and year first above written.

ATTEST:

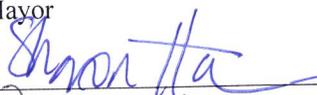


City Clerk

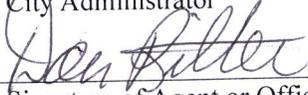
CITY OF MARSHALL, MINNESOTA

By: 

Mayor

By: 

City Administrator

By: 

Signature of Agent or Officer
Acting for Contractor

GARBAGE BID TAB FOR 2021/ 22

			Southwest Sanitation	Waste Management	West Central Sanitation
	Location	Job Description			
1.	Wastewater Treatment Plant	Twice per week, two (2) one yard containers	\$ 3,350.00	\$ 3,198.24	\$ 2,952.00 2yd. Container, 2x week
		Twice per week, one (1) one and one-half yard container	\$ 2,250.00	\$ 1,559.28	\$ 1,752.00 3yd. Container, 1x week
2.	Municipal Airport	Once a week, one (1) one yard container	\$ 1,004.25	\$ 950.88	\$ 1,056.00 2yd. Container, every other week
		Twice a week, one (1) three yard container	\$ 3,971.00	\$ 2,934.72	\$ 3,456.00
3.	Street Department Shops	Once per week, one (1) one yard container	\$ 959.00	\$ 950.88	\$ 1,056.00 2yd. Container, every other week
4.	Main Street between College Drive and 5th Street	Twelve (12) sidewalk containers, once (1) per week. Pickup before 6:00 A.M.	\$ 3,500.00	\$ 6,522.96	\$ 3,240.00 95 gal. containers
5.	Municipal Liquor Store	Two (2) times per week, one (1) one and one-half yard container	\$ 2,125.00	\$ 2,338.80	\$ 1,752.00 3yd. container 1x week
6.	Municipal Building	Two (2) times per week, one (1) one and one-half yard container	\$ 2,125.00	\$ 2,338.80	\$ 1,752.00 3yd. container 1x week
7.	Senior Citizen Center Building	Two (2) times per week one (1) one yard container	\$ 1,951.71	\$ 1,785.60	\$ 1,464.00 2yd. Container, 1x week
Sub Total			\$ 21,235.96	\$ 22,580.16	\$ 18,480.00
Tax (17%)			\$ 3,610.11	\$ 3,838.63	\$ 3,141.60

Total Bid	\$ 24,846.07	\$ 26,418.79	\$ 21,621.60
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ALTERNATES

PROVIDE THE FEE PER CONTAINER FOR THE FOLLOWING "ON CALL SAME DAY SERVICE"
FOR THE FOLLOWING LOCATIONS:

Location	Job Description	Southwest Sanitation	Waste Management	West Central Sanitation
A.	One (1) yard container:	\$ 15.00	\$ 17.35	\$ 40.00
	A (1) Municipal Airport			2yd. Container
B.	One and one-half (1 1/2) yard container:			
	B (1) Fire Station	No Charge	\$ 33.42	\$ 40.00
	B (1) Animal Impound	\$ 19.00	\$ 33.42	\$ 40.00
	B (1) MERIT Center	\$ 17.00	\$ 33.42	\$ 40.00
				2yd. Container
C.	Three (3) yard container:			
	C (1) Legion Field Park	\$ 24.50	\$ 66.33	\$ 60.00
	C (2) Justice Park	\$ 24.50	\$ 66.33	\$ 60.00
	C (3) Softball Complex	\$ 24.50	\$ 66.33	\$ 60.00
	C (4) Swimming Pool	\$ 24.50	\$ 66.33	\$ 60.00
	C (6) Park Maintenance Shop	\$ 24.50	\$ 66.33	\$ 60.00
D.	Six (6) yard container:			
	D (1) Independence Park	\$ 42.50	\$ 66.33	\$ 90.00

FEE FOR ALTERNATE BID FOR RECYCLING

1.	Wastewater Treatment Plant	On Call	\$ 15.50	\$ 51.06	\$ 25.00
					2yd. Container
2.	Municipal Building	On Call	\$ 15.50	\$ 51.06	\$ 25.00
					2yd. Container

3.	Independent Park (Baseball Complex)	On Call	\$	15.50	\$	51.06	\$	25.00	2yd. Container
4.	Legion Park (Baseball Complex)	On Call	\$	15.50	\$	51.06	\$	25.00	2yd. Container
5.	Municipal Liquor Store	Recyclable corrugated cardboard 4 times/week	\$	190.00	\$	113.60	\$	82.00	6yd. Container
				per month					
6.	Swimming Pool	On Call	\$	15.50	\$	51.60	\$	25.00	2yd. Container
7.	Street Department	On Call	\$	15.50	\$	51.60	\$	25.00	2yd. Container
8.	MERIT Center	On Call	\$	15.50	\$	51.60	\$	25.00	2yd. Container
9.	Senior Center	Once per week	\$	15.50	\$	51.60	\$	52.00	2yd. Container

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 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 these vehicles be declared as surplus property by the City of Marshall.

20-6320	03 Buick LeSabre	699 RLE	1G4HPS2K734103614	Forf (Co Atty)
19-21132	10 Dodge Charger	ANC 842	2B3CA3CV9AH287033	Forf (Co Atty)

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a Rural Service District Resolution
Background Information:	<p>This property is currently taxed in the Rural Service District pursuant to recently adopted Ordinance No. 612. Since adoption of this Ordinance, a portion of the parcel has been platted as Carr Estates Fifth Addition and properly filed with the Lyon County Recorder. In accordance with Ordinance No. 612, the platted portion of this property must be transferred from the Rural Service District to the Urban Service District for property tax purposes. The unplatted portion of Mr. Carr’s property will remain in the Rural Service District under the original Tax Parcel ID #27-616005-1.</p> <p>The attached Resolution has been forwarded to City Attorney Simpson for his review and approval.</p>
Fiscal Impact:	The portion of Tax Parcel ID #27-616005-1 platted as Carr Estates Fifth Addition will be taxed in the Urban Service District at an increased property tax extension rate under the newly assigned Tax Parcel ID #27-138001-0. There will be no change in the property tax extension rate for the unplatted portion of the property.
Alternative/ Variations:	NA
Recommendations:	Staff recommends a <u>motion</u> to adopt the attached <u>Resolution</u> regarding Rural Service District Tax Parcel ID# 27-616005-1 owned by Carr Farms Partnership.

RESOLUTION NO. _____, SECOND SERIES

RURAL SERVICE DISTRICT

WHEREAS, a portion of Tax Parcel ID #27-616005-1 identified in Section 3 of Ordinance No. 612, Second Series has been platted as Carr Estates Fifth Addition to the City of Marshall in accordance with Marshall Subdivision Regulations and properly filed for record in the office of the Lyon County Recorder; and

WHEREAS, said tax parcel ID #27-616005-1 is included in the Rural Service District in the City of Marshall; and

WHEREAS, in accordance with Section 4 of Ordinance No. 612, Second Series, whenever any parcel or portion of a parcel of land included in the Rural Service District is hereafter platted, the City Council shall make and enter an order by resolution transferring the entire parcel from the Rural Service District to the Urban Service District. The conversion of parcel from the Rural Service District to the Urban Service District shall apply to the entire parcel unless a deed, in compliance with Marshall Subdivision Regulations, has been properly filed for record in the Office of the Lyon County Recorder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, that the Description of Tax Parcel ID #27-616005-1 identified in Section 3 of said Ordinance No. 612, Second Series, be hereby amended as follows:

27-616005-1 – That part of the S ½ of the NE ¼ of Section 16, Township 111 North, Range 41 West lying easterly of Carr Estates Second Addition to the City of Marshall as filed and recorded in the office of the Lyon County Recorder, less Carr Estates Fifth Addition to the City of Marshall as filed and recorded in the office of the Lyon County Recorder.

Passed and Adopted by the Common Council this 24th day of November 2020.

CITY OF MARSHALL

Robert J. Byrnes, Mayor

ATTEST:

Kyle Box, City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of the Farm Lease between E. Bossuyt Family Farms, Tenant, and the City of Marshall as Landlord
Background Information:	Enclosed is a signed farm lease for the years 2021,2022 and 2023 as signed by tenant Jay Bossuyt on behalf of E. Bossuyt Family Farms. Extends the current lease for an additional three-year period. The leased area is identified as City Farm Lease Parcel Number 14 and consists of 20.11 acres of farmland at a rate of \$70.00 per acre per year.
Fiscal Impact:	Rental income of \$1,407.70 is collected each year of the lease.
Alternative/ Variations:	No alternative action recommended.
Recommendations:	That the City Council approve the farm lease between tenant E. Bossuyt Family Farms and landlord City of Marshall.

FARM LEASE

THIS AGREEMENT, Made this 18th day of November, 2020, by and between the City of Marshall, a municipal corporation, Lessor, and E. Bossuyt Family Farms, 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 14: 20.11 acres as identified on the attached map (MERIT Center Driving Track).

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	20.11 acres	\$70.00/acre	\$1,407.70 due on March 15, 2021
2022	20.11 acres	\$70.00/acre	\$1,407.70 due on March 15, 2022
2023	20.11 acres	\$70.00/acre	\$1,407.70 due on March 15, 2023

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

Lessee shall lease said premises for growing of hay on said premises during the three years of the lease.

Lessee shall notify Lessor (MERIT Center Manager) 48 hours prior to cutting and bailing hay. Lessee must coordinate access to premises so as to minimize interference with business operations at the MERIT Center driving track.

Lessee shall immediately remove and dirt or crop residue left on the driving track resulting from Lessee's accessing said property for crop planting, cutting, bailing or removal of bails.

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.

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

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:

E. Bossuyt Family Farms
c/o City of Marshall
344 W. Main St.
Marshall, MN 56258

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

LESSEE

E. Bossuyt Family Farms

By:


Jay Bossuyt

LESSOR

By:

Mayor

By:

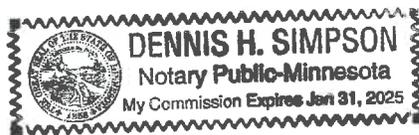
City Administrator

By:

City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

On this 18th day of November, 2020, before me, a notary public within and for said County and State, personally appeared Jay Bossuyt of E. Bossuyt Family Farms, 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.




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

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 24, 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:	The following bills and project payments be authorized for payment



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 11/13/2020 - 11/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	11/20/2020	EFT	0.00	1,921.71	5558
5813	ACE HOME & HARDWARE	11/13/2020	Regular	0.00	179.35	117581
5813	ACE HOME & HARDWARE	11/20/2020	Regular	0.00	100.62	117631
6128	ACTION CO LLC	11/13/2020	EFT	0.00	1,512.00	5518
0548	ACTION SPORTS INC	11/20/2020	EFT	0.00	348.00	5559
6046	ADVANCED FIRST AID INC.	11/20/2020	EFT	0.00	531.00	5560
5646	AGM AIRFIELD GUIDENE SIGN MANUFACTURES, II	11/13/2020	Regular	0.00	2,324.00	117583
1533	AGPLUS COOPERATIVE	11/13/2020	Regular	0.00	52.07	117584
0578	AMAZON CAPITAL SERVICES	11/13/2020	EFT	0.00	320.82	5519
0578	AMAZON CAPITAL SERVICES	11/20/2020	EFT	0.00	366.96	5561
3761	AMERICAN BOTTLING CO.	11/20/2020	Regular	0.00	104.88	117632
0581	AMERICAN ENGINEERING TESTING INC	11/13/2020	EFT	0.00	1,051.00	5520
0658	AP DESIGN	11/13/2020	EFT	0.00	355.99	5521
0658	AP DESIGN	11/20/2020	EFT	0.00	100.00	5562
0630	ARCTIC GLACIER	11/13/2020	Regular	0.00	114.94	117585
0630	ARCTIC GLACIER	11/20/2020	Regular	0.00	62.04	117633
5447	ARTISAN BEER COMPANY	11/13/2020	Regular	0.00	1,434.55	117586
5447	ARTISAN BEER COMPANY	11/20/2020	Regular	0.00	2,671.10	117634
0632	ASCAP	11/13/2020	EFT	0.00	368.00	5522
0648	AUTOMATIC SYSTEMS CO.	11/13/2020	Regular	0.00	3,279.80	117587
0688	BELLBOY CORPORATION	11/13/2020	EFT	0.00	9,280.79	5523
0689	BEND RITE FABRICATION INC	11/13/2020	Regular	0.00	452.06	117588
0689	BEND RITE FABRICATION INC	11/20/2020	Regular	0.00	3,973.60	117635
0699	BEVERAGE WHOLESALERS	11/13/2020	Regular	0.00	33,765.22	117589
0699	BEVERAGE WHOLESALERS	11/20/2020	Regular	0.00	15,687.35	117636
0707	BISBEE PLUMBING AND HEATING INC	11/20/2020	Regular	0.00	28.52	117637
6219	BLACKSTRAP, INC.	11/13/2020	Regular	0.00	17,233.60	117590
6482	BLOMBERG, GRANT	11/13/2020	Regular	0.00	400.00	117592
6482	BLOMBERG, GRANT	11/20/2020	Regular	0.00	285.00	117638
0724	BOLTON & MENK INC	11/13/2020	EFT	0.00	25,631.50	5524
0018	BORDER STATES ELECTRIC SUPPLY	11/20/2020	EFT	0.00	152.92	5563
6231	BOX, KYLE	11/20/2020	EFT	0.00	40.34	5564
4457	BREAKTHRU BEVERAGE	11/13/2020	Regular	0.00	9,949.57	117593
4457	BREAKTHRU BEVERAGE	11/20/2020	Regular	0.00	10,642.27	117639
5696	BROTHERS FIRE PROTECTION	11/20/2020	EFT	0.00	389.00	5565
4236	C.E. SIGNS & DESIGNS	11/13/2020	Regular	0.00	204.28	117594
0799	CARLOS CREEK WINERY	11/20/2020	Regular	0.00	990.00	117640
0802	CARLSON & STEWART REFRIG INC	11/20/2020	EFT	0.00	269.60	5566
0815	CATTOOR OIL COMPANY INC	11/13/2020	EFT	0.00	9.78	5525
6679	CENTRAL LAKES COLLEGE	11/13/2020	Regular	0.00	14,050.00	117595
6679	CENTRAL LAKES COLLEGE	11/20/2020	Regular	0.00	900.00	117641
0836	CHARTER COMMUNICATIONS	11/13/2020	EFT	0.00	11.99	5526
0836	CHARTER COMMUNICATIONS	11/20/2020	EFT	0.00	203.80	5567
0865	COLEMAN ELECTRIC COMPANY	11/20/2020	Regular	0.00	832.00	117642
0875	COMPUTER MAN INC	11/20/2020	EFT	0.00	5,314.84	5568
6680	CUSTOM INSIGHT, LLC	11/13/2020	Regular	0.00	95.00	117596
3819	DACOTAH PAPER CO	11/13/2020	Regular	0.00	198.69	117597
3819	DACOTAH PAPER CO	11/20/2020	Regular	0.00	850.07	117643
6437	DAHLEN, DWYER, FOLEY & TINKER, INC	11/13/2020	Regular	0.00	2,500.00	117598
0391	DEBATES, STEVE	11/20/2020	Regular	0.00	165.99	117644
5731	DOLL DISTRIBUTING	11/13/2020	EFT	0.00	20,144.80	5527
5731	DOLL DISTRIBUTING	11/20/2020	EFT	0.00	18,663.39	5569
1020	DUININCK BROS., INC.	11/20/2020	EFT	0.00	287,479.14	5570
6248	ENGAN ASSOCIATES P.A.	11/20/2020	EFT	0.00	4,344.77	5571

Council Check Report

Date Range: 11/13/2020 - 11/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1090	FASTENAL COMPANY	11/13/2020	EFT	0.00	497.56	5528
1090	FASTENAL COMPANY	11/20/2020	EFT	0.00	329.59	5572
4805	FURTHER	11/20/2020	Regular	0.00	520.84	117645
4805	FURTHER	11/13/2020	Bank Draft	0.00	8,435.28	DFT0000485
4805	FURTHER	11/13/2020	Bank Draft	0.00	7,604.58	DFT0000490
1158	GALLS INC	11/13/2020	EFT	0.00	139.99	5529
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	11/20/2020	Regular	0.00	1,123.96	117646
5595	GRAMS, JON	11/20/2020	Regular	0.00	714.00	117647
6127	GRANDVIEW VALLEY WINERY, INC	11/20/2020	Regular	0.00	1,188.00	117648
6269	HANSON, SHARON	11/20/2020	EFT	0.00	150.00	5573
1243	HARDWARE HANK	11/13/2020	EFT	0.00	329.70	5530
1247	HARTS HEATING & REFRIGERATION INC	11/20/2020	Regular	0.00	21,400.00	117649
1256	HAWKINS INC	11/13/2020	Regular	0.00	5,471.32	117599
1256	HAWKINS INC	11/20/2020	Regular	0.00	5,461.41	117650
1267	HEIMAN INC.	11/13/2020	EFT	0.00	992.10	5531
1322	ICC	11/13/2020	Regular	0.00	175.00	117600
1325	ICMA RETIREMENT TRUST #300877	11/13/2020	Regular	0.00	50.00	117601
1358	INTERNAL REVENUE SERVICE	11/13/2020	Bank Draft	0.00	25,170.02	DFT0000491
1358	INTERNAL REVENUE SERVICE	11/13/2020	Bank Draft	0.00	22,661.70	DFT0000492
1358	INTERNAL REVENUE SERVICE	11/13/2020	Bank Draft	0.00	7,674.88	DFT0000493
5329	INTERSTATE ALL BATTERY CENTER	11/13/2020	Regular	0.00	76.10	117602
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/13/2020	Regular	0.00	11,591.22	117603
1399	JOHNSON BROTHERS LIQUOR COMPANY	11/20/2020	Regular	0.00	19,005.67	117651
5095	KIBBLE EQUIPMENT	11/13/2020	EFT	0.00	97.78	5532
4140	KRUSE FORD-LINCOLN-MERCURY, INC	11/13/2020	Regular	0.00	32.20	117605
5138	L & A SYSTEMS, LLC	11/20/2020	EFT	0.00	160.00	5574
3653	LANGUAGE LINE SERVICES	11/20/2020	EFT	0.00	50.40	5575
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	11/13/2020	Regular	0.00	3,050.00	117606
1508	LOCKWOOD MOTORS INC.	11/20/2020	Regular	0.00	27.90	117654
1545	LYON COUNTY HIGHWAY DEPARTMENT	11/13/2020	Regular	0.00	11,475.52	117607
1545	LYON COUNTY HIGHWAY DEPARTMENT	11/20/2020	Regular	0.00	6,560.92	117655
1548	LYON COUNTY LANDFILL	11/20/2020	Regular	0.00	174.73	117657
1552	LYON COUNTY RECORDER	11/13/2020	Regular	0.00	138.00	117611
1552	LYON COUNTY RECORDER	11/20/2020	Regular	0.00	63.50	117658
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC	11/13/2020	Regular	0.00	40.29	117612
5459	MAGNEY CONSTRUCTION, INC	11/13/2020	Regular	0.00	310,631.02	117613
1603	MARSHALL ANIMAL CLINIC	11/13/2020	Regular	0.00	155.62	117614
1616	MARSHALL CONVENTION & VISITORS BUREAU	11/13/2020	EFT	0.00	4,000.00	5533
1616	MARSHALL CONVENTION & VISITORS BUREAU	11/20/2020	EFT	0.00	27,582.09	5576
1623	MARSHALL INDEPENDENT, INC	11/13/2020	Regular	0.00	1,267.59	117615
1623	MARSHALL INDEPENDENT, INC	11/20/2020	Regular	0.00	160.00	117659
0460	MARSHALL JAMES	11/20/2020	EFT	0.00	10.00	5577
1631	MARSHALL MACHINE SHOP INC	11/13/2020	EFT	0.00	40.32	5534
1633	MARSHALL MUNICIPAL UTILITIES	11/13/2020	EFT	0.00	82,025.45	5535
1633	MARSHALL MUNICIPAL UTILITIES	11/20/2020	EFT	0.00	16,497.16	5578
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	11/13/2020	EFT	0.00	101.95	5541
1637	MARSHALL PUBLIC SCHOOLS	11/13/2020	EFT	0.00	19,964.31	5542
3545	MARSHALL RADIO	11/20/2020	EFT	0.00	450.00	5579
1649	MARSHALL TRUCK SALVAGE INC.	11/13/2020	Regular	0.00	19.50	117616
6586	MCDYER TOOLS	11/13/2020	Regular	0.00	278.55	117617
1695	MEIER ELECTRIC INC	11/20/2020	EFT	0.00	1,427.63	5580
4980	MENARDS INC	11/13/2020	Regular	0.00	182.71	117618
4980	MENARDS INC	11/20/2020	Regular	0.00	947.81	117660
3669	MINNESOTA STATE RETIREMENT SYSTEM	11/13/2020	Bank Draft	0.00	7,303.62	DFT0000488
1839	MINNESOTA VALLEY TESTING LABS INC	11/13/2020	EFT	0.00	210.40	5543
1757	MN CHILD SUPPORT PAYMENT CENTER	11/13/2020	Regular	0.00	633.13	117619
1774	MN DEPT OF LABOR AND INDUST	11/20/2020	Regular	0.00	100.00	117661
1818	MN REVENUE	11/13/2020	Bank Draft	0.00	10,547.47	DFT0000494
1864	MONTES ELECTRIC INC	11/20/2020	Regular	0.00	190.73	117662
2512	NATIONWIDE RETIREMENT	11/13/2020	Bank Draft	0.00	200.00	DFT0000480
2513	NATIONWIDE RETIREMENT-FIRE	11/13/2020	Bank Draft	0.00	29.37	DFT0000481

Council Check Report

Date Range: 11/13/2020 - 11/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1945	NORMS GTC	11/13/2020	Regular	0.00	217.39	117620
1945	NORMS GTC	11/20/2020	Regular	0.00	764.93	117663
1986	NORTH CENTRAL INTERNATIONAL, INC	11/13/2020	EFT	0.00	202.50	5544
5891	ONE OFFICE SOLUTION	11/20/2020	EFT	0.00	23.34	5581
2019	PAUSTIS WINE COMPANY	11/20/2020	Regular	0.00	4,579.66	117664
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	11/20/2020	EFT	0.00	94.80	5582
2028	PERA OF MINNESOTA REG	11/13/2020	Bank Draft	0.00	50,536.12	DFT0000486
2036	PHILLIPS WINE AND SPIRITS INC	11/13/2020	Regular	0.00	8,880.51	117621
2036	PHILLIPS WINE AND SPIRITS INC	11/20/2020	Regular	0.00	13,901.55	117665
2049	PLUNKETTS PEST CONTROL INC	11/13/2020	EFT	0.00	39.08	5545
3557	POMP'S TIRE SERVICE, INC.	11/13/2020	EFT	0.00	1,329.35	5546
3557	POMP'S TIRE SERVICE, INC.	11/20/2020	EFT	0.00	20.00	5583
5585	PRESTIGE CHEMICALS	11/13/2020	Regular	0.00	811.02	117623
0477	PRZYBILLA, SCOTT	11/13/2020	EFT	0.00	151.72	5547
2096	QUARNSTROM & DOERING, PA	11/13/2020	EFT	0.00	200.00	5548
2112	R and G CONSTRUCTION COMPANY INC	11/20/2020	EFT	0.00	397,801.16	5584
4092	REGENTS OF THE UNIV. OF MINNESOTA	11/20/2020	Regular	0.00	37.50	117668
5867	ROUND LAKE VINEYARDS & WINERY	11/20/2020	EFT	0.00	369.00	5585
2201	RUNNINGS SUPPLY INC	11/20/2020	EFT	0.00	256.34	5586
6251	SHRED RIGHT	11/20/2020	EFT	0.00	15.00	5587
3495	SMSU	11/20/2020	EFT	0.00	174.16	5588
4855	SOUTHERN GLAZER'S OF MN	11/13/2020	EFT	0.00	9,871.17	5549
4855	SOUTHERN GLAZER'S OF MN	11/20/2020	EFT	0.00	10,387.84	5589
2311	SOUTHWEST GLASS CENTER	11/13/2020	Regular	0.00	1,160.09	117624
2311	SOUTHWEST GLASS CENTER	11/20/2020	Regular	0.00	5.00	117669
2318	SOUTHWEST SANITATION INC.	11/20/2020	EFT	0.00	2,093.51	5590
6040	STEP SAVER INC.	11/20/2020	Regular	0.00	198.53	117670
6202	SUNDANCE AUTO REPAIR	11/20/2020	Regular	0.00	786.62	117671
4407	TACTICAL SOLUTIONS	11/13/2020	Regular	0.00	272.00	117625
6277	TALKING WATERS BREWING CO, LLC	11/13/2020	EFT	0.00	494.00	5550
4734	TESSMAN COMPANY	11/20/2020	EFT	0.00	3,059.00	5591
2143	THOFT ENTERPRISES LLC	11/20/2020	EFT	0.00	3,420.00	5592
2428	TITAN MACHINERY	11/13/2020	EFT	0.00	634.76	5551
6389	TOWNE & COUNTRY EXCAVATING LLC	11/20/2020	EFT	0.00	12,260.81	5593
6156	TRUE BRANDS	11/13/2020	EFT	0.00	229.68	5552
6156	TRUE BRANDS	11/20/2020	EFT	0.00	79.96	5594
6126	UNITED COMMUNITY ACTION PARTNERSHIP	11/13/2020	EFT	0.00	56,127.60	5553
2499	US BANK	11/13/2020	Regular	0.00	450.00	117626
3443	VALIC DEFERRED COMP	11/13/2020	Bank Draft	0.00	1,052.00	DFT0000482
3443	VALIC DEFERRED COMP	11/13/2020	Bank Draft	0.00	69.93	DFT0000483
3443	VALIC DEFERRED COMP	11/13/2020	Bank Draft	0.00	1,250.00	DFT0000484
5733	VAST BROADBAND	11/13/2020	Regular	0.00	66.91	117627
5733	VAST BROADBAND	11/20/2020	Regular	0.00	425.30	117672
4489	VERIZON WIRELESS	11/13/2020	EFT	0.00	35.01	5554
4489	VERIZON WIRELESS	11/20/2020	EFT	0.00	49.04	5595
2538	VIKING COCA COLA BOTTLING COMPANY	11/13/2020	EFT	0.00	218.35	5555
2538	VIKING COCA COLA BOTTLING COMPANY	11/20/2020	EFT	0.00	331.85	5596
4594	VINOUCPIA	11/13/2020	EFT	0.00	3,506.05	5556
6085	VOYA - INVESTORS CHOICE	11/13/2020	Bank Draft	0.00	1,000.00	DFT0000489
4118	WALMART BUSINESS	11/13/2020	Regular	0.00	527.97	117628
5288	WEST CENTRAL COMMUNICATIONS, INC	11/20/2020	EFT	0.00	12,550.00	5597
2591	WESTERN PRINT GROUP	11/20/2020	EFT	0.00	271.10	5598
2605	WINE MERCHANTS	11/13/2020	Regular	0.00	947.75	117630
2605	WINE MERCHANTS	11/20/2020	Regular	0.00	598.69	117673
6394	WING, LAURA	11/20/2020	EFT	0.00	20.83	5599

Council Check Report

Date Range: 11/13/2020 - 11/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2632	ZIEGLER INC	11/13/2020	EFT	0.00	11,568.86	5557

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	183	80	0.00	561,065.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	143,534.97
EFT's	137	77	0.00	1,061,754.44
	334	171	0.00	1,766,354.64

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	183	80	0.00	561,065.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	143,534.97
EFT's	137	77	0.00	1,061,754.44
	334	171	0.00	1,766,354.64

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	11/2020	1,766,354.64
			1,766,354.64

CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
 11/24/2020

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		4,099,265.87	6,597,238.25		546,624.90	2,831,170.98	79.88%
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	232,733.00	5,262,933.00			2,795,642.26		263,146.65	2,204,144.09	58.12%
Z75	476-43300-55170	4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90	10,245.14	2,594,000.04			2,092,924.88	397,801.16	25,158.85	78,115.15	96.99%
Z76	476-43300-55170	5/26/2020	S 1st St Reconstruction	Duininck, Inc	617,136.55	5,683.75	622,820.30			204,305.53	287,479.14	25,893.40	105,152.23	83.12%
Z77	630-49600-55170	6/23/2020	Legion Field Storm Water Improvements-Phase 1	Towne & Country Excavating LLC	277,943.00	(2,967.25)	274,975.75			243,816.55	12,260.81	2,586.64	16,311.75	94.07%
Z81	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>388,531.40</u>	<u>29,052,342.33</u>	<u>959,481.14</u>	<u>7,061,271.10</u>	<u>13,913,092.47</u>	<u>697,541.11</u>	<u>865,260.74</u>	<u>5,555,695.77</u>	



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Consider approval of a Partnership Agreement between the City of Marshall and Marshall Municipal Utilities.
Background Information:	This agreement is brought to the Council for consideration on an annual basis. Please see the updated 2021 proposed Partnership Agreement with MMU.
Fiscal Impact:	Attached
Alternative/Variations:	None recommended
Recommendations:	Approve the 2021 joint partnership agreement between the City of Marshall and Marshall Municipal Utilities.

**Joint Resolution of the
City of Marshall and Marshall Municipal Utilities
Approving the 2021 Partnership Agreement**

Whereas on Tuesday, November 3, 2020 at 12:00 noon, Mayor Robert Byrnes, City Councilmember John DeCramer, City Administrator, Sharon Hanson, Director of Public Works/City Engineer Jason Anderson, and MMU Commissioners Jeff Haukom, Kris Carrow, and Cindy Verschaetse joined by, MMU’s General Manager Dave Schelkoph, Customer Service Manager, Leslie Hisken, Finance Manager Kevin Lee, Electric Operations Manager, Steve Johnson and Water Operations Manager, Jeff Larson reviewed the 2021 Partnership Agreement material, and

Whereas, the representative group reviewed and discussed the individual agreements and attachments outlined below. Following discussion, the committee recommends the City Council and the Marshall Municipal Utilities Commission reaffirm the agreements.

Now therefore be it resolved, the individual agreements that comprise the 2021 Partnership Agreement and their attachments listed below are hereby approved and the Mayor, City Clerk, Chairman of the Commission and Secretary to the Commission are hereby authorized to sign this Joint Agreement and said individual agreements:

1A.2	Payment- In-Lieu-Of-Taxes (PILOT)	Modified Agreement and Attachments
2A.1.4	Street Lighting	Modified Attachment
3A.1.3	Fire Protection	Modified Attachment
4A.1	Wastewater & Surface Water Management Billing & Collections	Modified Attachments
5A.1.1	Professional Engineering Services	No Change
6A.1.4	Joint Industrial Land Development	Modified Agreement
6A.2	New Agreement Outlining termination of 6A.1.4	New Agreement
7A.1.10	MMU Capital Funding Plan	Modified Agreement
8A.1.10	Fiber Optic Utilization	Modified Agreement
9A.1.10	Telephony Sharing formerly known as Information Technology Sharing	Modified Agreement
10A.1.6	Chloride Reduction Coordination	Modified Agreement
11A.3	GIS Coordination	Modified Agreement and Attachment
12A.2	Radio Frequency (RF) Coordination	Modified Agreement

The City Council approved this Agreement on _____ 2020.

The MMU Commission approved this Agreement on _____ 2020.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Date

Date

Secretary of the Commission

City Clerk

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Payment-In-Lieu-Of-Taxes (PILOT)		Agreement Number: 1A.2
Date of Adoption:	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

As a Municipal Utility, Marshall Municipal Utilities (MMU) is exempt from paying property tax. Due to being a tax-exempt entity, MMU will remit a Payment in Lieu of Tax (PILOT) to the City of Marshall.

Scope of Activity:

The purpose of the Agreement is to define the basis of the PILOT payment remitted to the City of Marshall by MMU.

PILOT Calculation:

The annual PILOT calculation is based on the average annual kilowatt hour (kWh) sales using the most recent audited ten (10) years information. The calculation is based on a ten (10)-year average instead of the prior year’s kWh sales to allow payment to be less volatile. To calculate the PILOT, an energy rate of \$.0014 is multiplied by the average kWh sales to determine the base amount. In addition, an amount in support of EDA programs and activity will be made annually. That EDA increment would be the result of multiplying the 10-year average energy sales (excluding GS-4 sales) by \$.0006 and GS-4 sales by \$.0001 which would yield \$184,078 in the current calculation Attachment A and B show the forecasted amounts for the succeeding year.

Funding:

On a monthly basis, MMU will remit one twelfth of the annual PILOT amounts to the City.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

ATTACHMENT A

PAYMENT IN LIEU OF TAXES (PILOT) AND ECONOMIC DEVELOPMENT AUTHORITY (EDA) PILOT SUPPORT TO THE CITY OF MARSHALL MARSHALL, MINNESOTA

2021 Payment in Lieu of Taxes (PILOT) Calculation

<u>Audit Year</u>	<u>Total kWh Electric Sales</u>	<u>Industrial Customer kWh Electric Sales</u>	<u>All other kWh Electric Sales</u>
2010	608,469,819	349,021,400	259,448,419
2011	614,214,225	349,428,800	264,785,425
2012	603,880,688	351,260,000	252,620,688
2013	604,240,783	344,190,000	260,050,783
2014	591,425,915	334,530,000	256,895,915
2015	587,485,240	340,606,000	246,879,240
2016	572,499,415	329,056,000	243,443,415
2017	570,043,971	333,382,000	236,661,971
2018	573,113,094	329,336,000	243,777,094
2019	558,720,581	318,542,000	240,178,581
Total	5,884,093,731	3,379,352,200	2,504,741,531
<u>10 Year Rolling Average kWh Electric Sales (based on audit years 2010 through 2019):</u>			
	588,409,373	337,935,220	250,474,153
<i>Base PILOT Rate Per kWh</i>		\$ 0.001400	\$ 0.001400
2021 BASE PILOT	\$ 823,773	\$ 473,109	\$ 350,664
<i>EDA PILOT Support Rate per kWh</i>		\$ 0.000100	\$ 0.000600
2021 BASE EDA PILOT Support	\$ 184,078	\$ 33,794	\$ 150,284
2021 PILOT Payment to City of Marshall	\$ 1,007,851	\$ 506,903	\$ 500,948

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

ATTACHMENT B

MARSHALL MUNICIPAL UTILITIES PAYMENTS /ALLOCATED COSTS AND CITY OF MARSHALL PAYMENTS

	Estimated 2021	Projected 2020	Historical 2019	Historical 2018	Historical 2017	Historical 2016	Historical 2015
MMU PILOT/Allocated Cost Discounts							
PILOT							
Base	\$ 823,773	\$ 810,479	\$ 819,195	\$ 828,669	\$ 840,349	\$ 846,225	\$ 846,433
EDA Support #	\$ 184,078	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 18,521	\$ (10,503)
Total PILOT Payments	\$ 1,007,851	\$ 810,479	\$ 1,319,195	\$ 1,328,669	\$ 1,340,349	\$ 864,746	\$ 835,930
Discounted Services							
* Streetlight Costs from COSS	\$ 277,316	\$ 277,316	\$ 241,575	\$ 241,575	\$ 241,575	\$ 281,172	\$ 281,172
* Fire Protection Costs from COSS	\$ 203,445	\$ 203,445	\$ 202,624	\$ 202,624	\$ 202,624	\$ 93,759	\$ 93,759
Wastewater Billing Cost Allocations	\$ 92,885	\$ 80,119	\$ 84,625	\$ 85,777	\$ 85,049	\$ 84,621	\$ 81,695
Surface Water Billing Cost Allocations	\$ 24,019	\$ 32,047	\$ 33,538	\$ 32,297	\$ 33,643	\$ 32,525	\$ 32,163
Total Discounted Services	\$ 597,665	\$ 592,927	\$ 562,362	\$ 562,273	\$ 562,891	\$ 492,077	\$ 488,789
Total MMU PILOT/Allocated Cost Discounts	\$ 1,605,516	\$ 1,403,406	\$ 1,881,557	\$ 1,890,942	\$ 1,903,240	\$ 1,356,823	\$ 1,324,719
Annual Audited Electric Sales Revenue	\$ 38,296,700	\$ 38,296,700	\$ 37,234,582	\$ 38,853,509	\$ 41,780,183	\$ 47,691,421	\$ 49,354,980
	4.19%	3.66%	5.05%	4.87%	4.56%	2.85%	2.68%
City of Marshall Payments							
Streetlight Costs from COSS	\$ 277,316	\$ 277,316	\$ 241,575	\$ 241,575	\$ 241,575	\$ 281,172	\$ 281,172
Fire Protection Costs from COSS	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
Total City of Marshall Payments	\$ 422,316	\$ 422,316	\$ 386,575	\$ 386,575	\$ 386,575	\$ 426,172	\$ 426,172

Note:

- # Prior to 2021, this was an Industrial Land Development PILOT Payment based on the Joint Industrial Land Development Agreement with the City of Marshall
- * These costs will be established during the Cost of Service and Rate Design studies resulting in a Rate established for a three year period.

Estimated amounts for 2021 activity
Budgeted Revenue for 2020
Projected amounts based on 2020 activity to date
Historical amounts
Formula-driven cell

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Street Lighting		Agreement Number: 2A.1.4
Date of Adoption: October 20, 2004	Updated: November 18, 2019 Reaffirmed: November 3, 2020	Effective: January 1, 2020

Subject Matter: Marshall Municipal Utilities (MMU) will work in partnership with the Marshall City Government to provide street lighting to enhance public safety and improve the aesthetics of the community of Marshall. For purposes of this policy, street lighting includes lights on poles used to light public roadways, public bicycle paths, municipal parking lots and municipal park lands. It does not include lighting used for athletic recreational fields.

Scope of Activity:

- **Design:**
The design selection of the streetlight pole and lamp will be determined by a committee consisting of the City of Marshall’s Director of Public Works and Marshall Municipal Utilities (MMU) Electric Operations Manager. They will consider input from the constituency groups that are affected. The committee will take into consideration, budgetary, aesthetic, operations and maintenance costs as they select the street lighting design.

- **Placement:**
The selection of the location or placement of all street lighting facilities will be made by MMU’s Electric Operations Manager or his designated electric utility employee. Locations will be selected that comply with the design goals of the Director of Public Works or the Minnesota Department of Transportation if a State Highway.

- **Ownership:**
The streetlights shall be owned by Marshall Municipal Utilities. Their value will be accounted for in the accounting records of MMU.

- **Decision Making Process:**
The responsibility for making decisions regarding construction, repairs, replacement, inventory and timing of the same rests with MMU’s Electric Operations Manager. If needed, MMU’s Electric Operations Manager will solicit input from the Director of Public Works using prior practices as a template.

- **Funding:**
On a monthly basis, MMU will invoice the City an amount which is calculated based on an annual amount that is mutually agreed upon at the annual partnership meeting between MMU and the City of Marshall. The amount will be based upon the fully allocated costs to furnish the street lighting as determined in the Electric Cost of Service and Rate Design Study updated every 3 years. These expenditures include the cost of electricity, O&M as well as the capital cost of new light purchases. It also covers the cost of electricity for signalization; however, does not include the capital or O&M costs for signalization.

When there may be grant money available for lighting streets and parks, the City of Marshall shall provide the grant writing assistance to attempt to secure said grant funding.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**Allocation of System Costs
Marshall Municipal Utilities - Electric**

Item	Total System	Residential		Commercial			Demand Metered					Street Lighting	Industrial GS4	Standby Rate SB4
		Firm GS1	Interr GS1.1	Firm_GS2		Interr Heat GS2.1	Firm_GS3 & GS3.1		Interruptible_GS3.2 & GS3.3					
				No Credit	1% Credit		No Credit	1% Credit	No Credit	1% Credit	2% Credit			
Summary Allocated Cost Of Service:														
Cost Of Power:														
Energy	15,915,261	1,701,275	36,836	992,609	11,257	10,343	1,423,677	1,913,022	216,795	237,503	201,654	34,546	9,135,743	-
Demand	11,307,909	1,413,770	7,653	960,826	10,896	2,503	1,353,069	1,509,104	48,946	48,638	36,796	-	5,915,707	-
MRES Large Customer Incentive	(1,745,481)	-	-	-	-	-	-	-	-	-	-	-	(1,745,481)	-
Total Cost Of Power	25,477,689	3,115,045	44,489	1,953,435	22,153	12,846	2,776,746	3,422,127	265,741	286,142	238,451	34,546	13,305,969	-
Cost Of Transmission	3,799,397	470,452	2,547	319,729	3,626	833	450,253	502,176	16,288	16,185	12,244	-	2,005,064	3,265,043
Total Power Supply Cost	29,277,087	3,585,497	47,035	2,273,164	25,779	13,679	3,226,999	3,924,303	282,029	302,327	250,695	34,546	15,311,033	3,265,043
Operation Expenses	3,508,219	1,163,402	14,543	586,590	3,189	1,812	376,717	332,094	41,684	35,493	27,087	65,283	860,324	606,964
Maintenance Expenses	1,105,636	250,413	3,809	118,836	845	610	146,772	95,045	16,507	11,776	8,433	83,855	368,734	344,865
Depreciation Expenses	3,227,486	622,136	10,061	304,142	2,834	1,984	438,568	344,725	46,503	36,477	26,596	258,609	1,134,850	829,095
Amortization Of Acquisition Adjustment	23,801	4,622	78	2,249	22	16	3,277	2,655	360	290	214	919	9,099	8,489
Taxes & Tax Equivalents	1,115,414	135,306	2,930	79,251	899	826	114,250	153,519	17,398	19,060	16,183	2,749	573,044	737,712
Debt Expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Income Deductions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Credits:														
Fixed (Investment) Charges	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Other Income	(566,941)	(110,105)	(1,859)	(53,577)	(516)	(378)	(78,058)	(63,231)	(8,579)	(6,920)	(5,091)	(21,894)	(216,735)	(202,210)
Revenue From Late Payments	(54,600)	(33,893)	(330)	(17,549)	(36)	-	(2,218)	(270)	(210)	(60)	(30)	(6)	(0)	(0)
Miscellaneous Service Revenue	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Rent From Electric Property	(429,200)	(88,340)	(1,913)	(41,675)	(473)	(434)	(48,659)	(54,270)	(7,041)	(6,996)	(5,293)	(1,204)	(172,902)	(0)
Other Electric Revenue	(300,000)	(58,262)	(983)	(28,350)	(273)	(200)	(41,305)	(33,459)	(4,540)	(3,662)	(2,694)	(11,585)	(114,686)	(107,001)
Total Expenses Before Operating Margin	7,629,814	1,885,279	26,337	949,917	6,491	4,235	909,345	776,809	102,082	85,459	65,405	376,726	2,441,727	2,217,915
Operating Margin	1,050,000	183,150	3,092	89,120	858	629	129,842	105,179	14,271	11,510	8,468	143,359	360,521	491,791
Total Expenses Including Operating Margin	8,679,814	2,068,429	29,428	1,039,037	7,349	4,865	1,039,188	881,988	116,353	96,969	73,873	520,085	2,802,248	2,709,706
Total Revenue Requirement	37,956,901	5,653,926	76,463	3,312,202	33,128	18,544	4,266,187	4,806,291	398,382	399,296	324,568	554,631	18,113,281	5,974,749

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Fire Protection		Agreement Number: 3A.1.3
Date of Adoption: September 28, 2010	Updated: November 18, 2019 Reaffirmed: November 3, 2020	Effective: January 1, 2020

Subject Matter:

To enhance Public Safety by partially funding the development and maintenance of a water system designed to enable city wide fire protection.

Scope of Activity:

Water System Design:

The MMU Water Operations Manager in collaboration with the City of Marshall’s Director of Public Works will design and construct water distribution and storage facilities that permit adequate fire flows to meet industry standards. The selection of materials and appurtenances to the water distribution system will be determined by Marshall Municipal Utilities.

Ownership and Management:

The water supply, water mains, storage facilities, and the fire hydrants located on public land and right of ways in the City of Marshall shall be owned, maintained, and replaced as needed by Marshall Municipal Utilities.

Funding:

Currently, every three years, a rate analyst is engaged to perform a Water Cost of Service and Rate Design Study. In the study, the American Water Works Association’s (AWWA) accounting guidelines will be applied to establish the annual allocation of costs for fire protection.

For the rate period of 2020 through 2022, the total annual cost allocated to fire protection is \$348,445. The City of Marshall will provide the initial \$145,000 in annual funding and MMU will provide the balance of funds as needed.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

ATTACHMENT A

**Fire Protection Services for
City of Marshall
Marshall, Minnesota**

The fee for providing Fire Protection Services to the City of Marshall is based on the following:

The fully allocated cost per the most recent Water Cost of Service and Rate Design Study, shared by the City of Marshall and Marshall Municipal Utilities.

Fully Allocated Cost (per Water Cost of Service and Rated Design Study, October 15, 2019)	\$348,445
Less: Marshall Municipal Utilities funding	<u>(\$203,445)</u>

2021 Fire Protection Services funded by the City of Marshall	\$145,000
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**Marshall Municipal Utilities - Water
Allocation of Fire Protection Costs**

Exhibit 3-D

Line No.	Item	Current Cost of Service Amounts	Allocation Percentage	Current Allocated Amount
	(1)	(2)	(3)	(4)
1	<u>Annual Expense Allocation to Fire Protection:</u>			
2	Production:			
3	Operation:			
4	Salary - Operating Supervision	56,356	10%	5,636
5	Salary - Water Station Labor	231,385	2%	4,628
6	Station Supplies & Expense	8,065	5%	403
7	Power for Pumping	263,510	2%	5,270
8	Maintenance:			-
9	Water Station Maintenance	100,815	2%	2,016
10	Salary - Water Station Maintenance Labor	68,392	2%	1,368
11	Salary - Maintenance of Wells	16,198	2%	324
12	Salary - Aquifer Monitoring	9,336	2%	187
13	Maintenance of Wells	20,163	2%	403
14	Insurance	26,318	2%	526
15	Employee Welfare	127,222	2%	2,544
16	Distribution:			
17	Salary - Maintenance Supervision	56,468	25%	14,117
18	Salary - Maintenance of Hydrants	20,473	25%	5,118
19	Salary - Water Distribution Maintenance	114,961	25%	28,740
20	Maintenance of Distribution Mains	106,121	25%	26,530
21	Maintenance of Hydrants	5,306	100%	5,306
22	Maintenance of Towers & Tanks	299,000	25%	74,750
23	Equipment & Repair Expense	19,102	5%	955
24	Insurance	41,387	25%	10,347
25	Employee Welfare	101,463	25%	25,366
26	Customer Service & Information:			
27	Salary: Office/Customer Records & Collections	108,762	10%	10,876
28	Administrative & General:			
29	Salary: Administration	138,921	10%	13,892
30	Insurance	5,837	10%	584
31	Employees' Welfare	78,965	10%	7,897
32	Total Annual Expense	2,024,526		247,783
33	<u>Annual Capital Cost Allocable to Fire Protection:</u>			
34	Transmission & Distribution Depreciation Expense:			
35	Wells	137,700	2%	2,754
36	Transmission Mains	201,493	10%	20,149
37	Distribution Mains	752,873	10%	75,287
38	Transportation Equipment	30,796	5%	1,540
39	Tools & Work Equipment	18,620	5%	931
40	Total Annual Capital Cost	1,141,482		100,661
41	<u>Annual Fire Protection Costs</u>			348,445
42	<u>Present & Proposed Fire Protection Cost Recovery:</u>			
43	City of Marshall			145,000
44	Private Parties			-
45	Total Proposed Rate Revenue			145,000
46	<u>Proposed Rate Revenue Over (Under) Cost of Service:</u>			(203,445)

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Wastewater and Surface Water Management Billing and Collections		Agreement Number: 4A.1 Formerly 2A.1
Date of Adoption: December 6, 2004	Updated: September 20, 2010 Reaffirmed: November 3, 2020	Effective: January 1, 2011

Subject Matter:

Wastewater and the Surface Water Management (SWM) Utilities are operated and the rates are set by the City of Marshall. Marshall Municipal Utilities facilitates the billing and collection of these fees for the City.

Scope of Activity:

Merging Utility Bills: MMU’s monthly utility bill will default to include Wastewater and SWM billing when the customer is also a customer of MMU. An MMU customer is defined as someone being billed for any utility services provided by MMU. For SWM customers not purchasing electric, water, wastewater services or other MMU utility services, a monthly SWM utility bill will be generated.

Billing - On the 1st working day of each month, MMU shall bill the prior months Wastewater and Surface Water Management (SWM) fee as it does the electric and water.

Collections – The Wastewater and SWM fee will be due and payable on the same terms as the electric and water utility bills (the 21st day of each month).

Payment Distribution - Payment will be applied proportionately to electric, water, wastewater and surface water management charges.

Penalty - If payment is not received by the due date, a penalty of 5% shall be incurred on the current billing period. This is consistent with MMU’s current policy for other services billed. Any revenue collected in the application of a penalty, is retained by MMU to offset the cost to effect collection of the late payment.

Collection Remedies -

- If payment is not received by the 21st, a past due notice shall be mailed by first class presort mail to the party responsible for the bill.
- If payment is not received by the end of the last business day of the month, a notice of past due utility bill will be mailed to the customer. Electricity may be disconnected on the date as stated on notice of past due utility.
- For SWM customers who receive only a SWM bill for their parcel, any unpaid SWM fees as of September 30th each year will be deemed uncollectible and forwarded to the City of Marshall for collection under the collection remedy the City chooses to utilize.

Deposit - A customer deposit is required if a customer previously had unpaid balances with MMU for electric, water, wastewater or surface water that were turned over to our collection agency; the unpaid balance and a deposit of \$100.00 will need to be paid in full before services may begin. A customer deposit of \$100.00 will also be required each time a customer is shut off for non-payment, including limiters that are placed on the electric meters. A business will be charged twice the amount of an average monthly billing or \$100.00; whichever is greater. The customer is required to pay in full the outstanding bill, the deposit, and all other costs incurred, before MMU will reconnect service.

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Non-Sufficient Funds - Collection fees on all non sufficient fund payments shall follow MMU’s policy.

Change of Accounts -

- MMU shall have the authority to make appropriate changes to existing Wastewater and SWM accounts as requested by property owner. Property owner shall complete the application form.
- The City of Marshall shall be responsible to notify MMU of new additions to the City and or splits/combinations of existing parcels and any other changes to any parcel, including ownership changes for purposes of SWM billing.

Payment Arrangements -

- MMU shall work with Wastewater and SWM customers on all special payment arrangements as needed and available as with electric and water utility services.
- MMU shall offer multiple payment methods for Wastewater and SWM as with other utility services.
- If requested, all services, including Wastewater and SWM, will be calculated into a monthly budget billing.

Funding of Activity:

MMU Payment of Wastewater and SWM funds to the City - Marshall Municipal Utilities will remit customer payments collected for Wastewater and SWM on a monthly basis. In the event there is a billing correction resulting in an overpayment/ underpayment or an amount written off, the adjustment will be reflected and so noted in the monthly payment information to the City.

Fees for Service: MMU will invoice and the City of Marshall will pay for MMU to bill and collect Wastewater and SWM service fees on a monthly basis pursuant to this agreement. The amount of the invoice will be based upon 50% of the fully allocated cost (attachment A&B). It is anticipated this amount will change on an annual basis to reflect actual costs incurred by MMU; however, the allocation factors will remain fixed unless both parties mutually agree to a change.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

ATTACHMENT A

**Wastewater Billing and Collections Services for
City of Marshall
Marshall, Minnesota**

Allocation of billing/collection costs: 50% Electric, 20% Water, 20% Wastewater, 10% Surface Water

The following costs are based on 2019 actual expenses:

Staff Position	Staff Position Time spent on Billing & Collecting			WASTEWATER Percentage	Salary & Benefits
	Percentage	Annual Hours	Monthly Hours		
Customer Service Accounts Receivable	90%	1,872	156	20%	\$ 15,180
Customer Service Billing Clerk	90%	1,872	156	20%	\$ 15,301
Customer Service Supervisor	75%	1,560	130	20%	\$ 17,097
Customer Service Manager	50%	1,040	87	20%	\$ 14,016
Database Integration Specialist	50%	1,040	87	20%	\$ 9,298
Energy Services Coordinator	18%	374	31	20%	\$ 4,003
Lead Water Distribution Operator	10%	208	17	20%	\$ 2,264
Finance Manager	5%	104	9	20%	\$ 1,396
TOTAL					\$ 78,554

Billing/Collection Product Costs	Annual Amount	WASTEWATER Percentage	Allocated Cost
Fees: (Software, Licensing, Maintenance)	\$ 49,541	20%	\$ 9,908

Meter Reading, Maintenance, and Capitalization	Annual Amount	50/50 Split with Water	Allocated Cost
Water Meter Reader Salary (per acct #02-5-590-1-90200)	\$ 14,473	50%	\$ 7,237
Water Meter Salary Maintenance (per acct #02-5-300-1-59700~2019)	\$ 10,766	50%	\$ 5,383
Water Meter Maintenance (per acct #02-5-300-2-59700~2019)	\$ 7,201	50%	\$ 3,601
Annual Depreciation of 2019 Water Meter Change-out	\$ 106,649	50%	\$ 53,325
TOTAL			\$ 69,545

General Office Expenses	Annual Amount	Split with Water and Surface Water	Allocated Cost
General Office Expenses - Water	\$ 69,406	40%	\$ 27,762

TOTAL WASTEWATER PORTION COSTS: \$ 185,769

2021 WASTEWATER FEE FOR BILLING & COLLECTIONS 50% of fully allocated costs **\$ 92,885**

Value of monthly billing and collections of Wastewater Services provided to City of Marshall

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

ATTACHMENT B

**Surface Water Management Billing and Collections Services for
City of Marshall
Marshall, Minnesota**

Allocation of billing/collection costs: 50% Electric, 20% Water, 20% Wastewater, 10% Surface Water

The following costs are based on 2019 actual expenses:

Staff Position	Staff Position Time spent on Billing & Collecting			Surface Water Percentage	Salary & Benefits
	Percentage	Annual Hours	Monthly Hours		
Customer Service Accounts Receivable	90%	1,872	156	10%	\$ 7,590
Customer Service Billing Clerk	90%	1,872	156	10%	\$ 7,650
Customer Service Supervisor	75%	1,560	130	10%	\$ 8,548
Customer Service Manager	50%	1,040	87	10%	\$ 7,008
Database Integration Specialist	50%	1,040	87	10%	\$ 4,649
Finance Manager	5%	104	9	10%	\$ 698
TOTAL					\$ 36,143

Billing/Collection Product Costs	Annual Amount	Surface Water Percentage	Allocated Cost
Fees: (Software, Licensing, Maintenance)	\$ 49,541	10%	\$ 4,954

General Office Expenses	Annual Amount	Split with Water and Surface Water	Allocated Cost
General Office Expenses - Water	\$ 69,406	10%	\$ 6,941

TOTAL SURFACE WATER PORTION COSTS: \$ 48,038

2021 SURFACE WATER FEE FOR BILLING & COLLECTIONS *50% of fully allocated costs* **\$ 24,019**

Value of monthly billing and collections of Surface Water Management Services provided to City of Marshall

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Professional Engineering Services		Agreement Number: 5A.1.1
Date of Adoption: January 3, 2006	Updated: December 17, 2013 Reaffirmed: November 3, 2020	Effective: January 1, 2014

Subject Matter:

Marshall Municipal Utilities (MMU) requests to utilize the Professional Engineering Services of the City of Marshall for the design, inspection, and contract administration for various watermain and water service projects within the City of Marshall. The City of Marshall currently provides a portion of these services presently for various special assessment projects. Therefore, the City of Marshall and Marshall Municipal Utilities agree to enter into this Agreement.

Scope of Activity:

The purpose of the Agreement is to define the responsibilities of the City as to certain Professional Engineering Services for MMU and to define compensation from Marshall Municipal Utilities to the City of Marshall for said services.

The responsibilities and compensation are included in Attachment A of this Agreement and are attached hereto.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

ATTACHMENT A

Scope of Work for Professional Engineering Services for Marshall Municipal Utilities Marshall, Minnesota

I. Services to be Provided By the City of Marshall:

Marshall Municipal Utilities (MMU) desires to utilize the Professional Engineering Services of the City of Marshall (City) for watermain project development including Preliminary Planning and Conceptual Design, Design, Construction Inspection, and Post Construction, as outlined herein. The City and MMU will begin each project by completing a Project Authorization form that demonstrates the project has secured necessary commitment from the elected and/or appointed local officials. The Project Authorization form can be signed by the City's and MMU's management staff. Any engineering work accomplished under this agreement prior to the Project Authorization Form being completed requires the approval of MMU's General Manager or Operations Manager. It is recognized this will occur from time to time when there are joint development aspects to a project.

A. Preliminary Planning and Conceptual Design Services –

1. Basic Services

- a. Meet with MMU on a regular basis to determine the project needs for upcoming new and replacement watermain project.
- b. Provide a conceptual design or project layout for proposed projects.
- c. Revise the concept as necessary for MMU to confirm the scope of work and implementation schedule.
- d. Provide budgetary preliminary cost estimates of the concept project.

B. Design Services –

1. Basic Services

- a. Prepare plans and specifications, contract documents, and detailed estimates for the Construction projects and submit them to MMU and necessary permitting agencies for approval. Make necessary changes to the plans as required.
- b. Reproduce final plans and specifications for bidding purposes.
- c. Assist in reviewing bids, tabulation and analyses of bid results, and forward the results to MMU for their approval.

C. Construction Services –

1. Basic Services

- a. Assist MMU in execution of the Construction Documents.
- b. Conduct the pre-construction conference.
- c. Provide construction controls and verification surveys.
- d. Consult with and advise MMU during construction and act as MMU's representative as provided in the Contract Documents.
- e. Interpret plans and specifications during construction.
- f. Review required submittals to determine compliance with Contract Documents.

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

- g. Construction observation and documentation including digital photography to ensure compliance with the Contract Documents and for providing an adequate construction record or “as-built” record.
- h. Review performance and laboratory test data for compliance with project specifications.
- i. Review required payroll and advise contractors of deficiencies, if any.
- j. Review and make recommendations on requests for partial payments and change orders.
- k. Conduct final inspection and recommend final acceptance and payment.

D. Post Construction Services –

- 1. Prepare project record drawings (as built)
- 2. Provide any warranty inspections required.

II. Additional Services:

The following items are not included in the basic services under this Agreement:

- 1. Registered land surveying or right-of-way services, legal descriptions, and related services.
- 2. Environmental Impact Statements.
- 3. Construction Materials Testing.
- 4. Soil Borings and geotechnical recommendations.
- 5. Structural analysis.
- 6. Transmission (trunk line) design/sizing water treatment, or water storage projects.
- 7. Any legal, bonding or administrative costs

III. Period of Services:

This Agreement commences January 1, 2011 and will renew for subsequent five-year terms unless terminated by either party. Either party may terminate this contract by giving notice of intention to terminate to the other party. Notice to be provided as follows: City of Marshall; Attention City Administrator, 344 West Main Street, Marshall, MN 56258. MMU; Attention General Manager, 113 South 4th Street, Marshall, MN 56258. Said notice shall be by Certified Mail, return receipt requested to the address as listed above. Termination and subsequent cancellation of this contract shall be effective 12 months after the date said notice is received by the other party.

IV. Compensation:

The Basic Services in this agreement will be provided to MMU by the City of Marshall for a base annual fee of \$65,000.

This base fee is based upon current projected MMU needs and is estimated on a minimum amount of \$406,250 of water distribution construction work annually. For purposes of this calculation, it will not matter if the work has been designed with the City Engineer’s services or if the City Engineer utilizes the services of a 3rd party for purposes of designing the water distribution work.

If the construction cost of watermain and associated items in any calendar year exceeds \$406,250, MMU will be billed the at the rate of 16% for projects that require full engineering services as outlined above. For projects that are mutually agreed upon to need more or less than full engineering services due to their size or complexity, the City Engineer and MMU General Manager may agree to a greater or lesser percentage.

Additional services will be provided by separate agreement and billed separately.

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

V. Miscellaneous Provisions:

1. Modification. This Agreement may be modified by the parties only by written supplemental Agreement.
2. Binding Effect. The terms and conditions as set forth herein are binding upon the parties hereto, their legal representatives, successors and assigns.
3. Entire Agreement. This Agreement supersedes all agreements previously made between the parties relating to the subject matter of this Agreement. There are no other understandings or agreements.
4. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
5. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same agreement.

City of Marshall & Marshall Municipal Utilities Water Project Authorization/Request Form

In accordance with the Professional Engineering Service Agreement between the City of Marshall (City) and Marshall Municipal Utilities (MMU), it is envisioned that water projects will be initiated for various reasons. The Project Authorization form is intended to serve as a document for the parties which will, to the extent possible, indicate the project scope authorized hereunder.

Project Title: _____

Project Description:

Is the project part of a larger joint project? Yes or No (circle one). If yes, who is (are) the other project participant(s)? _____ (list)

What is the non-water distribution portion of the joint project?

Phase 1: Preliminary Planning and Conceptual Design

Authorization for Water Distribution Engineering:

For MMU:

Name	Title	Date
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If a joint project with MMU is anticipated for water distribution, then City authorization to proceed with preliminary planning and conceptual design activities for non-water distribution joint work is requested.

Authorization to proceed with preliminary planning and conceptual design for the non-water distribution joint work:

For the City:

Name	Title	Date
------	-------	------

(over)

Phase 2: Design Services

If the project moves into the design phase, both parties stipulate they will continue to proceed as envisioned in the Professional Engineering Agreement and as outlined. Following design, the City Engineer will provide a final *estimate* showing the cost breakdown and item of work by each utility prior to bidding the work. Final *estimate* will be attached to this form by the City Engineer for consideration by MMU.

Following the bidding and award of contract, a *final cost breakdown* will be prepared by the City Engineer which shall be agreed upon by both parties and amended, if necessary, following project completion.

My signature attests that all public processes required by the City and/or MMU have been accomplished and that authorization has been granted by the City Council and/or the Utility Commission to complete the final design and seek bids for this public improvement.

For the City:

Name	Title	Date

For MMU:

Name	Title	Date

Phase 3: Construction Services:

If the project moves from design to construction, both parties stipulate they will continue to proceed as envisioned in the Professional Engineering Agreement and as outlined. Both parties stipulate that funding for their respective items of work under the joint project have been approved and will be available for their portion of joint work in a timely manner. Abstract of bids and cost breakdown for the project shall be attached to this document, when available.

My signature attests that all public processes required by the City and /or MMU have been accomplished and that authorization has been granted by the City Council and/ or the MMU Commission to construct the public improvement.

For the City:

Name	Title	Date

For MMU:

Name	Title	Date

(over)

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Joint Industrial Land Development		Agreement Number: 6A.1. 4
Date of Adoption: July 18, 2007 Date of Termination: January 1, 2021	Updated: November 3, 2020	Effective: Date of Termination: January 1, 2021

SUBJECT MATTER: This agreement is terminated January 1, 2021 and is replaced by an agreement that details how the termination of this agreement takes place. It is the intent of the parties that in 2021, there will not be a “Joint Industrial Development Agreement”.

Marshall Municipal Utilities Commission

City of Marshall

Chairman of the Commission

Mayor

Secretary of the Commission

City Clerk

Date

Date

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Joint Industrial Land Development – New Agreement Outlining Termination of 6A.1.4		Agreement Number: 6A.2
Date of Adoption: November 24, 2020 – City of Marshall December 15, 2020 - MMU	Updated:	Effective: January 1, 2021

Subject matter:

The purpose of this agreement is to establish the understanding and conditions agreed upon to terminate the “Joint Industrial Land Development” agreement originally adopted July 18, 2007 between City of Marshall and Marshall Municipal Utilities (MMU).

Whereas, the Joint Industrial Land Development agreement between the parties originally dated July 18, 2007 and affirmed annually each year since, has resulted in the City of Marshall acquiring and developing Industrial Land with all necessary infrastructure. The two subdivisions developed by the City of Marshall are more commonly referred to as Sonstegard Addition and Commerce Park. The agreement has served the intended purpose and the parties now desire to terminate the agreement, and

Whereas, the Industrial zoned land in Commerce Park is now “shovel-ready” and the City of Marshall/HRA assisted by its Economic Development Authority (EDA) desire to sell the land in strategic parcels for purposes of creating jobs. In the capitalization of the construction of Commerce Park, the City of Marshall secured a BDPI grant in the amount of \$2,000,000. These funds along with \$3,022,750 from MMU and \$3,022,750 from the City of Marshall enabling the work to be accomplished, and

Whereas, included in the new agreement MMU is still obligated to the city and the original Joint Industrial Land Development agreement to share in any future buydown of the BDPI grant at a 50/50 cost share, and

Whereas, during the design and execution of the multiyear project, the City and MMU agreed to accomplish the task of stormwater retention on the adjoining land now known as the Merit Center Driving Track, and while the City was considering this site for said purpose, they asked MMU if it would be in agreement to accomplish the stormwater retention on the Merit Center land rather than the Commerce Park land. The parties agreed doing so would retain the maximum amount of improved “shovel ready” Industrial land and MMU stipulated they would support the idea in return for lot 2, block 7 in Commerce Park, to be used by MMU for future municipal utilities facilities such as a solar installation or a water treatment plant or both over time. A 50-year \$1.00 option was entered into by the parties and said option was recorded. As the parties work to affect the transfer of ownership of lot 2, block 7, both MMU and the city have discovered that Minnesota Management and Budget office (MMB) has raised questions as to the compliance with state statutes that are associated with the \$2 million dollar grant awarded to the city to develop Commerce Park. Under current statute, MMU and the city would be in violation of State law if it were to proceed with the original agreement to purchase lot 2 block 7, and

Whereas, the city and MMU agree that Lot 2 Block 7 should be owned by MMU and will work together to ask for changes in current state statutes that will allow greater flexibility for economic development opportunities. Should the city and MMU succeed in creating greater control over the use of Commerce Park development, MMU asks that Lot 2 Block 7 be sold to MMU for \$1.00 as originally intended in the first Joint Industrial Land Development agreement dated July 18th, 2008. If the city and MMU cannot secure the changes needed to sell Lot 2 Block 7 to MMU for \$1.00, MMU reserves the right to purchase Lot 2 Block 7 at the appraised value.

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

Now Therefore Be It Resolved, The City of Marshall as developer and owner of the remaining unsold developed land within the Sonstegard and Commerce Park 2 Subdivisions will:

1. Assume all liability for future initial infrastructure costs, including water mains that may be incurred in future phases of work in support of the Sonstegard and Commerce Park lands including any costs expended on the Merit Center Driving Track land related to stormwater improvements.
2. Repay the State of Minnesota all or a portion of the BDPI grant funds received if in the City of Marshall's opinion, it becomes necessary in order to remove State of Minnesota imposed restrictions on how the land is marketed and sold.
3. Provide MMU lot 2, block 7 in Commerce Park 2, free and clear of any State or Local encumbrances.

Marshall Municipal Utilities, agrees herein:

1. MMU commits to a 50% cost share for any buydown of the \$2,000,000 grant from the State Should the city decides if paying back this grant is in the best interest of Marshall.
2. To transfer funds to the City of Marshall through the annual Pilot payment for support of the work of the Marshall Economic Development Authority (EDA) within the city limits of Marshall MN. The annual amount of said funds would be the result of multiplying the 10-year average energy sales (excluding GS-4 sales) by \$.0006 and GS-4 sales by \$.0001 which would yield \$184,078 in the current calculation. The amount will vary slightly year to year.
3. To pay \$1.00 or the appraised value for lot 2, block 7 Commerce Park. The dollar amount will be determined by the results of the city's and MMU's efforts in making state statutes more flexible in support of economic development efforts by cities and counties.

Be It Further Resolved, the parties as witnessed by their respective signatures below, agree that the 2007 Joint Industrial Development Agreement as amended and affirmed from time to time, will in its entirety terminate January 1, 2021.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Marshall Municipal Utilities Capital Funding Plan		Agreement Number: 7A.1.10
Date of Adoption: November 19, 2008	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

Two local public entities, the City of Marshall and Marshall Municipal Utilities (MMU) have the ability to utilize tax exempt bonding for capital improvements. When these entities determine a need to issue bonds, their preference is to issue bonds within the federally established bank qualified (BQ) limit.

Scope of Activity:

On an annual basis, the City Administrator and the General Manager of MMU coordinate their organization’s respective capital funding needs.

The coordination of public improvements requires a joint planning effort between all local public bodies. In cooperation and with joint planning, the City of Marshall and Marshall Municipal Utilities agree to work together on the coordination of their respective capital improvements funded by municipal bonding.

Funding:

During the last quarter of the year, MMU will communicate the subsequent year’s utility bonding needs to the Marshall City Council through their City Administrator. Further, Marshall Municipal Utilities agrees to engage the same Financial Advisor and Bond Counsel to streamline the joint planning between bodies. MMU does not anticipate issuing any additional Public Utility revenue bonds during 2021 for “new money” issues.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Fiber Optic Utilization		Agreement Number: 8A.1.10
Date of Adoption: November 19, 2008	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

Marshall Municipal Utilities (MMU) owns and maintains a fiber optic network as part of its electric utility. Over the years, public entities in Marshall have participated in the planning and funding of the network and have connected their buildings to the network to provide fiber connectivity. This connectivity allows greater efficiency in the planning and utilization of public Information Technology (IT) resources. While MMU owns the network, its joint utilization serves to provide a secure and robust network or Wide Area Network (WAN) within Marshall. Participants include the Lyon County Government, Marshall Public Schools, the City of Marshall and MMU. This agreement acts to do the annual planning between the City of Marshall and MMU for any planned fiber WAN improvements or expansions.

Scope of Activity:

MMU’s involvement is carried out in part, pursuant to the Marshall City Charter chapter 13.01, Subd.1. In satisfaction of the provisions of the chapter, MMU herein requests, and the City of Marshall herein grants the authority and ability to own, operate, maintain, replace and enhance the fiber optic facilities. The MMU owned fiber optic facilities can use public rights of way, consistent with Chapter 13.04 Subd 5 of the City Charter.

Funding:

The City of Marshall will provide the capital to expand the fiber system, if the expansion is solely for the purposes of serving a City of Marshall function and no joint use is contemplated. When there is a joint use, MMU will provide funding for the non-City portion of the project. MMU’s fixed term “Dark Fiber” agreements are also an available funding mechanism the City can utilize. Repair or maintenance work done on fiber used solely by the City will be done by MMU on a time and material basis.

Future Cost:

The City requested that MMU bring fiber to the Tiger Lake Lift Station. The estimated cost to install is \$6,000.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

Agreement Title: Telephony Sharing Formerly known as Information Technology Sharing		Agreement Number: 9A.1.10
Date of Adoption: November 19, 2008	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

The City of Marshall (COM) and Marshall Municipal Utilities (MMU), referred to as the parties, share hardware, software, and consulting services in the execution of a shared telephony solution. The City separated and established their own IT system to serve their other IT needs during 2020 and beyond.

During 2021, the City intends to plan for the purchase and installation of their own telephony solution using their own IT infrastructure but will continue to use the MMU fiber facilities to tie all City locations together.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

Agreement Title: Chloride Reduction Coordination		Agreement Number: 10A.1.6
Date of Adoption: December 17, 2013	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

The Minnesota Pollution Control Agency (MPCA) has communicated to Marshall the need to comply with the new water quality-based effluent limit (WQBEL) in Marshall’s National Pollutant Discharge Elimination System (NPDES) to the Redwood River. One standard is in regard to the amount of chloride that enters the river.

One of Marshall’s primary sources of chloride is salt used in softening the potable (drinking) water supply. Water quality analysis from multiple samples collected over a period from January 2015 to May 2016 have indicated that the Redwood River receives an average of 11,350 pounds per day of chloride discharged from the Marshall Wastewater Treatment Facility (WWTF). Of this amount, residential, commercial and light industrial water softening systems contribute 7,330 pounds per day of chlorides. The City of Marshall’s current NPDES permit contains the requirement to attain a chloride (salt) concentration limit of 261 mg/l or less by 2024.

To succeed in reducing the amount of chlorides discharged, it will be necessary for the City of Marshall’s wastewater and MMU’s water supply to work together in reducing the need for salt-based softening of the community water supply along with reduction in chloride discharge from industrial sources. To this end, the City adopts City Resolution No. 4430, Second Series which outlines its commitment to MMU to support the creation of a softer drinking water, copy attached.

Scope of Activity:

The City of Marshall pursuant to Resolution 4637, funds their portion of the construction of the Water Softening Enhancement Project. The City stands ready to provide their portion of the capital to construct the improvements up to the limit of \$2,555,953, which sum is inclusive of the design funds previously provided by the City. The City has contributed \$1,294,639 through October 30, 2020.

Marshall Municipal Utilities by this agreement resolves to:

Accept and Use PSIG grant funding in the amount of \$7,000,000 and provide \$2,029,539 in MMU funding for the construction of said improvement. Current total project costs are estimated to be \$11,585,492.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

Resolution No. 4637, Second Series
A Resolution Amending Resolution 4608, Second Series
in Support of Chloride Reduction in Water
Discharged to the Redwood River

Whereas, the City of Marshall (City) operates a wastewater treatment facility that treats the community's wastewater prior to its discharge into the Redwood River, pursuant to a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Minnesota Pollution Control Agency (MPCA). The City's NPDES permit contains a chloride (salt) limitation that must be achieved by 2024. The City and Marshall Municipal Utilities (MMU) have been in discussion about methods to attain the reduction in chloride (salt) discharged into the Redwood River; and

Whereas, City and MMU have each retained the services of qualified consultants to provide analysis and recommendations regarding the most cost-efficient methods to attain compliance with the required chloride limits as set forth by the MPCA permit. That analysis has included both a review of upgrades to the existing water treatment plant and has also included a review of retrofitting the City's wastewater treatment plant; and

Whereas, the City and MMU desire to coordinate the planning between the community's water utility and its wastewater treatment facility by developing a process to lower the wastewater treatment facility's chloride discharge. Based upon the consultant's analysis, it has been determined that the most significant measure to lower the chloride is to provide softer water from MMU's Water Treatment Plant. To achieve the permit's required result, upgrades to the existing Water Treatment Plant would have to occur at an estimated cost of \$10,606,000 based upon fully designed plans by MMU's water engineering consultant, AE2S. MMU applied for a \$7,000,000 Minnesota Public Facilities Authority Point Source Implementation Grant (PSIG) and has received notice the PSIG funding will be available for upgrades to MMU's Water Treatment Plant, the "project". With the "project" fully designed and with notice of the PSIG grant, the local funding must be put in place; and

Whereas, bids for the "project" were solicited, were reviewed and were opened on July 9, 2019. MMU received bids from two (2) responsible bidders. The estimated "project" costs as set forth above have been replaced by actual bids as received. The low responsible bid exceeded the engineer's estimate and further exceeded the amount as previously approved by Council Resolution No. 4608; and

Whereas, the low responsible bid received for the "project" plus engineering costs contracted to date totaled \$11,104,492. In addition to the bid, it is recommended that a 5% contingency amount be added to "project" costs for a total "project" cost of \$11,585,492; and

Whereas, the total local funding for the "project" is now projected to be \$4,585,492 (total project costs \$11,585,492 minus PSIG grant \$7,000,000.00 = \$4,585,492).

Now Therefore Be It Resolved, that the local funding for the "project" is set forth below:

With the local funding for the "project" is projected to be \$4,585,492.00, the City commits to funding 55.74% of the local portion of the "project" costs projected to be \$2,555,953. The remaining local portion of projected funding shall be paid by MMU providing 44.26% of the local portion of funding projected to be \$2,029,539. To the extent the actual "project" costs are different than the projected total of \$11,585,492 the City and MMU will share said differences according to the stated percentages herein; and

Be it Further Resolved, the City hereby:

1. Commits to all measures required to attain NPDES Chloride compliance including the measures as outlined in the City's August 3, 2017 report prepared and submitted by their consultant, Bolton & Menk, as set forth below:
 - a. Support Marshall Municipal Utilities further softening of the community water supply quality to 5-8 grains using Lime/Soda Ash Softening to reduce Ion Exchange softening brine discharge.
 - b. Establish chloride surcharge on customers of the City of Marshall wastewater treatment facilities that have an industrial treatment agreement. Remit revenue collected from the surcharge to MMU in support of their further softening.
 - c. If it is determined by MMU to be required, authorize MMU adding chloride surcharge to the monthly utility bill for wastewater (sewer) customers invoiced by MMU. MMU is authorized to collect and retain said revenue. Currently, MMU is not contemplating the need for this type of surcharge.
 - d. Public and Industry education to reduce chlorides at the source.
 - e. Potential incentive program to set all softeners to the most efficient settings.
 - f. Set industrial limits in SIU Agreements.
 - g. Apply for MPCA Variance on chloride limit.
 - h. If all of the above measures have been implemented and chloride limits are not met; the City should, by ordinance, end the practice of Ion Exchange softening, if needed to reach final limit; and

Be it Further Resolved, the City hereby:

Approves the award by the Marshall Municipal Utilities of the "project" contract to the low bidder KHC Construction Company of Marshall, and authorizes the MMU Commission to enter into said contract, and further recognizes and commits to the City portion of local funding in the amount of \$2,555,953.

Upon vote being taken thereon, the following Council Members voted in favor:

and the following voted against the same:

whereupon the resolution was declared passed and adopted this 23 day of July, 2019.



Robert J. Byrnes, Mayor

ATTEST:



Kyle Box
Its: City Clerk

This Instrument Drafted by:
Dennis H. Simpson
Marshall City Attorney
109 S. 4th Street
Marshall, MN 56258

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

Agreement Title: GIS Coordination		Agreement Number: 11A.3
Date of Adoption: November 7, 2017	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

Geographic Information System (GIS) utilization has increasingly been deployed at Marshall Municipal Utilities (MMU) and the City of Marshall for purposes of accurately recording and preserving the record of where the public assets are located. This work is very important for accurate system planning as well as transferring knowledge as one generation retires and another takes its place. MMU has developed robust capabilities in using a software platform named ESRI and the City of Marshall wishes to migrate their current GIS data to the same platform.

Scope of Activity:

MMU herein offers to support the City of Marshall in deploying the ESRI software for the management of various facility records now maintained by the City such as signage, wastewater, and surface water management. The use of ESRI will enhance the accuracy and functionality of data dealing with location points. MMU will provide the following services:

- A. Human resources to build and maintain the desired data and records related to physical locations in a GIS format.
- B. Software, licenses, and support and hardware located within the MMU/City Network suitable for accomplishing the work.

The City and MMU will provide map information when requested to a shared file for ease of access by staff.

The fee for MMU performing the work for the City will be tracked, and the incremental cost incurred by MMU will be billed to the City. MMU estimates the annual expenses to be approximately \$ \$32,000. This amount will be invoiced to the City on a monthly basis. On an annual basis, during the Joint Partnership Meeting, the costs will be reviewed and agreed upon for the succeeding year.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**Marshall Municipal Utilities
City of Marshall
2021 Shared GIS Budget**

Shared GIS Budget 2021 - Software					
			MMU	City	
Area	Product / Purpose	Cost			User
ArcGIS	ESRI Enterprise Licensing	\$ 25,000	\$ 15,000	\$ 10,000.00	City (40%), MMU (60%)
	TOTAL	\$ 25,000	\$ 15,000	\$ 10,000	

Shared GIS Budget 2021 - MMU Estimated Staff Time					
		Annual			
Area	Product / Purpose	Hours	Rate	City	User
GIS	Estimated MMU Staff Hours for:	400.00	\$ 55.00	\$ 22,000	City, MMU
	- GPS Fieldwork Collection				
	- Fieldwork Conversion to GIS				
	- GIS Database Creation				
	- GIS Database Maintenance				
	- Web and Mobile Map Creation				
	- Web an Mobile Map Maintenance				
	TOTAL			\$ 22,000	
Total Cost of GIS Software & MMU Staff Time				\$ 32,000	

CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES AGREEMENT

Agreement Title: Radio Frequency (RF) Coordination		Agreement Number: 12A.2
Date of Adoption: November 18, 2019	Updated: November 3, 2020	Effective: January 1, 2021

Subject Matter:

This agreement details the uses of Federal Communication Commission (FCC) regulated Radio Frequency or RF signals used in the transmission and reception of communication for voice and non-voice use in the regular operations of work activity of the employees of the City of Marshall and the Marshall Municipal Utilities (MMU). Generally, RF used by law enforcement is not part of this agreement. FCC also licenses private telecommunication providers who place their equipment for wireless communication on public facilities such as water towers and street light poles which in Marshall are owned by MMU.

The systems and FCC licensees needed to serve this public purpose can be enhanced through good coordination between City and MMU for their use.

Scope of Activity:

1. Two-way radio communication:

The FCC license for frequency 158.805 MHz is issued to the City of Marshall and is used by both the MMU employees and the City Public Works employees in the discharge of their duties. Said license renewal has been handled by MMU in the past but is issued to the City of Marshall. The current license is being modified and the license extended and amended to reflect the relocation of the transmitter to the MnDOT tower in 2020. The City herein grants permission to apply for modification to this license relocating the repeater to the MnDOT Marshall site RF Tower.

2. GPS base station transmitter:

The City owns a GPS transmitter placed on the City owned High-rise apartment at 202 N. 1st St. The FCC license for said transmitter operated at 453.2375 Mhz. As the equipment is owned by the City any FCC licensure activity should be handled by the City. Current FCC License expires November 8, 2025. Public and private users of GPS technology use this base station for documenting and locating geospatial information.

3. Private wireless telecommunication providers.

Cell phone service in and around Marshall is provided by the private sector. Agreements between these companies and MMU allow for their equipment to be located upon the MMU owned water towers on Bruce St. and Oak St.

Beginning in 2019, Verizon Wireless started to plan and build “small-cell” equipment on street light poles owned by MMU. Verizon’s vision is to one day in the future, use this equipment as a key part of their 5G build-out. They say 5G will support the triple-play of voice-data-entertainment. The current equipment is not 5G. To facilitate the placement of the small cell equipment, MMU has entered into agreements to allow for the orderly placement and operation of said privately owned equipment.

**CITY OF MARSHALL AND MARSHALL MUNICIPAL UTILITIES
AGREEMENT**

Any revenue received by MMU for use of the Street Light poles will be shared with the City of Marshall. MMU will receive said lease payments and will remit to the City the net revenue after paying for the expenses incurred to lease said street light poles to the companies. The current estimate of net revenue is \$1,000 per pole per year but is expected to change over time. Currently, seven (7) poles are under lease to Verizon Wireless.

2021 Costs:

No costs are expected related to this RF agreement in 2021.

Marshall Municipal Utilities Commission

City of Marshall

Chairperson of the Commission

Mayor

Secretary of the Commission

City Clerk

Date: _____

Date: _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Review 2021 On-Sale Intoxicating Liquor Fees
Background Information:	<p>Local License holders have requested relief in their 2020 and 2021 license fees in response to COVID-19. Included in the council packet is a year to date overview of the affected license holders including fees collected and the relief provided by the City Council in the Spring of 2020 in response to bar and restaurant closures.</p> <p>After the Spring refunds were issued a moratorium was also put in place on the requirement of On-Sale Intoxicating Liquor License holders to pay the second half of their 2020 License until normal operations have resumed.</p> <p>In response to Governor Walz’s Executive Order No. 20-99, staff is proposing a refund of license fees equal to a four-week period.</p> <p>Staff is also proposing a reimbursement in response to Governor Walz’s previous executive order limiting capacity to bars and restaurants to 50%. This reimbursement would be a 50% reduction of license fees over a period of 6 months.</p> <p>Additionally, 2021 license fees are proposed to be reduced by 50% with only the first half (six months) due at this time.</p>
Fiscal Impact:	<p>Amounts below include fees either reimbursed or not collected</p> <p>2020: \$28,179.80</p> <p>2021: \$36,562.50 (Note: This amount may decrease depending on future action by the council after the second half of license fees become due)</p>
Alternative/ Variations:	A specific percentage or dollar amount other than what is listed.
Recommendations:	<p>Recommendation No. 1</p> <p>To approve and reimburse the 2020 license fees for On-Sale Liquor/Wine/Taproom as listed in the council packet.</p> <p>Recommendation No. 2</p> <ul style="list-style-type: none"> • To approve a 50% reduction in the 2021 On-Sale Liquor/Wine/Taproom License Fees for the first half of 2021. • To only collect the first half (6 months) of license fees. • Reimburse license holders accordingly that have prepaid for 2021.

2020 Liquor License Review

	Paid in Full or 1st Half		2020 Fees Collected	2020 Spring Reimbursement	2020 Nov. Reimbursement	2020 50% Cap. Reimbursement	Equalizer Reimbursement	Total Fees Reimbursed	Total 2020 Fees After Reimbursement
	Half	Paid 2nd Half							
No Sunday License	\$ 1,700.00	\$ 1,000.00	\$ 2,700.00	\$ (349.32)	\$ (245.48)	\$ (750.00)	\$ (4.52)	\$ (1,349.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 1,700.00	\$ -	\$ 1,700.00	\$ (349.32)				\$ (349.32)	\$ 1,350.68
	\$ 1,700.00	\$ -	\$ 1,700.00	\$ (349.32)				\$ (349.32)	\$ 1,350.68
	\$ 1,500.00	\$ -	\$ 1,500.00	\$ (308.22)				\$ (308.22)	\$ 1,191.78
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 1,700.00	\$ -	\$ 1,700.00	\$ (349.32)				\$ (349.32)	\$ 1,350.68
	\$ 1,700.00	\$ 1,500.00	\$ 3,200.00	\$ (349.32)	\$ (245.48)	\$ (750.00)	\$ (504.52)	\$ (1,849.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68
	\$ 3,200.00	\$ -	\$ 3,200.00	\$ (657.75)	\$ (245.48)	\$ (750.00)	\$ (196.09)	\$ (1,849.32)	\$ 1,350.68

License Fees Collected	\$ 38,100.00
License Fees Reimbursed Spring	\$ (7,316.82)
License Fees Reimbursed Nov.	\$ (2,452.80)
License Fee 50% Cap. Reimbursement	\$ (7,500.00)
License Fees Equalizer Reimbursement	\$ (2,077.76)
2020 Total Fees Collected	\$ 18,752.62

License Type	License Total	Per Day	Per Month	6 Months	50% of 6 Months
On-Sale Liquor	\$ 3,000.00	\$ 8.22	\$ 250.00	\$ 1,500.00	\$ 750.00
On-Sale Liquor Sun.	\$ 200.00	\$ 0.55	\$ 16.67	\$ 100.00	\$ 50.00
Wine	\$ 600.00	\$ 1.64	\$ 50.00	\$ 300.00	\$ 150.00
Taproom	\$ 500.00	\$ 1.37	\$ 41.67	\$ 250.00	\$ 125.00
On-Sale 3.2	\$ 250.00	\$ 0.68	\$ 20.83	\$ 125.00	\$ 62.50

Wine/On-Sale 3.2% Intoxicating Liquor

4 License Holders

Proposed Proposed

	2020 Spring		2020 Nov.		2020 50% Cap.		Total Fees After	
	Total Fees Collected	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Total 2020 Fees After Reimbursement	
	\$ 850.00	\$ (174.66)	\$ (65.21)	\$ (212.50)	\$ (452.37)	\$ 397.63		
	\$ 850.00	\$ (174.66)	\$ (65.21)	\$ (212.50)	\$ (452.37)	\$ 397.63		
	\$ 850.00	\$ (174.66)	\$ (65.21)	\$ (212.50)	\$ (452.37)	\$ 397.63		
	\$ 850.00	\$ (174.66)	\$ (65.21)	\$ (212.50)	\$ (452.37)	\$ 397.63		

License Fees Collected	\$ 3,400.00
License Fees Reimbursed Spring	\$ (698.64)
License Fees Reimbursed Nov.	\$ (260.84)
License Fees 50 % Cap. Reimbursed	\$ (850.00)
2020 Total	\$ 1,590.52

Taproom

1 License Holder

Proposed Proposed

	2020 Spring		2020 Nov.		2020 50% Cap.		Total 2020 Fees After	
	Total Fees Collected	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Total 2020 Fees After Reimbursement	
	\$ 500.00	\$ (109.59)	\$ (38.36)	\$ (125.00)	\$ (272.95)	\$ 227.05		

License Fees Collected	\$ 500.00
License Fees Reimbursed Spring	\$ (109.59)
License Fees Reimbursed Nov.	\$ (38.36)

License Fees 50 % Cap. Reimbursed	\$	(125.00)
2020 Total	\$	227.05

CITY OF MARSHALL
AGENDA ITEM REPORT

Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Approval of a Request for Proposal for the new City of Marshall Comprehensive Plan.
Background Information:	<p>Staff is requesting Council approval to proceed with a Request for Proposal to write a new City of Marshall Comprehensive Plan. An approval by the Council would not require a commitment to hiring a consultant or any additional funds. If approved, staff will bring proposals back to the Council at a future meeting for project consideration and award allowing Council to make a decision on proceeding and hiring a consultant at that time. According to Annette Storm, Director of Administrative Services, there is no budget or revenue source for this item nor there will be because it will be paid for from the reserve.</p> <p>According to the League of Minnesota Cities, a comprehensive plan is an expression of the community’s vision for the future and a strategic map to reach that vision. It is an important tool to guide future development of land to ensure a safe, pleasant, and prosperous environment. The process of its adoption also creates an extensive opportunity for residents to participate in guiding community’s future.</p> <p>The last complete City of Marshall Comprehensive Plan was done in 1996. It was partially updated in 2004 and has not been reviewed nor modified since that date. General recommendation is to update the Comprehensive Plan every 10 to 15 years, and the current plan is over 16 years old. Out of all comparable cities, Marshall appears to have the oldest Comprehensive Plan. It is becoming increasingly difficult to conduct zoning operations, development, and enforcement, considering how conditions in the City have greatly changed since 1996 and even since 2004.</p> <p>If the Council approves this RFP, staff propose the following schedule:</p> <ul style="list-style-type: none"> ▪ Issuance of Request for Proposal.....November 25, 2020 ▪ Proposals DueJanuary 6, 2021, by 4:00 pm ▪ Review of proposals/Interview selected consultant... ..Jan. 7 – Feb. 16, 2021 ▪ Recommendations to City CouncilFebruary 17, 2021 ▪ Notice to proceedFebruary 23, 2021 ▪ Draft report submittal.....July 27, 2021 ▪ Project completion/Final report submittal.....October 19, 2021 <p>The RFP draft is attached for review and consideration.</p>
Fiscal Impact:	None for the Request for Proposal. Estimated price for the study to produce the Comprehensive Plan is between \$50,000 and \$60,000. Project costs would be financed through General Fund reserves.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council approve a Request for Proposal for the new City of Marshall Comprehensive Plan and direct staff to distribute it to all interested parties.

Date Issued:

November 25, 2020

Submittal Due:

January 6, 2021

Response Inquiries to:

Ilya Gutman
Assistant Zoning Administrator
Community Development Department
City of Marshall
344 West Main Street
Marshall, MN 56258
ilya.gutman@ci.marshall.mn.us
507-537-6773

REQUEST FOR QUALIFICATIONS & PROPOSALS

COMPREHENSIVE PLAN UPDATE CITY OF MARSHALL, MINNESOTA

PURPOSE

The City of Marshall seeks the services of a qualified consultant or consultant team who will be responsible for providing services that result in an updated Comprehensive Plan. The selected consultant will have considerable experience in developing comprehensive plans, particularly for communities of a size and standing similar to Marshall, and possess significant urban planning abilities in the areas of: data collection, trend projection, feasibility analysis, mapping, visioning, and citizen involvement/participation and process facilitation.

The consultant will be expected to develop and lead a planning process that features active public participation in assessing where we are as a community and where we can and want to go in the future. The City's intent is to provide its citizens with a Comprehensive Plan that accurately reflects the physical, environmental, social, economic and cultural resources of the City and to establish a vision and framework for action to achieve its desired outcomes.

INTRODUCTION AND BACKGROUND

The City of Marshall is a vibrant community of approximately 13,680 residents with a market draw of more than 25,000 people, located in Southwestern Minnesota. It is the region's retail trade, health care, education and cultural center and has been selected as one of "The Best Small Towns in America" three times in the past. As a community, Marshall prides itself in its unique blend of small-town character and hospitality with big city amenities. Marshall is home to The Schwan's Food Company, one of the largest frozen food manufacturers in the country, Southwest Minnesota State University, a 7,000 students regional education center, Avera Marshall Regional Medical Center, US Bancorp, Turkey Valley Farm, Archer Daniels Midland Corn Processing facility, several state governmental agencies, and is the site of Lyon County government operations. In addition to its business and industrial assets, the City of Marshall is proud to offer a number of fine educational and recreational facilities such as a recently constructed Red Baron Ice Arena and Expo, Schwan's Community Center for the Performing Arts, a regional library, City and County museum, and the Marshall Area YMCA. Additionally, a new elementary school facility, approved by the referendum, is in the planning stages. The City is situated about 140 miles southwest of Minneapolis at the intersection of US Highway 59 and State Highways 19, 23, and 68. The Southwest Minnesota Regional Airport-Marshall/Ryan Field is located in the City.

The current City Comprehensive Plan dates back to 1996, more than 20 years ago. Even though it was thoroughly updated and amended in 2004, it is definitely outdated and may not represent the current dynamic in the City of Marshall. In order to ensure that the Comprehensive Plan appropriately reflects the current conditions and views within the community, the City Council has decided that it is time to review the successes and challenges of implementing the current Plan, reassess the current state of the community, determine what the desired future of the community is, and develop a revised set of goals and strategies to serve as a policy for achieving the vision.

The previous paragraph is not intended to imply that the current version of the Comprehensive Plan is no longer pertinent in all areas and is totally obsolete. The current Plan should be the point of reference for the beginning of the process that should involve current plan review in order to determine what is valid, what isn't valid, what worked and what did not work.

RELATED STUDIES AND AVAILABLE RESOURCES

The City will make available to the consultant the City's GIS data, which includes the following layers of information:

- Color Aerial Photography (May 2019) 2"/pixel resolution
- Parcels
- Existing Zoning
- Public Utilities: Sanitary Sewer, Water, Storm Sewer, Electric
- Roads/Easements
- 5-year Capital Improvement Plan
- Airport Safety Zoning
- City Limits
- Lakes and Rivers

To aid the consultant in the preparation of a proposal, the 1996 Marshall Comprehensive Plan, including Amendments and Appendices, can be accessed on the City of Marshall website at this location: <https://ci.marshall.mn.us/main/images/works/pdf/City-of-Marshall-1996-Comprehensive-Plan.pdf>.

Additional studies that have been completed should be reviewed and considered within the scope of work proposed. The following are examples of the most recent plans and studies (they can be accessed through this webpage: <https://ci.marshall.mn.us/main/index.php/economic-development/eda-board/studies-statistics>):

- Comprehensive Infrastructure Planning Study (2003)
- Comprehensive Housing Action Plan (2003 to 2010)
- Downtown Development Plan (1997)
- Marshall – Ryan Field Airport Brochure
- Marshall Housing Study (2008)
- Marshall Lyon County Retail Trade Analysis Report (2013)
- Marshall Comprehensive Housing Needs Analysis Report (2015)
- Hotel Market Study (2016)
- EDA Annual Report (2019)

PLANNING BODY

The City envisions process oversight during the development stages of the updated Comprehensive Plan will be performed by a Comprehensive Plan Task Force (8-10 members), appointed by the City Council and representing a cross-section of community interests. The Task Force will also include representatives from the City Council and the Planning Commission. Those representatives will be the communication link for those bodies, who will act on a recommended draft put forward by the Task Force near the conclusion of the process.

WORK SCOPE

Proposers are encouraged to provide innovative and well thought out approaches to the comprehensive planning process. Consultants submitting proposals are expected to present a work program that addresses all major components of a typical Comprehensive Plan. In addition, it is anticipated that the City will identify other major

and minor topics and issues that will require research, education and facilitation in developing consensus recommendations in the Comprehensive Plan. The following have been identified as major components of the Comprehensive Plan update:

Updated Community Inventory/Profile – *Where are we now?*

This component will provide baseline information that presents a concise qualitative and quantitative “status report” on the City of Marshall. The consultant shall review and compile all relevant and current local, regional, state, and federal information in order to succinctly portray the existing physical, socio-demographic and economic state of the City. The data should be assembled into a concise format, using similar base dates, when possible, and using compatible mapping scales and forms and other techniques necessary to ensure the “existing conditions” analysis consists of useful information. At a minimum, the following categories of existing conditions in the community should be included in the analysis:

- Cultural & recreational assets
- Population/employment
- Economy
- Physical/geological/environmental factors
- Land use, including existing Zoning Map, and growth
- Transportation/circulation & accessibility (all modes)
- Public Utilities (sanitary sewer, water, storm sewer, electric, street light)
- Private Utilities (natural gas, communication services)
- Public Facilities, including park, trail, and open space
- Emergency Facilities (Fire, Police, EMS)
- Housing and Neighborhoods
- Community safety & appearance

Community Assessment/Issue Identification – *Where can we go?*

Utilizing the information gathered in the previous section as well as soundly planned and executed public outreach, the consultant will develop and lead a process that will identify the strengths and weaknesses of the community along with the recognition of the problems and issues the city faces. The planning process should include an appropriately timed assessment of feasibility without limiting the consideration of alternatives or having a constraining effect. This component of the process will develop a shared understanding of the most important issues and will ask essential questions about the economic, environmental, and social implications of these issues.

Community Vision/Goals – *Where do we want to go?*

Informed by the previous existing conditions inventory, community assessment and issue identification, the consultant shall design and lead a planning process that builds community consensus and support for the final version of the updated Comprehensive Plan. The process shall validate and update the vision for the future design and character of the community and establish measurable specific goals and objectives directed toward the vision that shall represent interests of a broad range of citizens rather than a few special interest groups. In the process, the Consultant should analyze the assumed effects of external forces (physical, social, economic and political) on the future of the city, including issues and forecasts of local and regional growth.

WORK APPROACH AND PRINCIPLES

Public Participation –The process should be heavily participatory, employing a variety of citizen participation techniques, including at least two public informational meetings, two informational mailings, and two community surveys, one on-line and one mailed in.

The approach toward citizen participation should be designed to achieve maximum response, taking into account the busy lives our citizens lead. Presentations in front of the Task Force, Planning Commission, Economic Development Authority, and City Council will be required along with frequent interaction with staff. The consultant will be responsible for managing, facilitating, publicizing/marketing (with assistance from the City), informing, recording, and at times, mediating the process.

The process proposed by the consultant shall meet and exceed the minimum requirements for public hearings. In past comprehensive planning projects, there have been public hearings at both the Planning Commission and City Council levels during final approval. The Marshall Economic Development Authority (EDA) shall have a prominent role in the process of reviewing and updating the Economic Development element.

Guiding Principles – the Plan shall be guided by the following principles to assure the best outcome and future collaborative work for the Plan implementation:

- Community oriented: The Plan should be centered on the people that live, work, play, and learn in Marshall and designed to make the city healthy, safe, livable, prosperous and sustainable for all;
- Consensus-focused: The Plan should be organized around an agreed upon vision and driven by a set of community values/guiding principles;
- Inclusive: The Plan should be reflective of the engagement process and should incorporate disparate viewpoints, specific needs, and opinions of segments of the population with the intent of hearing and acknowledging all voices, especially those that typically may be underrepresented in the planning process;
- Accessible: The Plan should be consistent in tone, easy-to-read, and easy-to-use, the one that avoids technical terms when possible, with a strong emphasis on visual interest and the use of photographs, charts, tables, and infographics;
- Action-oriented: The Plan should be primary goal driven and focused on pragmatic and measurable outcomes;
- Interconnected: The Plan should acknowledge and address the interconnectedness of the various planning elements and be reflective of the complexities of modern society;
- Data-driven: The Plan should be an evidence-based strategic framework based on valid statistical data and commonly accepted theories to achieve long-range planning goals efficiently and effectively;

- **Accountable:** The Plan should be viewed as an agreement between the city and stakeholders, in which the city will do its best to achieve the vision laid out in the plan, including a process designed to update the community on progress made following plan adoption.

Plan Elements – The updated Plan shall contain, at a minimum, the following elements/chapters typical for a Comprehensive Plan:

- Introduction and Summary
- Community Vision and Values
- Land Use Analysis and Plan
- Community Facilities and Services Analysis
- Economic Development Analysis and Plan
- Transportation Analysis
- Utilities and Other Infrastructure Analysis, including surface water
- Housing Analysis
- Parks and Open Spaces Analysis
- Implementation Program

Development of an updated Land Use element should include the creation of an ArcGIS based updated Future Land Use Map. The Land Use element should, at a minimum, examine:

- Existing desirable and undesirable land use patterns
- Land use compatibility
- Land demand
- Environmental opportunities and constraints
- Transportation influences
- Redevelopment opportunities
- Suggested Ordinary Annexation areas

OBJECTIVES/DESIRED PLANNING OUTCOMES

The planning process and the completed update to the Comprehensive Plan should:

- Provide legal justification for land use decisions and ordinances.
- Be community-oriented and provide an opportunity for, and center on, residents and property owners to guide the future of Marshall.
- Help Marshall identify issues and prepare for demographic and development changes.
- Provide a comprehensive plan for future development and land use.
- Protect and make the most of public investments by:
 - Encouraging sustainable development patterns that use land, energy and other resources efficiently
 - Planning growth so that it maximizes existing assets and coincides with the investment in new assets, such as the extension of public infrastructure.
- Foster sustainable economic development
- Protect property rights and values
- Provide implementation strategies that can be used by the City to ensure development results in the desired physical form and responds to social needs.
- Provide an opportunity to consider future impacts of today's decisions.

PROJECT SCHEDULE

The City of Marshall anticipated timeline is as follows, although the dates may be subject to minor adjustment as the City deems necessary for accommodating public meeting dates.

- Issuance of Request for Proposal.....November 25, 2020
- **Proposals Due****January 6, 2021, by 4:00 p.m.**
- Review of proposals/Interview selected consultant.....Jan. 7 – Feb. 16, 2021
- Recommendations to City CouncilFebruary 17, 2021
- Notice to proceedFebruary 23, 2021
- Draft report submittal..... ..July 27, 2021
- Project completion/Final report submittal.....October 19, 2021

REQUIRED PROJECT DELIVERABLES

- Ten bound copies of the Plan and one unbound copy of the plan.
- A digital searchable copy in PDF format and Microsoft Word format.
- The Plan should be submitted in booklet form, using standard size sheets including text, photographs, graphics, tables, charts and renderings to facilitate client reproduction.
- All deliverables should be compatible with Windows operating systems, Microsoft Office, ArcGIS and other formats as determined during the project work program.
- Rights to all data, work products, etc., revert to the City of Marshall upon completion of contract.

PROPOSAL CONTENTS

The consultant's proposal shall include, at a minimum, the following information:

- Provide a complete statement regarding the understanding of the project and your interest in working with the City of Marshall on the Comprehensive Plan and ability to complete the project within the prescribed timeframe, signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
- Firm background including information on the size, location, available resources and brief discussion on past experiences related to updating comprehensive plans, transportation plans, and other policy documents.
- A summary of the experience and qualifications of the consultant team and individuals that will work on the project.
- A general restatement and/or enhancement of the desired project objectives/outcomes.
- A detailed description of the consultants proposed work plan and methodology that will lead to the desired outcomes.
- A separate description of the consultant's plan to optimize public participation.
- A proposed project schedule including a detailed phasing and task list and estimated completion time of each task.
- An example and detailed description of the SINGLE past project that the consultant believes is most similar to this project along with references including names, email, and telephone numbers.

- A list of three other recently completed projects of a similar scope with references including names, email, and telephone numbers.
- A statement regarding the level of effort and degree of detail that can be provided in the project, given the proposed fee.
- A description of the assistance required of City staff during the project.
- In a separate, sealed envelope, a cost proposal for providing the requested consultant services. The cost proposal shall be in the form of an “hourly, not to exceed fee”. The cost proposal shall include a listing of hourly rates for each position within the consultant team, an estimate of staff hours for each task within the proposed work plan, and suggested travel and material expenses.

If a proposing firm is not selected for an interview, the “cost envelope” will be returned unopened.

The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. The City reserves the right to reject any and all proposals or to request additional information from any and all applicants. All costs including, but not limited to, travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm.

PROPOSAL SUBMITTAL

Six copies of the proposal (with only one cost envelope) along with an electronic copy in PDF format shall be submitted to:

Ilya Gutman
Assistant Zoning Administrator
Community Development
344 West Main Street
Marshall, MN 56258

Proposals must be received by 4:00 p.m., January 6, 2021.

Questions regarding the proposal process may be directed to Ilya Gutman at (507) 537-6773 or at ilya.gutman@ci.marshall.mn.us.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

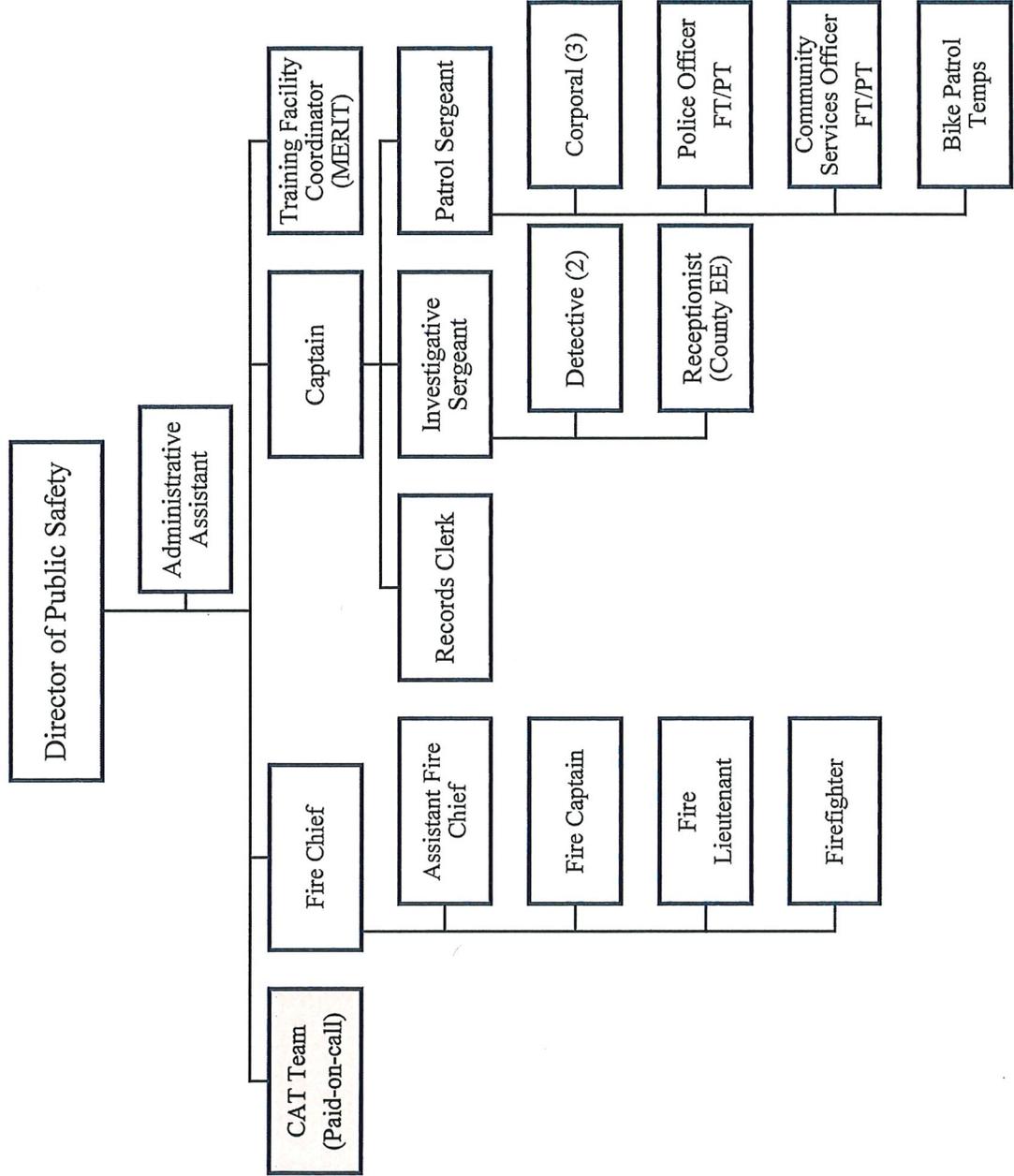
Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of an amendment to the 2021 Paid-on-call Wage Schedule
Background Information:	<p>Staff are requesting Council consideration and approval to amend the 2021 Paid-on-call Wage Schedule by adding a new HazMat Technician/Firefighter position and pay rate. This item was brought forward to the Personnel Committee on November 18th. The Personnel Committee recommended unanimous approval.</p> <p>The Southwest MN Chemical Assessment Team is one of eleven HAZMAT teams that exists in the State of Minnesota. In 2019, the Department of Public Safety transitioned oversight of the eleven teams from the MN Homeland Security and Emergency Management Office to the State Fire Marshal’s Office. The Southwest MN Chemical Assessment Team is the only team remaining that is a “stand-alone” team that is not part of a fire department.</p> <p>The State Fire Marshal’s Office was supportive of the Southwest MN Chemical Assessment Team, however, they expressed concern over the long-term strength of the team related to numbers of personnel and encouraged us to consider combining the SW MN CAT Team with the Marshall Fire Department. In October of 2020, the low number of personnel within the SW MN CAT Team became a critical concern and has prevented us from being able to safely serve the fourteen-county area that is part of our service agreement.</p> <p>With support and encouragement from the State Fire Marshal’s Office along with discussion with the Marshall Fire Department, we have started the planning process to transition the SW MN CAT team into the Marshall Fire Department. The proposal we discussed with the Council Personnel Committee and are requesting approval from the Council is as follows:</p> <ol style="list-style-type: none"> 1) Create a new truck company within the Marshall Fire Department. This new truck company would create a new captain and lieutenant position that would provide leadership to the Southwest MN Chemical Assessment Team. 2) Transition current SW MN CAT Team members into the Marshall Fire Department at their current rate of pay. Provide opportunities to current SW MN CAT members to become firefighters if they choose. Open positions within the new truck company would be filled with current firefighters that have an interest in becoming HAZMAT Technicians. Firefighters completing the HAZMAT Technician certification would be compensated with an increase to their hourly rate of pay. <p>The Southwest MN Chemical Assessment Team is a true asset to the community of Marshall and our surrounding fourteen county area. In an emergency situation involving hazardous materials, time is critical, and keeping the CAT Team based out of the City of Marshall is essential. Fire Chief Brunsvold and I are committed to keeping this asset in the City of Marshall. The changes proposed will improve the Southwest MN Chemical Assessment Team and the</p>

	Marshall Fire Department as well as strengthen our emergency response to our community and region.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve the amended 2021 Paid-on-call wage schedule



MARSHALL

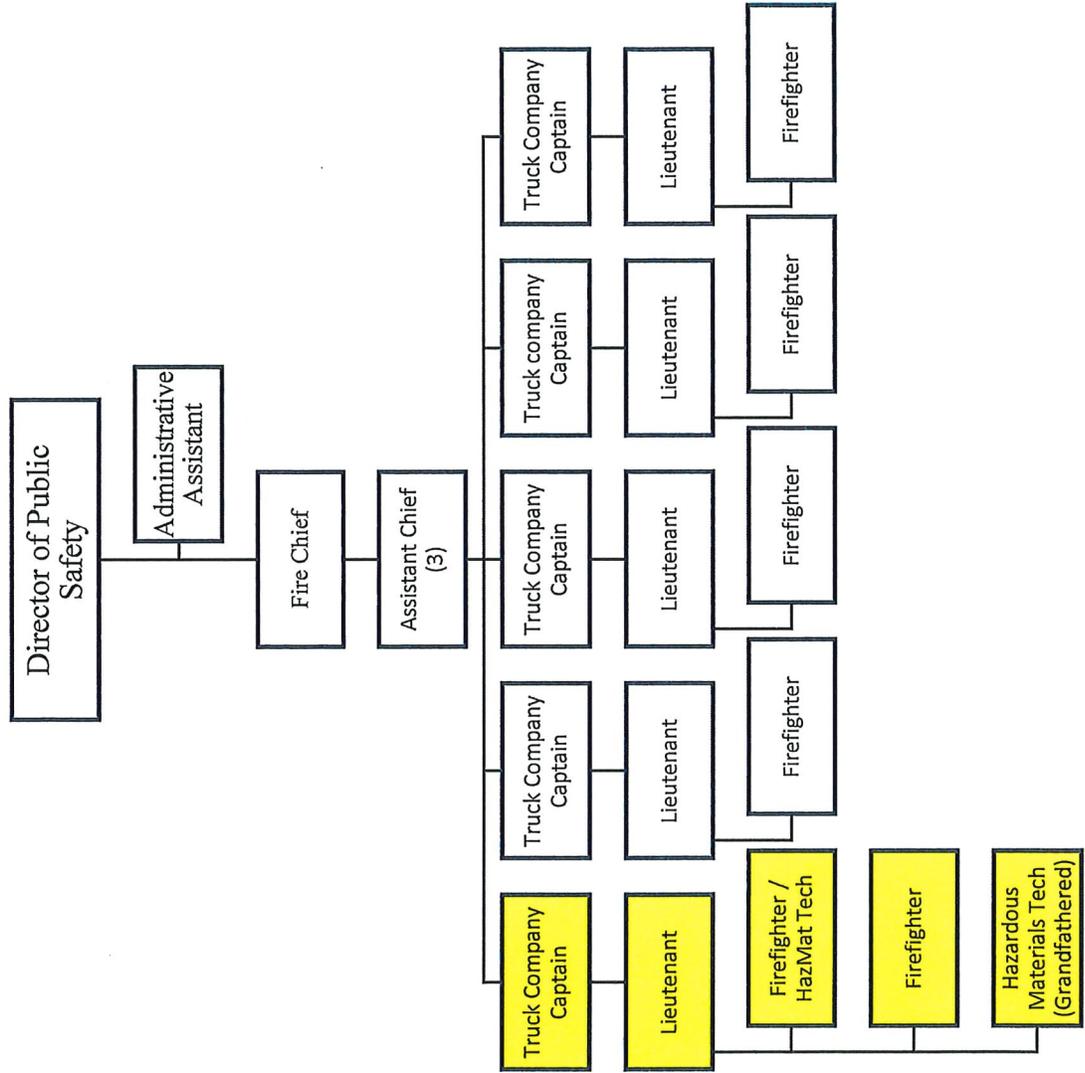
Organizational Chart—Public Safety City of Marshall, Minnesota





MARSHALL

Organizational Chart—Public Safety---DRAFT
City of Marshall, Minnesota



CITY OF MARSHALL WAGE SCHEDULE

DRAFT 2021 Schedule

PAID ON-CALL EMPLOYEES

JOB CLASSIFICATION	Hourly Rate	Annual Rate
Firefighter	17.77	
HazMat Technician/Firefighter	20.00	
Fire Chief (annual salary plus call-outs)	17.77	10,327.35
Assistant Fire Chief (annual salary plus call-outs)	17.77	3,997.16
Fire Captain (annual salary plus call-outs)	17.77	1,701.93
Fire Lieutenant (annual salary plus call-outs)	17.77	1,140.52
Janitor (Marshall Fire Hall--annual salary)		2,931.99
Hazardous Materials Technician (CAT) In-jurisdiction Responses	24.79	
Hazardous Materials Technician (CAT) State Responses	62.50	

Note: The CAT maximum compensation rates are established via contract with the State of MN.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Schedule Public Hearing-Tax Abatement
Background Information:	<p>The City and Border States Electric have exchanged draft purchase agreement for the purchase of 2.5 acres of land in order to allow for construction of a 13,200 square foot warehouse/distribution building with an approximate 20,00 outside yard.</p> <p>The EDA Board provided a recommendation to the Council to consider the tax abatement.</p>
Fiscal Impact:	Proposed tax abatement of not to exceed \$55,000 over 10 years. Purchase of the land/development is contingent on the tax abatement provided. Purchase price net the tax abatement = \$17,500
Alternative/Variations:	None
Recommendations:	Schedule a public hearing for Tuesday December 10, 2020 to consider tax abatement request.

CITY OF MARSHALL
NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENT
FOR TAX ABATEMENT APPLICANT BORDER STATES ELECTRIC

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall Minnesota (the “City”), will hold a public hearing at a meeting of the Council beginning at 5:30 p.m., on December 8, 2020 to be held in the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 Erie Road in Marshall, Minnesota, on the request of a Tax Abatement Applicant that the City abate a portion of property taxes levied by the City in connection with the proposed construction of an approximately 13,000 square warehouse and distribution building as well as a 20,000 square foot yard. The property is located within the City and is currently identified as Parcel No. 27-538-002-0. The approximate amount of assistance is \$55,000 over a maximum period of 10 years. The City Council will consider granting a property tax abatement in response to the request.

Information about the proposed tax abatement will be on file and available for public inspection at the office of the City Clerk at City Hall.

All interested persons may appear at the public hearing and present their views orally or in writing. Following the public hearing, the City Council will take action concerning the adoption or rejection of the proposed tax abatement application.

Dated: November 28, 2020

/s/Kyle Box
City Clerk

**BORDER STATES ELECTRIC
NEW BRANCH BUILDING**
MARSHALL, MN



1 SITE PLAN
1" = 20'-0"

PARKING STALLS		
STALL TYPE		COUNT
10' x 20' ACCESSIBLE PARKING STALL		2
10' x 20' STANDARD PARKING STALL		31
TOTAL PARKING STALLS		33

ZONING INFORMATION

ZONING DISTRICT: I-1 LIMITED INDUSTRIAL

- BUILDING REGULATIONS**
- HEIGHT REGULATIONS**
 - NO BUILDING SHALL HEREAFTER BE ERRECTED TO EXCEED 75 FEET IN HEIGHT.
 - FRONT YARD REGULATIONS**
 - THERE SHALL BE A FRONT YARD HAVING A DEPTH OF NOT LESS THAN 25 FEET.
 - THERE SHALL BE A FRONT YARD HAVING A DEPTH OF 30 FEET ON A LOT OR PLOT THAT ADJUTS A THOROUGHFARE AS SHOWN ON THE ADOPTED CITY THOROUGHFARE PLAN, EXCEPT THAT AN 80-FOOT SETBACK SHALL BE REQUIRED WHEN THE CONCIL DETERMINES THAT A SERVICE FOOD IS NECESSARY.
 - NO FRONT YARD SHALL BE REQUIRED IN THE DOWNTOWN DISTRICT.
 - SIDE YARD REGULATIONS**
 - THERE SHALL BE TWO SIDE YARDS, ON EACH SIDE OF A BUILDING EACH HAVING A WIDTH OF NOT LESS THAN 10 FEET.
 - NO BUILDING SHALL BE LOCATED WITHIN 20 FEET OF ANY REAR LOT LINE ABUTTING A LOT IN ANY OF THE CLASSES OF RESIDENCE DISTRICTS.
 - NO SIDE YARD SHALL BE REQUIRED IN THE DOWNTOWN DISTRICT.
 - REAR YARD REGULATIONS**
 - THERE SHALL BE A REAR YARD HAVING A DEPTH OF NOT LESS THAN 25 PERCENT OF THE LOT DEPTH OR A MINIMUM REQUIRED REAR YARD OF 25 FEET.
 - NO REAR YARD SHALL BE REQUIRED IN DOWNTOWN DISTRICT.
 - LOT COVERAGE REGULATIONS**
 - NOT MORE THAN 50 PERCENT OF THE TOTAL AREA OF THE LOT SHALL BE COVERED BY BUILDINGS.
 - NO LOT COVERAGE RESTRICTIONS APPLY IN THE DOWNTOWN DISTRICT.

- PARKING REGULATIONS**
- YARDS**
 - NO OFF-STREET PARKING, STACKING OR LOADING SHALL BE LOCATED WITHIN 10 FEET OF ANY PROPERTY LINE THAT ABUTS A STREET RIGHT-OF-WAY OR ANY OF THE CLASSES OF RESIDENCE.
 - ACCESS**
 - ACCESS TO ANY PARKING OR LOADING SPACE SHALL BE BY ACCESS DRIVE NOT LESS THAN 24 FEET WIDE FOR TWO WAY TRAFFIC AND 15 FEET WIDE FOR ONE-WAY TRAFFIC.
 - ACCESS DRIVE OPENINGS TO STREET SHALL NOT BE LOCATED CLOSER THAN 25 FEET TO THE NEAREST INTERSECTION.
 - MINIMUM SIZE REGULATIONS**
 - ON-STREET PARKING SPACE SHALL HAVE A WIDTH OF NOT LESS THAN 8'-6", AND A LENGTH OF NOT LESS THAN 20'-0" EXCEPT PARKING SPACE PLACED AGAINST SIDEWALK WIDER THAN 4 FEET, CURB, OR LAWN MAY BE REDUCED TO 18'-0".
 - OFFICE, PROFESSIONAL (1/300)
 - RETAIL SALES (1/200)
 - WAREHOUSE SALES AND WAREHOUSE (1/2,000)

REVISIONS	
NUMBER	DATE

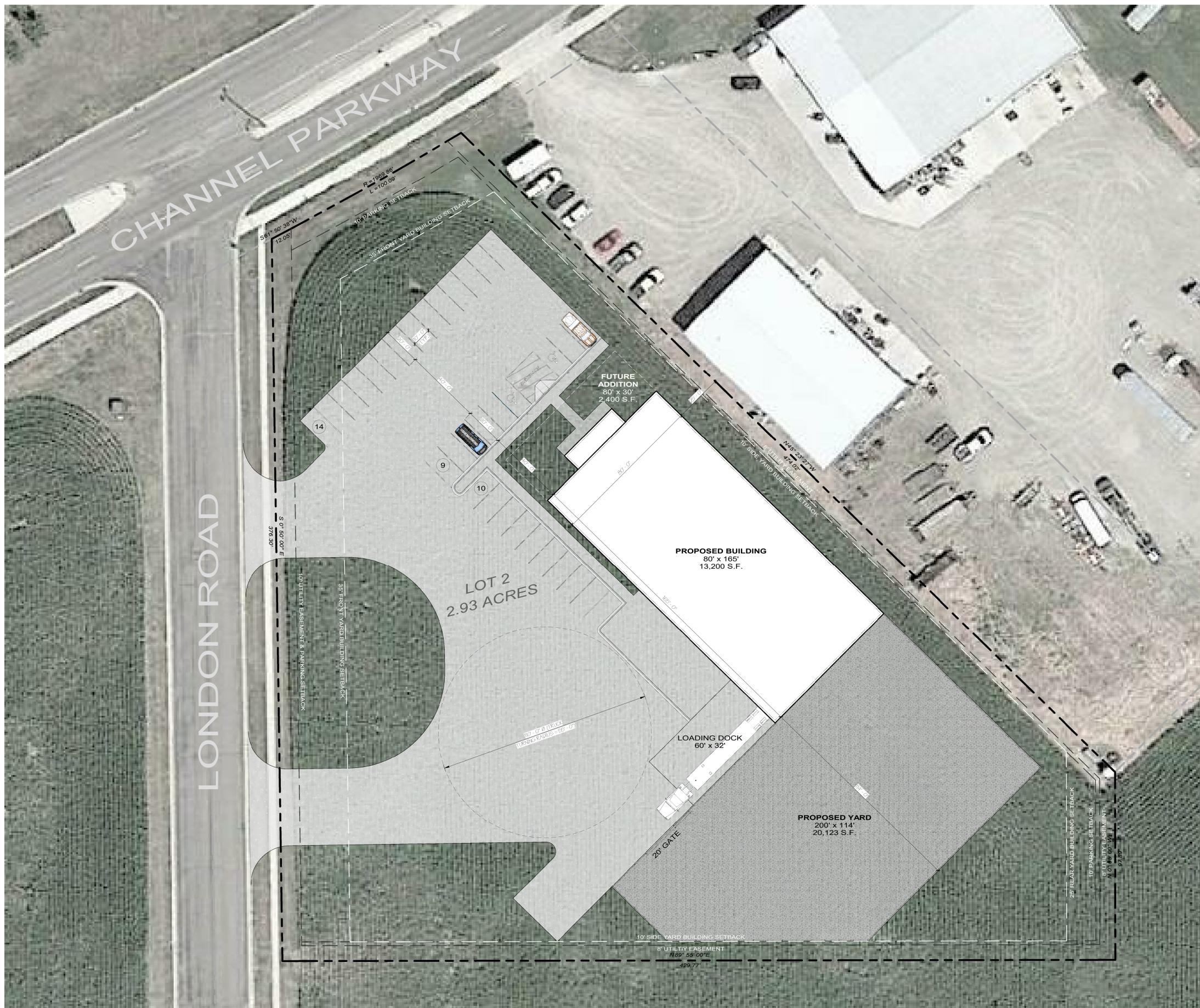
OPTION 2

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A100.2

BORDER STATES ELECTRIC
NEW BRANCH BUILDING
MARSHALL, MN



1 SITE PLAN
1" = 20'-0"

REVISIONS

NUMBER	DATE

PARKING STALLS

STALL TYPE	COUNT
10' x 20' ACCESSIBLE PARKING STALL	2
10' x 20' STANDARD PARKING STALL	31
TOTAL PARKING STALLS	33

ZONING INFORMATION

- ZONING DISTRICT: I-1 LIMITED INDUSTRIAL**
- BUILDING REGULATIONS**
- HEIGHT REGULATIONS**
 - a. NO BUILDING SHALL HEREAFTER BE ERRECTED TO EXCEED 75 FEET IN HEIGHT.
 - FRONT YARD REGULATIONS**
 - a. THERE SHALL BE A FRONT YARD HAVING A DEPTH OF NOT LESS THAN 25 FEET.
 - b. THERE SHALL BE A FRONT YARD HAVING A DEPTH OF 30 FEET ON A LOT OR PLOT THAT ABUTS A THOROUGHFARE AS SHOWN ON THE ADOPTED CITY THOROUGHFARE PLAN, EXCEPT THAT AN 80-FOOT SETBACK SHALL BE REQUIRED WHEN THE CONCIL DETERMINES THAT A SERVICE FOOD IS NECESSARY.
 - c. NO FRONT YARD SHALL BE REQUIRED IN THE DOWNTOWN DISTRICT.
 - SIDE YARD REGULATIONS**
 - a. THERE SHALL BE TWO SIDE YARDS, ON EACH SIDE OF A BUILDING EACH HAVING A WIDTH OF NOT LESS THAN 10 FEET.
 - b. NO BUILDING SHALL BE LOCATED WITHIN 20 FEET OF ANY REAR LOT LINE ABUTTING A LOT IN ANY OF THE CLASSES OF RESIDENCE DISTRICTS.
 - c. NO SIDE YARD SHALL BE REQUIRED IN THE DOWNTOWN DISTRICT.
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 - a. THERE SHALL BE A REAR YARD HAVING A DEPTH OF NOT LESS THAN 25 PERCENT OF THE LOT DEPTH OR A MINIMUM REQUIRED REAR YARD OF 25 FEET.
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 - a. NOT MORE THAN 50 PERCENT OF THE TOTAL AREA OF THE LOT SHALL BE COVERED BY BUILDINGS.
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- PARKING REGULATIONS**
- YARDS**
 - a. NO OFF-STREET PARKING, STACKING OR LOADING SHALL BE LOCATED WITHIN 10 FEET OF ANY PROPERTY LINE THAT ABUTS A STREET RIGHT-OF-WAY OR ANY OF THE CLASSES OF RESIDENCE.
 - ACCESS**
 - a. ACCESS TO ANY PARKING OR LOADING SPACE SHALL BE BY ACCESS DRIVE NOT LESS THAN 24 FEET WIDE FOR TWO-WAY TRAFFIC AND 15 FEET WIDE FOR ONE-WAY TRAFFIC.
 - b. ACCESS DRIVE OPENINGS TO STREET SHALL NOT BE LOCATED CLOSER THAN 25 FEET TO THE NEAREST INTERSECTION.
 - MINIMUM SIZE REGULATIONS**
 - a. UNPAVED OFF-STREET PARKING SPACE SHALL HAVE A WIDTH OF NOT LESS THAN 8'-6", AND A LENGTH OF NOT LESS THAN 20'-0" EXCEPT PARKING SPACE PLACED AGAINST SIDEWALK WIDER THAN 4 FEET, CURB, OR LAWN MAY BE REDUCED TO 18'-0".
 - b. RETAIL SALES (12000)
 - c. OFFICE, PROFESSIONAL (13000)
 - d. WAREHOUSE SALES AND WAREHOUSE (142000)

OPTION 1

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A100.1

CALCULATING THE LAND EMV

BASED ON OFFICE ESTIMATE	1	2	3
<i>year</i>	2022	2023	2024
<i>ENTER % OF ABATEMENT HERE</i> 	100%	90%	80%
Base EMV Captured Taxes	\$ 1,191.06	\$ 1,191.06	\$ 1,191.06
Improvement EMV Abated Taxes	\$ 7,222.31	\$ 6,500.08	\$ 5,777.85
Improvement EMV Captured Taxes	\$ -	\$ 722.23	\$ 1,444.46
Amount of Abatement	\$ 7,222.31	\$ 6,500.08	\$ 5,777.85
Amount of Taxes the City receives	\$ 1,191.06	\$ 1,913.29	\$ 2,635.52
Total Tax Bill (city)	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37

BORDER STATES ABATEMENT ESTIMATE

**V AS BASE - ONLY HAVING ABATEMENT ON IMPROVEMENT EMV
(CITY PORTION ONLY)**

4 2025	5 2026	6 2027	7 2028	8 2029	9 2030	10 2031
70%	60%	50%	0%	0%	0%	0%
\$ 1,191.06	\$ 1,191.06	\$ 1,191.06	\$ 1,191.06	\$ 1,191.06	\$ 1,191.06	\$ 1,191.06
\$ 5,055.62	\$ 4,333.39	\$ 3,611.16	\$ -	\$ -	\$ -	\$ -
\$ 2,166.69	\$ 2,888.92	\$ 3,611.16	\$ 7,222.31	\$ 7,222.31	\$ 7,222.31	\$ 7,222.31
<hr/>						
\$ 5,055.62	\$ 4,333.39	\$ 3,611.16	\$ -	\$ -	\$ -	\$ -
\$ 3,357.75	\$ 4,079.98	\$ 4,802.22	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37
<hr/>						
\$ 8,413.37	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37	\$ 8,413.37

	EMV	City Taxes	County Taxes	TOTAL TAX BILL
Base EMV	\$ 135,900.00	\$ 1,191.06	\$ 765.00	\$ 2,992.00
Improvement EMV	\$ 621,700.00	\$ 7,222.31	\$ 4,643.00	\$ 21,380.00
Total EMV	\$ 757,600.00	\$ 8,413.37	\$ 5,408.00	\$ 24,372.00
TOTAL				
\$ 32,500.40	REQUESTED \$\$\$	\$ -		
\$ 51,633.31	BALANCE OF SPECIALS	\$ -		
	FORGAVE			
\$ 84,133.70	TAX ABATEMENT	\$ -		\$ 32,500.40

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	CARES Act Funding Summary Report
Background Information:	<p>On 7/6/2020, MN Management and Budget release \$1,038,415 dollars to the City of Marshall to be used for COVID relief and reimbursement of COVID safety expenses. November 15, 2020 was the last date that funds could be encumbered.</p> <p>Finance/EDA/Administration would like to present a summary report of the funds encumbered.</p>
Fiscal Impact:	N/A
Alternative/Variations:	N/A
Recommendations:	Information Only

Coronavirus Relief Grant	1,038,415.00	
Reporting to State for 3/2020 - 7/2020	(201,821.67)	
Reporting to State for 8/2020	(17,819.74)	
Reporting to State for 9/2020	(30,850.59)	
Reporting to State for 10/2020	(49,148.49)	
Reporting to State for 11/15/2020	(209,313.04)	
Allocated Small Business Grants	(529,461.47)	
Paid out September 2020		105,000.00
Paid out October 2020		404,731.86
Paid out November 2020		<u>19,729.61</u>
Remaining Small Business Grants		-
Grant Remaining	-	

Coronavirus Relief Grant	1,038,415.00	
EDA - Small Businesses	529,461.47	50.99%
Liq/Wine License Return	8,015.46	0.77%
Marshall Area Chamber	5,034.00	0.48%
CVB	19,032.14	1.83%
MMU	16,283.11	1.57%
UCAP	18,905.42	1.82%
Library	5,998.75	0.58%
City Use	<u>435,684.65</u>	41.96% of CARES Act Funds spent on unbudgeted city offices related expenses
	602,730.35	58.04% of CARES Act Funds benefited the Community (City of Marshall)

Description	Amount
BUILDING SUPPLIES	418.15
EQUIPMENT/TOOLS UP TO 5,000	24,735.27
GENERAL PROFESSIONAL SERVICES	191.00
GENERAL SUPPLIES	8,949.63
GRANT PASS THROUGH	67,270.16
MERIT Rent -- EOC	9,700.00
OTHER REPAIRS & MAINTENANCE	614.17
POSTAGE SERVICE	144.73
PROGRAMMING EVENTS	75.20
SAFETY WEAR & EQUIPMENT	1,097.43
Tent Rental - Drive Thru Test Clinic	2,250.00
PAYROLL	390,054.41
GRANT EXPENSE	3,232.00
BLDG REPAIR & MAINTENANCE	221.38
Grand Total	508,953.53

BREAKDOWN OF CITY EXPENSES - DETAIL

Bldg. Repair & Maint./Bldg. Supplies/Gen. Supplies

- Plexi Glass
- Sneeze Guards
- Sanitizers (wipes, sprays, etc.)
- Gloves
- Masks
- Cleaning Supplies
- Caution Tape
- Goggles
- Thermometers

Equip/Tools up to 5,000

- Council technology setup
- Addn'l Voting Booths
- Remote work technology

SUMMARY OF CARES ACT FUNDS SPENDING

- 60% Used to assist businesses and non-profits within the City of Marshall affected by the health emergency (EDA, UCAP, MMU, CVB, CHAMBER, LIBRARY, BARS/RESTURAUNTS -Liquor/Wine License)
- 40% Used to offset unbudgeted city offices expenditures due to the health emergency

Breakdown of 40% city offices use

- Technology for Council Meetings, public meetings, staff working remotely
- Health safety supplies for staff and public
 - Preparing Parks and Public Facilities for health safety (signs, caution tape, sanitizing)
 - Preparing City offices for safety of staff and public (masks, gloves, PPE, thermometers, plexi glass, sanitizing cleaners)
- COVID testing sights, staff time and planning (Avera Carlson St. Clinic & Red Baron Arena)
- MERIT Center use as EOC for health emergency
- Payroll expenses directly associated with health emergency related functions

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Activity
101-42100-54110	GENERAL SUPPLIES	04/10/2020	MASKS , GOGGLES	AMAZON CAPITAL SERVICES	198.80
101-42100-54110	GENERAL SUPPLIES	04/10/2020	MASKS, GOGGLES	AMAZON CAPITAL SERVICES	149.94
101-42100-54110	GENERAL SUPPLIES	04/17/2020	DISINFECTING SPRAY	MENARDS INC	66.96
101-42100-54110	GENERAL SUPPLIES	05/15/2020	SANITIZER WIPES	WALMART BUSINESS	35.04
101-42100-54110	GENERAL SUPPLIES	05/15/2020	SPRAY BOTTLES FOR HAND SANITIZER	WALMART BUSINESS	19.40
101-45300-54110	GENERAL SUPPLIES	07/17/2020	COVID SIGNS	HORIZON COMMERCIAL POOL SUPPLY	439.98
101-41300-54110	GENERAL SUPPLIES	07/24/2020	FACE MASKS	AMAZON CAPITAL SERVICES	219.99
101-41300-54110	GENERAL SUPPLIES	07/24/2020	REIMBURSE FOR INK	WING, LAURA	105.76
101-41300-54110	GENERAL SUPPLIES	07/24/2020	SANITIZER	DACOTAH PAPER CO	254.88
101-41300-54110	GENERAL SUPPLIES	07/31/2020	MASKS	AMAZON CAPITAL SERVICES	263.99
101-43200-54110	GENERAL SUPPLIES	07/31/2020	MASKS, SANITIZER	MENARDS INC	48.66
101-42100-54160	SAFETY WEAR & EQUIPMENT	04/17/2020	MASKS	AMAZON CAPITAL SERVICES	479.80
101-42100-54160	SAFETY WEAR & EQUIPMENT	04/17/2020	SAFETY GOGGLES	AMAZON CAPITAL SERVICES	(149.94)
101-42100-54160	SAFETY WEAR & EQUIPMENT	04/17/2020	THERMOMETERS	AMAZON CAPITAL SERVICES	88.99
101-42100-54160	SAFETY WEAR & EQUIPMENT	05/01/2020	EXPROTECTION, ISOLATION GOWNS	UNITED COMMERCIAL UPHOLSTERY INC	339.07
101-42400-54110	GENERAL SUPPLIES	05/01/2020	FACE MASKS	MENARDS INC	40.59
101-45200-53425	OTHER REPAIRS & MAINTENANCE	05/08/2020	COVID SIGNS FOR PARKS	HENLE PRINTING COMPANY	222.66
101-45200-53425	OTHER REPAIRS & MAINTENANCE	05/08/2020	LUMBER FOR COVID SIGNS	ACE HOME & HARDWARE	237.40
101-45200-53425	OTHER REPAIRS & MAINTENANCE	07/24/2020	SAITIZER FOR LOCKER ROOMS	HORIZON COMMERCIAL POOL SUPPLY	154.11
101-41800-54150	EQUIPMENT/TOOLS UP TO 5,000	04/10/2020	EQUIPMENT	COMPUTER MAN INC	475.00
101-41300-54150	EQUIPMENT/TOOLS UP TO 5,000	07/31/2020	VOTING BOOTHS	AMEE CENTRAL	3,000.00
101-41400-54150	EQUIPMENT/TOOLS UP TO 5,000	07/31/2020	OFFICE CHAIR	ONE OFFICE SOLUTION	200.00
101-41800-53110	GENERAL PROFESSIONAL SERVICES	04/10/2020	COV SVC	Computer Man	191.00
101-41900-54150	EQUIPMENT	4/19/2020	LAPTOPS/TELECOMUTE EQUIPMENT	THE COMPUTER MAN	13,707.00
101-41300-32135	On-Sale Liquor License	5/22/2020	Liquor License Refunds	Various - See tab for breakout	7,316.82
101-41300-32110	WINE LICENSE	5/22/2020	Wine License Refunds	Various - See tab for breakout	698.64
101-45600-54110	General Supplies	7/26/2020	Thermometers	Amazon	61.15
101-45601-54110	General Supplies	5/22/2020	Face Masks	Amazon	183.92
101-41700-53420	Building Repair & Maint.	4/3/2020	Plexi Glass - Community Planning Tent Rental - Drive Thru Test Clinic	ACE HOME & HARDWARE	112.97 2,250.00
101-41200-54110	General Supplies	3/22/2020	Bluetooth mic, speaker for Council Meetings	Amazon (Reimburse Alex Peterson)	140.23
258-45900-54110	General Supplies	3/20/2020	Disinfectant	Dacotah Paper Co	47.89
258-45900-54110	General Supplies	3/20/2020	Disinfectant	Dacotah Paper Co	179.16
258-45900-54110	General Supplies	5/29/2020	Hand Sanitizer/Shop Towels MERIT Rent -- EOC	Runnings	83.93 9,700.00
602-49500-53145	POSTAGE SERVICE	07/31/2020	SHIPPING TESTS	MAILBOXES & PARCEL DEPOT	15.98
602-49500-54110	GENERAL SUPPLIES	3/9/2020	RESPIRATORY FILTERS	FASTENAL	40.87
602-49500-53145	POSTAGE/SHIPPING	6/17/2020	COVID WW TESTING	MAILBOXES & PARCEL DEPOT	16.20
602-49500-53145	POSTAGE/SHIPPING	6/2/2020	COVID WW TESTING	MAILBOXES & PARCEL DEPOT	16.01
602-49500-53145	POSTAGE/SHIPPING	5/26/2020	COVID WW TESTING	MAILBOXES & PARCEL DEPOT	16.01
602-49500-54110	GENERAL SUPPLIES	4/21/2020	MASKS	AMAZON	112.68
602-49500-54110	GENERAL SUPPLIES	4/21/2020	GLOVES	AMAZON	77.90
602-49500-54110	GENERAL SUPPLIES	4/21/2020	MASKS/SANITIZER	AMAZON	199.08
602-49500-54110	GENERAL SUPPLIES	4/27/2020	SANITIZER	NORTH CENTRAL LABS	72.00
602-49500-54110	GENERAL SUPPLIES	7/6/2020	SANITIZER	NORTH CENTRAL LABS	503.37
602-49500-53145	POSTAGE/SHIPPING	7/1/2020	COVID WW TESTING	MAILBOXES & PARCEL DEPOT	16.33
609-49700-54110	General Supplies	4/10/2020	Sanitizer/Chlorox	Maxwell Food Equipment	44.26
609-49700-54110	General Supplies	4/17/2020	Hand Soap	Amazon	101.87
609-49700-54110	General Supplies	6/16/2020	Thermometer	Amazon	51.49
609-49701-54110	General Supplies	5/8/2020	Face Masks	Amazon	147.19
609-49701-54110	General Supplies	5/15/2020	Social Distancing floor Stickers	Henle Printing	380.26
609-49701-54110	General Supplies	7/17/2020	Sanitizer	Dacotah Paper	26.48
609-49700-54110	General Supplies	4/10/2020	Acrylic Sheets (check out plexi-glass)	Ace	189.12
609-49700-54110	General Supplies	4/10/2020	2x4's for the check out plexi-glass	Ace	15.96
609-49701-54110	General Supplies	7/31/2020	Gloves	Maxwell Food Equipment	15.26
609-49700-54110	General Supplies	4/3/2020	Equipment/supplies - Cleaning	DACOTAH PAPER CO	208.38
609-49700-54110	General Supplies	4/10/2020	Disinfectant	DACOTAH PAPER CO	82.14
609-49700-54110	General Supplies	4/10/2020	Wiper Quat Safe Blue	Maxwell Food Equipment	66.58
609-49700-54110	General Supplies	7/9/2020	Safety Glasses	Dakotah Paper Co	47.64
609-49701-54110	General Supplies	4/10/2020	Acrylic Sheets (check out plexi-glass)	Ace	410.16
609-49701-54110	General Supplies	4/30/2020	Fluid Cleanup Kit	Dakotah Paper Co	56.12
609-49701-54110	General Supplies	4/30/2020	Fluid Cleanup Kit	Dakotah Paper Co	18.94
609-49701-54110	General Supplies	5/1/2020	Cleaning supplies	Dakotah Paper Co	224.73
609-49701-54110	General Supplies	7/9/2020	Blue Stand power vinal	Maxwell Food Equipment	7.16
609-49701-54110	General Supplies	7/9/2020	Cleaning supplies	Dakotah Paper Co	137.84
609-49701-54110	General Supplies	7/10/2020	Cleaning supplies	Dakotah Paper Co	54.73
609-49700-54150	Equipment/Tools up to 5,000	4/3/2020	Equipment/supplies - Cleaning	Dakotah Paper Co	520.80
609-49700-54150	Equipment/Tools up to 5,001	7/17/2020	Trach can mount, sanitizer stand	Dakotah Paper Co	797.84
211-45500-54150	EQUIPMENT/TOOLS UP TO 5,000	07/13/2020	KEYBOARD COVERS	AMAZON	32.00
211-45500-54210	BUILDING SUPPLIES	04/13/2020	BLDG COVID19	DACOTAH PAPER CO	79.38
211-45500-54210	BUILDING SUPPLIES	04/13/2020	BLDG COVID19	MENARDS INC	12.57
211-45500-54210	BUILDING SUPPLIES	04/13/2020	COVID19	MENARDS INC	15.90
211-45500-54210	BUILDING SUPPLIES	04/13/2020	DISWASHER/COVID19/BLDG	WALMART BUSINESS	8.57
211-45500-54210	BUILDING SUPPLIES	04/13/2020	supplies	WALMART BUSINESS	22.30
211-45500-54210	BUILDING SUPPLIES	04/13/2020	SUPPLIES	WALMART BUSINESS	11.80
211-45500-54210	BUILDING SUPPLIES	06/08/2020	CAUTION TAPE	WALMART BUSINESS	7.94
211-45500-53420	BLDG REPAIR & MAINTENANCE	07/13/2020	SNEEZEGUARDS	ACE HOME & HARDWARE	17.88
211-45500-54210	BUILDING SUPPLIES	5/27/2020	Hand Sanitizer	AMAZON	100.00
211-45500-54110	GENERAL SUPPLIES	06/08/2020	GLOVES	WALMART BUSINESS	5.62
211-45500-54210	BUILDING SUPPLIES	07/13/2020	COVID19	WALMART COMMUNITY	31.08
Family Leave			March - July 2020	Personnel - See Tab	5,571.22

Administrative	March - July 2020	Personnel - See Tab	4,109.44
Budgeted	March - July 2020	Payroll	109,684.96
Public Safety	March - July 2020	Payroll	35,855.84
			201,821.67

**TOTAL SPENT
MARCH - JULY
2020 AND
REPORTED**

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Activity
101-41300-54110	GENERAL SUPPLIES	08/14/2020	KN95 MASKS	MARSHALL MUNICIPAL UTILITIES	1,498.00
101-41700-54160	SAFETY WEAR & EQUIPMENT	08/07/2020	MASKS	MENARDS INC	33.69
101-41800-54150	EQUIPMENT/TOOLS UP TO 5,000	08/14/2020	WEBCAMS	COMPUTER MAN INC	1,027.00
101-43300-54160	SAFETY WEAR & EQUIPMENT	08/14/2020	N95 MASKS	FASTENAL COMPANY	60.00
211-45500-54150	EQUIPMENT/TOOLS UP TO 5,000	08/10/2020	ANKER BLUETOOTH SPEAKER	WALMART COMMUNITY	99.00
211-45500-54210	BUILDING SUPPLIES	08/10/2020	BOSTITCH STAPLER	MENARDS INC	18.70
211-45500-54210	BUILDING SUPPLIES	08/10/2020	GLOVES	WALMART COMMUNITY	11.98
211-45500-54210	BUILDING SUPPLIES	08/10/2020	HAND SANITIZER	NORTHERN BUSINESS PRODUCTS, INC	11.67
211-45500-54210	BUILDING SUPPLIES	08/10/2020	SUPPLIES	WALMART COMMUNITY	53.82
211-45500-58175	PROGRAMMING EVENTS	08/10/2020	STORYBOOK WALK	INDEPENDENT LUMBER OF MARSHALL INC	39.81
211-45500-58175	PROGRAMMING EVENTS	08/10/2020	STORYBOOK WALK	INDEPENDENT LUMBER OF MARSHALL INC	35.39
258-45900-54110	GENERAL SUPPLIES	08/14/2020	IRON OUT LIQUID	RUNNINGS SUPPLY INC	32.47
258-45900-54110	GENERAL SUPPLIES	08/14/2020	LAMINATOR AND SUPPLES FOR SIGNAGE	ONE OFFICE SOLUTION	395.16
258-45900-54110	GENERAL SUPPLIES	08/14/2020	MASKS, BATTERIES	RUNNINGS SUPPLY INC	115.87
602-49500-53145	POSTAGE SERVICE	08/07/2020	SHIPPING	MAILBOXES & PARCEL DEPOT	16.01
602-49500-53145	POSTAGE SERVICE	08/28/2020	SHIPPING	MAILBOXES & PARCEL DEPOT	16.01
602-49500-54110	GENERAL SUPPLIES	08/07/2020	MASKS	AMAZON CAPITAL SERVICES	49.99
602-49500-54110	GENERAL SUPPLIES	08/17/2020	MASKS		149.97
602-49500-54110	GENERAL SUPPLIES	08/28/2020	THERMOMETER	AMAZON CAPITAL SERVICES	42.49
609-49700-54110	GENERAL SUPPLIES	08/28/2020	SANITIZING WIPES	AMAZON CAPITAL SERVICES	84.49
609-49701-54110	GENERAL SUPPLIES	08/14/2020	SUPPLIES	AMAZON CAPITAL SERVICES	163.31
609-49700-54110	GENERAL SUPPLIES	08/14/2020	Floor Stand - sanitizer	DAKOTAH PAPER CO	120.10
609-49700-54110	GENERAL SUPPLIES	08/28/2020	MASKS	AMAZON CAPITAL SERVICES	113.96
Family Leave		August 2020		Personnel - See Tab	666.07
Administrative		August 2020		Personnel - See Tab	7,289.25
Different Use		August 2020		Personnel - See Tab	3,073.09
Public Safety		August 2020		Personnel - See Tab	2,602.44

**TOTAL SPENT
AUGUST 2020
AND
17,819.74 REPORTED**

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Activity
101-41200-54150	EQUIPMENT/TOOLS UP TO 5,000	09/25/2020	8 WIRELESS MICROPHONES	STAGE LIGHTING STORE, LLC	1,934.40
101-41200-54150	EQUIPMENT/TOOLS UP TO 5,000	09/25/2020	BATTERIES FOR REMOTE VIDEO SYSTEM	B & H PHOTO & ELECTRONICS CORP	464.40
101-41200-54150	EQUIPMENT/TOOLS UP TO 5,000	09/25/2020	POWER FOR WIRELESS MICROPHONE CABINET	B & H PHOTO & ELECTRONICS CORP	69.26
101-41200-54150	EQUIPMENT/TOOLS UP TO 5,000	09/25/2020	WIRELESS MICROPHONE SYSTEM	B & H PHOTO & ELECTRONICS CORP	434.14
101-41750-54110	GENERAL SUPPLIES	09/25/2020	COVID SUPPLIES	RUNNINGS SUPPLY INC	7.98
101-41750-54110	GENERAL SUPPLIES	09/25/2020	COVID SUPPLIES	MENARDS INC	105.32
101-41900-58111	GRANT PASS THROUGH	09/25/2020	ECONOMIC SUPPORT- UCAP	UNITED COMMUNITY ACTION PARTNERSHIP	18,905.42
208-46300-58111	GRANT PASS THROUGH	09/03/2020	CARES ECONOMIC SUPPORT	PEARCY ENTERPRISES INC	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/03/2020	CARES ECONOMIC SUPPORT	SOUTHWEST STATE UNIVERSITY FOUNDATION	5,000.00
208-46300-58111	GRANT PASS THROUGH	09/11/2020	CARES ECONOMIC SUPPORT	HABITAT FOR HUMANITY	5,000.00
208-46300-58111	GRANT PASS THROUGH	09/11/2020	CARES ECONOMIC SUPPORT	SMITH, DOMINIC	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/11/2020	CARES ECONOMIC SUPPORT	DAILY GRIND	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/18/2020	CARES ECONOMIC SUPPORT	JACK OF ALL TRADES ENTERPRISES, LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/18/2020	CARES ECONOMIC SUPPORT	MARSHALL AREA FINE ARTS COUNCIL	5,000.00
208-46300-58111	GRANT PASS THROUGH	09/18/2020	CARES ECONOMIC SUPPORT	GOOSETOWN ENTERPRISES LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/18/2020	CARES ECONOMIC SUPPORT	SKEWES JEWELRY, INC	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/25/2020	CARES ECONOMIC SUPPORT	OMAR, AHMED	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/25/2020	CARES ECONOMIC SUPPORT	MYHRBERG, LISA	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/25/2020	CARES ECONOMIC SUPPORT	KLEIN FOODS	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/25/2020	CARES ECONOMIC SUPPORT	LAST STOP CD SHOP	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/25/2020	CARES ECONOMIC SUPPORT	BELLO CUCINA OF MARSHALL	7,500.00
208-46300-58111	GRANT PASS THROUGH	09/25/2020	CARES ECONOMIC SUPPORT	MARCOTTE JEWELRY	7,500.00
211-45500-54110	GENERAL SUPPLIES	09/14/2020	KEYBOARD COVERS	AMAZON	53.94
211-45500-54210	BUILDING SUPPLIES	09/14/2020	SUPPLIES	WALMART COMMUNITY	32.44
602-49500-53145	POSTAGE SERVICE	09/03/2020	SHIPPING	MAILBOXES & PARCEL DEPOT	16.20
602-49500-53145	POSTAGE SERVICE	09/18/2020	SHIPPING	MAILBOXES & PARCEL DEPOT	15.98
602-49500-54160	SAFETY WEAR & EQUIPMENT	09/11/2020	MASKS	AMAZON CAPITAL SERVICES	95.88
609-49700-54110	GENERAL SUPPLIES	09/11/2020	SUPPLIES-HAND SANITIZER	DACOTAH PAPER CO	59.17
609-49700-54110	GENERAL SUPPLIES	09/18/2020	SAFETY SUPPLIES-COVID 19	AMAZON CAPITAL SERVICES	52.15
609-49700-54110	GENERAL SUPPLIES	09/18/2020	VINYL GLOVES	DACOTAH PAPER CO	130.50
609-49700-54110	GENERAL SUPPLIES	09/25/2020	COVID 19 SUPPLIES	MAXWELL FOOD EQUIPMENT	22.11
609-49701-54340	GEN MDSE PURCHASES	09/11/2020	SANITIZING WIPES	AMAZON CAPITAL SERVICES	64.49
Family Leave		September 2020		Personnel - See Tab	1,171.48
Administrative		September 2020		Personnel - See Tab	4,422.69
Different Use		September 2020		Personnel - See Tab	1,636.00

**TOTAL SPENT
SEPTEMBER
2020 AND
135,850.59 REPORTED**

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Activity
101-41200-54150	EQUIPMENT/TOOLS UP TO 5,000	10/02/2020	WIRELESS MICROPHONE SPLITTERS	B & H PHOTO & ELECTRONICS CORP	864.42
101-41200-54150	EQUIPMENT/TOOLS UP TO 5,000	10/09/2020	WIRELESS MICROPHONE DRAWER	B & H PHOTO & ELECTRONICS CORP	76.68
101-41750-54110	GENERAL SUPPLIES	10/02/2020	COVID SUPPLIES	MENARDS INC	119.99
101-41800-53110	GENERAL PROFESSIONAL SERVICES	10/02/2020	LIBRARY PHONE SUPPORT	MARSHALL MUNICIPAL UTILITIES	1,860.80
101-41800-54150	EQUIPMENT/TOOLS UP TO 5,000	10/30/2020	LAPTOP	COMPUTER MAN INC	849.00
101-41900-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	MARSHALL CONVENTION & VISITORS BUREAU	19,032.17
101-41900-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	MARSHALL AREA CHAMBER OF COMMERCE	5,034.00
101-41900-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	MARSHALL MUNICIPAL UTILITIES	16,283.11
101-42400-54110	GENERAL SUPPLIES	10/23/2020	FACE MASKS	BORCHS SPORTING GOODS	270.00
101-42400-54110	GENERAL SUPPLIES	10/30/2020	FACE MASKS	AMAZON CAPITAL SERVICES	47.90
101-42400-54110	GENERAL SUPPLIES	10/30/2020	TURNOUT GEAR DISINFECTANT	HEIMAN INC.	90.00
101-45600-58145	DUES & SUBSCRIPTIONS	10/13/2020	ZOOM MTG LIMITS	Zoom.com	590.46
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	RUSTIC HIDEAWAY BOUTIQUE LLC-SJS DISTRIBUTORS LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	BANGASSER, CHERYL	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	TREC LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	MARSHALL TOBACCO INC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	ESCAPE SPA	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	HUNAN LION	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	COCO AVENUE	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	ADVANCED OPPORTUNITIES-WORKCOMPONENT	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	D'S THAI RESTAURANT	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/02/2020	CARES ECONOMIC SUPPORT	RACE REWARDS	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	WOODEN NICKEL SALOON	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	PIZZA RANCH	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	ROSA, CLAYTON	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	BLOOME, BETH	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	BIKE SHOP	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	SABRINA ULRICH COUNSELING LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	DRAPER, ROSE	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	HOPE HARBOR	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	LARSONS HOME FURNISHINGS	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/09/2020	CARES ECONOMIC SUPPORT	VARSITY PUB	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	HENNEN CHIROPRACTIC PLLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	RESTORED STRENGTH LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	BORCHS SPORTING GOODS	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	BRAU BROTHERS	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	THOMPSON, BREANNA	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	DOOM, MELISSA	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	SUBWAY	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	YMCA	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	JESERITZ, MEGAN	4,013.05
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	STEPPING STONES CHILDCARE & PRESCHOOL	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	TONI'S DEPOT	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	FUZZY'S BAR & GRILL	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	LIVING WORD LUTHERAN CHURCH OF NARSHALL MN	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	MARSHALL DENTAL EXCELLENCE PLLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	DIEBOLD, RENE	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	LYON COUNTY HISTORICAL SOCIETY	2,213.69
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	ST STEPHEN LUTHERAN CHURCH	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	MECCA MEDICAL CENTER LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/23/2020	CARES ECONOMIC SUPPORT	VANDERZIEL TAX & ACCOUNTING SERVICE	7,500.00
208-46300-58112	GRANT PASS THROUGH	10/23/2021	CARES ECONOMIC SUPPORT	TDMC OF MARSHALL INC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	MULTILINE DESIGN INC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	HOEHNE, BRENDA	4,394.44
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	GARCIA VEL, MARIA	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	ADVANCED EYECARE PLLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	HITCHING POST EATERY & SALOON	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	MILLER, KRISTIN	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	LEON, MARIA	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	LYON COUNTY FAIRGROUNDS	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	LEACH, THUY	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	PETERS, COURTNEY	3,400.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	GUZA HEARING ENHANCEMENT CENTER	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	STUDIO B	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	COLE, EMMA	4,093.13
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	HAJALI, NOOR	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	ST JAMES EPISCOPAL CHURCH	5,000.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	SLEEPINN OF MARSHALL, LLC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	SCHROEDER, JILL	6,617.55
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	MISTER COOL'S CLOTHING, INC	7,500.00
208-46300-58111	GRANT PASS THROUGH	10/30/2020	CARES ECONOMIC SUPPORT	PUDIL, AMANDA	7,500.00
211-45500-54210	BUILDING SUPPLIES	10/12/2020	BUTTONS STORAGE/BLDG SUPPLIES	MENARDS INC	5.99
211-45500-54210	BUILDING SUPPLIES	10/12/2020	FRIENDS/LOA SUPPLIES/BLDG SUPPLIES	MENARDS INC	24.20

211-45500-58140	DONATIONS/GRANT EXPENSE	10/12/2020	INSTALL DRIVEUP WINDOW	SOUTHWEST GLASS CENTER	3,232.00
401-41200-55140	MACHINERY & EQUIPMENT	10/23/2020	REMOTE LIVE BROADCAST SYSTEM	SUPERIOR ACCESS SOLUTIONS, INC	13,840.00
609-49700-54110	GENERAL SUPPLIES	10/30/2020	SANITIZING WIPES	AMAZON CAPITAL SERVICES	49.49
Family Leave			October 2020	Personnel - See Tab	4,430.25
Administrative			October 2020	Personnel - See Tab	-
Different Use			October 2020	Personnel - See Tab	1,136.96
Public Safety			October 2020	Personnel - See Tab	-

**TOTAL SPENT
OCTOBER
2020; ONLY
HIGHLIGHTED
AMOUNTS
472,569.28 REPORTED**

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Activity
101-41750-54110	GENERAL SUPPLIES	11/12/2020	COVID SUPPLIES		141.99
208-46300-58111	GRANT PASS THROUGH	11/06/2020	CARES ECONOMIC SUPPORT	BERGHORST, CHRIS	3,215.26
208-46300-58111	GRANT PASS THROUGH	11/06/2020	CARES ECONOMIC SUPPORT	KULLA, DEANNA	2,060.66
208-46300-58111	GRANT PASS THROUGH	11/06/2020	CARES ECONOMIC SUPPORT	PODRATZ, AMANDA	6,953.69
208-46300-58111	GRANT PASS THROUGH	11/06/2020	CARES ECONOMIC SUPPORT	YERKA, EDWIN	7,500.00
211-45500-53420	BLDG REPAIR & MAINTENANCE	11/09/2020	DRIVE UP WINDOW	MENARDS INC	90.53
211-45500-54110	GENERAL SUPPLIES	11/09/2020	BLDG/GENERAL	WALMART COMMUNITY	4.88
211-45500-54150	EQUIPMENT/TOOLS UP TO 5,000	11/09/2020	CAMERA/TRIPOD	BREMER BANK CC	556.43
211-45500-54150	EQUIPMENT/TOOLS UP TO 5,000	11/09/2020	RECEIPT PRINTER DRIVE UP WINDOW	COMPUTER MAN INC	235.00
211-45500-54150	EQUIPMENT/TOOLS UP TO 5,000	11/09/2020	SCANNER DRIVEUP WINDOW/OWL MEETING PRO	AMAZON	1,183.00
211-45500-54210	BUILDING SUPPLIES	11/09/2020	BLDG SUPPLIES	WALMART COMMUNITY	12.34
211-45500-54210	BUILDING SUPPLIES	11/09/2020	BLDG/GENERAL	WALMART COMMUNITY	17.68
211-45500-54210	BUILDING SUPPLIES	11/09/2020	CLOROX WIPES	MENARDS INC	5.36
211-45500-54210	BUILDING SUPPLIES	11/09/2020	FRIENDS-MERCHASIDING/BUILDING	MENARDS INC	9.76
211-45500-54210	BUILDING SUPPLIES	11/09/2020	GLOVES	WALMART COMMUNITY	11.98
609-49700-54110	GENERAL SUPPLIES	11/06/2020	COVID SUPPLIES	DACOTAH PAPER CO	287.15
Family Leave			November 2020	Personnel - See Tab	2,402.02
Administrative			November 2020	Personnel - See Tab	-
Different Use			November 2020	Personnel - See Tab	-
Public Safety			November 2020	Personnel - See Tab	204,846.06

**TOTAL SPENT
TO
NOVEMBER
15,2020;
ONLY
HIGHLIGHTED
229,533.79 REPORTED**

1,228,521.45 Total Public Safety Payroll Mar-Nov 8th
 (35,855.84) Mar - July Reported
 (2,602.44) August Reported
 (1,156.64) September Reported
 - October Reported
 (204,846.06) November Reported

984,060.47 Amount not reported but eligible

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Transfer of Funds to Establish EDA Response Funds to Impacted Establishments
Background Information:	<p>As per the latest Governor Walz Executive Order, 20-99, City staff are putting forth consideration to provide for additional funding for those establishments impacted by the Order.</p> <p>Staff are recommending that fund balance reserves in the amount of \$100,000 be directed to EDA to provide for a grant program that can bridge a business from the closure on November 20th through December 18th.</p> <p>The transfer is authorized under Minn. Stat. 471.85:</p> <p style="text-align: center;">471.85 PROPERTY TRANSFER; PUBLIC CORPORATIONS. Any county, city, town, or school district may transfer its personal property for a nominal or without consideration to another public corporation for public use when duly authorized by its governing body.</p> <p>The Attorney General’s office has issued an opinion that personal property includes money.</p> <p>The City’s CARES Act funds have been encumbered and are no longer available post November 15, 2020</p> <p>City EDA Director Lauren Deutz will provide background on a potential program and uses of the funds.</p>
Fiscal Impact:	\$100,000
Alternative/ Variations:	Don’t proceed with fund transfer/EDA grant program
Recommendations:	Consider grant program



[./covid19/.](#)



Minnesota's Stay Safe Plan

Dialing back

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Minnesota has taken extraordinary steps to prevent and respond to the pandemic, [but our case numbers statewide have continued to rise and our hospitals are reaching capacity](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-mn.jsp) (<https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-mn.jsp>). The data demonstrate that we're facing a long winter ahead—but together we can make an impact. While the present moment is challenging, we can begin to imagine the day a safe and effective vaccine becomes available.

[Dial Back, Minnesota](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp) (<https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp>) is a temporary pause of most social activities, in-person dining, sports, and indoor fitness activity in group settings. This four-week pause will be in place between November 20, 2020, through December 18, 2020. While some businesses can continue to offer goods and services in a safe manner, many others will again have to weather the challenge of adjusting their operations to “to-go” or virtual means. We hope these temporary changes will reduce the number of infections while safely supporting our schools, hospitals, and economy.

For more information and guidance, visit the [Stay Safe MN website](https://staysafe.mn.gov/industry-guidance/index.jsp) (<https://staysafe.mn.gov/industry-guidance/index.jsp>).

[Powerpoint for Governor Walz's announcement on Wednesday, November 18, 2020](#) ([./covid19/assets/gov-walz-dial-back-announcement-ac_tcm1148-454338.pptx](#))

This chart outlines Minnesota's plan to dial back to stop the spread of COVID-19 and save lives.

Always follow these safety practices



Facial coverings are required according to [Executive Order 20-81](https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf) (https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf).

COVID-19 questions?
Chat with our **COVID-19 bot**

All non-Critical Sector businesses are required to have adopted and implemented a COVID-19 Preparedness Plan by June 29, 2020.



Always stay six feet away from others.



Must telework if you can.

Last updated 11/10/2020 2:15 p.m.

COVID-19 questions?
Chat with **our COVID-19 bot**

SETTING**GUIDANCE OVERVIEW**

Social Settings	<p>Changes begin November 20 at 11:59 p.m.</p> <p>Do not gather with people from other households.</p> <p>No indoor or outdoor gatherings, except with immediate household members.</p> <p>No person from outside your immediate household should enter your home.</p>
Critical Businesses	Open (must telework if you can, must have a COVID-19 preparedness plan by June 29, 2020)
Non-critical Businesses (non-customer facing)	Open (must telework if you can, must have COVID-19 preparedness plan)
Retail	Open (must have COVID-19 preparedness plan)
Restaurants and Bars	<p>Changes begin November 20 at 11:59 p.m.</p> <p>Closed to public. Except for delivery and takeout.</p> <p>Up to five customers at a time may be inside the establishment to pick up orders.</p>
Personal services (salons, tattoos, barbershops)	<p>Capacity: 6 feet of distance, max 50% -- see guidance for additional details</p> <p>Appointments: Required</p>
Gyms, personal fitness and yoga studios, martial arts	<p>Changes begin November 20 at 11:59 p.m.</p> <p>Closed to public.</p>
Indoor events and entertainment	<p>Changes begin November 20 at 11:59 p.m.</p> <p>Closed to public.</p>
Outdoor events and entertainment	<p>Changes begin November 20 at 11:59 p.m.</p> <p>Closed to public.</p>
School Buildings	All public and private schools will follow the .
Child Care	Open per
Youth Programming	Open per and Youth programs will continue to operate as long as the primary purpose is child care, not sports instruc

COVID-19 questions?

Chat with our **COVID-19 bot**

SETTING**GUIDANCE OVERVIEW**

Organized Sports (Adult and Youth)

Changes begin November 20 at 11:59 p.m.
Closed.

Outdoor Recreation Activities and Facilities

Changes begin November 20 at 11:59 p.m. Open per DNR's
All indoor facilities at outdoor recreation sites will be closed.
Gathering outdoors is allowed with immediate household members ONLY.

Places of Worship, religious services, weddings, and funerals

Changes begin November 20 at 11:59 p.m.
Strong recommendation for virtual services ONLY.
Weddings, funerals, and other similar planned ceremonies can be held with the current rules in place, but all receptions and gatherings connected to these ceremonies must be canceled or postponed.

Reception spaces for celebrations or private parties

Changes begin November 20 at 11:59 p.m.
Closed

Campgrounds and charter boats

Changes begin November 20 at 11:59 p.m.
Open with guidance
Gathering is allowed with immediate household members ONLY.

Large public gatherings over 250 people

Closed.

Pools and swim parks

Changes begin November 20 at 11:59 p.m.
Closed.

COVID-19 questions?
Chat with **our COVID-19 bot**

**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:	

<u>2020 Levy</u>	<u>Proposed 2021 Levy</u>	<u>% Change</u>
7,056,113.00	7,512,697.00	6.47%

Way to Reduce Levy

Remove 2021 Bond Interest Levy	(50,000) x
Reserve Spending*	(125,000)
Reduce Health Insurance Increase	(20,000)
Increase Interest Revenue	(25,000) x
Remove 2021 Elections (no election)	(20,000)
Reduce Street Capital Fund Increase	(50,000)
Staff Furloughs	-
<u>Revenue Reduction</u>	<u>50,000</u>

(240,000)

<i>% Change from 2020</i>	3.07%
New Proposed 2021 Levy	7,272,736
Amount Needed to Cut	239,961

<i>*Reserve Spending List</i>	
Job Comp	30,000
Tax Court	15,000
Compreher	60,000
Marketing	20,000
	<u>125,000</u>

Historcially there has been an interest levy for next year's bonding - this could be removed
 The past 2 years our 'balanced budget' included the use of reserves from 120,000 - 170,000
 Currently there is a 7% increase - increase was slightly less
 Interest revenue is not known and this number can be adjusted - currently interest rates are down
 There isn't a planned election in 2021 - this amount is to keep a steady expense line in for elections
 Mill & Overlay would be the same amount as 2020 - it was planned to grow 50,000 for the next 5 years
 Consider for 2021-2022 If Needed
 Consider for 2021-2022 If Needed

*Council will support a 3.5% preliminary levy increase per work session on 8/18/2020

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, November 24, 2020
Category:	STAFF REPORTS
Type:	INFO
Subject:	Consider Direction for the Final 2021 Levy
Background Information:	Staff are hoping to receive additional direction with Final 2021 Levy. The Truth in Taxation is scheduled for December 8 th and the final Levy Adoption on December 22 nd . The preliminary levy has been set with a 3.5% levy increase. Staff previously have presented options to reduce levy in the range of 2% to 3%.
Fiscal Impact:	2021 Levy
Alternative/ Variations:	None
Recommendations:	Provide Direction for Final 2021 Levy



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 11/10/2020 - 11/12/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	11/12/2020	EFT	0.00	435.06	5509
4570	AMAZON	11/10/2020	Regular	0.00	2,236.73	117557
4601	BALATON PRESS TRIBUNE	11/10/2020	Regular	0.00	88.00	117560
4602	BLACKBOURN	11/10/2020	Regular	0.00	91.85	117561
6539	BREMER BANK CC	11/10/2020	Regular	0.00	1,349.68	117562
4897	CENTER POINT LARGE PRINT	11/10/2020	Regular	0.00	100.00	117564
0875	COMPUTER MAN INC	11/12/2020	EFT	0.00	750.00	5510
3819	DACOTAH PAPER CO	11/10/2020	Regular	0.00	100.81	117565
4573	DEMCO	11/10/2020	Regular	0.00	1,459.53	117566
6574	GAYLORD BROS INC.	11/10/2020	Regular	0.00	316.88	117568
1201	GRAINGER INC	11/12/2020	EFT	0.00	259.68	5511
4552	INGRAM LIBRARY SERVICES	11/10/2020	Regular	0.00	4,099.37	117569
5138	L & A SYSTEMS, LLC	11/12/2020	EFT	0.00	347.40	5512
1545	LYON COUNTY HIGHWAY DEPARTMENT	11/10/2020	Regular	0.00	34.19	117572
1623	MARSHALL INDEPENDENT, INC	11/10/2020	Regular	0.00	204.00	117573
1633	MARSHALL MUNICIPAL UTILITIES	11/12/2020	EFT	0.00	2,190.69	5513
4980	MENARDS INC	11/10/2020	Regular	0.00	134.62	117574
5925	MIDWEST TAPE	11/10/2020	Regular	0.00	59.98	117575
4721	MINNESOTA HISTORICAL SOCIETY	11/10/2020	Regular	0.00	35.00	117576
1958	NORTHERN BUSINESS PRODUCTS, INC	11/12/2020	EFT	0.00	20.48	5514
5891	ONE OFFICE SOLUTION	11/12/2020	EFT	0.00	41.63	5515
4548	PLUM CREEK LIBRARY SYSTEM	11/10/2020	Regular	0.00	90.10	117577
6286	SCHWEEMAN'S CLEANERS, LLP	11/10/2020	Regular	0.00	65.98	117578
2318	SOUTHWEST SANITATION INC.	11/12/2020	EFT	0.00	107.46	5516
5733	VAST BROADBAND	11/10/2020	Regular	0.00	86.14	117579
4489	VERIZON WIRELESS	11/12/2020	EFT	0.00	59.50	5517
4575	WALMART COMMUNITY	11/10/2020	Regular	0.00	167.10	117580

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	18	0.00	10,719.96
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	13	9	0.00	4,211.90
	69	27	0.00	14,931.86

All Bank Codes Check Summary

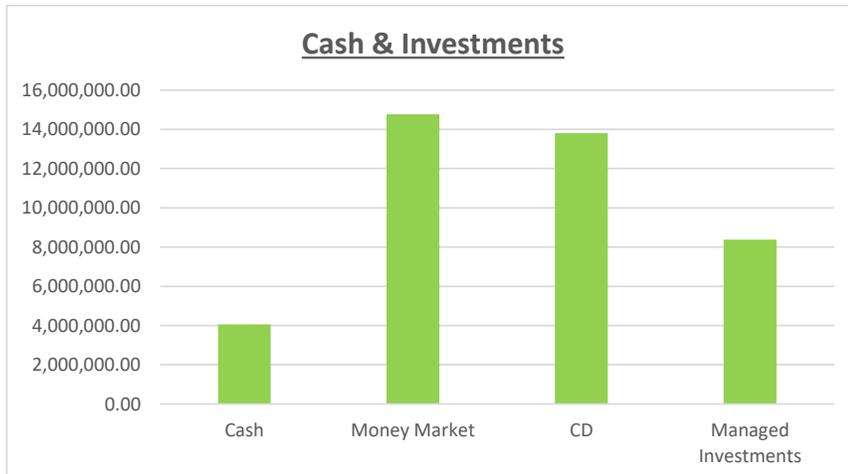
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	18	0.00	10,719.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	13	9	0.00	4,211.90
	69	27	0.00	14,931.86

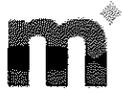
Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	11/2020	14,931.86
			14,931.86

City of Marshall, Minnesota
Cash & Investments
10/31/2020

	Balance	Interest Rate
CASH & INVESTMENTS:		
Checking -Bremer	4,058,201.44	0.00%
Money Market - Bremer	7,006,554.69	0.05%
Money Market - Bank of the West	3,378,128.87	0.25%
Money Market - US Bank	4,112,479.49	0.05%
Money Market - Wells Fargo	270,579.51	0.01%
Certificate of Deposit (10/18/2020) 18 months	1,038,834.69	0.40%
Certificate of Deposit (10/18/2020) 18 months	1,038,834.69	0.40%
Certificate of Deposit (10/18/2020) 18 months	1,038,834.69	0.40%
Certificate of Deposit (12/2/2020) 3 months	5,000,000.00	0.35%
Certificate of Deposit (3/2/2021) 6 months	3,000,000.00	0.45%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (9/12/2022) 3 Years	245,000.00	1.80%
Certificate of Deposit (3/14/2022) 2 Years 6 months	245,000.00	1.70%
Certificate of Deposit (9/20/2021) 2 Years	245,000.00	1.70%
Certificate of Deposit (9/13/2021) 2 Years	245,000.00	1.80%
Certificate of Deposit (3/18/2021) 18 Months	245,000.00	1.75%
Investment Portfolio - General Fund	2,742,792.42	
Investment Portfolio - Wastewater Capital Reserve	3,557,481.24	
Investment Portfolio - Endowment Fund	2,073,877.74	
TOTAL CASH & INVESTMENTS	<u>41,011,599.47</u>	





MARSHALL

BUILDING PERMIT LIST
November 24, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Regnier Electric	804 SILVERVINE DR	HVAC	5,200.00
TAYLOR, GREGORY S & NADINE R	1203 WINDSTAR ST	ACCESSORY BUILDING	82,900.00
348 W MAIN COMPANY	348 MAIN ST W	INTERIOR REMODEL	3,500.00
WE HERE HOLDINGS LLC	203 5TH ST N	RE-ROOFING	12,000.00
ESPING, NICHOLAS T	1002 COLOMBINE DR	INTERIOR REMODEL	1,200.00
GARY VLAMINCK CONSTRUCTION	707 SOUTH BEND AVE	INTERIOR & EXTERIOR REMC	6,000.00
DENNIS LOZINSKI CONSTRUCTION	221 HILL ST N	WINDOWS / DOORS	17,600.00
Regnier Electric	606 SARATOGA ST S	HVAC	4,900.00
DELING CONSTRUCTION LLC	1207 WESTWOOD DR	Windows	1,500.00
AMERICAN WATERWORKS	306 MARSHALL ST W	INTERIOR REMODEL	35,500.00
HARTS HEATING & REFRIGERATION	1403 COLLEGE DR E	HVAC	6,400.00
RUNIA, BRADLEY R & JILL K	212 DESCHEPPER ST	Windows	9,400.00
WYMER, GREG M & AMY B	607 COLLEGE DR W	OVERHEAD GARAGE DOOR	1,200.00
MEFFERT, ROBERT L & MARY	500 DONITA AVE	OVERHEAD GARAGE DOOR	800.00
TRIO PLUMBING & HEATING	503 SARATOGA ST W	HVAC	3,000.00



SIGN PERMIT LIST
November 24, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AP Design	1501 HIGHWAY 59 N	N/A	7,800.00

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.

Upcoming Meetings

November

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

December

- 12/8 Regular Meeting, 5:30 PM, MERIT Center
- 12/8 TNT Hearing, 6:00 PM (During regular meeting), MERIT Center
- 12/22 Regular Meeting, 5:30 PM, MERIT Center