



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

**Tuesday, July 14, 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 two work sessions and the regular meeting held on June 23, 2020.

AWARD OF BIDS

3. Consider Award of Bids for Street Sweeper for the Street Department.
4. Consider Award of Bids for Dump Box, Plow and Wing for Street Department.

CONSENT AGENDA

5. Consider a rate extension of the group Long-Term Disability Insurance policy
6. Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 12 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302084 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0252947 to Bolton & Menk, Inc.
7. Introduction of Ordinance amendment to permit some slaughtering of animals in butcher shops in general business district and industrial districts and permit landscaping business in general industrial district and Call for Public Hearing
8. Consider a LG220 Application for Exempt Permit for Holy Redeemer Church for August 19, 2020.
9. Consider a LG220 Application for Exempt Permit for Holy Redeemer Church for September 26, 2020.
10. Consider approval of a Temporary On-Sale Intoxicating Liquor License for Holy Redeemer Church for August 19, 2020.
11. Consider approval of a Temporary On-Sale Intoxicating Liquor Licenses for Marshall Area Chamber of Commerce for July 29, 2020.
12. Consider the Ratification of a Resolution Approving the Sale of City Owned Property to Marshall Municipal Utilities.
13. Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

14. City Hall Committee Report
15. Consider request of Marshall Public Schools for City funding assistance for relocation of shared use path.
16. Request for a Variance Adjustment Permit for Charles and Jolene Steffl at 109 East Redwood St
17. Request for Map Amendment (rezone) James R Swenson and Teah Swenson at 1111 Canoga Park Drive
18. Request for Map Amendment (Rezone) Action Company LLC at 1209 and 1211 West Main Street

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.

- [19.](#) Tall Grass Liquor Annual Report
- [20.](#) Introduction of the ordinance amending salaries and compensation of mayor and councilpersons.
- [21.](#) Consider a LG220 Application for Exempt Permit for SMSU Foundation for January 13, 2021.
- [22.](#) Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

COUNCIL REPORTS

- [23.](#) Commission/Board Liaison Reports
- 24. Councilmember Individual Items

STAFF REPORTS

- 25. City Administrator
- 26. Director of Public Works
- 27. City Attorney

ADMINISTRATIVE REPORTS

- [28.](#) Administrative Brief

INFORMATION ONLY

- [29.](#) Information Only

MEETINGS

- [30.](#) Upcoming Meetings

ADJOURN

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of the two work sessions and the regular meeting held on June 23, 2020.
Background Information:	Enclosed are the minutes of the two work sessions and the regular meeting held on June 23, 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 two work sessions and the regular meeting held on June 23, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, June 23, 2020**

The work session of the Common Council of the City of Marshall was held June 23, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 4:00 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer (4:09 P.M.), Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat. Absent: James Lozinski. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer and Kyle Box, City Clerk.

MnDOT update on College Drive Project

Gene East, Project Manager for MnDOT District 8 introduced his staff and colleagues that have been working on the College Drive Project. East provided the background and a series of updates regarding the project on College Drive/ Highway 19 via PowerPoint.

MnDOT has completed an Intersection Control Evaluation at four main intersections throughout the project. The intersections at Country Club Dr., Marvin Schwan Memorial Dr., Lyon Street, Marshall Street were addressed and will likely receive the biggest improvements throughout the project.

There was further discussion by Council on the four intersections discussed throughout the project.

ADJOURNMENT

At 5:05 PM Mayor Byrnes declared the meeting adjourned.

Attest:

City Clerk

Mayor

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, June 23, 2020**

The regular meeting of the Common Council of the City of Marshall was held June 23, 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 (5:33 PM), Steven Meister (5:40 PM), 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; Annette Storm, Director of Administrative Services; Jim Marshall, Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/ Assistant Zoning Administrator and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

Consider approval of the minutes of the regular meeting held on June 9, 2020.

Councilmember Labat made one correction to the June 9, 2020 minutes.

Motion made by Councilmember Labat, Seconded by Councilmember Lozinski that the minutes of the regular meeting held on June 9, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Conduct Public Hearing of Ordinance Amending Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment.

These proposed changes are mostly based on staff experience with applications and voiced concerns. Some changes are purely technical in nature, some are a result of the development of the City Tree Policy, and others are related to the creation of an Interim permit concept that allows temporary deviations from the Ordinance. This opportunity was also used to clean up some language, clarify some concepts, and relax some requirements.

Below are the most significant proposed changes.

- Allowing to build a front door landing without a variance even if a house is located too close to the street.
- Requiring at least 3 feet of clearance along alleys for snow removal and more for garages for cars parking in front of them.
- Clarifying yard requirements for three street corner lots, flag lots, and lots open to roadway easements rather than streets.
- Allowing larger accessory structures for smaller existing houses.
- Allowing motorhomes and RV's to be placed on driveways for longer than 10 days by an Interim Use permit but limiting projection into the right of way.
- Allowing secondary detached garages without driveway and limiting required driveway pavement to the required front yard.
- Allowing accessory equipment in front yards if fully screened by the fence.

At the March 11, 2020, regular Planning Commission meeting, Fox made a motion, second by Knieff to recommend to City Council an approval as recommend by staff. All voted in favor of the motion.
At the meeting on April 30, 2020, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections 86-161 Height Modifications, 86- 162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment.

At the May 12, 2020, regular meeting, the Council tabled this item citing difficulty in getting public input. The Ordinance Amending 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment was introduced at May 26, 2020, City Council meeting.

Plan Examiner/ Assistant Zoning Administrator, Ilya Gutman provided the background information on the agenda item.

Councilmember Labat asked a clarifying question on fence height and required driveways.

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

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer that the Council adopt Ordinance No. 750, Second Series, which is the Ordinance Amending Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski

Conduct Public Hearing of Ordinance Amending Section 86-247 Landscaping and 86-248 Storage

These changes are mostly technical in nature caused by the development of the City Tree Policy and creation of an Interim Use permit concept that allows temporary deviations from the Ordinance. It is similar to conditional use permit but allows time limits. It also cleans up some language and clarifies some concepts.

At the March 11, 2020, regular Planning Commission meeting, Schroeder made a motion, second by Lee to recommend to city council an approval as recommend by staff. All voted in favor of the motion.

At the meeting on April 30, 2020, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections 86-247 Landscaping and 86-248 Storage.

At the May 12, 2020, regular meeting, the Council tabled this item citing difficulty in getting public input. The Ordinance Amending Sections 86-247 Landscaping and 86-248 Storage was introduced at May 26, 2020, City Council meeting.

Plan Examiner/ Assistant Zoning Administrator, Ilya Gutman provided the background information on the agenda item.

Councilmember Labat asked a clarifying question of removing and replacing required trees.

Councilmember Lozinski asked a clarifying question on the tree policy and trees or vegetation interfering with the public right of way.

Motion made by Councilmember Schafer, 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 DeCramer that the Council adopt Ordinance No. 749, Second Series, which is the Ordinance Amending Section 86-247 Landscaping and 86-248 Storage. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer. Voting Nay: Councilmember Labat, Councilmember Lozinski. The motion **Passed. 5-2**

Vacation of Utility Easement in Wilke-Miller-Buesing 7th Addition – 1) Public Hearing on Resolution Granting Petition to Vacate Utility Easement; 2) Consider Resolution Granting Petition to Vacate Utility Easement.

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

At one point in time, a property line was centered on the diagonal easement area that is proposed to be vacated. Once the diagonal property line was relocated with the most recent platting, utility easements were established around the perimeter of the new identified lot.

The diagonal easement area is not being used and is no longer necessary. We do not believe any utilities are located in this area.

The procedure for vacation of streets by resolution, included in Sec. 62-4 of the Marshall Code of Ordinances.

Prior to the public hearing and adoption of the resolution granting a petition for vacation, all utility companies were contacted for notification of the vacation and receipt of requirements they may have.

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

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer 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 Lozinski, Seconded by Councilmember Labat that the Council adopt RESOLUTION NUMBER 4740, SECOND SERIES, which is the Resolution Granting Petition to Vacate Utility Easement. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z77: Legion Field Stormwater Improvements - Phase I -- Resolution Accepting Bid (Awarding Contract).

This project consists of the following: Construction of normally dry stormwater detention basins and associated stormwater piping and improvements. Minor street patching and repair will be required. The project will occur on and between Out lot A of Buffalo Ridge Addition and Legion Field Park.

On June 16, 2020, bids were received for the above-referenced project. Four bids were received as shown on the Resolution Accepting Bid. The low bid was from Towne & Country Excavating LLC of Garvin, Minnesota, in the amount of \$277,943.00. The engineer's estimate was \$334,000.00.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER 4741, SECOND SEIRES, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement Towne & Country Excavating LLC of Garvin, Minnesota, in the amount of \$277,943.00 for Project Z77: Legion Field Stormwater Improvements - Phase I. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Labat. The motion **Passed 5-2.**

Consider Approval of the Consent Agenda

Councilmember DeCramer requested that item number 8, Consider authorization to declare bicycles as surplus property for the Marshall Police Department, be removed for further discussion.

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

Approval to declare vehicles as surplus property for the Marshall Police Department.

Approval of the bills/project payments

Consider authorization to declare bicycles as surplus property for the Marshall Police Department.

There are 36 bicycles that have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.

Councilmember DeCramer requested that the bicycles be offered to a nonprofit organization out of Minneapolis and in return they will donate bikes to be given away in the Marshall area.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister That the bicycles be declared as surplus property by the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider approval of City of Marshall COVID-19 Preparedness Plan

Under Gov. Tim Walz's Executive Order 20-74, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. Per the order, this includes both critical and non-critical businesses. This plan must be approved by June 29, 2020.

The State released a guidance template on preparedness plans on June 15. Staff utilized this template to draft the plan for your consideration. This COVID-19 Preparedness Plan establishes and explains the policies, practices and conditions the City will implement to meet the industry guidance that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to

safety and health in the workplace. The plan is required to demonstrate the strong commitment of management and be developed and implemented with the participation of employees. Plans must be communicated to employees and posted at the workplace in a manner that is accessible for employees to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health (MDH), has the authority to determine whether a plan is adequate.

The plan is required to be posted at all city facilities and communicated to all employees.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister That the Council approves the City of Marshall COVID-19 Preparedness Plan. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Introduction of Ordinance amendment to permit some slaughtering of animals in butcher shops in general business district and industrial districts and permit landscaping business in general industrial district and Call for Public Hearing.

There is currently a business owner interested in opening a butcher shop in Marshall. Part of his operations would involve some limited slaughtering of animals. Staff reviewed the Ordinance and determined that no district currently allows slaughtering operations either as a permitted or conditional use. Considering that this type of business is relatively common, it makes sense to add it to appropriate zoning districts. Since slaughtering may seem objectionable in some circumstances, it is added as a conditional use in all districts to retain some control. It is also described as limited in General Business and Limited Industrial districts, mostly to convey the limited nature to applicants, as the final determination of the limitations would be established during the conditional use permit process based on location and other applicable factors. Most other cities do not explicitly list butcher shops in the ordinance.

During the same review, it was determined that landscaping business is not listed in any of the zoning districts either. To correct this, it is suggested to add this type of use to general industrial district. Meat processing facilities were also added to the I-2 General Industrial district as a conditional use, since this use is not listed anywhere either. Several other cities allow stockyards, including slaughtering, in industrial districts as a conditional use.

At the June 10, 2020, regular Planning Commission meeting Lee made a motion, second by Carstens to recommend to city council an approval as recommend by staff. All voted in favor of the motion.

At the meeting on June 18, 2020, Legislative and Ordinance Committee voted to recommend to council the approval of the Ordinance amendment to permit some slaughtering of animals in butcher shops in general business district and industrial districts and permit landscaping business in general industrial district as recommended by staff.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister that the Council introduce the Ordinance revisions amending Section 86-104 – general business district and 86-106 limited industrial district by adding butcher shops with limited slaughtering as a conditional use, and 86-107 general industrial district by adding butcher shops and meat processing plants as a conditional use and landscaping business as a permitted use and call for Public Hearing to be held on July 14, 2020.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Request for a Variance Adjustment Permit Trent and Becky White at 101 West Marshall Street

A portion of the existing house is located right against the property line with no setback. The owner desires to add an entryway in front of the main entrance door, which is positioned in the wall that is set back from the front portion of the house. The new addition will not project past the front portion protruding to the property line. A house across Park Avenue is also located at the property line.

Based on the above considerations and considering that the current house location is unique, and the new addition will not alter the neighborhood's essential character, staff believe a variance request is justified.

The variance regulations and procedures are found in Section 86-29.

At the Planning Commission meeting on June 10, 2020, a public hearing was held and a motion was made by Lee, second by Carstens to recommend approval to the City Council of the request by Trent and Becky White for a Variance Adjustment Permit for building an entry addition within required front yard as recommended by staff. All voted in favor of the motion.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister that the Council approve the request by Trent and Becky White for a Variance Adjustment Permit for building an entry addition within required front yard with the condition that it does not project beyond front wall of the existing front portion of the house already located in the required front yard. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Request for Map Amendment (rezone) James R Swenson and Teah Swenson at 1111 Canoga Park Drive

This is a request by James R Swenson and Teah Swenson Marshall, MN to rezone 1111 Canoga Park Drive from R-2 One to Four Family Residential District to B-3 General Business District. The owner wants to use this lot for parking, together with two lots to the north, which are already zoned B-3 General Business District. Parking lot is a permitted use in a B-3 General Business District. Based on the Parking and Landscaping Ordinance, a fence or planting screen will be required along the south side of the property since it borders residential district. Rezoning procedures are described in Section 86-30 Amendments

At the June 10, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Carstens, second by Lee to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski that the Council introduce the ordinance to rezone 1111 Canoga Park Drive from R-2 One to Four Family Residential District to B-3 General Business District. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Request for Map Amendment (Rezone) Action Company LLC at 1209 and 1211 West Main Street.

This is a request by Action Company, LLC, Marshall, MN to rezone 1209 and 1211 West Main Street from B-3 General Business District to I-2 General Industrial District. The owner wants to use this area for landscaping business that is not a permitted or conditional use in a business district and better fits into industrial district. Area to the north and west is already zoned industrial, as the area across West Main Street.

Rezoning procedures are described in Section 86-30 Amendments

At the June 10, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Carstens, second by Lee to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council introduce the ordinance to rezone properties at 1209 and 1211 West Main Street from B-3 General Business District to I-2 General Industrial District. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z67: Michigan Road/Superior Road Reconstruction Project - Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request No. 8.

This project consisted of the following: Reconstruction and utility replacement on Michigan Road between Superior Road and Hahn Road and on Superior Road from a point approximately 175 feet north of Ontario Road to Huron Road. All utilities have been replaced, including watermain, sanitary sewer, and storm sewer.

The items on Change Order No. 3 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council approve Change Order No. 3 (Final), resulting in a contract increase in the amount of \$608.25 and acknowledge Final Pay Request (No. 8) in the amount of \$55,607.84 for the above-referenced project to D&G Excavating, Inc. of Marshall, Minnesota. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Commission/Board Liaison Reports

Byrnes Southwest Regional Development Commission discussed the eligibility for a \$1.48 million COVID relief revolving loan fund.

Schafer No Report

Meister No Report

Bayerkohler Planning Commission met and discussed agenda items that were acted on at this meeting.

Legislative and Ordinance Committee met and discussed an agenda item acted on tonight.

DeCramer Economic Development Authority elected new officers to the Authority and welcomed its newest member, Brad Strootman.

Marshall Municipal Utilities has received a Community Leader Award from the Missouri River Energy Services.

Labat No Report

Lozinski No Report

Councilmember Individual Items

Councilmember Labat discussed that he had spoken with local engineers regarding the chiller issue at the Red Baron Arena and Expo.

Councilmember Schafer commented on leash law that the City of Marshall enforces. Member Schafer ask for staff to review and look for any inconsistencies.

Councilmember Meister provided discussed he had with a resident of Marshall about activating a Human Rights Commission in the city.

Mayor Byrnes commented on tree policy and future enforcement of the removal of diseased trees within the city.

City Administrator

City Administrator Sharon Hanson commented on starting a diversity commission as a part of the City's newly adopted strategic plan. Administrator Hanson also summarized the community wide COVID-19 testing Avera organized. City Administrator Hanson commented on that economic development discussions have increased in Marshall, the CARES Act grant for Minnesota cities and counties and the 2021 budget

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson provided an update on construction projects taking place within the city.

City Attorney

City Attorney Dennis Simpson commented on grass, weeds and unlicensed vehicles complaints.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings

Adjourn Meeting

6:34 P.M. Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, June 23, 2020**

The work session of the Common Council of the City of Marshall was held June 23, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 7:00 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat, James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Lauren Deutz, Economic Development Director and Kyle Box, City Clerk.

Update on the City Brand

City Administrator Sharon Hanson provided the background information on the agenda item. Staff have been continuing to implement the new brand since early March 2020.

Lauren Deutz, Economic Development Director provided an overview of the installment of the new brand for the City of Marshall.

Maxx Raths introduced the ninety 17 app. Raths discussed and demonstrated the ability of the application for the City.

There was further discussion on advertisement, app usage, and general uses on an application compared to new city web page.

There was additional discussion on the agenda item.

ADJOURNMENT

At 7:49 PM Mayor Byrnes declared the meeting adjourned.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Consider Award of Bids for Street Sweeper for the Street Department.
Background Information:	The City opened bids on July 10, 2020 for replacement Dump Box, Plow and Wing for Street Department. This is a replacement of the existing 2015 Elgin Pelican street sweeper. The bid tabulation is attached.
Fiscal Impact:	The total net cost is \$172,059.00. The approved 2020 Capital Equipment budget included \$180,000 for the purchase of this unit from the Surface Water Management Utility fund.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize the purchase of a new 2020 Elgin Pelican NP Dual Street Sweeper for the Street Department from MacQueen Equipment of St. Paul, Minnesota, in the amount of \$172,059.00. This price reflects \$68,200.00 trade-in for the existing 2015 Elgin Pelican street sweeper.

BID TABULATION

**FURNISH ONE (1) NEW 3-WHEEL MECHANICAL STREET SWEEPER
WITH DUAL OPERATOR CONTROLS
FOR THE MARSHALL STREET DEPARTMENT**

**PURCHASE / TRADE-IN ONE (1) 2015 ELGIN PELICAN STREET SWEEPER
FROM THE MARSHALL STREET DEPARTMENT**

**DATE: JULY 10, 2020
TIME: 10:00 A.M.**

BIDDER	BID SECURITY	PROPOSAL			COMMENTS
		PROPOSAL A (Unit and Trade-In)	PROPOSAL B (Unit Only)	PROPOSAL C (Purchase Existing Unit Only)	
MacQueen Equipment St. Paul, MN	N/A	\$172,059.00	\$240,259.00	N/A	2020 Elgin Pelican NP Dual

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Consider Award of Bids for Dump Box, Plow and Wing for Street Department.
Background Information:	The City opened bids on July 10, 2020 for replacement Dump Box, Plow and Wing for Street Department. This is a replacement of the existing 2001 4900 International with Dump Box and a Falls 12' reversible full trip snowplow. The bid tabulation is attached.
Fiscal Impact:	The total net cost is \$154,797.75. The approved 2020 Bonding-Levy included \$150,000 for the purchase of this unit.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize the purchase of a new 2021 International HV507SFA Chassis with Dump Box, Plow and Wing for the Street Department from North Central International, Inc. of Marshall, Minnesota, in the amount of \$154,797.75, including tax and \$9,000.00 trade-in of the existing 2001 4900 International with Dump Box and a Falls 12' reversible full trip snowplow.

BID TABULATION

**FURNISH ONE (1) NEW OR CURRENT MODEL CHASSIS
WITH DUMP BOX, PLOW AND WING
FOR THE MARSHALL STREET DEPARTMENT**

**PURCHASE / TRADE-IN ONE (1) 2001 4900 INTERNATIONAL TRUCK CHASSIS, DUMP BOX
AND A 12' FALLS REVERSIBLE FULL TRIP SNOWPLOW
FROM THE MARSHALL STREET DEPARTMENT.**

DATE: JULY 10, 2020
TIME: 10:00 A.M.

BIDDER	BID SECURITY	PROPOSAL			COMMENTS
		PROPOSAL A (Unit and Trade-In)	PROPOSAL B (Unit Only)	PROPOSAL C (Purchase Existing Unit Only)	
North Central International, Inc. Marshall, MN	N/A	\$155,942.63	\$165,527.63	\$9,000.00	2021 International HV507SFA Twin Star body
North Central International, Inc. Marshall, MN	N/A	\$175,761.21	\$185,346.21	\$9,000.00	2021 International HV507SFA Sanitation Products body
North Central International, Inc. Marshall, MN	N/A	\$154,797.75	\$164,382.75	\$9,000.00	2021 International HV507SFA Crysteel body
Harrison Truck Center Marshall, Minnesota	N/A	\$183,313.09	\$187,638.09	\$2,500.00	2021 Freightliner 108SD Sanitation Products body
Harrison Truck Center Marshall, Minnesota	N/A	\$161,646.70	\$166,971.77	\$2,500.00	2021 Freightliner 108SD Crysteel body
Harrison Truck Center Marshall, Minnesota	N/A	\$162,844.89	\$168,169.89	\$2,500.00	2021 Freightliner 108SD Twin Star body

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a rate extension of the group Long-Term Disability Insurance policy
Background Information:	<p>Last year (2019), our group Long-Term Disability insurance policy went out for bids. We received a favorable bid from Madison National Life Insurance Company, Inc., resulting in a rate decrease from \$0.19 to \$0.175 per \$100 of covered payroll; a cost savings of approximately \$996.00 annually. The current policy will expire on 01/01/2023. Our broker had requested 5-year rates with that bid, but instead, we received a 3-year rate guarantee beginning 01/01/2020. Recently, our broker went back to Madison National Life on a block of groups to see if a rate extension would be offered. Madison National Life has agreed to a rate extension at the same rates until 01/01/2026.</p> <p>If approved by the Council, this will result in an additional 3 years with no rate increases. Staff recommend approval of the rate extension resulting in stable rates across the next 5 years (2020-2025).</p>
Fiscal Impact:	Our existing (2020) rates represent a decrease from 2019. If this extension is approved, there would be no change in rates from 2020-2025.
Alternative/Variations:	None recommended.
Recommendations:	To approve a rate extension of the group Long-Term Disability insurance policy with Madison National Life Insurance Company, Inc.

June 10, 2020

Sheila Dubs
 Human Resource Manager
 City of Marshall
 344 West Main Street
 Marshall, MN 56258

RE: Insurance Renewal for City of Marshall , Group # 020319
 Long-Term Disability, Madison National Life Insurance Company, Inc.
 Carrier Policy # 0282, NIS Policy # 1546

Dear Ms. Dubs:

The Long-Term Disability Insurance is on a rate guarantee to January 1, 2023. Madison National Life has granted a rate block extension for many clients and I am pleased to inform you that Madison National Life Insurance Company, Inc. has included you in this offering. Your extended renewal rates are as follows:

Long-Term Disability

Current Rate	Renewal Rate
\$0.175 Per \$100 of Covered Payroll	\$0.175 Per \$100 of Covered Payroll

These rates are guaranteed for until January 1, 2026, assuming no changes to the current benefit structure.

We believe our level of commitment to you is most evident in our ongoing efforts to secure both competitive pricing and extended rate guarantees. We truly appreciate your business and the opportunity to continue negotiating on your behalf.

In return for your commitment to National Insurance Services (NIS), NIS agrees to provide the following:

- Annual Best Practices Service Visit or Call
- Dedicated Account Representative
- Dedicated Client Relations Representative
- Dedicated Billing Representative
- Free Gap Analysis (when requested)
- Compliance with State Bid Laws
- Monitoring Market Conditions

By signing the below, you are acknowledging your commitment to NIS from the date of this letter until January 1, 2026. In pricing the renewal, the claims risk and administrative expenses are spread over the rate guarantee. In exchange for our rate guarantee, you must remain directly contracted with NIS for the duration of the rate guarantee. In the event you cancel prior to the end of the rate guarantee a risk charge in the amount of 1% of annual premium will be assessed for each month remaining on the rate guarantee.

Corporate Headquarters
 250 South Executive Drive
 Suite 300
 Brookfield, WI 53005

Indiana Office
 9100 Meridian Square
 50 East 91st Street
 Suite 315
 Indianapolis, IN 46240

Michigan Offices
 310 East Michigan Avenue
 Suite 503
 Kalamazoo, MI 49007

43120 Utica Road
 Suite 400
 Sterling Heights, MI 48314

120 East Liberty
 Suite 220
 Ann Arbor, MI 48104

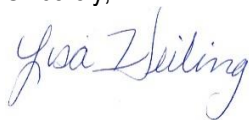
Minnesota Office
 14852 Scenic Heights Road
 Suite 210
 Eden Prairie, MN 55344

Nebraska Office
 9202 West Dodge Road
 Suite 302
 Omaha, NE 68114

Pennsylvania Office
 375 Southpointe Blvd
 Suite 220
 Canonsburg, PA 15317

Please complete the bottom portion and return a copy to National Insurance Services as indication of your acceptance of the renewal. Thank you for your continued business. Please do not hesitate to call me if you have any questions.

Sincerely,



Lisa Heiling
Account Representative

The Early Block rate renewal of Group Long-Term Disability Insurance as outlined above is accepted.

Signature & Title

Date

Insurance Renewal for City of Marshall , Group # 020319
Long-Term Disability, Madison National Life Insurance Company, Inc.
Carrier Policy # 0282, NIS Policy # 1546

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 12 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1302084 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0252947 to Bolton & Menk, Inc.
Background Information:	<p>Attached are three invoices as follows for the above-referenced project:</p> <ol style="list-style-type: none"> 1) Application for Payment No. 12 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$1,152,567.79 2) Invoice 1302084 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$995.00 3) Invoice 0252947 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$36,980.40 <p>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.</p>
Fiscal Impact:	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	<p>Recommendation No. 1 that the Council authorize Application for Payment No. 12, per the recommendation of the City’s consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$1,152,567.79.</p> <p>Recommendation No. 2 that the Council authorize payment of Invoice 1302084 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$995.00.</p> <p>Recommendation No. 3 that the Council authorize payment of Invoice 0252947 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$36,980.40.</p>




**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: July 1, 2020
To: Bob Van Moer, Wastewater Treatment Superintendent
From: Jon D. Peterson, P.E., Project Engineer 
Subject: Wastewater Treatment Facility Improvements – Magney Construction Inc.
Pay Request No. 12
City of Marshall, Minnesota
Project No.: T22.115360

INTRODUCTION

Pay Request No. 12 for the above-referenced project in the amount of \$1,152,567.79 is being submitted for approval.

DISCUSSION

This pay application covers work completed on the project through June 30, 2020. The Contractor has painted interior of the sludge storage tank and has begun installation of the platforms in the sludge storage building. The concrete for the clarifier splitter structure has been placed, and the concrete for the clarifier base has been placed. Clarifier mechanisms, trickling filter distributor mechanism, submersible pumps and roofing insulation have been delivered to the site. We recommend approval of the attached Request for Payment No. 12.

BUDGET IMPACT

This expenditure is part of the overall wastewater treatment facility improvements project and will be covered by the PFA loan proceeds.

ACTION REQUESTED

Approve the attached pay request from Magney Construction Inc. in the total amount of \$1,152,567.79.

Application for Payment No. 12

To: The City of Marshall, MN
 From: Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317
 Contract: _____
 Project: Wastewater Treatment Facility Improvements

Owners Contract No. _____ Engineer's Project No. T22.115360
 Date of this Invoice: 6/30/2020
 Invoice Work Period: June 1-30, 2020


1) Original Contract amount	\$14,074,300.00 ✓
2) Change Orders to date	\$0.00 ✓
3) Revised Contract amount	\$14,074,300.00 ✓
4) Value completed to date	\$7,751,839.16
5) Materials stored on site	\$777,727.00
6) Total Earned to date	\$8,529,566.16
7) Amount retained	\$426,478.31
8) Amount previously paid	\$6,950,520.06 ✓
Amount due this Payment	\$1,152,567.79

Accompanying Documentation:



CONTRACTOR'S Certification:

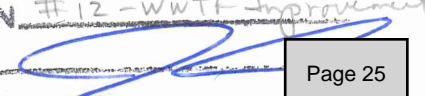
The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through 1 inclusive; (2) title of all work, materials and equipment incorporated in said Work otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interest or encumbrance (except such as are recovered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance by the Contract Documents and not defective.

Magney Construction, Inc. (Contractor)

By: 
 Project Manager

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Owner: City of Marshall Engineer: Bolton & Menk
 By:  By: 
 Date: 7-6-2020 Date: 7-1-20

VENDOR # 5459
 INVOICE # #12-T22.115360
 \$ AMOUNT 1,152,567.79
 DATE 6-30-2020
 ACCT & PROJ # 602-49500-55120/W13
 DESCRIPTION #12-WWTF Improvements
 SIGNATURE 

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Pay Application #12 Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
0520	Bond & Insurance	\$ 168,892	168,892.00	0.00	0.00	168,892.00	100%	0.00
1000	Mobilization	\$ 696,545	545,926.00	0.00	0.00	545,926.00	78%	150,619.00
1010	Supervision & General Conditions	\$ 276,000	123,000.00	13,000.00	0.00	136,000.00	49%	140,000.00
1020	General Construction Allowance	\$ 250,000	-44,600.17	2,242.26	0.00	-42,357.91	-17%	292,357.91
1021	Building Permit Allowance	\$ 10,000	7,499.38	0.00	0.00	7,499.38	75%	2,500.62
2060	Demolition of Existing WWTP Facilities:							
	Trickling Filter Pump Station Top	\$ 4,650	0.00	0.00	0.00	0.00	0%	4,650.00
	Trickling Filter Pump Station Pumps/Piping	\$ 3,480	0.00	0.00	0.00	0.00	0%	3,480.00
	Sludge Control Structure	\$ 13,540	0.00	0.00	0.00	0.00	0%	13,540.00
	Control Building Pumps and Piping	\$ 5,850	0.00	0.00	0.00	0.00	0%	5,850.00
	Blower Building Blowers and Piping	\$ 6,420	0.00	0.00	0.00	0.00	0%	6,420.00
	Trickling Filter Roof/Media/Rotary Distributor	\$ 62,460	62,460.00	0.00	0.00	62,460.00	100%	0.00
	Aeration Equipment and Piping	\$ 17,500	0.00	0.00	0.00	0.00	0%	17,500.00
	Intermediate Clarifier Equipment	\$ 26,417	0.00	0.00	0.00	0.00	0%	26,417.00
2140	Dewatering	\$ 19,555	17,555.00	0.00	0.00	17,555.00	90%	2,000.00
2210	Finish Grading	\$ 14,320	0.00	0.00	0.00	0.00	0%	14,320.00
2220	Structure Excavation - Final Clarifier and Splitter Box	\$ 71,200	50,000.00	0.00	0.00	50,000.00	70%	21,200.00
2221	Structure Excavation - Sludge Storage Structure	\$ 133,600	133,600.00	0.00	0.00	133,600.00	100%	0.00
2220A	Backfill of Structures - Final Clarifier and Splitter Box	\$ 91,500	0.00	0.00	0.00	0.00	0%	91,500.00
2221A	Backfill of Structures - Sludge Storage Structure	\$ 172,620	142,620.00	10,000.00	0.00	152,620.00	88%	20,000.00
2370	Erosion and Sediment Control	\$ 12,400	9,000.00	0.00	0.00	9,000.00	73%	3,400.00
2550	Site Utilities	\$ 565,333	118,206.62	45,000.00	0.00	163,206.62	29%	402,126.38
2551	Bypass Piping	\$ 49,504	0.00	0.00	0.00	0.00	0%	49,504.00
2600	Roads, Walks and Curbs	\$ 22,540	0.00	0.00	0.00	0.00	0%	22,540.00
2800	Fencing	\$ 12,200	5,500.00	0.00	0.00	5,500.00	45%	6,700.00
2920	Seeding	\$ 6,100	0.00	0.00	0.00	0.00	0%	6,100.00
3200	Rebar - Materials	\$ 678,400	678,400.00	0.00	0.00	678,400.00	100%	0.00
3201	Rebar - Labor	\$ 457,600	440,830.00	10,500.00	0.00	451,330.00	99%	6,270.00
3300	Concrete Work							
	Clarifier Splitter Structure	\$ 71,760	25,000.00	46,760.00	0.00	71,760.00	100%	0.00
	Final Clarifier	\$ 214,650	0.00	185,000.00	0.00	185,000.00	86%	29,650.00
	Control Structure	\$ 29,075	0.00	0.00	0.00	0.00	0%	29,075.00
	Sludge Storage Tank	\$ 2,180,839	2,180,839.00	0.00	0.00	2,180,839.00	100%	0.00
	Miscellaneous Concrete	\$ 1,860.00	0.00	0.00	0.00	0.00	0%	1,860.00
3410	Precast Double Tees	\$ 448,980	448,980.00	0.00	0.00	448,980.00	100%	0.00
3411	Precast Hollow Core Planks	W/Double Tees						

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Pay Application #12 Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
3460	Precast Non-Architectural Wall Panels		W/Double Tees					
5100	Structural Metals, Misc Metals and Handrail	\$ 456,850	135,774.00	35,000.00	0.00	170,774.00	37%	286,076.00
5500	Access Hatches	\$ 7,820	6,796.00	500.00	0.00	7,296.00	93%	524.00
7535	Fully Adhered Membrane Roofing & Sheet Metal	\$ 279,400	0.00	0.00	87,875.00	87,875.00	31%	191,525.00
7900	Joint Sealant	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
8110	Hollow Metal Doors, Frames and Hardware	\$ 22,540	0.00	0.00	0.00	0.00	0%	22,540.00
9960	Painting	\$ 299,000	0.00	85,000.00	0.00	85,000.00	28%	214,000.00
10400	Identifying Devices	\$ 3,690	0.00	0.00	0.00	0.00	0%	3,690.00
11213	Vertical Non-Clog Solids Handling Pumps	\$ 212,600	204,274.04	0.00	0.00	204,274.04	96%	8,325.96
11214	Vertical Turbine Pumps	\$ 143,100	0.00	0.00	0.00	0.00	0%	143,100.00
11311	Submersible Centrifugal Pumps	\$ 17,400	0.00	0.00	13,500.00	13,500.00	78%	3,900.00
11312	Replace Vaughan Chopper Pump	\$ 36,400	32,840.00	0.00	0.00	32,840.00	90%	3,560.00
11316	Progressive Cavity Pumps	\$ 54,750	50,125.00	0.00	0.00	50,125.00	92%	4,625.00
11321	Grit Separation Equipment	\$ 96,560	96,560.00	0.00	0.00	96,560.00	100%	0.00
11351	Clarifier Equipment - Suction Type Clarifier	\$ 428,500	0.00	0.00	387,864.00	387,864.00	91%	40,636.00
11365	Gravity Actuated Rotary Distributor	\$ 135,840	0.00	0.00	104,200.00	104,200.00	77%	31,640.00
11366	Trickling Filter Media	\$ 345,600	0.00	0.00	0.00	0.00	0%	345,600.00
11372	Blower Allowance	\$ 650,000	483,118.19	0.00	0.00	483,118.19	74%	166,881.81
11372	Blower System (Positive Displacement w/ Enclosure)	\$ 4,630	1,650.00	0.00	0.00	1,650.00	36%	2,980.00
11374	Fine Pore Membrane Aeration Equipment	\$ 82,900	0.00	0.00	0.00	0.00	0%	82,900.00
11376	Hybrid Blower System	\$ 6,800	0.00	0.00	0.00	0.00	0%	6,800.00
13126	Circular Tank Covers	\$ 185,300	0.00	0.00	0.00	0.00	0%	185,300.00
13262	Long Term Storage Mixing System	\$ 266,500	0.00	0.00	140,040.00	140,040.00	53%	126,460.00
13263	ATAD Equipment Replacement	\$ 140,000	117,800.00	0.00	0.00	117,800.00	84%	22,200.00
13263	ATAD Equipment Installation	\$ 29,850	0.00	0.00	0.00	0.00	0%	29,850.00
13320	Blower Master Control Panel	\$ 900	0.00	0.00	0.00	0.00	0%	900.00
13890	Slide Gates	\$ 10,500	0.00	0.00	0.00	0.00	0%	10,500.00
13900	Fiberglass Baffles and Weir Plates	\$ 31,200	14,310.00	0.00	0.00	14,310.00	46%	16,890.00
14620	Portable Hoist	\$ 9,200	7,982.75	0.00	0.00	7,982.75	87%	1,217.25
15060	Process Piping - Materials	\$ 307,200	239,313.51	0.00	24,313.00	263,626.51	86%	43,573.49
15060	Process Piping - Labor	\$ 172,800	25,000.00	2,500.00	0.00	27,500.00	16%	145,300.00
15100	Valves - Materials	\$ 744,040	474,730.45	0.00	19,935.00	494,665.45	66%	249,374.55
15130	Gauges	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
15140	Pipe Supports and Anchors	\$ 11,600	0.00	0.00	0.00	0.00	0%	11,600.00
15150	Stainless Steel Manways w/ Blind Flanges	\$ 34,500	34,300.00	0.00	0.00	34,300.00	99%	200.00
15250	Plumbing	\$ 14,800	0.00	0.00	0.00	0.00	0%	14,800.00
15500	HVAC	\$ 97,800	23,025.13	0.00	0.00	23,025.13	24%	74,774.87

Contractor: Magney Construction, Inc.
 Owner: City of Marshall, MN
 Project: Wastewater Treatment Facility Improvements
 BMI Project No. T22.115360

Date of Application:
 Work Completed Through:

APPLICATION FOR PAYMENT SCHEDULE

Spec.	Pay Application #12	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
16010	Electrical - Mobilization, Permits and Job Overhead	\$ 100,000	50,000.00	0.00	0.00	50,000.00	50%	50,000.00
16100	Basic Materials and Methods	\$ 260,575	25,030.00	0.00	0.00	25,030.00	10%	235,545.00
16150	Motors	\$ 20,000	0.00	0.00	0.00	0.00	0%	20,000.00
16400	Electrical Distribution	\$ 83,000	0.00	0.00	0.00	0.00	0%	83,000.00
16900	Starters and Motor Control Centers	\$ 463,000	180,000.00	0.00	0.00	180,000.00	39%	283,000.00
16950	Instrumentation and Controls	\$ 958,165	0.00	0.00	0.00	0.00	0%	958,165.00
16990	Computer Allowance	\$ 50,000	0.00	0.00	0.00	0.00	0%	50,000.00
	Totals	14,074,300.00	7,316,336.90	435,502.26	777,727.00	8,529,566.16	61%	5,544,733.84
		0.00						
	Original Contract amount		14,074,300.00					
	Change Orders to date		0.00					
	Revised Contract amount		14,074,300.00					
	Value completed to date		7,751,839.16					
	Materials stored on site		777,727.00					
	Total Earned to date		8,529,566.16					
	Amount retained		426,478.31					
	Amount previously paid		6,950,520.06					
	Amount due this Payment		1,152,567.79					

American Engineering Testing, Inc.

550 Cleveland Avenue North
 St. Paul, Minnesota 55114-1804
 Phone: (651) 659-9001
 Fax: (651) 659-1379
 Federal Tax ID: 41-0977521

MARSHALL, CITY OF
 344 WEST MAIN ST
 MARSHALL, MN 56258

DUE DATE: 7/26/2020		
INVOICE		CUSTOMER
NUMBER	DATE	NUMBER
1302084	6/26/20	MAR001

BILLING CONTACT: SHARON HANSON

PROJECT MANAGER: TOM JAMES
 PROJECT NUMBER: 13-20349

SCOPE OF WORK:

PROJECT:

SOILS AND MATERIALS

WASTEWATER TREATMENT FACILITIES
 IMPROVEMENTS
 MARSHALL, MN

*For inquiries or additional information regarding this invoice, please contact 651-789-4651 or email
 accounting@amengtest.com*

Remit payments to: P. O. Box 860678, Minneapolis, MN 55486

Labor

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Administrative Assistant	0.30	70.00	21.00
Engineering Technician I	1.50	82.00	123.00
Engineering Technician II	2.00	82.00	164.00
	Labor sub-total		308.00

Equipment/Testing

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Rate</u>	<u>Amount</u>
Coarse & Fine Sieve Analysis	1.00	Test	105.00	105.00
Curing/Handling Non-Tested Cyl	3.00	Cylinder	22.00	66.00
Density Tests, Nuclear	4.00	Test	30.00	120.00
Individual Mold	12.00	Mold	3.00	36.00
Standard Proctor, 4" (Mthd B)	1.00	Test	135.00	135.00
Testing Std. Cyl.: Regular	9.00	Test	25.00	225.00
	Equipment sub-total			687.00

VENDOR # 0581
 INVOICE # 1302084
 \$ AMOUNT 995.00
 DATE 7-26-20
 ACCT & PROJ # 602-49500-5520 W13
 DESCRIPTION WWTF Improv.
 SIGNATURE [Signature]

Amount due this Invoice	<u>\$995.00</u>
-------------------------	-----------------



Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)
 www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment



City of Marshall
 Wastewater Treatment Facility
 Bob Van Moer, Wastewater Superintendent
 600 Erie Street
 Marshall, MN 56258

June 30, 2020
 Project No: T22.115360
 Invoice No: 0252947
 Client Account: MARS

VENDOR # 0724
 INVOICE # 0252947
 \$ AMOUNT 36,980.40
 DATE 6-30-20
 ACCT & PROJ # 602-49500-55120
 DESCRIPTION WWTF Improv.
 SIGNATURE Scott Trench

Marshall/WWTF Improvements

Marshall WWTF Improvement

Professional Services per Agreement from May 16, 2020 through June 12, 2020:

Construction Services (004)

Professional Services

	Hours	Amount	
Project Management			
Principal	1.00	205.00	
Meetings/Hearing/Presentation			
Principal	122.00	22,570.00	
Design/Plan/Report Review			
Design Engineer	4.50	540.00	
Word Processing/Data Entry			
Administrative	12.50	1,170.00	
Printing/Copying			
Administrative	7.50	750.00	
GIS and Mapping			
Specialist	3.00	375.00	
Contract Admin/Construction Engineering			
Design Engineer	6.00	1,110.00	
Construction Observation			
Technician	62.50	5,937.50	
Grant/Funding Application			
Specialist	2.50	306.25	
Totals	221.50	32,963.75	
Total Labor			32,963.75

Project W13

Consultants

Barr Engineering Company		1,995.00	
KFI Engineers-Karges-Faulconbridge, Inc.		693.00	
LS Engineers, Inc.		963.50	
Total Consultants	1.10 times	3,651.50	4,016.65

Billing Limits

	Current	Prior	To-Date
Total Billings	36,980.40	242,730.13	279,710.53
Limit			900,000.00
Remaining			620,289.47

Total this Task	\$36,980.40
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Total this Invoice	\$36,980.40
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**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	INFO/ACTION
Subject:	Introduction of Ordinance amendment to permit some slaughtering of animals in butcher shops in general business district and industrial districts and permit landscaping business in general industrial district and Call for Public Hearing
Background Information:	<p>There is currently a business owner interested in opening a butcher shop in Marshall. Part of his operations would involve some limited slaughtering of animals. Staff reviewed the Ordinance and determined that no district currently allows slaughtering operations either as a permitted or conditional use. Considering that this type of business is relatively common, it makes sense to add it to appropriate zoning districts. Since slaughtering may seem objectionable in some circumstances, it is added as a conditional use in all districts to retain some control. It is also described as limited in General Business and Limited Industrial districts, mostly to convey the limited nature to applicants, as the final determination of the limitations would be established during the conditional use permit process based on location and other applicable factors. Most other cities do not explicitly list butcher shops in the ordinance.</p> <p>During the same review, it was determined that landscaping business is not listed in any of the zoning districts either. To correct this, it is suggested to add this type of use to general industrial district.</p> <p>Meat processing facilities were also added to the I-2 General Industrial district as a conditional use, since this use is not listed anywhere either. Several other cities allow stockyards, including slaughtering, in industrial districts as a conditional use.</p> <p>At the June 10, 2020, regular Planning Commission meeting Lee made a motion, second by Carstens to recommend to city council an approval as recommend by staff. All voted in favor of the motion.</p> <p>At the meeting on June 18, 2020, Legislative and Ordinance Committee voted to recommend to council the approval of the Ordinance amendment to permit some slaughtering of animals in butcher shops in general business district and industrial districts and permit landscaping business in general industrial district as recommended by staff.</p>
Fiscal Impact:	None.
Alternative/ Variations:	None.
Recommendations:	Staff recommends, based on L&O Committee input, that the Council introduce the Ordinance revisions amending Section 86-104 – general business district and 86-106 limited industrial district by adding butcher shops with limited slaughtering as a conditional use, and 86-107 general industrial district by adding butcher shops and meat processing plants as a conditional use and landscaping business as a permitted use and call for Public Hearing to be held on July 28, 2020.

Sec. 86-107. - I-2 general industrial district.

- (a) *Intent; scope.* This section applies to the I-2 general industrial district. This I-2 district provides a location for heavier industrial and manufacturing activities, without encroachment by incompatible use areas.
- (b) *Permitted uses.* The following uses shall be permitted in the I-2 industrial district:
- Animal hospitals.
 - Auto parts and accessories sales.
 - Automobile and truck parking lots and garages.
 - Bottling establishments.
 - Building materials sales and storage and lumberyard.
 - Camera and photographic supplies manufacture.
 - Carpenter and cabinet shops, plumbing and heating shops, and janitorial services.
 - Cartage and express facilities.
 - Cartography, bookbinding, engraving, publishing, job printing, lithographing and copying.
 - Cleaning and dyeing.
 - Contractor's offices, shops and yards for plumbing, heating, glazing, painting, paper hanging, roofing, ventilating, air conditioning, masonry, electrical and refrigeration supplies.
 - Egg grading, sorting and wholesale business.
 - Electric light or power generating station.
 - Electrical and electronic products manufacture.
 - Electrical service shops.
 - Fallout shelters.
 - Farm equipment sales and service.
 - Farm, feed and seed supply stores.
 - Feed and seed processing.
 - Freight terminal.
 - Fuel and ice sales and storage.
 - Garages and storage, repair and servicing of motor vehicles.
 - Governmental service buildings.
 - Highway maintenance shops and yards.
 - Ice plant.
 - Industrial training schools.

Industrial truck and equipment sales and service shops.

Jewelry manufacture.

Kennels.

Landscaping including outside material storage

Leather goods.

Manufacturing, processing, and associated storage, servicing and testing.

Medical, dental and optical equipment manufacture.

Mobile home and camping trailer sales.

Musical instruments manufacture.

Printing.

Public utility structure (industrial).

Railroad rights-of-way.

Rentals of industrial type equipment.

Research, experimental or testing stations.

Soft drink and bottling establishments (enclosed).

Storage or warehousing, when completely enclosed within a building.

Telephone exchange.

Trophy and award manufacturing or assembling.

Warehouses.

Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.

Wholesale business and office establishments.

- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the I-2 industry district:

All uses customarily incidental to the uses permitted in subsections (a) and (b) of this section.

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

Signs, as regulated by article VI of this chapter.

Solar energy collectors and systems.

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

Adult uses complying with the following regulations:

- (1) The use must be contained within a building.
- (2) No sign or exterior graphics permitted except for those written in letters of the English language.
- (3) The use is not permitted within 2,000 feet of another adult use, establishment selling beer or alcoholic beverages, school, church, any residential use, library, park, daycare facility, or residential facility, as measured from property line to property line.
- (4) This use must not be greater than 2,000 square feet in total building floor area and contained in one building on a lot, plot, or property.

Automobile and truck sales or used car lots.

Billboards.

Brewpubs, microbreweries, and breweries.

Day care facility serving any number of individuals.

Processing, or storage and stockpiling of sand, gravel, stone or other raw material.

Greenhouses (commercial).

Gas stations.

Hazardous chemicals (processing/storage).

Heliport.

Junkyards, wrecking yards or auto salvage yards.

Meat and butcher shops and cold storage lockers

Meat processing plants

Municipal or other governmental administration or service buildings, police and fire stations, and post office stations.

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

Outdoor nurseries and tree farms.

Public service structures including power substations, gas regulator stations, sewage disposal plant, elevated tanks and water works.

Recyclable materials processing.

Restaurants.

Truck stops.

(e) *Height, yard, area, lot width and lot coverage regulations.* Height, yard, area, lot width and lot coverage regulations in the I-2 district are as follows:

(1) *Height regulations.* No building shall hereafter be erected to exceed 75 feet in height.

(2) *Front yard regulations.*

a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.

- b. There shall be a front yard having a depth of 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.
 - c. No front yard shall be required in the downtown district.
- (3) *Side yard regulations.*
- a. There shall be two side yards, one on each side of a building, each having a width of not less than ten feet.
 - b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.
 - c. No side yard shall be required in the downtown district.
- (4) *Rear yard regulations.*
- a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.
 - b. No rear yard shall be required in the downtown district.
- (5) *Lot coverage regulations.* There are no lot coverage regulations.
- (f) *General regulations.* Additional regulations in the I-2 general industrial business district are set forth in article VI of this chapter.

(Code 1976, § 11.17; Ord. No. 443, § 3, 11-6-2000; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 606 2nd series, § 2, 3-10-2009; Ord. No. 622 2nd series, § 1, 7-27-2010; Ord. No. 655 2nd series, § 1, 5-22-2012; Ord. No. 685, § 1, 1-28-2014; Ord. No. 694 2nd series, § 1, 5-12-2015; Ord. No. 719 2nd series, § 2, 5-9-2017)

Cross reference— Businesses, ch. 22.

Sec. 86-106. - I-1 limited industrial district.

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

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

Ambulance and taxi service, bus, and rail stations or terminals.

Animal hospitals.

Auto parts and accessories sales.

Automobile garages and repair shops, with no long-term outside storage of vehicles or equipment.

Automobile parking lots and garages.

Building materials sales and storage and lumberyards.

Camera and photographic supplies manufacture.

Carpenter and cabinet shops, plumbing and heating shops, and janitorial services.

Cartage and express facilities.

Cartography, bookbinding, engraving, publishing, job printing, lithographing and copying.

Commercial greenhouses, nurseries or tree farms.

Contractor's offices shops and yards for plumbing, heating, glazing, painting, paper hanging, roofing, ventilating, air conditioning, masonry and electrical and refrigeration supplies and other construction related trades when completely enclosed within a building.

Electrical and electronic products manufacture.

Electrical service shops.

Fallout shelter.

Farm equipment sales and service.

Farm, feed and seed supply stores.

Garage and storage of motor vehicles.

Governmental service buildings.

Household goods repair and service shops.

Ice plant.

Industrial truck and equipment sales and service shops.

Jewelry manufacture.

Kennels.

Leather goods.

Medical, dental and optical equipment manufacture.

Mobile home and camping trailer sales.

Musical instruments manufacture.

Railroad rights-of-way.

Rentals of industrial type equipment.

Research, experimental or testing stations.

Self-storage warehouse.

Soft drink and bottling establishments (enclosed).

Storage or warehousing, when completely enclosed within a building.

Telephone exchange.

Trade schools.

Transformer and booster stations, transmitters and other utility stations.

Trophy and

award manufacturing or assembling.

Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.

Wholesale business and office establishments.

- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the I-1 industry district:

All uses customarily incidental to the uses permitted in subsections (a) and (b) of this section.

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

Signs, as regulated by article VI of this chapter.

Solar energy collectors and systems.

- (d) *Conditional uses.* All conditional use permits for the I-1 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the I-1 industrial district by conditional use permit:

Automobile and truck sales or used car lots.

Billboards.

Brewpubs and microbreweries.

Day care facility serving any number of individuals.

Heliport.

Meat and butcher shops and cold storage lockers, with limited slaughtering

Municipal or other governmental administration buildings, police and fire stations, community centers, public libraries, museums, art galleries and post office stations.

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

Overnight campgrounds.

Parks and recreational areas owned or operated by governmental agencies.

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

Recyclable materials processing when completely enclosed within a building.

Utility stations and structures.

(e) *Height, yard, area, lot width and lot coverage regulations.* Height, yard, area, lot width and lot coverage regulations for the I-1 district are as follows:

(1) *Height regulations.* No building shall hereafter be erected to exceed 75 feet in height.

(2) *Front yard regulations.*

a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.

b. There shall be a front yard having a depth of 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.

c. No front yard shall be required in the downtown district.

(3) *Side yard regulations.*

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

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

c. No side yard shall be required in the downtown district.

(4) *Rear yard regulations.*

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

b. No rear yard shall be required in the downtown district.

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

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

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

Cross reference— Businesses, ch. 22.

Sec. 86-104. - B-3 general business district.

(a) *Intent; scope.* This section applies to the B-3 general business district. This B-3 district provides a location for uses that are appropriate to thoroughfare locations, are largely dependent upon thoroughfare traffic, and are not suitable within other business districts.

(b) *Permitted uses.* The following uses shall be permitted in the B-3 business district:

Ambulance, taxi, bus, and rail stations or terminals.

Antique, gift or florist shop.

Apparel shops.

Appliance sales and service stores.

Art, office, school, camera and photography supply stores.

Audio recording sales or rental.

Auto parts and accessories.

Automobile and truck sales or used car lots.

Automobile garages and repair shops, with no outside storage of vehicles or equipment.

Automobile laundries and car washes.

Automobile parking lots and garages.

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

Banks and savings institutions.

Barbershops or beauty shops.

Bars, taverns, cocktail lounges, nightclubs, dancehalls and theatres.

Bicycle or motorcycle sales or repair shops.

Billiard or pool halls.

Book or stationery stores.

Bowling alleys.

Business, commercial or dance schools.

Business or professional offices.

Cabinet stores.

Candy, ice cream, soft drinks, or confectionery stores.

Carpenter, plumbing and heating, paint and wallpaper, and janitorial service shops.

Carpet and flooring stores.

Churches.

Day care facility serving any number of individuals.

Department stores.

Drive-in restaurants and other establishments that provide goods and services to patrons in automobiles.

Drive-in retail or service stores.

Drive-in theatres.

Drive-up bank and other offices.

Electric motors service shops.

Fallout shelter.

Furniture stores.

Garden and lawn supply stores.

Gas stations.

Glass sales and service stores.

Grocery stores or supermarkets.

Hardware, hobby, sporting goods or toy stores.

Health clubs.

Ice sales.

Jewelry stores and leather goods or luggage.

Laundromats and dry cleaning or laundry pickup stores.

Leather goods stores.

Liquor stores.

Loan and finance company offices.

Lodge rooms or clubhouses for fraternal organizations.

Marine or boat sales and repair shops.

Meat and butcher shops and cold storage lockers, excluding slaughtering.

Medical clinics.

Medical, dental and optical laboratories.

Miniature golf courses, archery and golf driving ranges; swimming pools serving more than one-family, skating rinks, tennis clubs, but excluding auto, motorcycle or go-cart race tracks.

Monument sales centers.

Mortuaries or funeral homes.

Motels or hotels.

Motion picture theatre.

Municipal or other government administration buildings, police or fire stations, community center buildings, museums or art galleries, and post office stations.

Music studios or musical instrument stores.

Newspaper printing.

Outdoor nurseries and greenhouses.

Paint or wallpaper stores.

Pet shops.

Pet supply store.

Pharmacies or drugstores.

Photography studios.

Pipe or tobacco shops.

Post office stations.

Printing.

Public libraries.

Radio or television broadcasting stations.

Repair and rental of domestic type equipment and items.

Restaurants, cafes, delicatessens or tea rooms.

Retail bakeries or pastry shops.

Retail ice delivery stations.

Retail medical supply stores.

Sales and service centers for farm implements.

Sales and service centers of travel and camping trailers, and motor homes which do not require a special permit to be transported on a public highway.

Sewing machine sales and service.

Shoe stores and repair.

Tailor shops.

Television or radio repair shops.

Tire, battery and automobile accessories shops.

Upholstery and furniture repair shops.

Veterinary clinic and hospital for small animals with associated indoor kennels where there are no animals allowed outside of a building at any time, where the entire business is conducted wholly within an enclosed sound proofed, heated and air conditioned building such that no noise or odors are perceptible beyond the property line.

Video sales or rental.

Water conditioning sales and service.

Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures.

Wholesale business and office with no outside storage.

- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the B-3 business district:

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

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

Signs as regulated by article VI of this chapter.

Solar energy collectors and systems.

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

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

Amusement parks.

Armories, convention or exhibition halls.

Billboards.

Brewpubs.

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

Convalescent, nursing and rest homes.

Farm feed and seed, or lawn and gardening supply store.

Golf courses, including clubhouses.

Heliport.

Hospitals and medical centers.

Kennels.

Lumberyards.

Meat and butcher shops and cold storage lockers, with limited slaughtering

Multiple-family dwellings, apartment buildings or townhouses.

Municipal or other governmental service buildings.

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

Parks and recreational areas owned or operated by governmental agencies.

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

Residential facilities serving six or fewer individuals.

Self-storage warehouse.

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

Trophy and award assembly.

Utility stations and structures.

- (e) *Height and yard regulations.* Height and yard regulations for the B-3 district are as follows:
- (1) *Height regulations.* No building shall hereafter be erected or structurally altered to exceed 45 feet in height.
 - (2) *Front yard regulations.*
 - a. There shall be a front yard having a depth of not less than 25 feet on a lot or plot that abuts a minor street or a marginal access service street.
 - b. There shall be a front yard having a depth of 35 feet on a thoroughfare as shown on the adopted city thoroughfares plan, except that an 80-foot setback shall be required when the council determines that a service road is necessary.
 - c. There shall be a front yard on each street side of a corner lot. No accessory buildings shall project beyond the front yard line on either street.
 - d. No front yard shall be required in the downtown district.
 - (3) *Side yard regulations.*
 - a. There shall be a side yard on each side of a building, having a width of not less than ten feet.
 - b. No building shall be located within 20 feet of any side lot line abutting a lot in any of the classes of residence districts.
 - c. No side yard shall be required in the downtown district.
 - (4) *Rear yard regulations.*
 - a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth or a maximum required rear yard of 25 feet.
 - b. No building shall be located within 20 feet of any rear lot line abutting a lot in any of the classes of residence districts.
 - c. No rear yard shall be required in the downtown district.
- (f) *Lot coverage regulations.* Not more than 50 percent of a lot shall be occupied by buildings in the B-3 district. No lot coverage restrictions apply in the downtown district.

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

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

Cross reference— Businesses, ch. 22.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a LG220 Application for Exempt Permit for Holy Redeemer Church for August 19, 2020.
Background Information:	Attached is an application for Exempt Permit for Holy Redeemer Church for an event to be held on August 19, 2020 at Lyon County Fairgrounds.
Fiscal Impact:	There is no City fee for this permit.
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Holy Redeemer Church to hold a raffle on August 19, 2020, at Lyon County Fairgrounds, 504 Fairgrounds Rd., Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30- day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Holy Redeemer Church Previous Gambling Permit Number: _____
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 503 W Lyon St
City: Marshall State: MN Zip: 56258 County: Lyon
Name of Chief Executive Officer (CEO): Fr. Tony Stubeda
CEO Daytime Phone: 507-532-5711 CEO Email: tstubeda@holy-redeemer.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): lnelson@holy-redeemer

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Lyon Co. Fairgrounds
Physical Address (do not use P.O. box): 504 Fairgrounds Rd
Check one:
 City: Marshall Zip: 56258 County: Lyon
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): August 19, 2020
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

CITY APPROVAL
for a gambling premises
located within city limits

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

Print City Name: Marshall

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL
for a gambling premises
located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

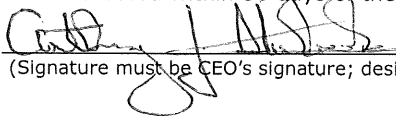
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 7-2-2020

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

Print Name: Fr. Tony Stubeda

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a LG220 Application for Exempt Permit for Holy Redeemer Church for September 26, 2020.
Background Information:	Attached is an application for Exempt Permit for Holy Redeemer Church for an event to be held on September 26, 2020 at Holy Redeemer Church.
Fiscal Impact:	There is no City fee for this permit.
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Holy Redeemer Church to hold a raffle on September 26, 2020, at Holy Redeemer Church, 501 West Lyon St., Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30- day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Holy Redeemer Church Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 503 W Lyon St

City: Marshall State: MN Zip: 56258 County: Lyon

Name of Chief Executive Officer (CEO): Fr. Tony Stubeda

CEO Daytime Phone: 507-532-5711 CEO Email: tstubeda@holy-redeemer.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): lnelson@holy-redeemer

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Holy Redeemer Church

Physical Address (do not use P.O. box): 501 W. Lyon St

Check one:

City: Marshall Zip: 56258 County: Lyon

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 26, 2020

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle


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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Marshall</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 7-2-2020

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

Print Name: Fr. Tony Stubeda

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of a Temporary On-Sale Intoxicating Liquor License for Holy Redeemer Church for August 19, 2020.
Background Information:	Attached is an application for a Temporary On-Sale Liquor License for Holy Redeemer Church for August 19, 2020 to use at Lyon County Fairgrounds, 504 Fairgrounds Rd, Marshall, MN.
Fiscal Impact:	Waived (Paid for at a previous event that was canceled)
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	To approve a Temporary On-Sale Liquor License for the Holy Redeemer Church for August 19, 2020 to use at Lyon County Fairgrounds, 504 Fairgrounds Rd, Marshall, MN.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Date organized Tax exempt number

Address City State Zip Code

Name of person making application Business phone Home phone

Date(s) of event Type of organization Club Charitable Religious Other non-profit

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Location where permit will be used. If an outdoor area, describe.
Lyon Co. Fairgrounds
504 Fairgrounds Rd,
Marshall, MN 56258

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

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

APPROVAL

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

City of Marshall
City or County approving the license

8-19-2020
Date Approved

NA
Fee Amount

8-19-2020
Permit Date

NA
Date Fee Paid

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

507-537-6775
City or County Phone Number

[Signature]
Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of a Temporary On-Sale Intoxicating Liquor Licenses for Marshall Area Chamber of Commerce for July 29, 2020.
Background Information:	Attached is an application for a Temporary On-Sale Liquor License for the Marshall Area Chamber of Commerce to use at Mattress Barn, 1203 e. College Dr, Marshall, MN.
Fiscal Impact:	\$30.00
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	To approve a Temporary On-Sale Liquor License for the Marshall Area Chamber of Commerce to use at Mattress Barn, 1203 e. College Dr, Marshall, MN, on July 29, 2020.



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

Name of organization Marshall Area Chamber of Commerce		Date organized 2/11/1930	Tax exempt number
Address 118 W. College Dr.	City Marshall	State MN	Zip Code 56258
Name of person making application Brad Gruhot		Business phone 507-532-4484	Home phone
Date(s) of event July 29, 2020	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name Mike Fox	City Marshall	State MN	Zip Code 56258
Organization officer's name 	City 	State MN	Zip Code
Organization officer's name 	City 	State MN	Zip Code
Organization officer's name 	City 	State MN	Zip Code

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

Matress Barn - 1203 E. College Dr. - Business After Hours
 Marshall, MN 56258


4:30-
6:30
PM

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

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

APPROVAL

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

City of Marshall
 City or County approving the license
 \$30.00
 Fee Amount
 7-1-2020
 Date Fee Paid

 Signature City Clerk or County Official

Date Approved
 7-29-2020
 Permit Date
 Kyle.Box@ci.marshall.mn.us
 City or County E-mail Address
 507.537-6775
 City or County Phone Number

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

Item 11.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider the Ratification of a Resolution Approving the Sale of City Owned Property to Marshall Municipal Utilities.
Background Information:	Commerce Industrial Park Second Addition property owner (HRA) has previously passed a resolution authorizing the sale of Lot 2 in Block 7 in Commerce Industrial Park Second Addition to Marshall Municipal Utilities (MMU). The construction of infrastructure within Commerce Industrial Park Second Addition was partially funded through a BDPI Grant from the State of Minnesota. Grant totaled \$2,000,000.00. As a result of this grant a, “declaration” was filed against all of the property. City attorney has approached the office of Minnesota Management and Budget (MMB) asking that the declaration be released against the property to be sold to MMU. MMB is presently objecting to the release of the declaration and has requested additional information. As the City of Marshall is the recipient of the grant, MMB is requesting that the City of Marshall by resolution approve the sale of property to MMU. The requested language in the resolution has been submitted to MMB for prior approval. MMB is also requesting a resolution from MMU as well. Resolution has been drafted for MMU and provided to MMB for prior approval. MMU resolution is set for action at its July 21 st meeting. City staff is recommending that the attached resolution be approved.
Fiscal Impact:	None.
Alternative/ Variations:	No alternative action recommended.
Recommendations:	That the City Council ratify and adopt the resolution attached hereto.

THE CITY OF MARSHALL BY THE COMMON COUNCIL

RESOLUTION NO. ____, SECOND SERIES

**RESOLUTION APPROVING THE SALE OF CITY-OWNED PROPERTY TO
MARSHALL MUNICIPAL UTILITIES**

The Housing and Redevelopment Authority in and for the City of Marshall, MN (HRA) is the present fee owner of property legally described as Lot 2 in Block 7 Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota, has previously approved a resolution authorizing a sale of HRA owned property to Marshall Municipal Utilities:

WHEREAS, HRA resolution No. 196 Second Series is attached hereto and incorporated herein,

WHEREAS, said City of Marshall has obtained a grant from the Minnesota Department of Employment Economic Development known as a Greater Minnesota Business Development Public Infrastructure Grant No. BDPI-17-0003-O-FY18, which grant funds were used to partially pay for the development of infrastructure related to Commerce Industrial Park Second Addition to the City of Marshall; and

WHEREAS, the provision of said BDPI Grant referenced herein obligated the City of Marshall to file a “declaration” with the Lyon County Recorder regarding Commerce Industrial Park Second Addition, so as to note the partial financing of the infrastructure development by the State of Minnesota; and

WHEREAS, it is hereby determined that Lot 2 in Block 7 Commerce Industrial Park Second Addition to the City of Marshall is no longer needed by the City to carry out the governmental program for the City of Marshall; and

WHEREAS, it is further deemed appropriate that said premises be transferred to Marshall Municipal Utilities as previously approved by HRA Resolution No. 196 Second Series dated March 10, 2020.

NOW, THEREFORE in consideration thereof the City of Marshall Common Council hereby resolves as follows:

1. That it is hereby resolved that the real property described as Lot 2 in Block 7 Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota according the recorded plat thereof is no longer needed by the City of Marshall to carry out its governmental program and as such said premises shall be transferred to the Marshall Municipal Utilities.
2. It is further resolved that all appropriate officials are authorized to sign the appropriate documents necessary to convey fee title to said premises to Marshall Municipal Utilities.
3. It is so resolved.

Passed and adopted by Common Council of the City of Marshall this 14th day of July 2020.

By: Robert J. Byrnes
Its: Mayor

ATTEST:

By: Kyle Box
Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Robert J. Byrnes and Sharon Hanson, the Chair and Executive Director of Housing and Redevelopment Authority in and for the City of Marshall, Minnesota, a public body corporate and politic and political subdivision under the laws of the State of Minnesota, Grantors, on behalf of the Authority.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT













THIS INSTRUMENT WAS DRAFTED BY:

QUARNSTROM & DOERING, P.A.
MARSHALL CITY ATTORNEY
By: Dennis H. Simpson
109 South Fourth Street
Marshall, MN 56258
(507) 537-1441

Marshall Commerce Industrial Park 2nd Addition



-  Option to MMU
-  Unbuildable Property

-  Storm Manholes
-  Storm Catch Basins
-  Storm Pipe
-  Sanitary Manholes
-  Sanitary Pipe
-  Hydrants
-  Water_Valve
- wMain
-  6" Main
-  8" Main
-  12" Main
-  16" Main
-  Parcels

1 inch = 400 feet



Item 12.

**HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF MARSHALL, MINNESOTA**

RESOLUTION NO. 196, SECOND SERIES

RESOLUTION APPROVING THE SALE OF CITY-OWNED PROPERTY TO MARSHALL MUNICIPAL UTILITIES

The Housing and Redevelopment Authority in and for the City of Marshall, MN (HRA) is the present fee owner of property now identified as Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota, according to the recorder plat thereof; and

WHEREAS, HRA previously granted an exclusive option to Marshall Municipal Utilities (MMU) granted to MMU the right to purchase property originally described as Lot 2 and the Easterly 551.76 ft. of Lot 1, all in block 4 in Commerce Industrial Park Addition to the City of Marshall, Lyon County, Minnesota; and

WHEREAS, said original Commerce Industrial Park was re-platted and premises subject to the exclusive option to MMU is now defined as Lot 2 in Block 7 Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota, according to the recorder plat thereof; and

WHEREAS, amended option contract with the amended legal description was property executed by both HRA and MMU and was filed in the office of the Lyon County Recorder on July 24, 2019 and is recorded as document number 218867; and

WHEREAS, MMU has provided written notice to HRA exercising its exclusive right to purchase said property described as Lot 2 in Block 7 Commerce Industrial Park Second Addition. Said written notice is dated February 19, 2020; and

WHEREAS, HRA has called for public hearing to consider the sale of property and has published notice of said public hearing as required by Minnesota Statutes §469.029 subd. 2; and

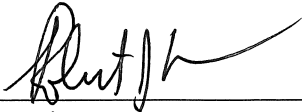
WHEREAS, said public hearing was held pursuant to published notice on March 10, 2020.

NOW, THEREFORE in consideration thereof the Housing and Redevelopment Authority in and for the City of Marshall hereby resolves as follows:

1. It is resolved that the real property described as Lot 2 in Block 7 Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota according to the recorder plat thereof shall be sold to Marshall Municipal Utilities and that all appropriate officials are authorized to sign the appropriate documents necessary to convey fee title to Marshall Municipal Utilities.
2. It is so Resolved.

Passed and Adopted by the Board of Commissioners this 10th day of March, 2020

HOUSING AND REDEVELOPMENT
AUTHORITY IN AND FOR THE
CITY OF MARSHALL, MINNESOTA



By: Robert J. Byrnes
Its: Chair

ATTEST:

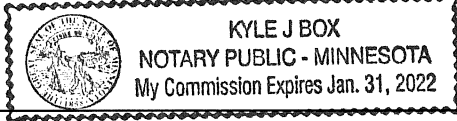


By: Sharon Hanson
Its: Executive Director

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this 10 day of March,
2020, by Robert J. Byrnes and Sharon Hanson, the Chair and Executive Director of Housing and
Redevelopment Authority in and for the City of Marshall, Minnesota, a public body corporate and politic
and political subdivision under the laws of the State of Minnesota, Grantors, on behalf of the Authority.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



THIS INSTRUMENT WAS DRAFTED BY:

QUARNSTROM & DOERING, P.A.
MARSHALL CITY ATTORNEY
By: Dennis H. Simpson
109 South Fourth Street
Marshall, MN 56258
(507) 537-1441



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	That the following bills and project payments be authorized for payment



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 06/22/2020 - 07/03/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
0527	3D SPECIALTIES, INC.	06/26/2020	EFT	0.00	950.75	4628
5813	ACE HOME & HARDWARE	06/26/2020	Regular	0.00	786.77	116490
6523	ACTION MOBILITY FOUNDATION	06/26/2020	Regular	0.00	30.00	116492
1533	AGPLUS COOPERATIVE	06/26/2020	Regular	0.00	41.40	116493
6524	ALDI INC	06/26/2020	Regular	0.00	400.00	116494
0567	ALEX AIR APPARATUS INC	06/26/2020	EFT	0.00	644.47	4629
0578	AMAZON CAPITAL SERVICES	06/26/2020	EFT	0.00	105.92	4630
5837	ANDERSON, JASON	06/26/2020	EFT	0.00	80.00	4631
0658	AP DESIGN	06/26/2020	EFT	0.00	16.37	4632
0630	ARCTIC GLACIER	06/26/2020	Regular	0.00	448.64	116495
5447	ARTISAN BEER COMPANY	06/26/2020	Regular	0.00	2,812.70	116496
5327	BAUMANN, ADAM	06/26/2020	EFT	0.00	30.00	4633
0688	BELLBOY CORPORATION	06/26/2020	EFT	0.00	3,086.40	4634
0689	BEND RITE FABRICATION INC	06/26/2020	Regular	0.00	475.00	116497
0699	BEVERAGE WHOLESALERS	06/26/2020	Regular	0.00	45,180.80	116498
0726	BORCHS SPORTING GOODS	06/26/2020	EFT	0.00	240.00	4635
4506	BOT, JOSEPH	06/26/2020	EFT	0.00	696.00	4636
6231	BOX, KYLE	06/26/2020	EFT	0.00	30.00	4637
4457	BREAKTHRU BEVERAGE	06/26/2020	Regular	0.00	3,013.46	116499
3568	BRUNSVOLD, QUENTIN	06/26/2020	EFT	0.00	30.00	4638
2431	BUELTEL-MOSENG LAND SURVEYING, INC	06/26/2020	Regular	0.00	2,685.00	116500
0378	BUYSE, JASON	06/26/2020	EFT	0.00	30.00	4639
0380	CALLENS, DAVID	06/26/2020	EFT	0.00	30.00	4640
0815	CATTOOR OIL COMPANY INC	06/26/2020	EFT	0.00	596.00	4641
0818	CAUWELS, ROGER	06/26/2020	EFT	0.00	30.00	4642
6074	CAVCOM INC.	06/26/2020	Regular	0.00	163.21	116501
0861	COALITION OF GREATER MINNESOTA CITIES	06/26/2020	Regular	0.00	70.00	116502
4054	COMPUTER INFORMATION SYSTEMS, INC.	06/26/2020	EFT	0.00	5,600.00	4643
0875	COMPUTER MAN INC	06/26/2020	EFT	0.00	324.00	4644
0384	COUDRON, DEAN	06/26/2020	EFT	0.00	30.00	4645
0934	D & G EXCAVATING INC	06/26/2020	EFT	0.00	56,007.84	4646
3819	DACOTA PAPER CO	06/26/2020	Regular	0.00	589.11	116503
0966	DELTA DENTAL OF MINNESOTA	06/26/2020	Bank Draft	0.00	4,524.04	DFT0000180
0966	DELTA DENTAL OF MINNESOTA	06/26/2020	Bank Draft	0.00	530.38	DFT0000181
0966	DELTA DENTAL OF MINNESOTA	06/30/2020	Bank Draft	0.00	1,135.40	DFT0000215
6472	DEUTZ, LAUREN	06/26/2020	EFT	0.00	80.00	4647
5731	DOLL DISTRIBUTING	06/26/2020	EFT	0.00	15,830.96	4648
1020	DUIINCK BROS., INC.	06/26/2020	EFT	0.00	570,091.31	4649
1029	EAGLE ENGRAVING	06/26/2020	EFT	0.00	2,375.00	4650
6248	ENGAN ASSOCIATES P.A.	06/26/2020	EFT	0.00	29,834.64	4651
1070	ENVIRO PUMP PLUS	06/26/2020	Regular	0.00	1,110.00	116504
1090	FASTENAL COMPANY	06/26/2020	EFT	0.00	355.56	4652
6525	FOSVICK, DAN	06/26/2020	Regular	0.00	31.15	116505
4805	FURTHER	06/26/2020	Bank Draft	0.00	4,583.70	DFT0000197
4805	FURTHER	06/26/2020	Bank Draft	0.00	1,187.52	DFT0000198
4805	FURTHER	06/26/2020	Bank Draft	0.00	1,500.00	DFT0000199
4805	FURTHER	06/26/2020	Bank Draft	0.00	770.85	DFT0000200
4805	FURTHER	06/26/2020	Bank Draft	0.00	9,751.67	DFT0000203
4805	FURTHER	06/26/2020	Bank Draft	0.00	520.84	DFT0000211
6424	GITCH GEAR, LLC	06/26/2020	Regular	0.00	68.00	116506
1201	GRAINGER INC	06/26/2020	EFT	0.00	101.86	4653
1215	GREENWOOD NURSERY	06/26/2020	Regular	0.00	263.90	116507
1243	HARDWARE HANK	06/26/2020	EFT	0.00	142.89	4654
1247	HARTS HEATING & REFRIGERATION INC	06/26/2020	Regular	0.00	201.70	116508

Council Check Report

Date Range: 06/22/2020 - 07/03/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5515	HOFFMANN, RYAN	06/26/2020	EFT	0.00	30.00	4655
6526	HOGANSON CHIROPRACTIC	06/26/2020	Regular	0.00	4,493.63	116509
4885	HORIZON COMMERCIAL POOL SUPPLY	06/26/2020	EFT	0.00	992.65	4656
1311	HYVEE FOOD STORES INC	06/26/2020	Regular	0.00	57.11	116510
5546	INDIAN ISLAND WINERY	06/26/2020	Regular	0.00	249.60	116511
1358	INTERNAL REVENUE SERVICE	06/26/2020	Bank Draft	0.00	26,665.62	DFT0000206
1358	INTERNAL REVENUE SERVICE	06/26/2020	Bank Draft	0.00	23,461.35	DFT0000207
1358	INTERNAL REVENUE SERVICE	06/26/2020	Bank Draft	0.00	7,940.06	DFT0000208
5017	JIM'S CLOTHING & SPORTING GOODS	06/26/2020	Regular	0.00	260.00	116512
1399	JOHNSON BROTHERS LIQUOR COMPANY	06/26/2020	Regular	0.00	15,356.18	116513
6527	JOHNSON, KURT	06/26/2020	Regular	0.00	300.00	116514
5095	KIBBLE EQUIPMENT	06/26/2020	EFT	0.00	14.42	4657
0450	KOPITSKI, JASON	06/26/2020	Regular	0.00	30.00	116515
5377	KRUK, CHRISTOPHER	06/26/2020	EFT	0.00	30.00	4658
5138	L & A SYSTEMS, LLC	06/26/2020	EFT	0.00	263.40	4659
6183	LEE, JERRED	06/26/2020	EFT	0.00	30.00	4660
6323	LUTHER, ERIC	06/26/2020	EFT	0.00	30.00	4661
1531	LYON COUNTY AUDITOR-TREASURER	06/26/2020	Regular	0.00	668.67	116516
1546	LYON COUNTY HISTORICAL SOCIETY	06/26/2020	Regular	0.00	6,000.00	116517
1548	LYON COUNTY LANDFILL	06/26/2020	Regular	0.00	37.89	116518
1575	MAILBOXES & PARCEL DEPOT	06/26/2020	EFT	0.00	16.20	4662
1604	MARSHALL AREA CHAMBER OF COMMERCE	06/26/2020	EFT	0.00	16,284.00	4663
1623	MARSHALL INDEPENDENT, INC	06/26/2020	Regular	0.00	975.41	116519
0460	MARSHALL JAMES	06/26/2020	Regular	0.00	80.00	116520
1633	MARSHALL MUNICIPAL UTILITIES	06/26/2020	EFT	0.00	4,101.08	4664
6025	MELLENTHIN, CODY	06/26/2020	EFT	0.00	30.00	4666
4980	MENARDS INC	06/26/2020	Regular	0.00	235.87	116521
3971	MEULEBROECK, ANDY	06/26/2020	EFT	0.00	30.00	4667
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	801.23	DFT0000182
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	170.00	DFT0000183
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	1,275.00	DFT0000184
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	2,339.79	DFT0000185
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	200.00	DFT0000186
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	70,955.52	DFT0000187
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	1,170.00	DFT0000193
3669	MINNESOTA STATE RETIREMENT SYSTEM	06/26/2020	Bank Draft	0.00	355.00	DFT0000194
1839	MINNESOTA VALLEY TESTING LABS INC	06/26/2020	EFT	0.00	117.60	4668
1757	MN CHILD SUPPORT PAYMENT CENTER	06/26/2020	Regular	0.00	684.35	116543
0971	MN DEPT OF PUBLIC SAFETY	06/26/2020	Regular	0.00	31.16	116522
3555	MN DOT	06/26/2020	Regular	0.00	566.71	116523
6440	MN PEIP-C/O MMB FISCAL SVC	06/26/2020	Bank Draft	0.00	47,859.04	DFT0000201
6440	MN PEIP-C/O MMB FISCAL SVC	06/26/2020	Bank Draft	0.00	7,129.49	DFT0000202
6440	MN PEIP-C/O MMB FISCAL SVC	06/26/2020	Bank Draft	0.00	8,086.08	DFT0000204
6440	MN PEIP-C/O MMB FISCAL SVC	06/26/2020	Bank Draft	0.00	3,032.23	DFT0000205
1818	MN REVENUE	06/26/2020	Bank Draft	0.00	10,824.57	DFT0000209
3604	MP NEXLEVEL,LLC	06/26/2020	Regular	0.00	1,200.00	116524
1887	MTI DISTRIBUTING INC	06/26/2020	EFT	0.00	425.00	4669
2512	NATIONWIDE RETIREMENT	06/26/2020	Bank Draft	0.00	200.00	DFT0000188
2513	NATIONWIDE RETIREMENT-FIRE	06/26/2020	Bank Draft	0.00	20.01	DFT0000189
1945	NORMS GTC	06/26/2020	Regular	0.00	4.74	116525
1961	NORTHERN SAFETY COMPANY INC	06/26/2020	EFT	0.00	136.00	4670
5891	ONE OFFICE SOLUTION	06/26/2020	EFT	0.00	215.71	4671
4060	PAGE, BRIAN	06/26/2020	Regular	0.00	219.40	116526
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	06/26/2020	EFT	0.00	56.25	4672
2028	PERA OF MINNESOTA REG	06/26/2020	Bank Draft	0.00	131.62	DFT0000177
2028	PERA OF MINNESOTA REG	06/26/2020	Bank Draft	0.00	19,095.06	DFT0000178
2028	PERA OF MINNESOTA REG	06/26/2020	Bank Draft	0.00	29,901.48	DFT0000179
4007	PETE'S ELECTRIC MOTOR REPAIR	06/26/2020	Regular	0.00	40.00	116527
2036	PHILLIPS WINE AND SPIRITS INC	06/26/2020	Regular	0.00	8,112.69	116528
0477	PRZYBILLA, SCOTT	06/26/2020	EFT	0.00	30.00	4673
2096	QUARNSTROM & DOERING, PA	06/26/2020	EFT	0.00	13,168.67	4674

Council Check Report

Date Range: 06/22/2020 - 07/03/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2112	R and G CONSTRUCTION COMPANY INC	06/26/2020	EFT	0.00	67,798.12	4675
6528	RATHJE, LADONNA	06/26/2020	Regular	0.00	300.00	116529
4939	RECSUPPLY	06/26/2020	EFT	0.00	1,202.89	4676
4826	RIEKE, BENJAMIN	06/26/2020	EFT	0.00	30.00	4677
5732	RITE	06/26/2020	Regular	0.00	2,995.76	116530
0481	ROKEH, JASON	06/26/2020	Regular	0.00	30.00	116531
5867	ROUND LAKE VINEYARDS & WINERY	06/26/2020	EFT	0.00	144.00	4678
6467	RSM US LLP	06/26/2020	Regular	0.00	1,068.00	116532
2201	RUNNINGS SUPPLY INC	06/26/2020	EFT	0.00	518.53	4679
6251	SHRED RIGHT	06/26/2020	EFT	0.00	15.00	4680
4855	SOUTHERN GLAZER'S OF MN	06/26/2020	EFT	0.00	57,120.85	4681
2318	SOUTHWEST SANITATION INC.	06/26/2020	EFT	0.00	2,549.76	4682
6529	ST AUBIN, DARYL & VICKI	06/26/2020	Regular	0.00	24.00	116533
0491	ST AUBIN, GREGORY	06/26/2020	EFT	0.00	30.00	4683
2349	STAN HOUSTON EQUIPMENT COMPANY INC	06/26/2020	Regular	0.00	4,620.00	116534
5823	STAN MORGAN & ASSOCIATES, INC	06/26/2020	Regular	0.00	879.19	116535
3808	STELTER, GEOFFREY	06/26/2020	Regular	0.00	30.00	116536
4134	STENSRUD, PRESTON	06/26/2020	EFT	0.00	30.00	4684
5491	STORM, ANNETTE	06/26/2020	EFT	0.00	80.00	4685
2373	STREICHERS	06/26/2020	EFT	0.00	139.99	4686
0495	SWANSON, GREGG	06/26/2020	Regular	0.00	30.00	116537
6156	TRUE BRANDS	06/26/2020	EFT	0.00	291.84	4687
3342	TRUEDSON, SCOTT	06/26/2020	EFT	0.00	30.00	4688
3443	VALIC DEFERRED COMP	06/26/2020	Bank Draft	0.00	1,152.00	DFT0000190
3443	VALIC DEFERRED COMP	06/26/2020	Bank Draft	0.00	38.73	DFT0000191
3443	VALIC DEFERRED COMP	06/26/2020	Bank Draft	0.00	1,250.00	DFT0000192
6092	VANDERMILLEN, SCOTT	06/26/2020	EFT	0.00	106.96	4689
0512	VANLEEUEW, SARA J.	06/26/2020	EFT	0.00	70.00	4690
0513	VANMOER, ROBERT	06/26/2020	EFT	0.00	30.00	4691
5733	VAST BROADBAND	06/26/2020	Regular	0.00	927.21	116539
6509	VAST BROADBAND	06/26/2020	Regular	0.00	400.00	116538
6530	VERKINDEREN, BRYCE	06/26/2020	Regular	0.00	300.00	116540
2538	VIKING COCA COLA BOTTLING COMPANY	06/26/2020	EFT	0.00	408.35	4692
6085	VOYA - INVESTORS CHOICE	06/26/2020	Bank Draft	0.00	150.00	DFT0000195
6085	VOYA - INVESTORS CHOICE	06/26/2020	Bank Draft	0.00	800.00	DFT0000196
0518	WENKER, JEFFREY	06/26/2020	Regular	0.00	30.00	116541
2591	WESTERN PRINT GROUP	06/26/2020	EFT	0.00	290.66	4693
0522	WINTER, RICHARD	06/26/2020	Regular	0.00	460.00	116542
6082	ZEUG, THOMAS	06/26/2020	EFT	0.00	125.00	4694
2632	ZIEGLER INC	06/26/2020	EFT	0.00	149.05	4695

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	53	0.00	110,068.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	35	35	0.00	289,508.28
EFT's	114	67	0.00	854,531.95
	257	155	0.00	1,254,108.64

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	53	0.00	110,068.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	35	35	0.00	289,508.28
EFT's	114	67	0.00	854,531.95
	257	155	0.00	1,254,108.64

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	6/2020	1,254,108.64
			1,254,108.64

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

7/14/2020

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
Z67	475-43300-55170	6/12/2018	Michigan Road/Superior Road Reconstruction	D & G Excavating	1,022,427.60	3,792.25	1,026,219.85	959,481.14	11,130.87	55,607.84		-	100.00%
Z72	630-49600-55170	5/14/2019	Hahn Road Storm Sewer Reconstruction	A & C Excavating, LLC	136,970.00	(11,540.11)	125,429.89		113,279.89	12,150.00		-	100.00%
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00		14,074,300.00	3,618,459.20	3,332,060.86	1,152,567.79	426,478.31	5,544,733.84	60.60%
	401-46400-55130	6/25/2019	Chip Seal of Roadways & Parking Lot - Airport	RH Sealcoating	46,255.80		46,255.80					46,255.80	0.00%
MER	493-42600-55130	2/12/2019	MERIT Center Track	R & G Construction	2,712,530.50	47,152.46	2,759,682.96	2,636,570.66	156,938.25		5,037.64	(38,863.59)	101.41%
	401-45200-55120		Liberty Park Restroom	Doom & Cuypers Construction	78,286.12	(475.00)	77,811.12	50,540.81	27,270.25			0.06	100.00%
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	22,638.00	5,052,838.00		988,257.65	207,243.18	132,833.42	3,724,503.75	26.29%
CH1	494-41900-55121	11/12/2019	Removal of Hazardous Materials from City Hall	Advanced Health, Safety & Security	67,028.25	23,775.25	90,803.50		86,263.33		4,540.17	-	100.00%
B20	476-45200-55120	3/10/2020	Fredom Park Restroom	Sussner Construction	120,961.00		120,961.00			65,620.11	3,453.69	51,887.20	57.10%
Z50	101-43300-53425	3/24/2020	2020 Chip Seal (\$14,300 - Arena Parking Lot)	Pearson Bros., Inc.	154,300.00		154,300.00					154,300.00	0.00%
Z51	495-43300-55170	3/24/2020	2020 Bituminous Resurfacing	Duininck, Inc	598,912.10		598,912.10		570,091.31		30,004.81	(1,184.02)	100.20%
Z75	476-43300-55170	4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90		2,583,754.90					2,583,754.90	0.00%
	230? Or 494?	5/12/2020	Demolition of Structure at 326 West Main Street	LinnCo, Inc	523,444.00		523,444.00					523,444.00	0.00%
Z76	476-43300-55170	5/26/2020	S 1st St Reconstruction	Duininck, Inc	617,136.55		617,136.55					617,136.55	0.00%
Z77	630-49600-55170	6/23/2020	Legion Field Strom Water Improvements-Phase 1	Towne & Country Excavating LLC	277,943.00		277,943.00					277,943.00	0.00%
					<u>28,419,699.97</u>	<u>85,342.85</u>	<u>28,505,042.82</u>	<u>959,481.14</u>	<u>6,580,464.43</u>	<u>5,228,639.49</u>	<u>1,609,600.33</u>	<u>604,208.34</u>	<u>13,522,649.09</u>



Marshall, MN

Check Report

By Vendor Name

Date Range: 07/05/2020 - 07/10/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	07/10/2020	EFT	0.00	1,868.36	4696
5813	ACE HOME & HARDWARE	07/10/2020	Regular	0.00	539.99	116544
0560	AFSCME COUNCIL 65	07/10/2020	EFT	0.00	1,336.48	4697
6412	AG PLUS COOPERATIVE	07/10/2020	Regular	0.00	1,330.29	116546
0578	AMAZON CAPITAL SERVICES	07/10/2020	EFT	0.00	289.06	4698
3761	AMERICAN BOTTLING CO.	07/10/2020	Regular	0.00	97.44	116547
0581	AMERICAN ENGINEERING TESTING INC	07/10/2020	EFT	0.00	995.00	4699
0583	AMERICAN FAMILY LIFE ASSURANCE CO	07/10/2020	EFT	0.00	1,612.42	4700
5880	AMERITAS LIFE INSURANCE CORP	07/10/2020	Regular	0.00	396.68	116548
5837	ANDERSON, JASON	07/10/2020	EFT	0.00	122.50	4701
0658	AP DESIGN	07/10/2020	EFT	0.00	454.50	4702
6490	APPLEBEE'S GRILL & BAR	07/10/2020	Regular	0.00	200.00	116549
0630	ARCTIC GLACIER	07/10/2020	Regular	0.00	847.63	116550
5447	ARTISAN BEER COMPANY	07/10/2020	Regular	0.00	572.90	116551
5702	B & H PHOTO & ELECTRONICS CORP	07/10/2020	EFT	0.00	1,828.50	4703
6532	BAUN, DANIEL & LINDA	07/10/2020	Regular	0.00	300.00	116552
0688	BELLBOY CORPORATION	07/10/2020	EFT	0.00	4,768.13	4704
0689	BEND RITE FABRICATION INC	07/10/2020	Regular	0.00	17.08	116553
0699	BEVERAGE WHOLESALERS	07/10/2020	Regular	0.00	64,453.23	116554
0715	BLADHOLM CONSTRUCTION INC	07/10/2020	Regular	0.00	200.23	116556
0726	BORCHS SPORTING GOODS	07/10/2020	EFT	0.00	870.00	4705
0018	BORDER STATES ELECTRIC SUPPLY	07/10/2020	Regular	0.00	899.23	116557
4457	BREAKTHRU BEVERAGE	07/10/2020	Regular	0.00	11,230.43	116558
6468	BRENNAN CONSTRUCTION OF MN, INC	07/10/2020	Regular	0.00	207,243.18	116560
0728	BUFFALO RIDGE CONCRETE, INC	07/10/2020	EFT	0.00	176.50	4706
2739	CARROW, RICHARD	07/10/2020	Regular	0.00	150.00	116561
0815	CATTOOR OIL COMPANY INC	07/10/2020	EFT	0.00	166.40	4707
0836	CHARTER COMMUNICATIONS	07/10/2020	EFT	0.00	11.99	4708
0875	COMPUTER MAN INC	07/10/2020	EFT	0.00	2,204.75	4709
3819	DACOTA PAPER CO	07/10/2020	Regular	0.00	657.98	116562
6537	DEHN, JESSIE	07/10/2020	Regular	0.00	122.50	116563
5731	DOLL DISTRIBUTING	07/10/2020	EFT	0.00	48,903.53	4710
1020	DUININCK BROS., INC.	07/10/2020	EFT	0.00	12,290.07	4711
5511	DVL FIRE AND SAFETY	07/10/2020	Regular	0.00	5,865.45	116564
0403	DWIRE, PHILIP	07/10/2020	Regular	0.00	175.00	116565
6533	EISCHENS, LOUISE & JOYCE	07/10/2020	Regular	0.00	300.00	116566
6494	EL RANCHO	07/10/2020	Regular	0.00	200.00	116567
1090	FASTENAL COMPANY	07/10/2020	EFT	0.00	468.00	4712
1135	FOREVER GREEN LANDSCAPE & DESIGN INC.	07/10/2020	Regular	0.00	196.25	116568
3772	FRONTIER PRECISION	07/10/2020	EFT	0.00	349.20	4713
1149	FRONTLINE PLUS FIRE & RESCUE	07/10/2020	Regular	0.00	2,200.00	116569
1215	GREENWOOD NURSERY	07/10/2020	Regular	0.00	969.82	116570
3760	GROWMARK INC.	07/10/2020	EFT	0.00	128.52	4714
1256	HAWKINS INC	07/10/2020	Regular	0.00	10,782.62	116571
1288	HISKEN CONSTRUCTION INC	07/10/2020	Regular	0.00	184,169.25	116572
6324	HOOK, MATT	07/10/2020	EFT	0.00	50.00	4715
4885	HORIZON COMMERCIAL POOL SUPPLY	07/10/2020	EFT	0.00	2,970.22	4716
1325	ICMA RETIREMENT TRUST #300877	07/10/2020	Regular	0.00	300.00	116573
1343	INDEPENDENT LUMBER OF MARSHALL INC	07/10/2020	Regular	0.00	9.38	116574
6536	INNOVATIVE OFFICE SOLUTIONS, LLC	07/10/2020	Regular	0.00	486.00	116575
1399	JOHNSON BROTHERS LIQUOR COMPANY	07/10/2020	Regular	0.00	29,524.75	116576
3564	KESTELOOT ENTERPRISES, INC	07/10/2020	EFT	0.00	96.78	4717
5095	KIBBLE EQUIPMENT	07/10/2020	EFT	0.00	921.12	4718
4140	KRUSE FORD-LINCOLN-MERCURY, INC	07/10/2020	Regular	0.00	65,960.00	116578

Check Report

Date Range: 07/05/2020 - 07/10/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1480	LAW ENFORCEMENT LABOR SERVICE INC	07/10/2020	EFT	0.00	1,240.00	4719
5606	LEGALSHIELD	07/10/2020	Regular	0.00	145.50	116579
1531	LYON COUNTY AUDITOR-TREASURER	07/10/2020	Regular	0.00	2,500.00	116580
1545	LYON COUNTY HIGHWAY DEPARTMENT	07/10/2020	Regular	0.00	3,001.83	116581
1552	LYON COUNTY RECORDER	07/10/2020	Regular	0.00	64.90	116582
1565	MACQUEEN EQUIPMENT INC.	07/10/2020	EFT	0.00	293.95	4720
6292	MADDEN, GALANTER, HANSEN, LLP	07/10/2020	EFT	0.00	592.49	4721
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	07/10/2020	EFT	0.00	1,058.04	4722
1574	MAGIC WATER	07/10/2020	Regular	0.00	61.50	116583
5459	MAGNEY CONSTRUCTION, INC	07/10/2020	Regular	0.00	1,152,567.79	116584
1575	MAILBOXES & PARCEL DEPOT	07/10/2020	EFT	0.00	29.44	4723
6236	MANUFACTURERS' NEWS Inc	07/10/2020	Regular	0.00	195.02	116585
1616	MARSHALL CONVENTION & VISITORS BUREAU	07/10/2020	EFT	0.00	10,233.70	4724
0460	MARSHALL JAMES	07/10/2020	Regular	0.00	137.50	116586
1632	MARSHALL MINI-STORAGE, LLP	07/10/2020	EFT	0.00	72.00	4725
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	07/10/2020	EFT	0.00	14.88	4726
1637	MARSHALL PUBLIC SCHOOLS	07/10/2020	EFT	0.00	15,653.69	4727
5139	MATHESON TRI-GAS INC	07/10/2020	Regular	0.00	110.25	116587
5924	MAXWELL FOOD EQUIPMENT	07/10/2020	Regular	0.00	129.53	116588
4980	MENARDS INC	07/10/2020	Regular	0.00	232.62	116589
5688	MINNESOTA LIFE	07/10/2020	EFT	0.00	1,531.48	4728
1757	MN CHILD SUPPORT PAYMENT CENTER	07/10/2020	Regular	0.00	684.35	116590
6440	MN PEIP-C/O MMB FISCAL SVC	07/10/2020	EFT	0.00	14,327.28	4730
1690	MOBILE HEALTH SERVICES LLC	07/10/2020	EFT	0.00	9,256.00	4731
1887	MTI DISTRIBUTING INC	07/10/2020	EFT	0.00	260.33	4732
1900	NABER, MICHAEL	07/10/2020	Regular	0.00	141.70	116591
1923	NCPERS MN GROUP LIFE INS.	07/10/2020	EFT	0.00	368.00	4733
1945	NORMS GTC	07/10/2020	Regular	0.00	100.02	116592
1986	NORTH CENTRAL INTERNATIONAL, INC	07/10/2020	EFT	0.00	212.68	4734
5891	ONE OFFICE SOLUTION	07/10/2020	EFT	0.00	86.67	4735
2019	PAUSTIS WINE COMPANY	07/10/2020	Regular	0.00	5,446.00	116593
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	07/10/2020	EFT	0.00	11.85	4736
2036	PHILLIPS WINE AND SPIRITS INC	07/10/2020	Regular	0.00	18,529.13	116594
2049	PLUNKETTS PEST CONTROL INC	07/10/2020	EFT	0.00	39.27	4737
3557	POMP'S TIRE SERVICE, INC.	07/10/2020	EFT	0.00	50.95	4738
6166	PULVER MOTOR SVC, LLC	07/10/2020	EFT	0.00	600.00	4739
4112	RDO EQUIPMENT CO.	07/10/2020	Regular	0.00	102.78	116596
2201	RUNNINGS SUPPLY INC	07/10/2020	EFT	0.00	180.18	4740
2248	SCOTT'S TREE SERVICE	07/10/2020	EFT	0.00	4,175.00	4741
5243	SIR LINES-A-LOT, LLC	07/10/2020	Regular	0.00	8,497.00	116597
3495	SMSU	07/10/2020	EFT	0.00	375.00	4742
4855	SOUTHERN GLAZER'S OF MN	07/10/2020	EFT	0.00	19,865.57	4743
2311	SOUTHWEST GLASS CENTER	07/10/2020	Regular	0.00	126.50	116598
6531	ST MARY'S UNIVERSITY OF MINNESOTA	07/10/2020	Regular	0.00	350.00	116599
3808	STELTER, GEOFFREY	07/10/2020	Regular	0.00	400.00	116600
6318	STERLING EQUIPMENT & REPAIR, INC	07/10/2020	Regular	0.00	185.93	116601
2373	STREICHERS	07/10/2020	EFT	0.00	149.97	4744
3315	SUSSNER CONSTRUCTION	07/10/2020	EFT	0.00	65,620.11	4745
6535	SW DUST TREATMENT, INC	07/10/2020	Regular	0.00	2,226.00	116602
6277	TALKING WATERS BREWING CO, LLC	07/10/2020	EFT	0.00	1,180.00	4746
6156	TRUE BRANDS	07/10/2020	EFT	0.00	420.16	4747
6510	TX CHILD SUPPORT, SDU	07/10/2020	Regular	0.00	83.58	116603
3875	TYLER TECHNOLOGIES	07/10/2020	Regular	0.00	1,788.00	116604
2477	UNIQUE PAVING MATERIALS CORPORATION	07/10/2020	EFT	0.00	1,851.06	4748
5733	VAST BROADBAND	07/10/2020	Regular	0.00	133.50	116605
4489	VERIZON WIRELESS	07/10/2020	EFT	0.00	1,707.87	4749
2538	VIKING COCA COLA BOTTLING COMPANY	07/10/2020	EFT	0.00	491.19	4750
4594	VINOUCPIA	07/10/2020	EFT	0.00	777.75	4751
4118	WALMART BUSINESS	07/10/2020	Regular	0.00	1,097.37	116606
2605	WINE MERCHANTS	07/10/2020	Regular	0.00	2,573.12	116608
6534	WOTSCHKE, JENNIE	07/10/2020	Regular	0.00	787.50	116609

Check Report

Date Range: 07/05/2020 - 07/10/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2632	ZIEGLER INC	07/10/2020	EFT	0.00	120.89	4752

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	193	60	0.00	1,792,796.23
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	137	56	0.00	235,729.48
	330	116	0.00	2,028,525.71

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	193	60	0.00	1,792,796.23
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	137	56	0.00	235,729.48
	330	116	0.00	2,028,525.71

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	7/2020	2,028,525.71
			2,028,525.71



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	City Hall Committee Report
Background Information:	<p>The City Hall Committee will be provided an update on the City Hall construction and Marshall Hotel Demolition. Included in the packet are photos and reports provided by staff and contractors.</p> <p>City Hall Owner’s Representative/ Director of Community Services, Scott VanDerMillen and Chief Building Official/ Building Services Coordinator, Ray Henriksen will be in attendance.</p>
Fiscal Impact:	NA
Alternative/ Variations:	NA
Recommendations:	NA













Proposal

LinnCo, Inc.
 2 - 2nd Avenue S #160
 Sauk Rapids, MN 56379

Phone (320) 272-8288

Submitted to		Job Name	
Name	City of Marshall	Name	Municipal Building CMU Wall Removal
Attn:	Scott VanDerMillen		
Address	344 West Main Street	Address	344 West Main Street
City, State, Zip	Marshall, MN	City, State, Zip	Marshall, MN
Phone:	507-537-6768	Cell:	515-490-5237
Date:	7/13/2020	Bid Date:	Time Due:

Description

Included: CMU wall removal shown in attached photo
 All CMU removed will be recycled
 Leading edge fall protection for areas in which LinnCo removes the CMU wall.

Excluded Asbestos survey and asbestos abatement
 Removal and disconnection of conduit, hvac, plumbing, sprinkler, etc from wall to be removed.
 Only CMU removal is included.
 Permits
 Sawcutting
 Leading edge fall protection except as noted above.

Note Per the City of Marshall, the CMU wall is **NOT** load bearing, therefore no shoring is included in our pricing
 Anticipated timeline to complete the work is six working days.

TOTAL PRICE: \$ 38,250.00

Prepared by - Nick Linnemann, President
 LinnCo, Inc.

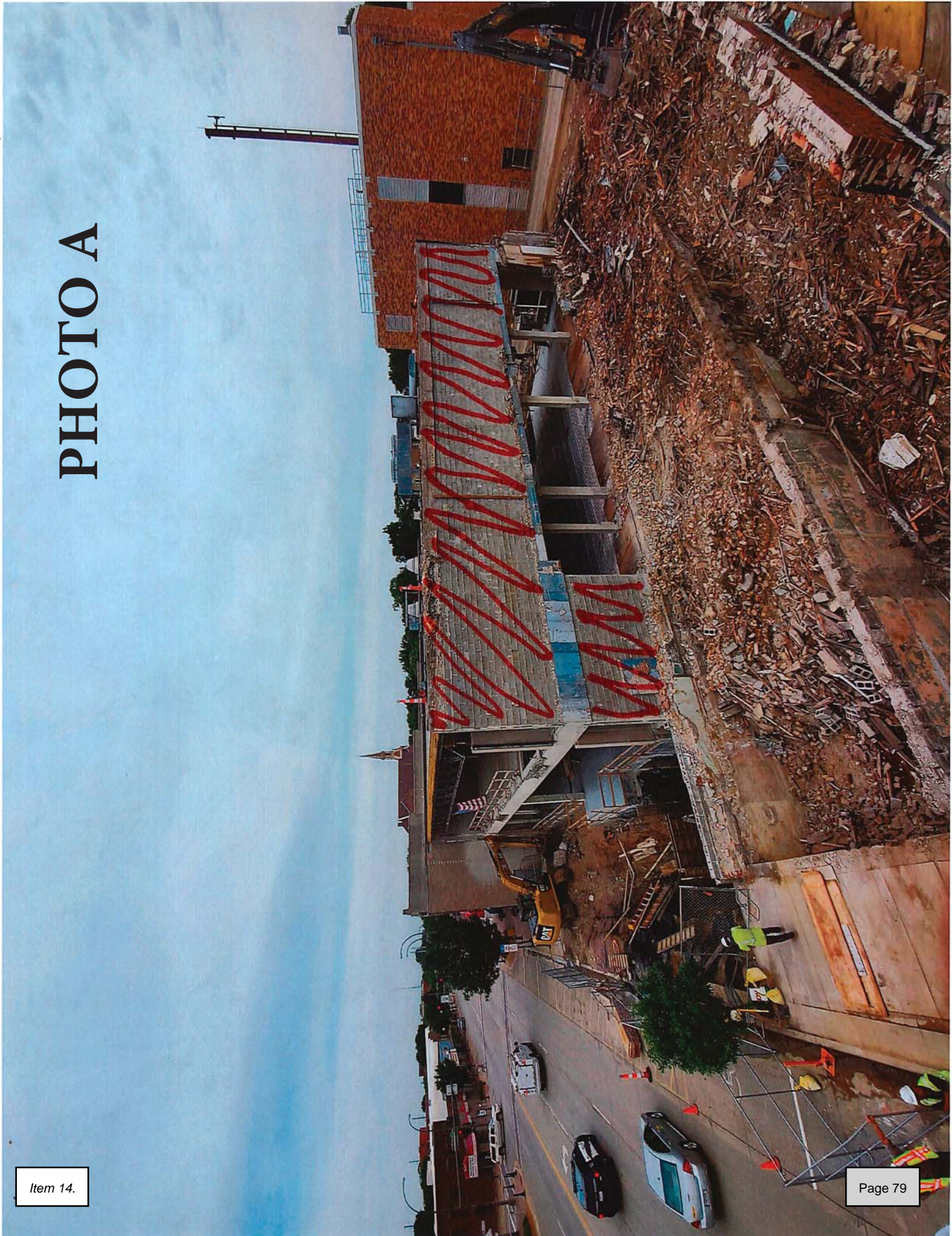
7/13/2020
 Date

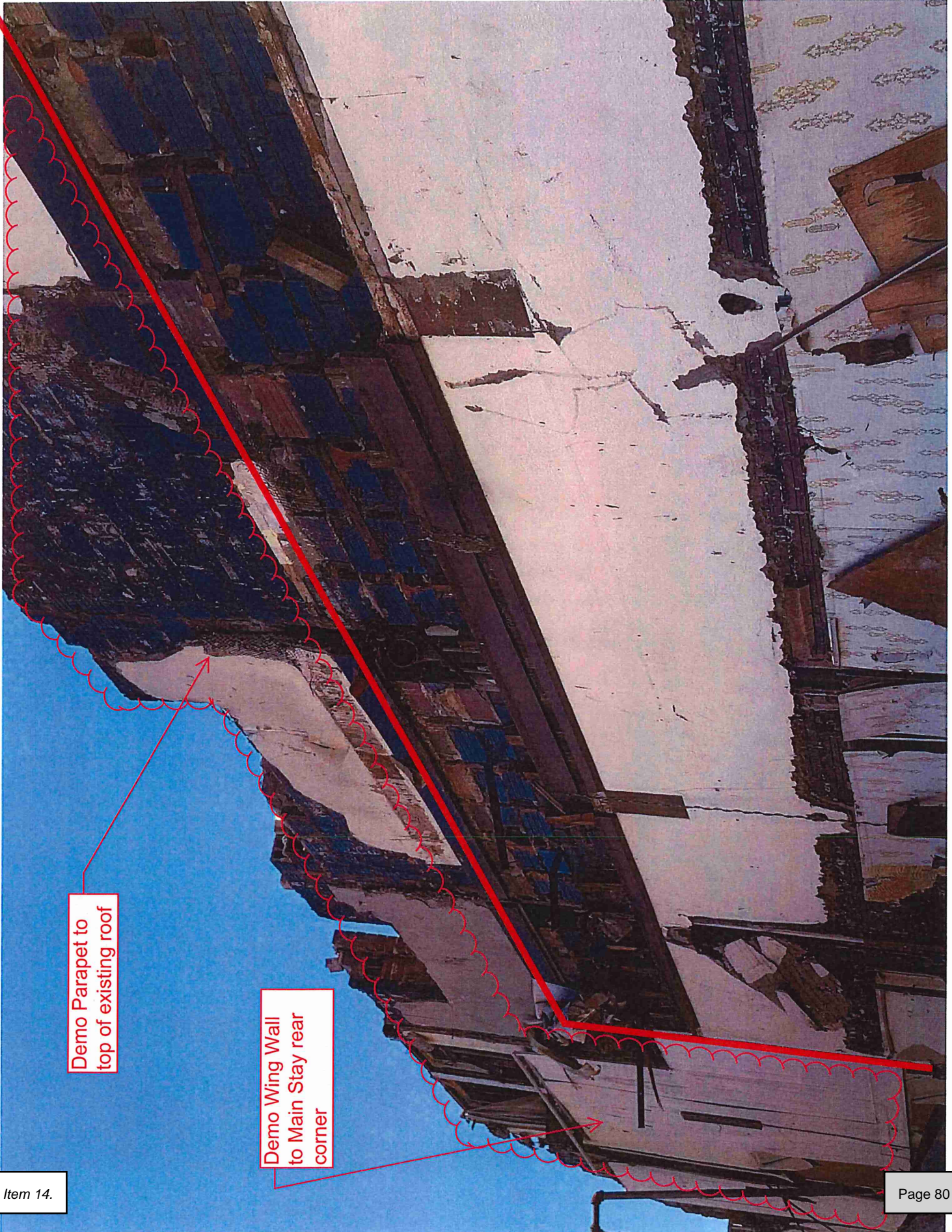
Accepted by (Signature)

Title, Company

Date

PHOTO A

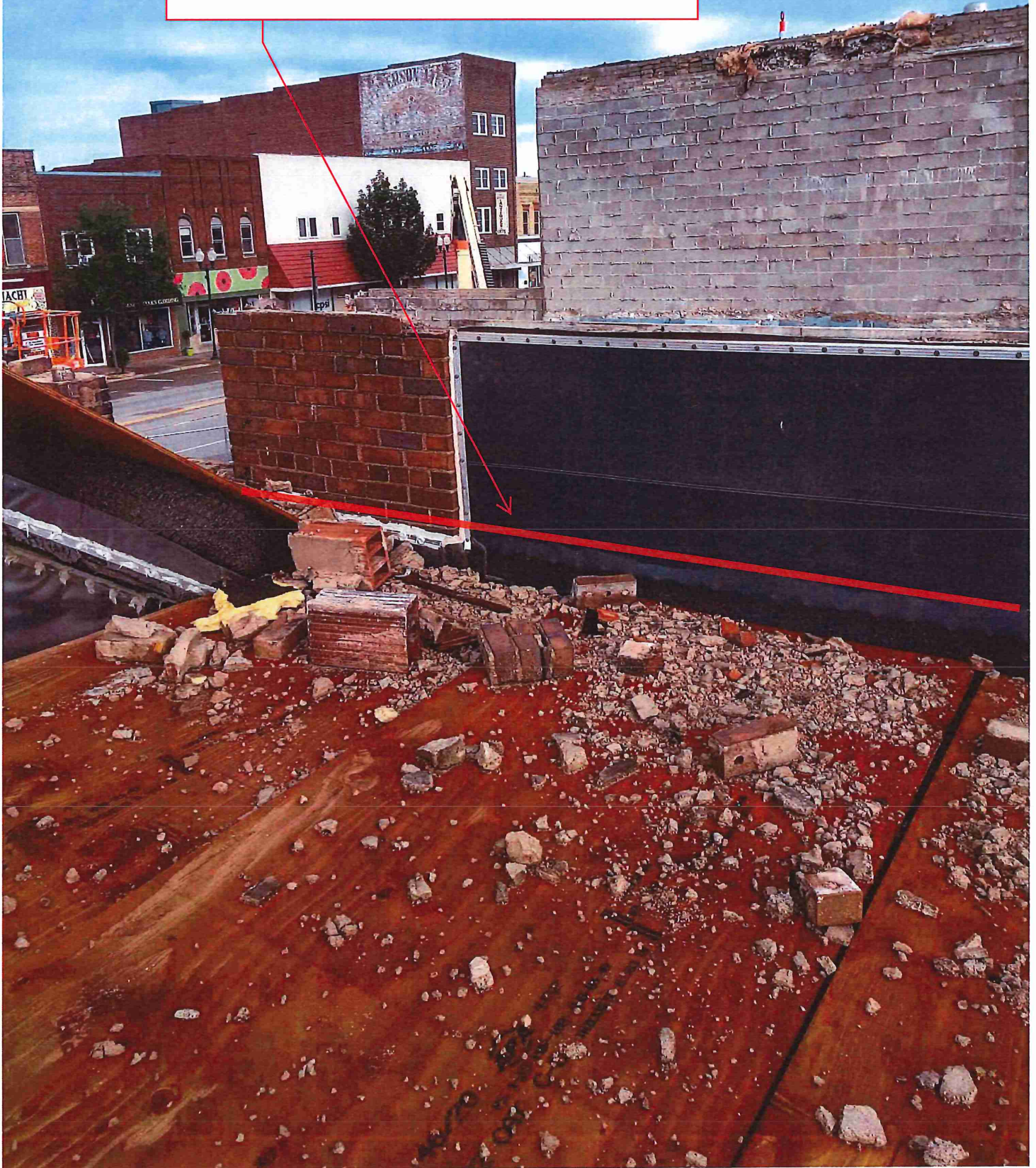


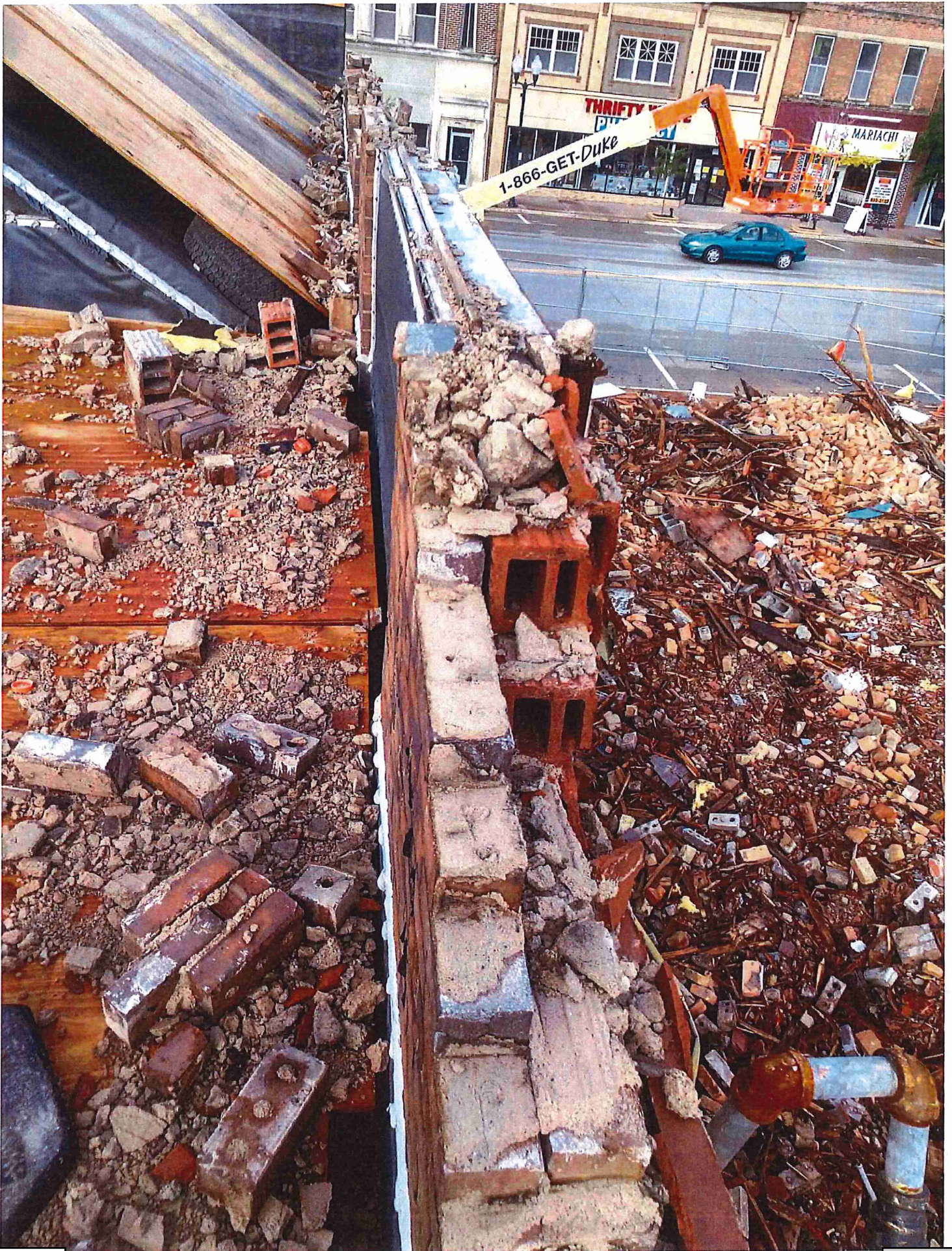


Demo Parapet to top of existing roof

Demo Wing Wall to Main Stay rear corner

Demo Parapet to this elevation - Temp. to keep water from flowing into Main Stay. Newly constructed wall would be 24" above the roof deck.



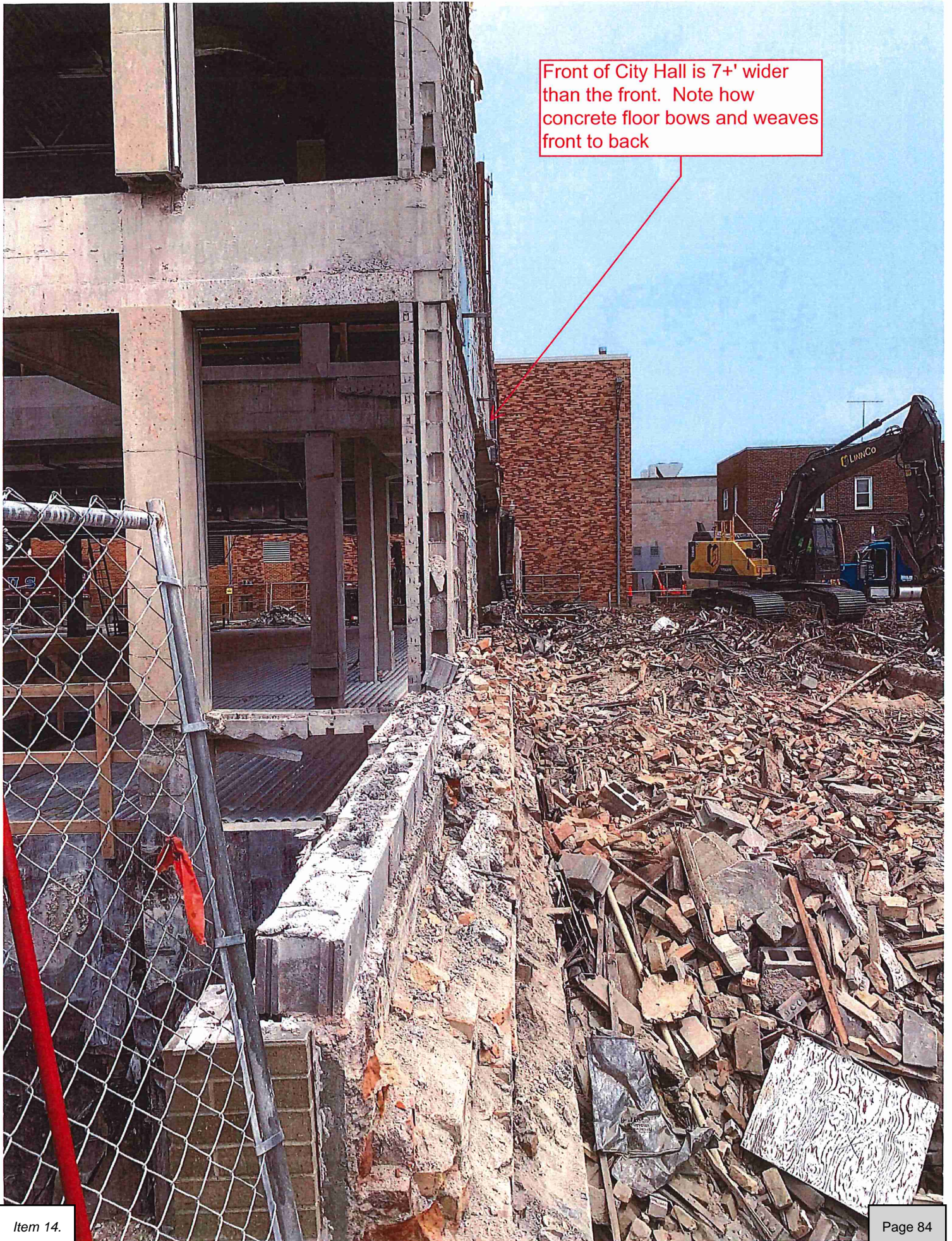


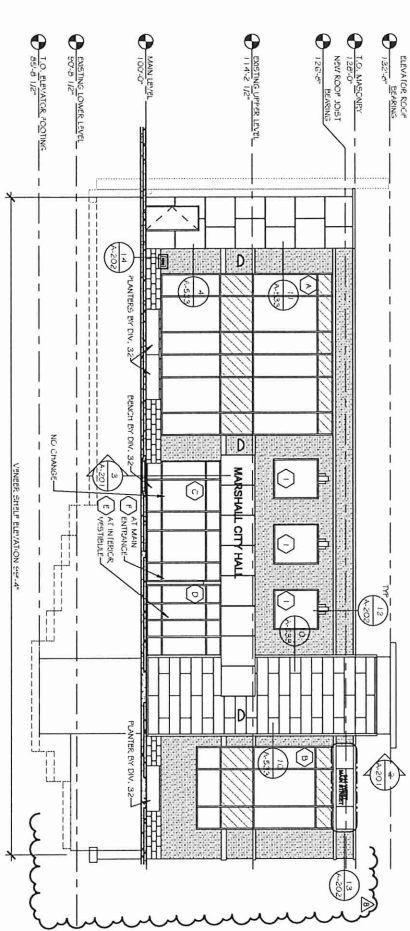


All block proposed to be demo, due to city hall not being square. Rear of building is 7 +\" wider than the front

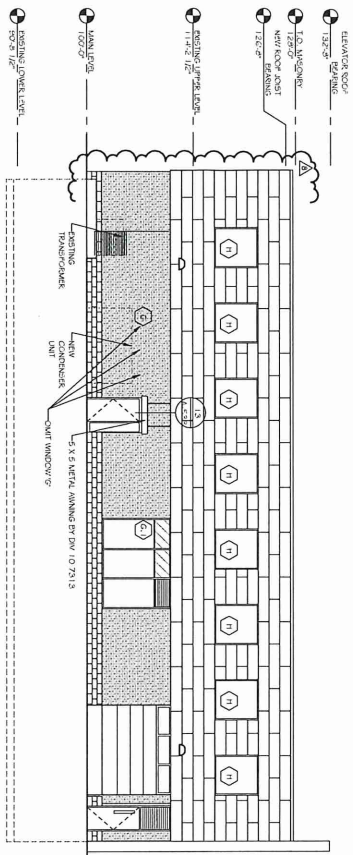
Foundation to be removed per original scope of project.

Front of City Hall is 7+' wider than the front. Note how concrete floor bows and weaves front to back

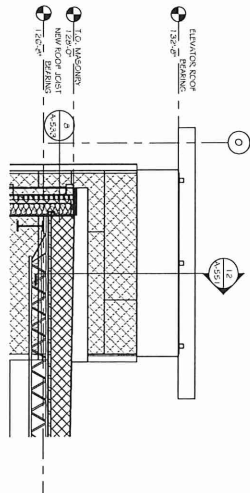




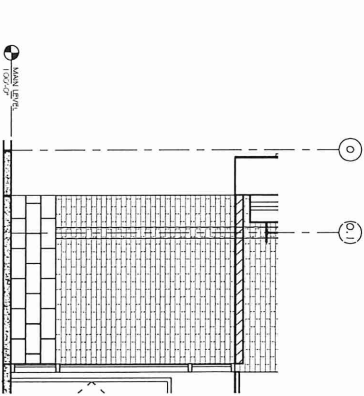
1 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"
1/2" 4" 8"



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



2 EAST ELEVATION (NORTH AND WEST SIM)
SCALE: 3/8" = 1'-0"
4" 8" 12" 2'-0"



5 ELEVATION
SCALE: 3/8" = 1'-0"
4" 8" 12" 2'-0"



KEY PLAN



ENGAN ASSOCIATES
ARCHITECTS AND ENGINEERS
Shared Vision, Innovative Design.
311 4th Street SW, P.O. Box 954, Minneapolis, MN 55401
313-232-0850 Fax: 313-232-0851 | www.engan.com



Structural & Mechanical Engineering
10000 Lyndale Avenue SE
Minneapolis, MN 55425
612-338-8822



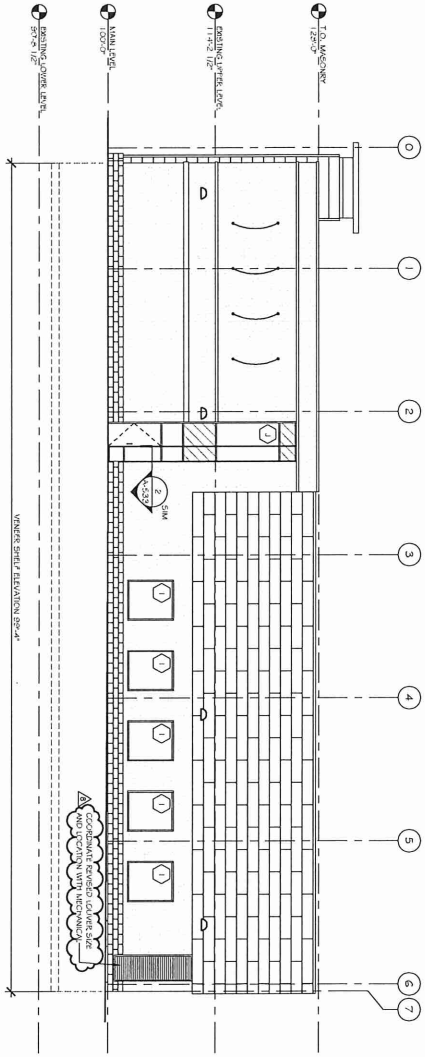
PSE Power System Engineering, Inc.
3500 Hennepin Avenue, Suite 300
Minneapolis, MN 55412
(612) 786-8822

Conclusion & Seal:
I hereby certify that the plan specifications, descriptions, preparation, and construction of the architectural drawings were prepared and certified under the laws of the State of Minnesota, subject to the seal of the State of Minnesota.
_____, Architect
_____, Engineer

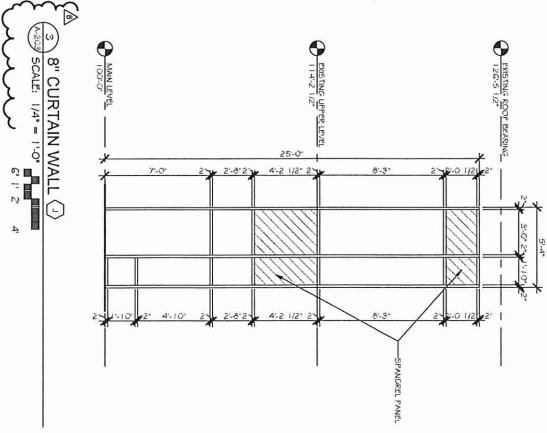
PROJECT: 2725 CITY HALL
DRAWN BY: MJD
CHECKED BY: RLM
DATE: CITY OF MARSHALL

REV	DESCRIPTION	DATE
1	FOR PERMIT	05/20/20
2	FOR PERMIT	05/20/20
3	FOR PERMIT	05/20/20

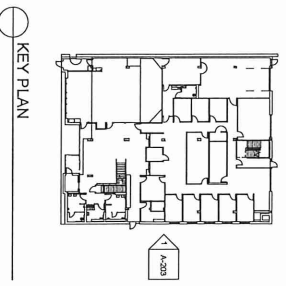
MARSHALL MUNICIPAL BUILDING
MARSHALL, MN
EXTERIOR ELEVATIONS
A-201



EAST ELEVATION
SCALE: 1/8" = 1'-0"
1" = 8'



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



KEY PLAN



ENGAN ASSOCIATES
ARCHITECTS / INTERIOR DESIGNERS
Shared Vision, Innovative design.
311 4th Street, SW, P.O. Box 956, Winona, MN 55901
509-235-0869 Fax: 509-235-0861 | www.engan.com

ASCHKE
ENGINEERING
STRUCTURAL ENGINEERING
311 4th Street, SW, P.O. Box 956, Winona, MN 55901
509-235-0869 Fax: 509-235-0861 | www.aschke.com

GENERNEY
ENGINEERING

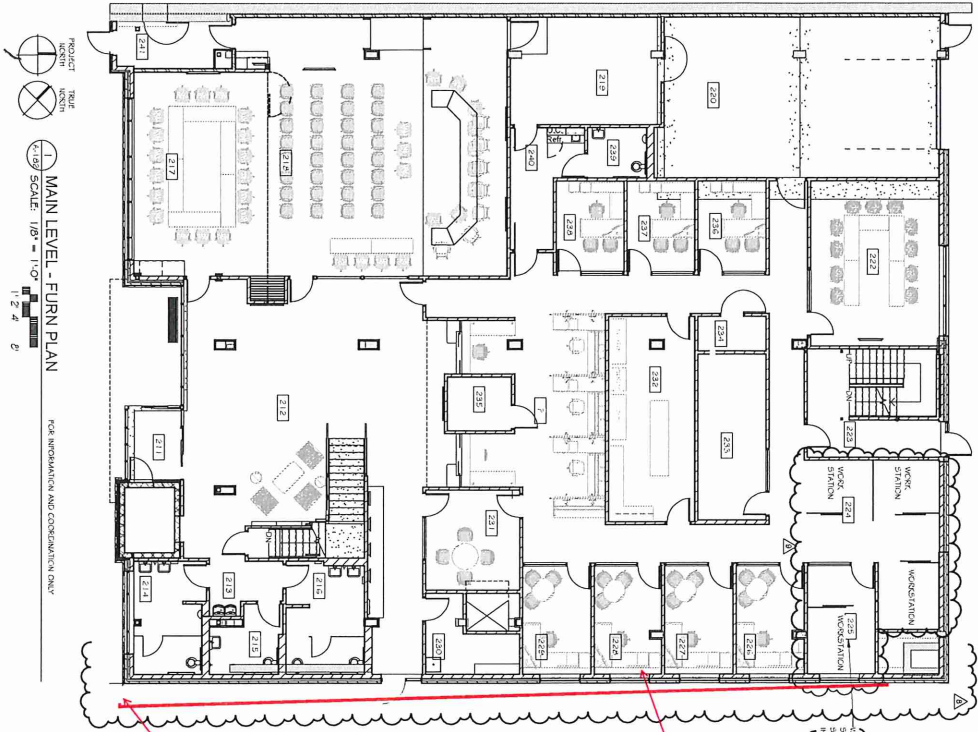
PSE Power System
ENGINEERING, INC.
211 4th Street, SW, P.O. Box 956, Winona, MN 55901
509-235-0869 Fax: 509-235-0861 | www.pse.com

Conditions & Seal:
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota. My license number is 016229.
My seal number is 016229.
I am a member of the State Bar of Minnesota.

PROJECT: MARSHALL MUNICIPAL BUILDING
DESIGN NO.: 277.01.1 DATE: 1/5 07/20
DRAWN BY: ADU CHECKED BY: BLM
DATE: CITY OF MARSHALL


Revision	Date	By
1	1/5/20	ADU

MARSHALL
MUNICIPAL
BUILDING
MARSHALL, MN
EXTERIOR ELEVATION
A-203



Floor slab and foundation 7'+ wider in back than the front of city hall

No added interior walls, soffits, need to be added. Savings on Material and labor. Rooms would increase in size from 0 to 1.5' in width. (Main floor and 2nd floor).



ENGAN ASSOCIATES
ARCHITECTS

311 4th Street SW, R.O. Box 976, Marshall, MN 56253
202-333-0500 Fax: 202-333-0811 | www.engan.com

ASCHÉ
ARCHITECTS

311 4th Street SW, R.O. Box 976, Marshall, MN 56253
202-333-0500 Fax: 202-333-0811 | www.asche.com

MINERNEY ENGINEERING

4300 Marshall Blvd
Marshall, MN 56253
507-539-3700

PSE
Power Systems Engineering, Inc.
2110 1st Street
Marshall, MN 56253
507-539-3700

Conclusion & Sign:
I hereby certify that the plan, specification, or report was prepared by me or under my direct supervision, that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota, License No. 5142298, and that I am duly Licensed Professional Engineer under the laws of the State of Minnesota, License No. 5142298.

Signature: _____
Title: _____

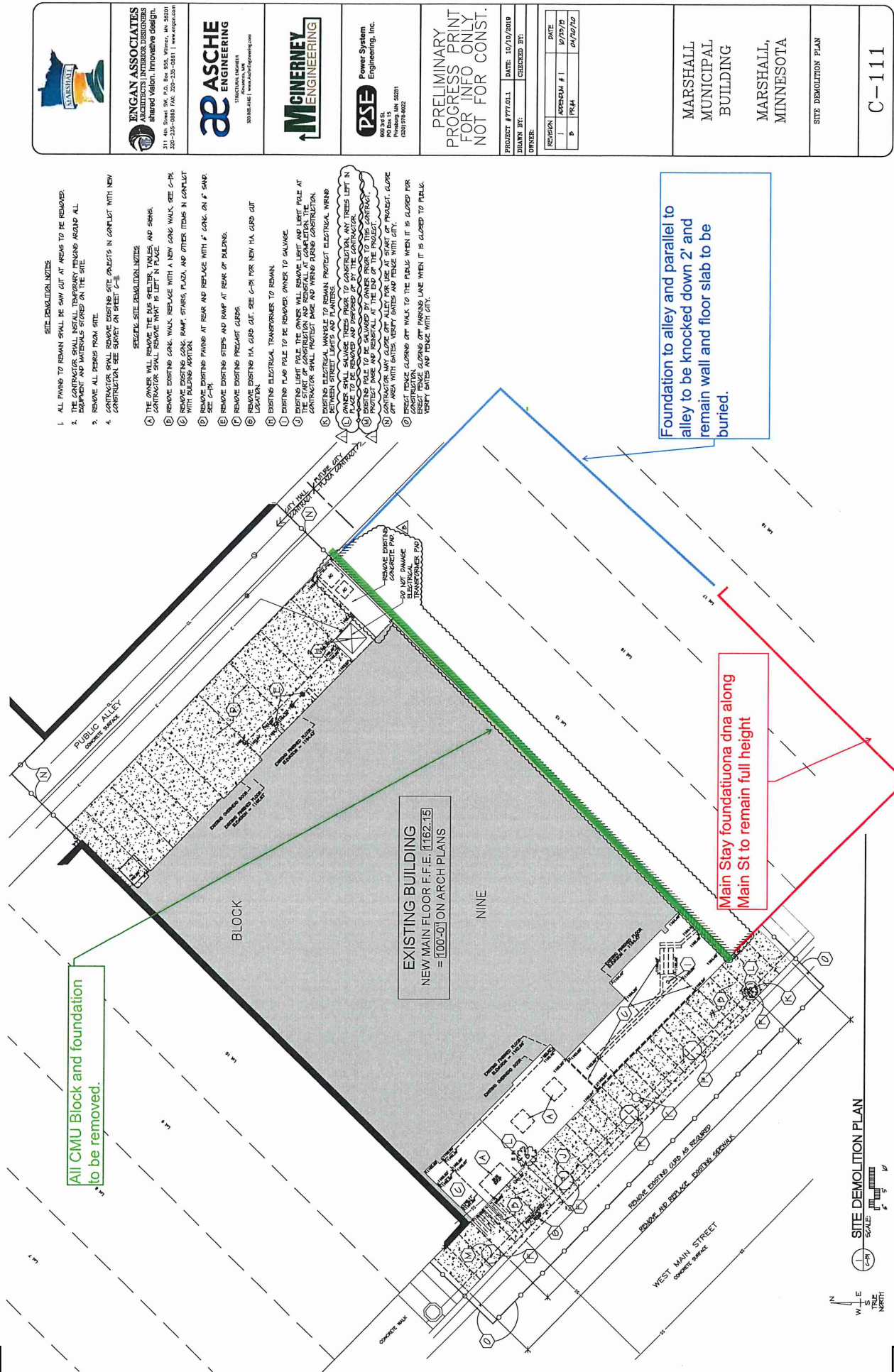
DATE: 3/22/18
LOCATION: 217 O.L.L. BLDG. - 1/5 1/2, 2/1
CITY: MARSHALL, MN 56253
STATE: CITY OF MARSHALL, MN

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	03/22/18
2	FOR INFORMATION AND COORDINATION ONLY	03/22/18

MARSHALL MUNICIPAL BUILDING

MAIN LEVEL

A-182



SITE DEMOLITION NOTES

1. ALL PAVING TO REMAIN SHALL BE SAW CUT AT AREAS TO BE REMOVED.
 2. THE CONTRACTOR SHALL REMOVE ALL EXISTING UTILITY EQUIPMENT AND MATERIALS LOCATED AROUND ALL.
 3. REMOVE ALL PERMS FROM SITE.
 4. CONSTRUCTION SHALL VERIFY ALL PERMS ARE IN CONTACT WITH NEW CONSTRUCTION. SEE SHEET C-101.
- SPECIAL SITE DEMOLITION NOTES**
1. THE OWNER WILL REMOVE THE PMS SHELTER, TABLES, AND SEANS. CONTRACTOR SHALL REMOVE WHAT IS LEFT IN PLACE.
 2. REMOVE EXISTING CONC. WALK. REPLACE WITH A NEW CONC. WALK. SEE C-101 WITH BUILDING ADJACENT.
 3. REMOVE EXISTING PAVERS AT REAR AND REPLACE WITH F CONC. ON F SAND. SEE C-101.
 4. REMOVE EXISTING STEPS AND RAMP AT REAR OF BUILDING.
 5. REMOVE EXISTING PRECAST GARDS.
 6. REMOVE EXISTING HA. GIRD. CUT. SEE C-101 FOR NEW HA. GIRD. CUT LOCATION.
 7. EXISTING ELECTRICAL TRANSFORMER TO REMAIN.
 8. EXISTING FLAG POLE TO BE REMOVED. OWNER TO SALVAGE.
 9. EXISTING LIGHT POLE. THE OWNER WILL REMOVE LIGHT AND LIGHT POLE AT THE START OF CONSTRUCTION AND REINSTALL AT COMPLETION. THE CONTRACTOR SHALL PROTECT PMS AND WIRING DURING CONSTRUCTION.
 10. EXISTING ELECTRICAL WIRING TO REMAIN. PROTECT ELECTRICAL WIRING TO REMAIN. CONTRACTOR SHALL PROTECT AND PREPARED BY THE CONTRACTOR.
 11. ALL WIRING TO BE REMOVED AND PREPARED BY THE CONTRACTOR.
 12. PROTECT PMS AND REINSTALL AT THE END OF THE PROJECT.
 13. CONTRACTOR SHALL VERIFY GATES AND FENCE WITH CITY.
 14. EXISTING FENCE CLOSING OFF WALK TO THE FIELD WHEN IT IS CLOSED FOR CONSTRUCTION. CONTRACTOR SHALL VERIFY GATES AND FENCE WITH CITY.

PRELIMINARY
PROGRESS PRINT
FOR INFO ONLY
NOT FOR CONST.

PROJECT #	177.01.1	DATE	10/10/2019
DRAWN BY		CHECKED BY	
OWNER			
REVISION	NO. 1	DATE	10/10/19
	NO. 2	DATE	10/10/19

Foundation to alley and parallel to alley to be knocked down 2' and remain wall and floor slab to be buried.

Main Stay foundation dna along Main St to remain full height

EXISTING BUILDING
NEW MAIN FLOOR F.F.E. [1182.15]
= [100-0] ON ARCH PLANS

All CMU Block and foundation to be removed.

SITE DEMOLITION PLAN
SCALE: 1/8" = 1'-0"
DATE: 10/10/19
NORTH

C-111

SITE DEMOLITION PLAN

MARSHALL MUNICIPAL BUILDING
MARSHALL, MINNESOTA

PSE Power System Engineering, Inc.
400 3rd St
Plymouth MN 55441
651-796-8622

MCINERNEY ENGINEERING

ASCHE ENGINEERING
STRUCTURAL ENGINEER
30386 Lake Ave
www.ascheengineering.com

ENGAN ASSOCIATES
ARCHITECTS INTERIORS DESIGNERS
STRONG VISION. INNOVATIVE DESIGN.
111 1st St N
303-525-5555 (office), an 800-221-3333 (toll free)
303-525-5555 (fax), 303-525-5555 | www.engan.com



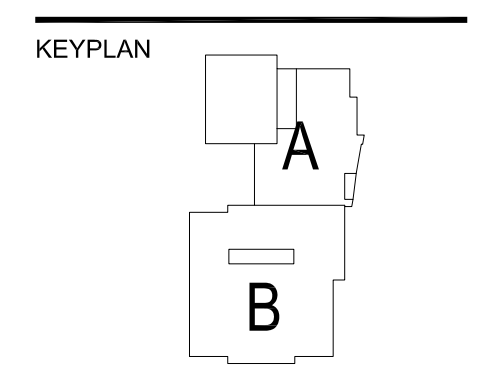
CITY OF MARSHALL
AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider request of Marshall Public Schools for City funding assistance for relocation of shared use path.
Background Information:	<p>Prior to approving project plans for a new elementary school on Southview Drive, a traffic impact study was completed by engineering firm Short Elliot Hendrickson (SEH) to review possible traffic impacts to the adjacent street network. The predominate recommendation of the study was to re-stripe Southview Drive from a two-lane street with parking on both sides to a continuous two-way left turn lane (TWLTL) configuration with parking allowed on the south side of the street. To accommodate this TWLTL configuration, the painted on-street bike lanes would be eliminated. As a result, City staff recommended that Marshall Public Schools accommodate a widened sidewalk, 8-FT in width, to allow for shared use between bikes and pedestrians. Marshall Public Schools obliged and included a sidewalk widening in their project plans. The existing sidewalk was planned to remain, with the elementary school project contractor being required to add 4-FT of width to the existing sidewalk, connecting the new concrete to the existing concrete with steel tie bars.</p> <p>Once the project construction was underway, Marshall Public Schools staff reached out to City staff to discuss the shared use path alignment and cost. School staff believes that the proposed plan of adding sidewalk width and connecting with tie bars is not very feasible and may not result in the best end product. Further, school staff believes that snow removal on the path may be difficult due to heavy snow drifting on this portion of Southview Drive and the close proximity of the sidewalk to Southview Drive would result in a lot of plowed snow being deposited on the path. The school is proposing to install new path a minimum of 11-FT off the street curb, with exception to school driveway crossings. School staff believes that a greater distance between sidewalk and curb—11-FT instead of 5-FT—will offer greater user comfort and safety, and easier snow removal for school staff.</p> <p>To help facilitate the added cost of moving the path, Marshall Public Schools is asking for City cost participation in the amount of \$37,051 to evenly split the \$74,102 cost as provided by their contractor to complete the path along the new proposed alignment.</p> <p>The school project included significant sanitary sewer relocation due to the new school being built on the location of existing sanitary sewer facilities. The school installed over 1,000-FT of new 15" PVC sanitary sewer to relocate around the new school building. Additionally, the school district included the replacement of 300-FT of 10" sanitary sewer main that did not specifically lie within the footprint of the school. While the sewer needed to be replaced, the school project didn't specifically and directly impact the existing segment of 10" sanitary sewer that was replaced. City staff estimates that the cost of installing 300-FT of 10" PVC sewer and other associated work would result in a cost that is very similar to the amount being requested by Marshall Public Schools.</p>
Fiscal Impact:	Per Finance, \$37,051 to be paid by the Wastewater Utility Fund. This project was unbudgeted for in 2020 and could result in the use of reserves.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize City staff to utilize Wastewater Utility funds to pay to the school district in support of their new elementary school construction project.

REVISIONS

New 2-4 Elementary School
Marshall Public Schools
 EAST SOUTHVIEW DRIVE
 MARSHALL, MN 56258

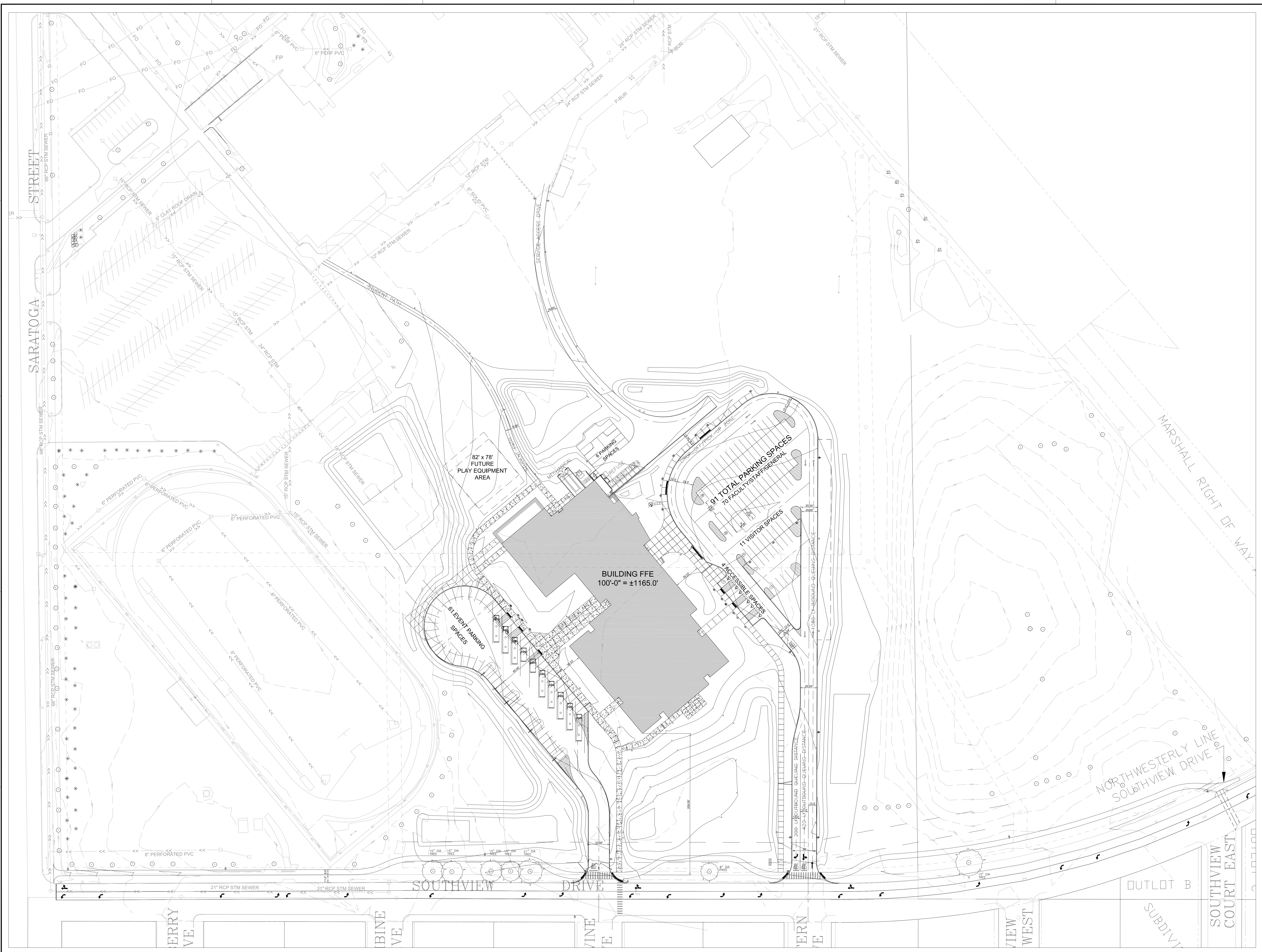
SIGNATURE / SEAL



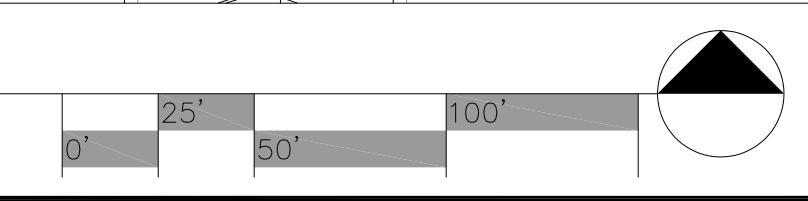
DRAWN BY
RJS
 CHECKED BY
DMM
 ISSUED FOR
CONSTRUCTION
DOCUMENTS
 ISSUE DATE
JAN 7, 2020
 SHEET NAME
SITE
LAYOUT
PLAN

ATS&R PROJECT NO.
19028
 REVISION NO.

SHEET NUMBER



1 SITE LAYOUT PLAN
 L1.0 SCALE: 1" = 50'



**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for a Variance Adjustment Permit for Charles and Jolene Steffl at 109 East Redwood St
Background Information:	<p>An existing garage is currently located within about a foot of the side property line. It is in a very bad shape and the owner would like to take it down and rebuild in the same location to utilize existing concrete garage floor. The Ordinance calls for 5-foot side yards for accessory buildings. An adjacent property also has a garage which is located very close to the side property line.</p> <p>Based on the above considerations and considering that the current garage location is due to circumstances unique and not created by the owner and rebuilding this garage will not alter the neighborhood’s essential character, staff believe a variance request is justified.</p> <p>The variance regulations and procedures are found in Section 86-29 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-29VA. A property aerial photo is attached for reference.</p> <p>At the Planning Commission meeting on July 8, 2020, a public hearing was held and a motion was made by Schroeder, second by Knieff to recommend approval to the City Council of the request by Charles and Jolene Steffl for a Variance Adjustment Permit for re-building a garage on the existing concrete slab within required side yard. All voted in favor of the motion.</p>
Fiscal Impact:	None known.
Alternative/ Variations:	None recommended.
Recommendations:	that the Council approve the request by Charles and Jolene Steffl for a Variance Adjustment Permit for re-building a garage on the existing concrete slab within required side yard.

Item 16.



map: Auto (Oblique) Mar 2015 - Apr 2015 < image 1 of 11 > 03/27/2015

3-2

VARIANCE ADJUSTMENT PERMIT

City of Marshall, Minnesota

WHEREAS, The Planning Commission of the City of Marshall has held a Public Hearing for a Variance Adjustment Permit building an entry addition within required front yard on the premises described as:

**See Exhibit A
City of Marshall, County of Lyon, State of Minnesota
109 East Redwood Street**

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

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

NOW THEREFORE, be it resolved by the Common Council of the City of Marshall, Minnesota, that a Variance Adjustment Permit be granted to Charles Steffl and Jolene Steffl for rebuilding a garage within required side yard on the premises described herein subject to the following conditions:

- 1) That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
- 2) That the City reserves the right to revoke the Variance Adjustment Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default, and allow the applicant a reasonable time in which to cure any such default.
- 3) That the conditions contained in this permit shall be binding upon the successors and assigns of the applicant.
- 4) That the rebuilt garage is not built closer to the property line than the existing garage.

ADOPTED: July 14, 2020.

ATTEST:

Mayor

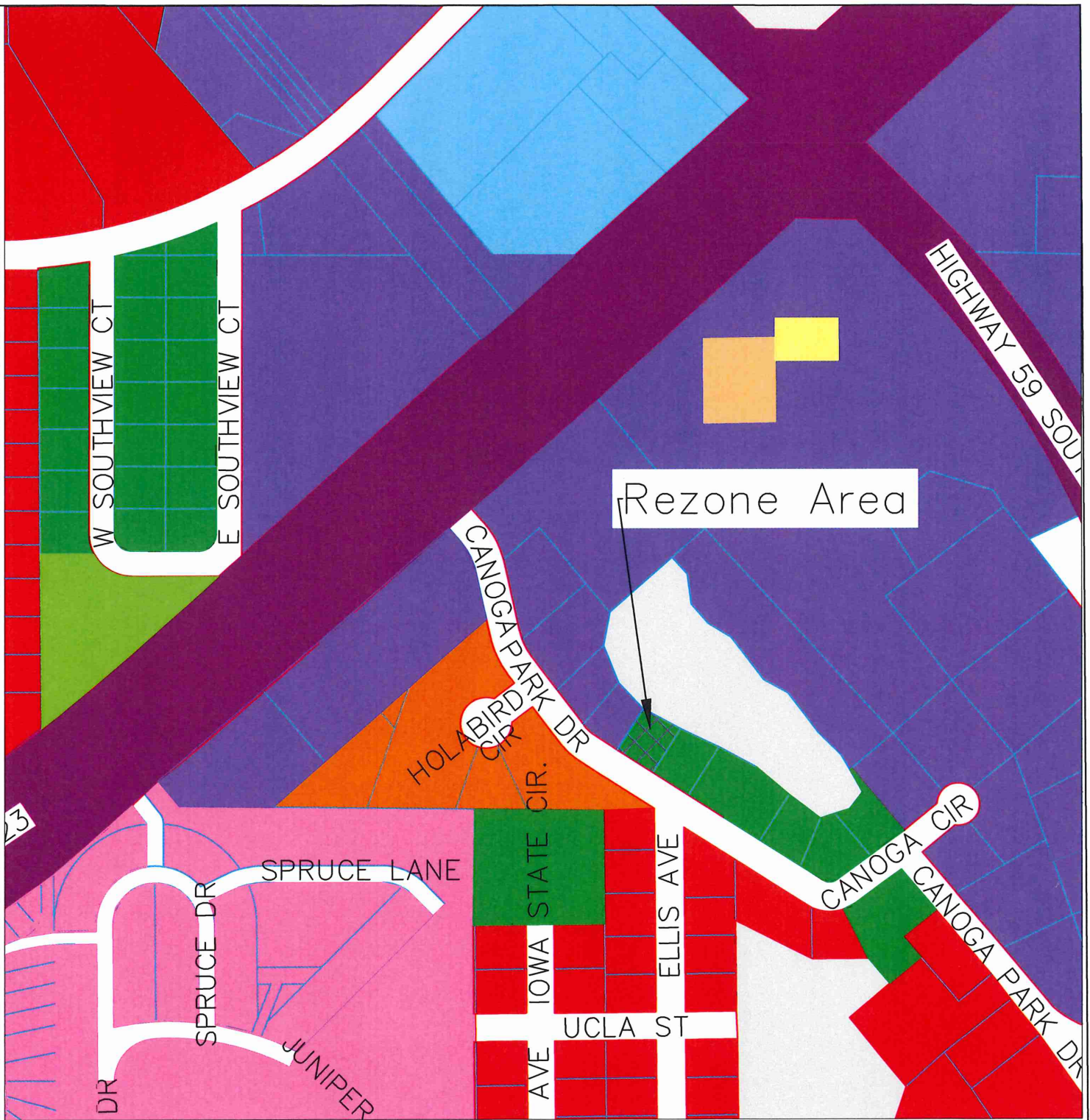
City Clerk

(SEAL)

This Instrument Drafted By:
Jason R. Anderson, P.E.
City Engineer/Zoning Administrator
File No. 1135

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for Map Amendment (rezone) James R Swenson and Teah Swenson at 1111 Canoga Park Drive
Background Information:	<p>This is a request by James R Swenson and Teah Swenson Marshall, MN to rezone 1111 Canoga Park Drive from R-2 One to Four Family Residential District to B-3 General Business District. The owner wants to use this lot for parking, together with two lots to the north, which are already zoned B-3 General Business District. Parking lot is a permitted use in a B-3 General Business District. Based on the Parking and Landscaping Ordinance, a fence or planting screen will be required along the south side of the property since it borders residential district.</p> <p>Rezoning procedures are described in Section 86-30 Amendments https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-30AM. Attached are an aerial photo, and rezoned area extent for your reference.</p> <p>At the June 10, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Carstens, second by Lee to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.</p> <p>The Ordinance Amendment to rezone 1111 Canoga Park Drive from R-2 One to Four Family Residential District to B-3 General Business District was introduced at the June 23, 2020, City Council meeting</p>
Fiscal Impact:	Costs are to be billed to applicant
Alternative/Variations:	None recommended
Recommendations:	that the Council adopt Ordinance Number XXX, Second Series to rezone 1111 Canoga Park Drive from R-2 One to Four Family Residential District to B-3 General Business District



A		AGRICULTURAL	R-4		HIGHER DENSITY - MULTIPLE FAMILY RESIDENCE	B-3		GENERAL BUSINESS
R-1		ONE FAMILY RESIDENCE	R-5		MANUFACTURED HOME PARK	B-4		SHOPPING CENTER BUSINESS
R-2		ONE TO FOUR FAMILY RESIDENCE	B-1		LIMITED BUSINESS	I-1		LIMITED INDUSTRIAL
R-3		LOW TO MEDIUM DENSITY - MULTIPLE FAMILY RESIDENCE	B-2		CENTRAL BUSINESS	I-2		GENERAL INDUSTRIAL



COMMUNITY PLANNING DEPT.
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

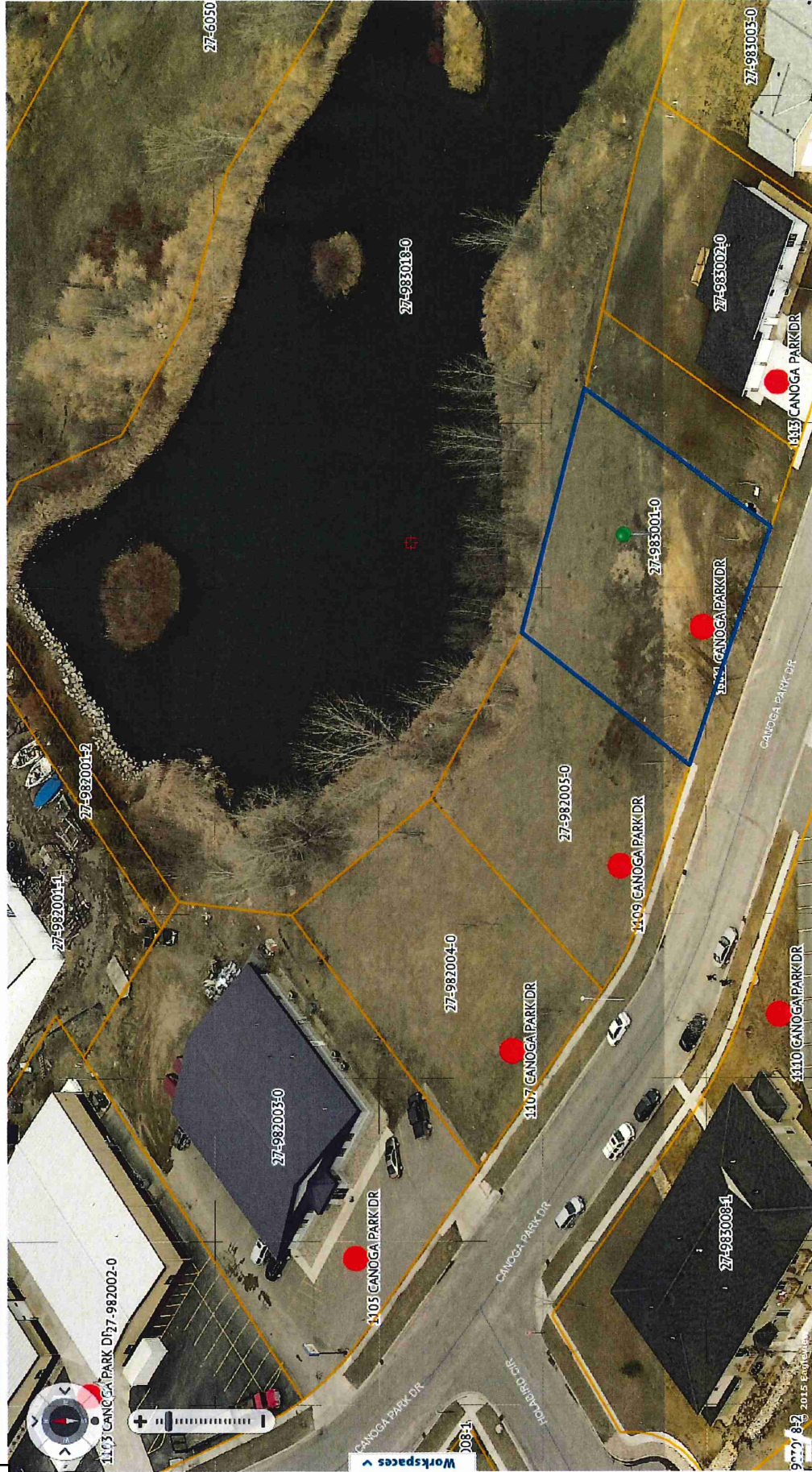
ACTION COMPANY REZONE

MAY 30, 2020

EXISTING ZONING MAP W/ PROPOSED
 REZONE AREA FROM R-2 TO B-3

Item 17.

CONNECTEXPLORER



map: Auto (Oblique) Mar 2015 - Apr 2015 Image 1 of 10 03/27/2015

Item 17.

ORDINANCE NUMBER _____, SECOND SERIES

**ORDINANCE AMENDING CHAPTER 86
OF THE CITY CODE RELATING TO ZONING**

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

Section 1. Chapter 86 of the City Code and the City of Marshall Zoning Map referred to in Section 86-72, are hereby further amended as follows, to- wit:

**City of Marshall, County of Lyon, State of Minnesota
1111 CANOGA PARK DRIVE
Lot 1, Block 1 and Nwly 32.09' of Lot 2, Block 1 Wilke-Miller-Buesing
2nd Addition**

is hereby rezoned from R-2 One to Four Family Residential District to B-3 General Business District.

Section 2. Within thirty (30) days after official publication of the Ordinance, the Zoning Administrator of said City is directed to record on the City of Marshall Zoning Map, the changes in zoning resulting from the passage of this ordinance.

Section 3. Except as amended herein, said Chapter 86, as heretofore amended, shall remain in full force and effect.

Section 4. This Ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 14th day of July, 2020.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

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

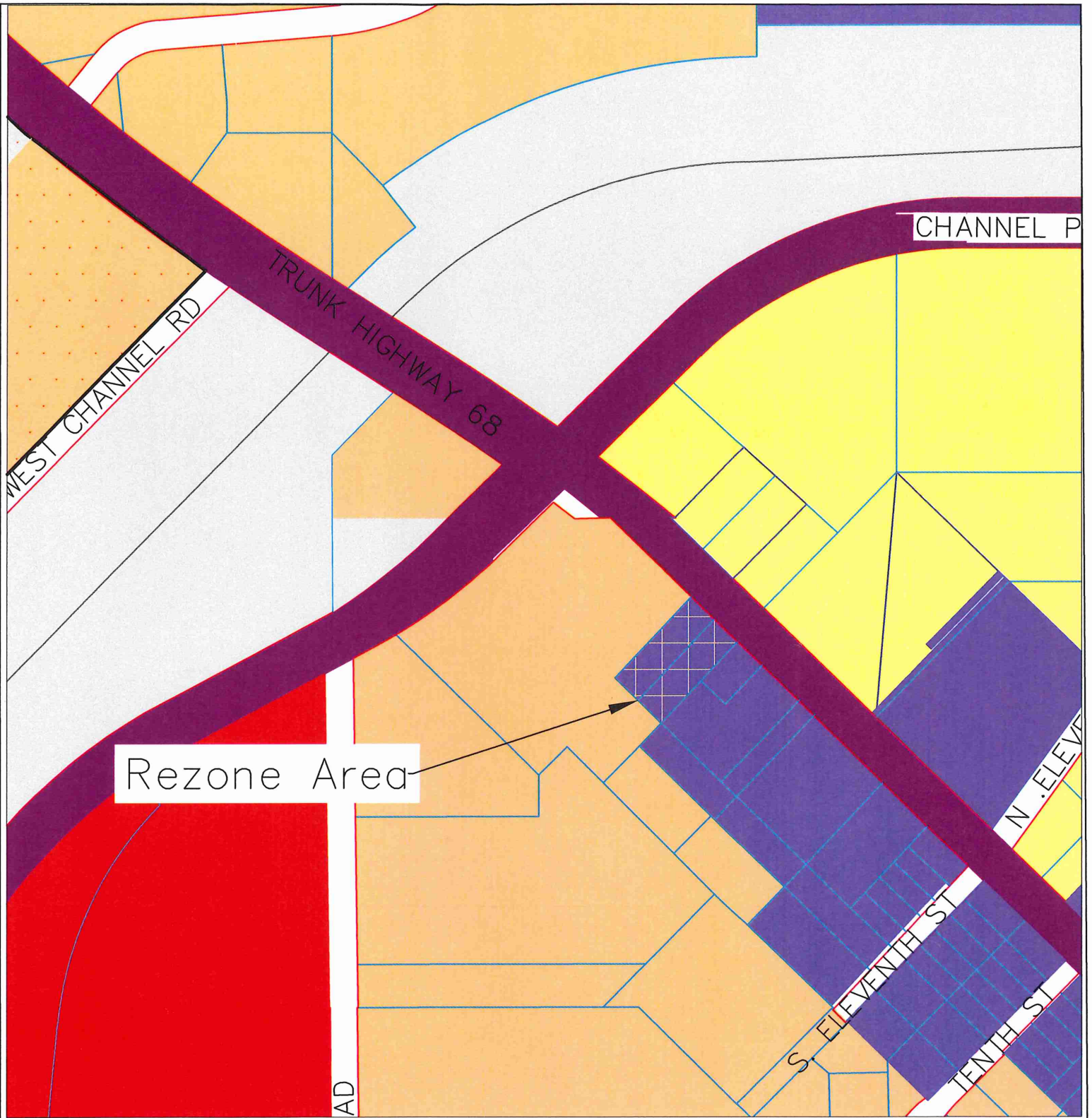
Introduced on: June 23, 2020

Final Passage on: July 14, 2020

Published in the Official Newspaper : _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for Map Amendment (Rezone) Action Company LLC at 1209 and 1211 West Main Street
Background Information:	<p>This is a request by Action Company, LLC, Marshall, MN to rezone 1209 and 1211 West Main Street from B-3 General Business District to I-2 General Industrial District. The owner wants to use this area for landscaping business that is not a permitted or conditional use in a business district and better fits into industrial district. Area to the north and west is already zoned industrial, as the area across West Main Street.</p> <p>Rezoning procedures are described in Section 86-30 Amendments https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIV1GE_S86-30AM. Attached are an aerial photo, and rezoned area extent for your reference.</p> <p>At the June 10, 2020, Planning Commission meeting, a public hearing was held, and a motion was made by Carstens, second by Lee to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.</p> <p>The Ordinance Amendment to rezone properties at 1209 and 1211 West Main Street from B-3 General Business District to I-2 General Industrial District was introduced at the June 23, 2020, City Council meeting.</p>
Fiscal Impact:	Costs are to be billed to applicant
Alternative/ Variations:	None recommended
Recommendations:	that the Council adopt Ordinance Number XXX, Second Series to rezone properties at 1209 and 1211 West Main Street from B-3 General Business District to I-2 General Industrial District.



Rezone Area

A		AGRICULTURAL	R-4		HIGHER DENSITY - MULTIPLE FAMILY RESIDENCE	B-3		GENERAL BUSINESS
R-1		ONE FAMILY RESIDENCE	R-5		MANUFACTURED HOME PARK	B-4		SHOPPING CENTER BUSINESS
R-2		ONE TO FOUR FAMILY RESIDENCE	B-1		LIMITED BUSINESS	I-1		LIMITED INDUSTRIAL
R-3		LOW TO MEDIUM DENSITY - MULTIPLE FAMILY RESIDENCE	B-2		CENTRAL BUSINESS	I-2		GENERAL INDUSTRIAL

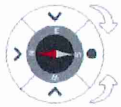
COMMUNITY PLANNING DEPT.
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

ACTION COMPANY REZONE

MAY 30, 2020

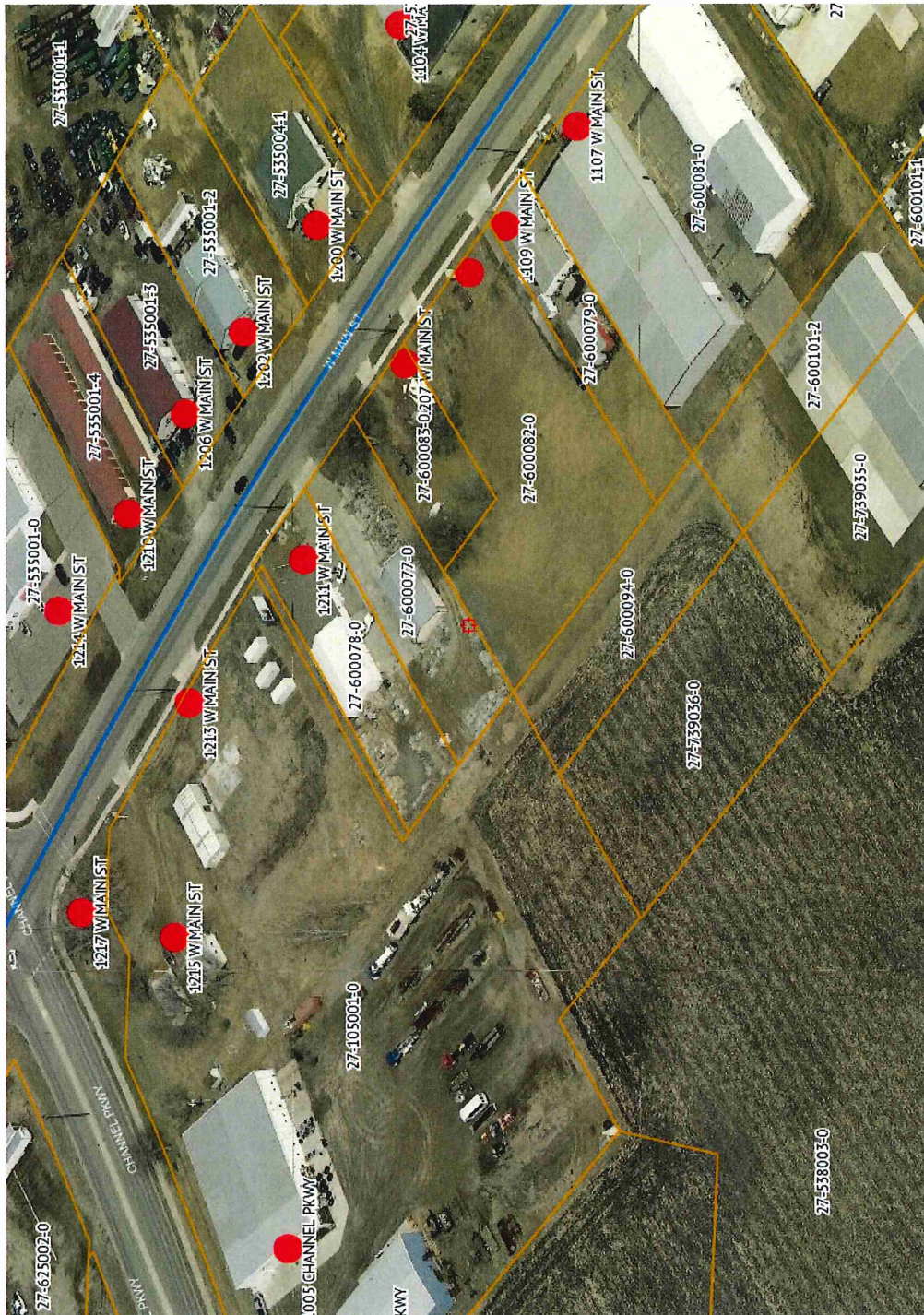
EXISTING ZONING MAP W/ PROPOSED REZONE AREA FROM B-3 TO I-2

Item 18.



Item 18.

Workspaces



map: Auto (Oblique) Mar 2015 - Apr 2015 image 1 of 10 03/27/2015

ORDINANCE NUMBER _____, SECOND SERIES

**ORDINANCE AMENDING CHAPTER 86
OF THE CITY CODE RELATING TO ZONING**

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

Section 1. Chapter 86 of the City Code and the City of Marshall Zoning Map referred to in Section 86-72, are hereby further amended as follows, to- wit:

**City of Marshall, County of Lyon, State of Minnesota
1209 West Main Street
And
1211 West Main Street
See Exhibit A**

is hereby rezoned from B-3 General Business District to I-2 General Industrial District.

Section 2. Within thirty (30) days after official publication of the Ordinance, the Zoning Administrator of said City is directed to record on the City of Marshall Zoning Map, the changes in zoning resulting from the passage of this ordinance.

Section 3. Except as amended herein, said Chapter 86, as heretofore amended, shall remain in full force and effect.

Section 4. This Ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 14th day of July, 2020.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

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

Introduced on: June 23, 2020

Final Passage on: July 14, 2020

Published in the Official Newspaper : _____

EXHIBIT A

Real property in the City of Marshall, County of Lyon, State of Minnesota, described as follows: PARCEL 1: All that part of the NE 1/4 of Section 5, Township 111 North, Range 41 West, Lyon County, Minnesota, bounded and described as follows: Beginning at a point on the extended southwesterly line of Main Street 2,430 feet Northwesterly from its point of intersection with the east line of Section 5, thence Southwesterly at right angles 264 feet to a point 100 feet northeasterly, measured at right angles, from the center line of the Chicago and Northwestern Railroad; thence northwesterly and parallel with said center line a distance of 77 1/2 feet; thence at right angles and in a northeasterly direction a distance of 264 feet to the extended southwesterly line of Main Street; thence in a southeasterly direction and along said southwesterly line of Main Street a distance of 77 1/2 feet to the place of beginning.

PARCEL 2: All that part of the NE 1/4 of Section 5, Township 111 North, Range 41 West, Lyon County, Minnesota, bounded and described as follows: Beginning at a point on the extended southwesterly line of Main Street 2,430 feet Northwesterly from its point of intersection with the east line of Section 5, thence Southwesterly at right angles 264 feet to a point 100 feet northeasterly, measured at right angles, from the center line of the Chicago and Northwestern Railroad; thence northwesterly and parallel with said center line a distance of 77 1/2 feet which is the true point of beginning, thence northwesterly and parallel with said centerline a distance of 77 1/2 feet; thence at right angles and in a northeasterly direction a distance of 264 feet to the extended southwesterly line of Main Street; thence in a southeasterly direction and along said southwesterly line of Main Street a distance of 77 1/2 feet, thence southwesterly at right angles 264 feet to the said true point of beginning.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	INFO
Subject:	Tall Grass Liquor Annual Report
Background Information:	Tall Grass Liquor Store Manager, Eric Luther, will present the Annual Report. Information will be provided prior to the Council Meeting
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



MARSHALL

Tall Grass Liquor

2019 Annual Report



This report is the City of Marshall's Municipal Liquor Operations Report outlining the liquor activities of Tall Grass Liquor over the past year. The information herein also provides a history of sales data and past events. This report includes analysis over the past five (5) calendar years.

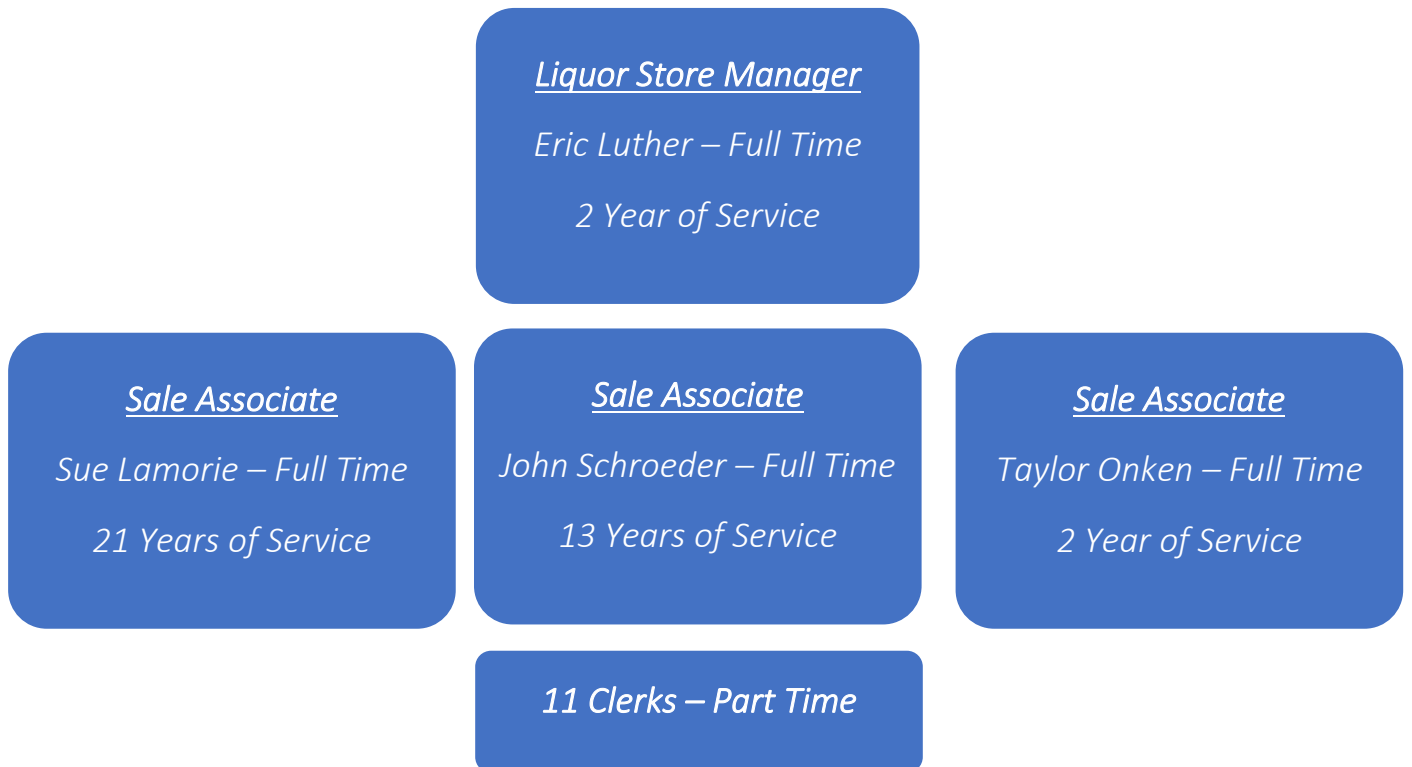
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I. Liquor Operations

The Marshall Municipal Liquor store has been in operation since 1934. The current liquor store is located at 1410 Boyer Drive and has been operating at this location since November of 2016. To this day, the profits from the liquor operations provide a much-needed revenue source for the Marshall community. Profits from the municipal liquor store help to reduce the property tax levy and provides funds for special projects.

Organizational Structure

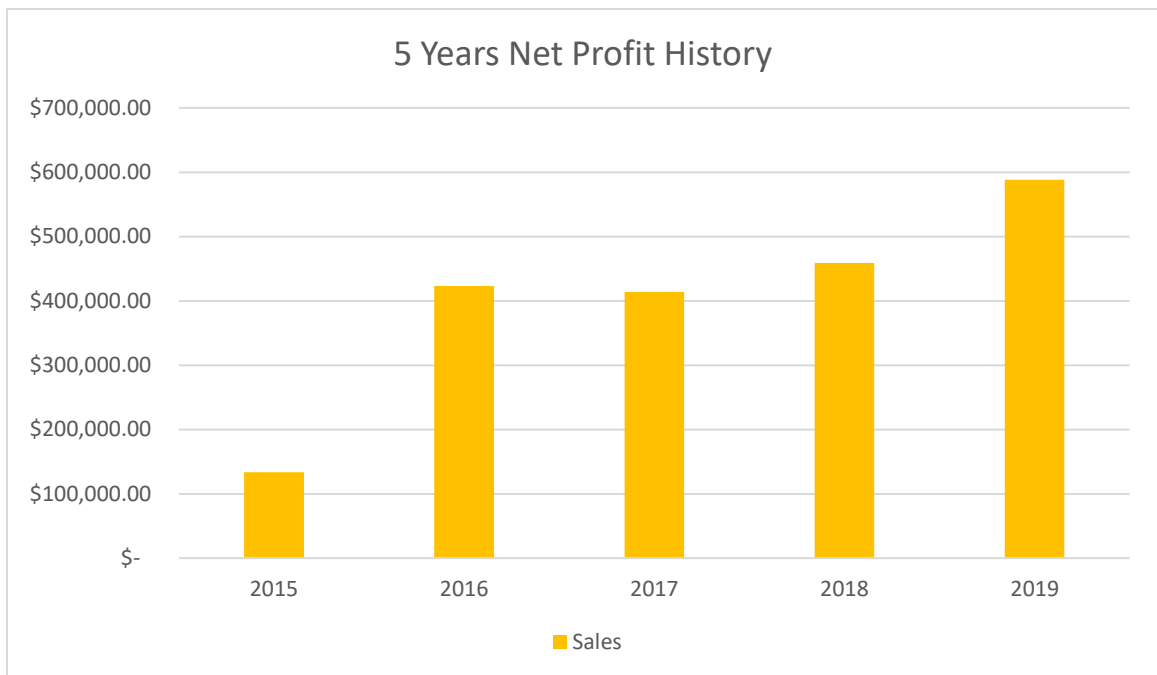


Mission Statement

The business is designed and intended to control the sale of alcohol by following all statutes established by the State of Minnesota, by providing the best quality shopping experience for our customers, at a profit that is reinvested back into the community, and by providing an environment that is positive for customers, associates and managers.

II. Sales & Profits

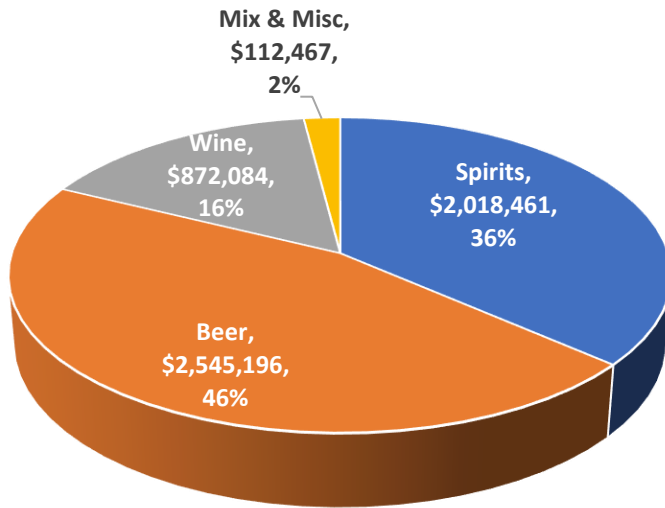
In 2019, the overall sales of the Liquor Operation were \$5,548,364 with a net profit of \$588,227. This was an increase of total sales by \$443,851 and a net profit increase of \$129,289 when compared to 2018.



Sales & Gross Profit by Category

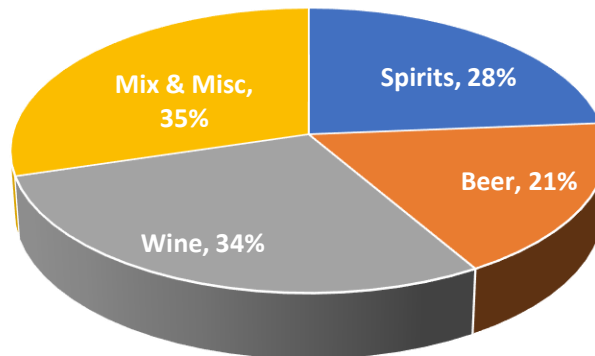
The adjacent chart shows the distribution of the 2019 annual sales based upon the four categories of: Beer, Spirits, Wine & Mix & Miscellaneous. Beer Sales account for 46% of total sales, with Spirits accounting for 36%.

2019 Sales by Category

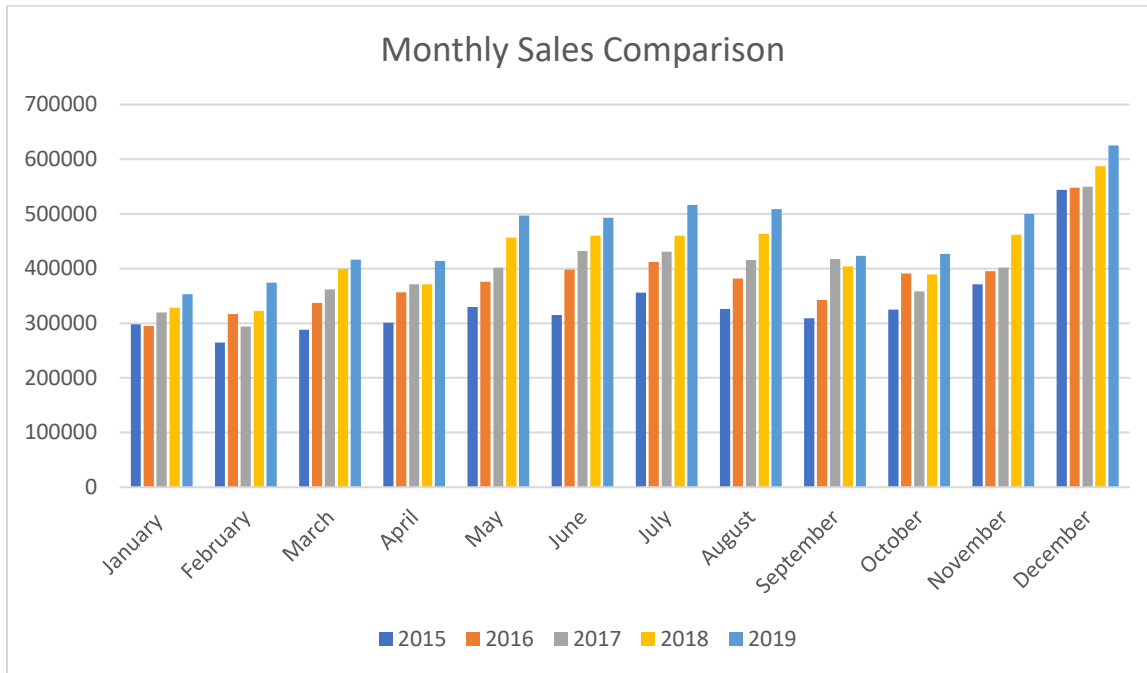


2019 Gross Profit by Category

The adjacent chart shows gross profit percentage by category. Even though Beer has the highest sale dollars, wine and spirits have the higher gross profit percentage.



Monthly Sales 2015-2019



III. Trends

Liquor (Bourbon, Canadian Whiskies, Vodka) lead the way in this category

Domestic Beer is our biggest seller. Craft beer interest continues to grow with new products and breweries in Minnesota. Seltzer water is also growing in popularity.

Wine (Value wines and box wines) lead the way in interest. Cabernet, Red Blends, Chardonnay, Pinot Noir and Minnesota made wines continue to be strong sellers.

IV. Events

Tall Grass has put on several successful events in the past year.

- Valentine Wine tasting
- Minnesota Made Craft Brewery Festival (was cancelled 2020 due to COVID-19)
- Holiday Wine Walk about

We feel that there is a tremendous interest in tasting events that build interest in different types of wine and beer. Tall Grass is the premier location to purchase beverages that community members are seeking because of the variety of products we carry.

In addition to the tasting events, Tall Grass does weekly tasting in-store to promote new products and existing products giving our customers an opportunity to try new items while shopping.

V. Community Service

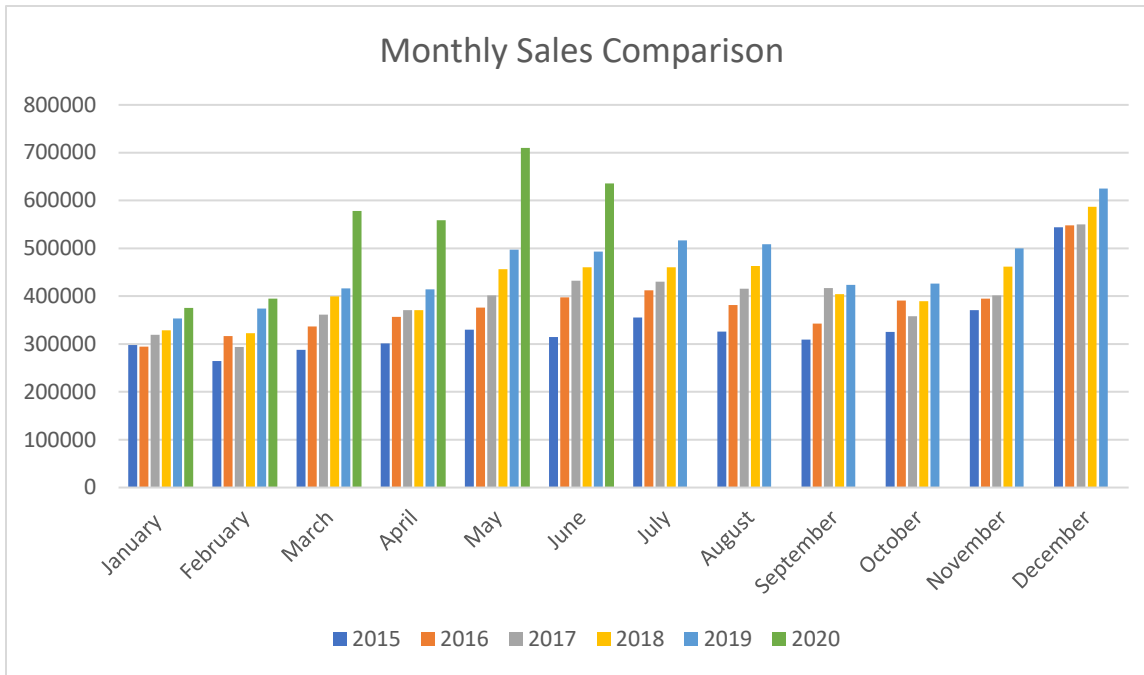
- Supported the Marshall Pet rescue with loose change collection from customers and employees.
- Supported the Memorial Park Phase 3 project with a contribution from customers and employees.
- Supported the Marshall Fire Department with a contribution from customers and employees for use in purchasing tactical equipment.
- Supported SMSU Foundation through supplier donations used for silent auction at the Gold Rush Raffle.

VI. Accomplishments

- Specific wine, beer and liquor training for all employees.
- Beverage Alcohol Off-Sale training and carding for all employees.
- Attendance by all Full-time staff at the Minnesota Municipal Beverage Association regional meeting.
- Attendance at the Minnesota Municipal Beverage Association Conference.
- Continued to enhance the customer service and shopping experience with unique floor displays.

VII. Semi Annual Review (January 2020 – June 2020)

	2019	2020	% Change
Sales	2,548,108	3,252,741	27.65%
Customer Count	91,293	99,259	8.73%
Average Ticket	\$27.97	\$32.79	17.23%



VIII. Proposed 2021 Budget

2021 sales estimates are based on a conservative baseline of 2020 not taking in consideration the spike in sales recently. We have estimated a 5% increase in sales for 2021. We believe that the consumer purchasing patterns will benefit our off-sale store in the short-term future.

A 26% Gross Profit margin will be the goal for 2021. Monthly reporting to ensure we are on track will be adhered to.

We have made investments in merchandising that include a 50ml size free standing merchandiser and a self-service cooler for displaying wine and single cans/bottles for purchasing. Both investments have seen a growth in ‘add-on’ sales of these products to customer’s orders, in turn increasing ticket averages and gross profit.

We are in the final stages of implementing a new POS operating system-Cloud Retailer and also should have the category aisle signs installed by the end of July. Both these investments will help with delivery of a better customer service experience at Tall Grass Liquor.

Items that we would like to include in 2021:

1. Electronic safe to replace the old safe \$750
2. New wall wrap sign above beer cooler. This sign would have the current graphics that would match the aisle category signs. \$1000

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Introduction of the ordinance amending salaries and compensation of mayor and councilpersons.
Background Information:	<p>Chapter 2, Sec. 2.07 of the City of Marshall Charter requires salaries of the Councilmembers and Mayor to be discussed as an agenda item at the first council meeting in July of each year. After said discussions, the council shall set and determine said salaries in accordance with the applicable state law.</p> <p>Minnesota State Statute 415.11 allows for the governing body fix their own salaries by ordinance in such amount as they deem reasonable. No change in salary shall take effect until after the next succeeding municipal election.</p> <p>Staff have adjusted the proposed salaries to be in line with the nonunion employee general wage increases through December 31, 2021.</p> <p>The proposed ordinance will become effective January 1, 2021.</p>
Fiscal Impact:	<p>Mayor Salary - \$10,687.92 (annual). \$858.84 increase since January 1, 2019</p> <p>Councilpersons Salary - \$6,760.31 (annual). \$543.23 increase since January 1, 2019</p>
Alternative/ Variations:	None recommended
Recommendations:	To introduce the ordinance amending the salaries and compensation of the mayor and councilpersons.

Ordinance Number _____, Second Series

An Ordinance Amending Chapter 2, Article III, Division 1, Sec. 2-53 Salaries and compensation of mayor and councilpersons

The City Council of Marshall, Minnesota ordains:

Chapter 2, Article III, Division 1, Sec. 2-53 of the Marshall City Code is hereby amended, which shall read as follows:

Sec. 2-53. - Salaries and compensation of mayor and councilpersons.

Salaries and compensation of the mayor and councilpersons are hereby fixed as follows, which amounts are deemed reasonable:

- (1) ~~Effective January 1, 2017, the salary of the mayor shall be the sum of \$777.73 per month. Effective January 1, 2018, the salary of the mayor shall be the sum of \$797.17 per month. Effective January 1, 2019, the salary of the mayor shall be the sum of \$819.09 per month.~~ Effective January 1, 2021, the annual salary of the mayor shall be the sum of \$10,687.92, which shall be payable in equal biweekly installments.
- (2) ~~Effective January 1, 2017, the salary of each of the councilperson shall be the sum of \$491.92 per month. Effective January 1, 2018, the salary of each councilperson shall be the sum of \$504.22 per month. Effective January 1, 2019, the salary of each councilperson shall be the sum of \$518.09 per month.~~ Effective January 1, 2021 the annual salary of each councilperson shall be the sum of \$6,760.31, which shall be payable in equal biweekly installments.
- (3) The mayor and any councilpersons attending any meeting or other business relating to the function of the city shall be entitled to reimbursement for their expenses, provided, that such reimbursement is authorized by the council. The provision shall not apply to attendance at regular and special council meetings or performing routine council business.

Charter reference— Salaries of mayor and council, § 2.07.

Minnesota State Statute reference – 415.11

The ordinance shall become effective January 1, 2021

Passed by the Common Council of the City of Marshall, Minnesota this ____ day of, ____ 2020.

Mayor

Attested:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 14, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider a LG220 Application for Exempt Permit for SMSU Foundation for January 13, 2021.
Background Information:	Attached is an application for Exempt Permit for SMSU Foundation for an event to be held on January 13, 2021 at SMSU 1501 State Street
Fiscal Impact:	There is no City fee for this permit.
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to SMSU Foundation to hold a raffle on January 13, 2021, at Southwest Minnesota State University , 1501 State Street, Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30- day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Southwest Minnesota State University Foundation Previous Gambling Permit Number: _____
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 1501 State Street
City: Marshall State: MN Zip: 56258 County: Lyon
Name of Chief Executive Officer (CEO): Bill Mulso
CEO Daytime Phone: 507-537-6267 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): Barb.Berkenpas@smsu.edu

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Southwest Minnesota State University Campus
Physical Address (do not use P.O. box): 1501 State Street
Check one:
 City: Marshall Zip: 56258 County: Lyon
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): January 13, 2021

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: Clerk Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

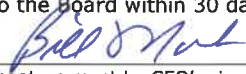
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 7/10/2020

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

Print Name: Bill Mulso

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

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

This form will be made available in alternative format (i.e. large print, braille) upon request.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

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

City of Marshall Boards and Commissions

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

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

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

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

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

Planning Commission	Incumbent	New Applicants
2 opening (2) unexpired terms to expire 5/31/23	Bruce Knieff	

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

Public Housing Commission	Incumbent	New Applicants
1 opening (1) unexpired term to expire 5/31/25	Patricia Knobon	

**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:	

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

FROM: Sharon Hanson, City Administrator

DATE: July 14, 2020

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for June are as follows:

June:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	3		3	1	1	2	5	15	20
Dismissed									
Non-Prosecution	1	1				2	1	5	1
Refer to County									

ADMINISTRATION

- Staff continue to contribute inputs into the draft 2021 budget. A preliminary budget presentation on the overall budget will take place the last mtg in July. We will not receive April sales tax data until mid-July. At that time, we hope we can make some assumptions about revenue going forward and better assess budget impacts.
- The City played a large partnership role with Avera, County and Public Health for the community-wide testing event held mid-June. We have provided the State of MN a cost estimate of staff time and resources and will await the State’s guidance for possible reimbursement.
- The City received the CARES act funding of just over \$1 million last week. City EDA staff have formulated a draft grant assistance program that will be reviewed by EDA Board on July 15th. City and County staff have also been communicating on the CARES act funding in terms of US Treasury guidance. City and County staff/elected officials/Mayor met on Friday July 8th to discuss possible partnership in any grant allocation program.
- Lauren Deutz, EDA Director and I have had several business meetings with local and non-local developers/businesses regarding development in Marshall. In addition to working on the CARES

act grant assistance program detail work, Lauren has assisted several businesses with other types of loans/grants currently available due to COVID.

- City Hall Committee met on-site July 1 to review progress on hotel demolition and City Hall construction. Scott VanDerMillen has been assigned City Hall Owner's Representative to fill in for the position vacated by retiring Glenn Olson. Ray Henriksen has been on-site daily and provides reports back to Scott and whenever needed.
- General City Hall Progress Update:
 - The majority of the hotel has been demolished, there is 30-40' remaining
 - The debris fills the basement yet, it will be hauled out next week
 - Work on the front part of the municipal building will be halted to allow for the remaining hotel demolition process
 - Basement slabs have been removed from the municipal building
 - The main floor steel deck is in place
 - Elevator pit slab has been placed
 - Sumps are in place but not connected
 - Basement underfloor plumbing is nearly in place
- Other meetings I attended over the last month and work: Jason Anderson and I met with County officials to discuss ditch assessments within the City, multiple staff meetings, Archery Park Ribbon Cutting, multiple meetings regarding Avera testing event, radio interview, newspaper article, discussion with Museum on Hotel artifacts.

Economic Development Authority

- Staff continues attending webinars regarding COVID-19 related economic development tools and resources.
- Staff is assisting recruitment efforts on Block 11 for tenants for commercial space.
- Staff is continues working on new brand materials.
- Staff continues to update the properties inventory spreadsheet (commercial buildings and sites available for sale and rent) and LOIS (Location One Information System) to help further assist businesses that are looking for space.
- Staff is working with two local businesses on expansion projects.
- Staff has two land proposals out for review.
- Hoganson's Façade Improvement project is now complete. They have provided all documentation for reimbursement.
- Henle's Façade Improvement project is now complete and is working through the reimbursement process.
- Staff is working with owners of Broadmoor Valley on a grant program through Minnesota Housing.
- Project Cobra RFI Update: Received notification from DEED – Lisa Hughes that Project Cobra's timeline may be pushed back 1 week due to some scheduling adjustments the company has requested. I'll still strive to have feedback on submitted sites the week of July 6th, but may need to delay this to the following week. Other than this potential minor delay, everything remains on track.

Human Resources

Clerk

- Publications for city offices will be in the Marshall Independent during the month of July. Candidate Filing will begin July 28 – August 11 5:00 PM. Four elected officials have expiring terms in 2020; Mayor Byrnes, Councilmember Bayerkohler, Councilmember Meister, Councilmember Lozinski.
- The City of Marshall, Lyon County and Minnesota Secretary of State's office are continuing to plan for the August 11 state primary and November 3 election. Securing PPE, sanitation supplies and ensuring social distancing are top priorities along with election day security.
- Continuing to monitor the 2020 Census response, currently the City of Marshall is reporting over a 72% response rate. With the self-response timeline extended until October 31 we will begin developing plans with SMSU and landlords and households located in census track 3605 as that track is producing our lowest responses.
- The 2019 FEMA Grant project (flood) is wrapping up another project (bike trail). This is the second to last open project under the 2019 FEMA grant project. The frost boils repair project is still open as FEMA has not giving the City of Marshall a direct response regarding coverage for the damage caused in 2019. All other projects are closed, and reimbursement has been received.
- Continuing to secure and disperse technology to employees to ensure a more effective telecommunication experience.
- Continuing to work with staff implement the City of Marshall COVID-19 Preparedness plan throughout all City of Marshall facilities.

Finance

- 2021 Budget Work – the first budget work session will be 7/14/2020 and the agenda topics will be on business like funds.
- 2020B Bonding – Proceeds will be received 7/9/2020
- CARES Act Funding – The City of Marshall received just over a million dollars from the federal CARES act and the finance department is working on identifying expenses directly related to the COVID-19 public health emergency. The City has until November 15, 2020 to spend this federal assistance money. Any funds remaining after November 15, 2020 will be turned over to Lyon County.

Assessing

Liquor Store

- June Financials: Sales \$637,727 + **29%**, Ticket Average \$33.89 +**17.67%**, and customer count 18,817 + **10%**. Overall another strong month for financials. Customers continue to purchase large pack sizes across the board for all categories. We are running into supply outages across several products recently.
- Our store has seen an increase in call ahead for in-store/curbside pickup this month. We are currently working on a module for on-line ordering that would be integrated into our point of sale system to better accommodate these orders.

COMMUNITY SERVICES

- The Aquatic Center enters its third full week of being open to the public. Almost 600 admission wristbands have been purchased. Average daily attendance thus far is at about 105.

- State Farm Insurance (Charlie Aufenthie’s Agency) in collaboration with Cold Stone Creamery provided 200 FREE scoops of ice cream to Aquatic Center users on July 8th.
- Staff continues work on the 2021 Budget as well as preparing for Fall 2020 Community Education & Recreation offerings.
- Marshall will host the 2020 Minnesota Sports Federation 13 AA Youth Baseball State Tournament July 24-26 at both the Amateur Sports Complex and Independence Park.
- Adult Softball & Sand Volleyball Leagues began play this week. Sand Volleyball has 34 teams competing while Softball has a total of 18.
- Veteran’s Memorial Final Phase progress continues. All flatwork concrete has been completed. Concrete will cure for 30 days before being sealed.
- Freedom Park restroom/storage project should be completed within the next three weeks. Exterior of building is finished, and doors have been installed. Plumbing fixtures and electrical scheduled to be completed next week.
- Red Baron Arena update: Chiller has been repaired and system was engaged this week. Building of ice and painting on Lockwood rink will take place over the next four days with goal of being available to public on July 13th.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 500 open job files. Horvath Remembrance Center, UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- City buildings ADA-compliance review is complete.
- New permit software development/implementation is going well.

PUBLIC WORKS DIVISION

Engineering

- MERIT Phase 2 – Seeding has been completed. A protective chip seal surface including striping will be placed early fall.
- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Construction has been completed. Minor cleanup remains.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney) – Currently providing a cost estimate for concrete paving of alley for the property owners to evaluate.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. will be beginning construction activities on South 4th Street between Southview Drive and Country Club Drive beginning this week. The contractor will begin with removing the existing roadway. During this time, the roadway will continue to be passible. It is recommended that only local traffic and no thru traffic use the street during pavement removal. After the roadway is removed, the contractor will begin underground construction. During that time, the roadway will be closed to all traffic. Construction on South 4th Street is anticipated to continue until November 2020.

- Project Z76: South 1st Street – Duininck anticipates a project start in late August/early September. Project is anticipated to be completed by mid-November.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Project awarded to Towne & Country Excavating LLC of Garvin, MN. Construction is anticipated for August.

Building Maintenance

- No report.

Street Department

- No report.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney Construction has completed the new Final Clarifier tank, finished underground piping at Biosolids Storage Tank, Storage tank is painted, roofing for storage tank building is scheduled for this week, painters are sand blasting interior of Trickling Filter, new Return Structure is scheduled for next week.
- Working on manhole repairs.
- Staff has performed 270 equipment work orders in the last 30 days.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to sixteen (16) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (5)
 - Fire; Structure (9):
 - Medical Assist (1)
 - Vehicle Accident (1)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 709 calls for the month of June. 90 criminal offenses were reported with a total number of 26 adults arrested. This month we have responded to the most calls for service since January and the beginning of the pandemic.

OFFICER'S REPORT

- Alarms (14)

- Accidents (18)
 - Alcohol involved incidents (5)
 - Assaults (0)
 - Domestic Assaults (18)
 - Burglaries (4)
 - Criminal Sexual Conduct (3)
 - Damage to Property (17)
 - Keys Locked in Vehicles (34)
 - Loud Party (3)/ Public Disturbances (12)
 - Thefts (20)
 - Traffic Related Complaints (47)
 - Vandalism (3)
 - Warrant Pickups (7)
 - Welfare Checks (24)
- Four DWI/DUI arrests were made during this month. In one incident the suspect became unresponsive due to a drug overdose. The drug Narcan was administered on the scene and the suspect was revived.
 - The high number of damage to property reports received include vehicle tires that were slashed. In another incident, a male party was arrested for damaging the flowerpots in Memorial Park.
 - A large number of domestic assaults were responded to in June. In two incidents the suspects were charged with felonies based on the substantial injuries to the victims.
 - Arrest warrant pick-ups and traffic stops have increased slightly as a result of the court system slowly re-opening.

PERSONNEL/OTHER

- Sergeant Tim Tomasek retired after 31 years with the Marshall Police Department. Tim's integrity and willingness to take on complex cases will be missed. The Police Advisory Board has met and has approved the hiring and promotional process to begin. The open police officer position has been posted with a tentative date of September for an anticipated hire date. Once an officer is hired, the promotional process to fill the vacant sergeant position will begin.
- Both police squad cars that were ordered last August were received June 23rd, 2020. The company that installs the emergency equipment has started the process to remove equipment and re-install into the new vehicles.

DETECTIVE REPORT

- A 29 year old woman was arrested for 2nd Degree Assault following the investigation of a stabbing.
- A 38-year-old Marshall man was arrested for Financial Transaction Card Fraud following an investigation of the unauthorized use of a credit card. A second case of Financial Transaction card fraud is under investigation.
- A Marshall juvenile was charged with 5th Degree Controlled Substance Crime following a narcotics investigation.

- A 55-year-old Marshall man was arrested for Threats of Violence at the conclusion of an investigation of a neighborhood complaint.
- A 34-year-old Taunton man was arrested for Burglary, Domestic Assault, and Cruelty to Animals. Further investigation is being conducted.
- A report was forwarded to the Lyon County Attorney's for consideration of charges against a Marshall juvenile for Criminal Damage to Property at Westside Elementary School.
- 7 cases of Criminal Damage to Property are under investigation, including damage to the George Floyd memorial art display in the SMSU Alumni Foundation parking lot.
- A case of a sexual assault on a minor was investigated and determined to have occurred in another jurisdiction. The case was forwarded to the Lyon County Sheriff's Dept.
- 3 additional cases of Criminal Sexual Conduct are under investigation.
- 7 cases of Theft are under investigation.
- 2 cases of Theft by Swindle where Marshall residents lost money in scams are under investigation.
- 3 cases of Voter Registration Fraud were investigated. One case remains under investigation, one case was unfounded, and the third case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- A case of Ineligible Possession of a Firearm is under investigation, pending analysis at the BCA Forensic Laboratory.
- 3 Death Investigations were conducted.
- 2 cases of Check Forgery are under investigation.
- 3 cases of Child Neglect and 2 cases of Child Endangerment are under investigation in conjunction with Southwest Health and Human Services.
- A case of the financial exploitation of a vulnerable adult is under investigation.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings.
- A Comprehensive Advanced Life Support (CALS) class was hosted at MERIT on June 9-11. The organization utilized the entire facility to conduct medical training for 35 medical professionals.
- The National Guard utilized the driving track for training on June 12-14th.
- MN West conducted EVOG training for law enforcement on June 9th as well as fire service training on June 15th and 17th.
- MN West conducted Trained Medical Aide classes, CDL class, Commercial Vehicle Inspection class, Moped Certification and Basic Rider Motorcycle Safety classes in June. Combined, 79 people attended the training.
- Community Services hosted Adult Yoga class at the MERIT Center 6 times in June.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing.

EMERGENCY MANAGEMENT

- City leadership continues to communicate with the Minnesota Department of Health, Lyon County and our local healthcare provider, AVERA regarding our community's response to the pandemic.

--UNAPPROVED --

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
JULY 8, 2020**

MEMBERS PRESENT: Edblom, Fox, Schroeder, Knieff and Lee

MEMBERS ABSENT: Carstens

OTHERS PRESENT: Glenn Bayerkohler Jason Anderson and Ilya Gutman

1. The meeting was called to order by Chairman Edblom. He asked for the approval of the minutes of the June 10, 2020, regular meeting of the Marshall Planning Commission. Lee MADE A MOTION, SECOND BY Knieff, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.

2. Gutman explained that an existing garage is currently located within about a foot of the side property line. It is in a very bad shape and the owner would like to take it down and rebuild in the same location to utilize existing concrete garage floor. The Ordinance calls for 5-foot side yards for accessory buildings. An adjacent property also has a garage which is located very close to the side property line. Based on the above considerations and considering that the current garage location is due to circumstances unique and not created by the owner and rebuilding this garage will not alter the neighborhood's essential character, staff believe a variance request is justified. Staff recommends approval to the City Council of the request by Charles and Jolene Steffl for a Variance Adjustment Permit for re-building a garage within required side yard. Edblom said a neighbor at 107 E Redwood Street emailed that she is in favor of the variance being approved. Lee MADE A MOTION, SECOND BY Schroeder, to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. Knieff said he believes the neighbors would be happy to have this improved. Schroeder MADE A MOTION, SECOND BY Knieff to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION

3. A MOTION WAS MADE BY Lee, SECOND BY Schroeder to adjourn the meeting. ALL VOTED IN FAVOR. Chairman Edblom declared the meeting adjourned.

Respectfully submitted,
Chris DeVos, Recording Secretary



BUILDING PERMIT LIST

July 14, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
SAC Wireless	400 BRUCE ST S	EXTERIOR STRUCTURE	25,000.00
KESTELOOT, KOREY R & MELISSA M	500 ELIZABETH ST	NEW BUILDING	300,000.00
SUSSNER CONSTRUCTION, INC.	408 MAIN ST E	INTERIOR REMODEL	122,000.00
LinnCo Inc	326 MAIN ST W	DEMOLITION	400,000.00
KAISER, DANIEL J & SHERYL A	1105 DAVID DR	OVERHEAD GARAGE DOOR	3,000.00
GESKE HOME IMPROVEMENT CO.	401 HAWTHORN DR	EXTERIOR REMODEL	21,100.00
INDEPENDENT LUMBER OF MARSHALL, INC	1200 ALAN AVE	INTERIOR & EXTERIOR REMC	10,000.00
JAMES LOZINSKI CONSTRUCTION INC.	200 MARSHALL ST E	RE-ROOFING	9,000.00
JAMES LOZINSKI CONSTRUCTION INC.	601 KATHRYN AVE	RE-ROOFING	5,300.00
REYES-ESPARZA, DIANA I	807 COLOMBINE DR	OVERHEAD GARAGE DOOR	800.00
BARTZ, RICHARD D & KAREN DAVIS	1305 GREENVIEW PL	INTERIOR REMODEL	5,000.00
INDEPENDENT LUMBER OF MARSHALL, INC	303 MINNESOTA ST N	DECK	7,500.00
BARKER, JARROD G & ERIN L	111 GRAY PL	DECK	9,700.00
BUCK, STEVEN L & SALVACION P	104 HILL ST S	RE-ROOFING	6,900.00
DERUYTER, TODD A	203 6TH ST S	RE-ROOFING	5,500.00
JEFF GLADIS CONSTRUCTION	1400 SARATOGA ST S	INTERIOR & EXTERIOR REMC	12,000.00
KEVIN LANOUE CONSTRUCTION LLC	103 GRAY PL	RE-ROOFING	10,000.00
AMERICAN WATERWORKS	306 ELM ST	INTERIOR REMODEL	8,800.00
PEAK PROS INC	204 HILL ST S	RE-ROOFING	10,500.00
BABCOCK CONSTRUCTION	608 LYON ST W	EXTERIOR REMODEL	24,700.00
BABCOCK, MARI JO & JAMES	512 HUDSON AVE	EXTERIOR REMODEL	2,100.00
JEFF GLADIS CONSTRUCTION	1406 PINEHURST RD	RE-ROOFING	9,600.00
ZENT, CHRISTOPHER E & TERRI R	1112 WASHINGTON AVE	INTERIOR REMODEL	800.00
JAMES LOZINSKI CONSTRUCTION INC.	507 PLEASANT ST	RE-ROOFING	2,500.00
JAMES LOZINSKI CONSTRUCTION INC.	609 1ST ST S	Windows	4,200.00
CARLA. ROHLIK (HAMMER'S AWAY, INC.	601 VILLAGE DR	RE-ROOFING	33,000.00
MELLENTHIN, CODY C & AMANDA M	705 ELIZABETH ST	DECK	7,100.00

Item 29.	ELAINE M SWIFT TRUSTE, SWIFT FAM 103 GRAY PL	Windows	Page 134
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PLUMBING PERMIT LIST
July 14, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Coequyt Plumbing & Heating LLC	309 BRUSSELS CT	NEW BUILDING	0.00
Plumbing and Heating of Willmar Inc	344 MAIN ST W	INTERIOR REMODEL	0.00
BISBEE PLUMBING & HEATING	408 MAIN ST E	INTERIOR REMODEL	0.00
Coequyt Plumbing & Heating LLC	1300 ENGLEWOOD RD	INTERIOR REMODEL	2,000.00



SIGN PERMIT LIST
July 14, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Robert Hennen	317 MAIN ST W	N/A	4,900.00
AP Design	236 MAIN ST W	N/A	7,500.00
SCENIC SIGN CORPORATION	1221 MAIN ST E	N/A	13,400.00

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

July

- 7/14 Work Session, 4:30 PM, MERIT Center
 - Budget Work Session #1
 - 7/14 Regular Meeting, 5:30 PM, MERIT Center
 - 7/28 Work Session, 4:30 PM, MERIT Center
 - Budget Work Session #2
 - 7/28 Regular Meeting, 5:30 PM, MERIT Center
-

August

- 8/11 Regular Meeting, 4:00 PM, MERIT Center ****Election Day** Must Adjourn by 6:00 PM****
 - 8/18 Work Session, 5:30 PM, MERIT Center
 - Budget Work Session #3
 - 8/25 Work Session, 4:00 PM, MERIT Center
 - Budget Work Session #4
 - 8/25 Regular Meeting, 5:30 PM, MERIT Center
-

September

- 9/8 Regular Meeting, 5:30 PM, MERIT Center
- 9/22 Regular Meeting, 5:30 PM, MERIT Center



CITY COUNCIL COMMITTEES

*All Council Committees meet on an as needed basis.

Equipment Review Committee

Glenn Bayerkohler
Craig Schafer- *Chairperson*
James Lozinski

Public Improvement/ Transportation Committee

Craig Schafer – *Chairperson*
Russ Labat
James Lozinski

Legislative & Ordinance Committee

Steven Meister
John DeCramer
Glenn Bayerkohler - *Chairperson*

Ways & Means Committee

John DeCramer - *Chairperson*
Russ Labat
Glenn Bayerkohler

Personnel Committee

Steven Meister
Craig Schafer
John DeCramer- *Chairperson*

Liaisons & Board Members on the City Boards & Commissions

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

Other Appointments:

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

Authorities, Boards, Bureaus and Commissions

Adult Community Center Commission

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

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

Term: 3 years – two term limit

Members: 8 Members

Airport Commission

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

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

Term: 3 years – two term limit

Members: 7

Cable Commission

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

Meetings: As needed

Term: 3 years – two term limit

Members: 5

Charter Commission

Established: October 5, 1936

Meetings: As needed

Term: 4 year terms

Members: 7 -15

Community Services Advisory Board

Established: February 20, 1996

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

Term: 3 years – two term limit

Members: 12

Convention & Visitors Bureau

Established:

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

Term: 3 years – two term limit

Members: 10

Economic Development Authority

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

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

Term: 6 years – two term limit

Members: 7

Housing & Redevelopment Authority

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

Meetings: As needed

Term: 5 years – no term limit

Members: 7 (Councilmembers)

Library Board

Established: July 16, 1917,

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

Term: 3 years – two term limit

Members: 9

Marshall Municipal Utilities Commission

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

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

Term: 5 years – two term limit

Members: 5

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

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

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

Term: Variable

Members: 18 or less

Planning Commission

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

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

Term: 3 years – two term limit

Members: 7

Police Advisory Board

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

Meetings: As needed

Term: 3 years – two term limit

Members: 3

Public Housing Commission

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

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

Term: 5 years – two term limit

Members: 5

Southwest Minnesota Regional Amateur Sports Commission

Established: October 21, 2008

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