



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

**Tuesday, July 28, 2020 at 5:30 PM  
Minnesota Emergency Response and Industrial  
Training (MERIT) Center, 1001 Erie Road**

**NOTICE: Pursuant to Minnesota State Statute 13D.021**

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

**OPENING ITEMS**

1. Call to Order/Pledge of Allegiance

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

2. Consider approval of the minutes of the work session and the regular meeting held on July 14, 2020.

**PUBLIC HEARING**

3. Public Hearing and Adoption 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.

**AWARD OF BIDS**

4. Consider Award of Bids for fire station electrical service change out.

**CONSENT AGENDA**

5. ADA Transition Plan for Public Sidewalks & City Rights-of-Way – Call for Public Hearing.
6. Review and approve amended Resolution No. 4042, being a resolution for vacation of a city street in the City of Marshall pursuant to City Charter and State Statutes.
7. Consider approval of the bills/project payments.

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**TABLED ITEM**

8. Consider Award of Bids for Street Sweeper for the Street Department.

**NEW BUSINESS**

9. Authorization for ADA Ped Ramp and Bike Trail Improvements.
10. Marshall EDA CARES Grant Program.
11. Consider adoption of the ordinance amending salaries and compensation of mayor and councilpersons.
12. Consider a LG220 Application for Exempt Permit for SMSU Foundation for February 13, 2021.

**COUNCIL REPORTS**

13. Commission/Board Liaison Reports
14. Councilmember Individual Items

**STAFF REPORTS**

15. City Administrator
16. Director of Public Works
17. City Attorney

**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.**

**INFORMATION ONLY**

[18.](#) Information Only

**MEETINGS**

[19.](#) Upcoming Meetings

**ADJOURN**

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# RULES OF CONDUCT

- You may follow the meeting online – [www.ci.marshall.mn.us](http://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

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes of the work session and the regular meeting held on July 14, 2020.
<b>Background Information:</b>	Enclosed are the minutes of the work session and the regular meeting held on July 14, 2020.
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
<b>Recommendations:</b>	that the minutes of the work session and the regular meeting held on July 14, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL  
BUDGET WORK SESSION  
M I N U T E S  
Tuesday, July 14, 2020**

The work session of the Common Council of the City of Marshall was held July 14, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 4:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer (4:45 PM), Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: Steven Meister. Staff present included: Sharon Hanson, City Administrator; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Karla Drown, Finance Director; Dean Coudron, Public Ways Superintendent; Bob VanMoer, Wastewater Treatment Facility Superintendent; Scott Truedson, Assistant Wastewater Facility Superintendent; Eric Luther, Tall Grass Liquor Manager and Kyle Box, City Clerk.

**Tall Grass Liquor Proposed 2021 Budget**

Director of Administrative Services, Annette Storm provided an overview of the agenda item. Director Storm introduced Tall Grass Manager Eric Luther to present the Tall Grass 2021 budget.

**Wastewater Proposed 2021 Budget**

Wastewater Superintendent Bob VanMoer provided the background information on the 2021 Wastewater Treatment Facility proposed budget.

**Storm Water Proposed 2021 Budget**

Director of Public Works/ City Engineer Jason Anderson provided an overview of the 2021 Surface Water proposed budget.

Mayor Byrnes also discussed the Sales Tax numbers received for the month of April.

**Adjournment**

At 5:09 PM, Mayor Byrnes Adjourned the meeting.

Attest:

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

\_\_\_\_\_  
Mayor

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, July 14, 2020**

The regular meeting of the Common Council of the City of Marshall was held July 14, 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, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Scott VanDerMillen Director of Community Services/ City Hall Owners Representative; Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/ Assistant Zoning Administrator; Ray Henriksen, Chief Building Official/ Building Services Coordinator; Eric Luther, Tall Grass Liquor Manager 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 two work sessions and the regular meeting held on June 23, 2020.**

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

**Consider Award of Bids for Street Sweeper for the Street Department.**

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 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.

Jason Anderson Director of Public Works/ City Engineer introduced the agenda item and commented that staff had been approached by some councilmembers on keeping the existing street sweeper in the fleet and add an additional street sweeper to the fleet.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer 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 \$240,259.00 and retain the existing 2015 Elgin Pelican street sweeper to establish equipment replacement schedule. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer. Voting Nay: Councilmember Meister, Councilmember Bayerkohler, Councilmember Labat, Councilmember Lozinski. The motion **Failed. 3-4**

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister to table. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

**Consider Award of Bids for Dump Box, Plow and Wing for Street Department.**

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 total net cost is \$154,797.75. The approved 2020 Bonding-Levy included \$150,000 for the purchase of this unit.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski 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. 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 Labat requested that item number 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, be removed for further discussion.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister 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 of a rate extension of the group Long-Term Disability Insurance policy

Approval of the 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.

Approval of a LG220 Application for Exempt Permit for Holy Redeemer Church for August 19, 2020.

Approval of a LG220 Application for Exempt Permit for Holy Redeemer Church for September 26, 2020.

Approval of a Temporary On-Sale Intoxicating Liquor License for Holy Redeemer Church for August 19, 2020.

Approval of a Temporary On-Sale Intoxicating Liquor Licenses for Marshall Area Chamber of Commerce for July 29, 2020.

Approval of the Ratification of a Resolution Approving the Sale of City Owned Property to Marshall Municipal Utilities.

Approval of the bills/project payments

**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.

Councilmember Labat provided clarification to the public on the agenda item.

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

**City Hall Committee Report**

City Administrator, the City Hall Committee and City Hall Owner's Representative/ Director of Community Services, Scott VanDerMillen and Chief Building Official/ Building Services Coordinator, Ray Henriksen provided an update on the City Hall construction and Marshall Hotel Demolition.

Chief Building Official/ Building Services Coordinator, Ray Henriksen presented photos and discussed actions that have taken place to date and future decisions that need to be made by the council in order for the project to continue.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat to affirm the staff recommendation to remove the cinderblock wall on the existing city hall, to correct the offset of city hall wall and to affirm the professional services agreement for design of a new structure to stabilize and supplement the wall with Mainstay Café. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

**Consider request of Marshall Public Schools for City funding assistance for relocation of shared use path.**

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.

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.

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.

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.

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.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski 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. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed 6-1**

**Request for a Variance Adjustment Permit for Charles and Jolene Steffl at 109 East Redwood St**

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. The variance regulations and procedures are found in Section 86-29 [https://library.municode.com/mn/marshall/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH86ZO\\_ARTIIADEN\\_DIV1GE\\_S86-29VA](https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV1GE_S86-29VA). 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.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer 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. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat. Voting Abstaining: Councilmember Lozinski. The motion **Passed. 6-0-1**

**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.

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

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the Council adopt Ordinance Number 751, Second Series 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. 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.

Motion made by Councilmember Meister that the Council adopt Ordinance Number 752, Second Series 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**

**Tall Grass Liquor Annual Report**

Tall Grass Liquor Store Manager, Eric Luther, presented the 2019 annual report for Tall Grass Liquor.

**Introduction of the ordinance amending salaries and compensation of mayor and councilpersons.**

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.

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.

Staff have adjusted the proposed salaries to be in line with the nonunion employee general wage increases through December 31, 2021. The proposed ordinance will become effective January 1, 2021.

Mayor Salary - \$10,687.92 (annual). \$858.84 increase since January 1, 2019  
Councilpersons Salary - \$6,760.31 (annual). \$543.23 increase since January 1, 2019

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to introduce the ordinance amending the salaries and compensation of the mayor and councilpersons. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat  
Voting Nay: Councilmember Bayerkohler, Councilmember Lozinski. The motion **Passed. 5-2**

**Consider a LG220 Application for Exempt Permit for SMSU Foundation for January 13, 2021.**

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer 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. Voting Yea:

Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember Bayerkohler. The motion **Passed. 6-0-1**

**Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.**

Mayor Byrnes introduced and recommended the following applicants to various positions.

Planning Commission

Bruce Knieff to an unexpired term set to expire on 5/31/23

Public Housing Commission

Patricia Knoblen to an unexpired term set to expire on 5/31/23

Motion made by Councilmember Meister, Seconded by Councilmember Labat to approve the appointments to the various boards, commissions, bureaus and authorities. 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 Region Development Commission continues to promote the funds received for economic development assistance for small businesses affected by COVID-19.

Schafer No Report

Meister No Report

Bayerkohler Planning Commission met and discussed agenda item number 16.

DeCramer No Report

Labat Library Board met and continue its response to COVID-19. The overall visitor count to the library is down for the year but is up from the previous month.

Police Advisory Board met and approved the hiring and promotional process to begin with the retirement of an officer.

Convention and Visitors Bureau met and has started booking events for 2021 and are working on sponsorships for the arena.

Lozinski No Report

### **Councilmember Individual Items**

Councilmember Meister reminded everyone to wear a mask and to wear it appropriately.

Councilmember Bayerkohler asked the City Attorney, Dennis Simpson what the total purchase price for the Marshall Hotel was. Attorney Simpson confirmed the \$210,000 purchase price of the hotel. Member Bayerkohler discussed the appraised value of the hotel at the time of purchase and the costs of the project on the property to date totaling \$831,609. According to the City Assessor, after the hotel is demolished the assessed value of the property will be \$42,000-\$52,000. Bayerkohler recommended that the hotel project be reviewed by council and staff to see if any lesson could be learned and to see if there is any action that could be taken to reduce the City's losses.

Member DeCramer reminded users of the compost site to use existing piles of compost. Member DeCramer also asked the council as a whole on meeting as a whole again. There was further discussion by council and staff on the pros and cons of meeting in person and via Zoom.

Councilmember Lozinski discussed an alley way project that is being resolved by the Public Works Department. Member Lozinski also commented on the Marshall Hotel project.

Mayor Byrnes discussed the positive comments on the July 4 fireworks display. Mayor Byrnes also commented on the numerous messages received on issuing a mandatory mask mandate for the city of Marshall. Mayor Byrnes also discussed the 2020 April general sales tax report for the City of Marshall. Mayor Byrnes also recommended that a CARES Fund Oversight Committee.

### **City Administrator**

City Administrator Sharon Hanson provided further insight on the general sales, food, beverage and lodging tax numbers for the city of Marshall.

### **Director of Public Works**

Director of Public Works/ City Engineer Jason Anderson provided discussion on the Airport Commission, as well as an update on construction projects throughout the city.

### **City Attorney**

City Attorney Dennis Simpson commented the Buffalo Ridge Plat has been completed and the project can now proceed.

### **Administrative Brief**

There were no questions on the Administrative Brief.

### **Information Only**

There were no questions on the information items.

### **Upcoming Meetings**

There were no questions on the upcoming meetings

**Adjourn Meeting**

At 8:18 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn.  
Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler,  
Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

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Mayor

Attest:

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City Clerk

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Public Hearing and Adoption 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
<b>Background Information:</b>	<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> <p>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 was introduced at the July 14, 2020, City Council meeting.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	<p>that the Council close the public hearing on 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.</p> <p>that the Council adopt Ordinance No. XXX, Second Series, Amending Section 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.</p>

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.

**ORDINANCE NO. \_\_\_\_\_, SECOND SERIES**

**ORDINANCE AMENDING  
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 86  
RELATING TO ZONING**

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

Section 1: City Code of Ordinances, in the sections shown below, is hereby amended by adding the following uses as a conditional use:

Sec. 86-104 B-3 – General Business District, (d) Conditional uses;

Meat and butcher shops and cold storage lockers, with limited slaughtering  
Sec. 86-106 I-1 – Limited Industrial District, (d) Conditional uses;

Meat and butcher shops and cold storage lockers, with limited slaughtering  
Sec. 86-107 I-2 – General Industrial District, (d) Conditional uses;

Meat and butcher shops and cold storage lockers  
Meat processing plants  
All other listed conditional uses remain unchanged.

Section 2: City Code of Ordinances, in the section shown below, is hereby amended by adding the following use as a permitted use:

Sec. 86-107 I-2 – General Industrial District, (b) Permitted uses;

Landscaping including outside material storage  
All other listed permitted uses remain unchanged.

Section 3: This ordinance shall take effect after its passage and publication.

Passed and adopted by the Common Council this 28<sup>th</sup> day of July, 2020.

THE COMMON COUNCIL

ATTEST:

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

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

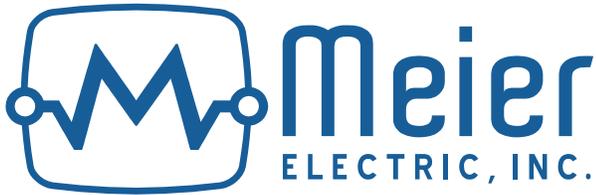
Introduced on: July 14, 2020

Final Passage on: July 28, 2020

Published in the Marshall Independent: \_\_\_\_\_

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Award of Bids for fire station electrical service change out.
<b>Background Information:</b>	<p>The 2020 City of Marshall capital improvement plan included this project to change out the electrical service and all the breakers at the Marshall fire station. The project would convert 480/277v, 600-amp, 3 phase switch gear Federal Pacific breakers to 208/120v 600-amp 3 phase switch gear square D breakers. This proposal would also include an automatic transfer switch for the addition of a generator. This will be crucial in the event of power loss so we can get the equipment out of the fire station. The above description is tabulated in the base bid. There was an alternate bid option to supply a 90 kw, natural gas-powered generator. This project will be coordinated with MMU so they can also change out the transformer behind the building as they've been wanting to complete this project for a long time.</p> <p>The justification for this project is that Federal Pacific circuit breakers are notorious for sticking open and catching fire. Multiple tests done on the breakers since the 1980s have proven that one in four Stab-Lok breakers (currently in the fire station) are defective and will not properly trip off. Unfortunately, when the testing began in the early 1980s, a New Jersey court later ruled that Federal Pacific Electric committed testing fraud and a cover-up, labeling the breakers as meeting the standards set by the UL (Underwriters Laboratories) when they were defective. In 1983, the Consumer Product Safety Commission closed its two-year investigation and felt it impossible to create a product recall at the time because of budget issues, even as Federal Pacific panels and breakers continued to be installed in millions of homes and businesses that to this day still run the risk of an electrical fire. An estimated 2,800 fires each year directly result from Federal Pacific panel breaker malfunction. Federal Pacific Electric has been out of business for many years, but the danger is still ever present.</p> <p>The only price not included in this project is the stand for the transfer switch, which will be fabricated by a 3<sup>rd</sup> party local vendor. Estimate received for this stand to fabricate is not to exceed \$400.00</p>
<b>Fiscal Impact:</b>	\$30,766.91 + Cost of transfer switch stand. This project was included in the 2020 Capital Levy for a \$45,000 budget
<b>Alternative/ Variations:</b>	No alternative actions recommended
<b>Recommendations:</b>	Accept base bid from Heartland Mechanical, Inc. for \$30,766.91 with no alternate. Transfer switch stand cost to be paid direct to the vendor.



To: Marshall Fire Department  
201 East Saratoga Street  
Marshall, MN 56258

Attention: Quentin Brunsvold  
Fire Chief  
[Quentin.Brunsvold@ci.marshall.mn.us](mailto:Quentin.Brunsvold@ci.marshall.mn.us)

Project: 2020 Fire Station Electrical Up-Grades

Location: 201 Esat Saratoga Street

Subject: Proposal – in accordance with owner provided **scope of work** Rev. 4 TA dated 6/5/2020

Description: As listed below

<b>MARSHALL FIRE STATION 2020 NEW SERVICE AND GEAR</b>
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ITEM	DESCRIPTION	QTY.
1	A. PROVIDE AND INSTALL 600V 400A 208/120V 3PH AUTOMATIC TRANSFER SWITCH ASCO 300 OPEN TRANSITION NEMA 3R ENCLOSURE	1
	LOCATE EXITING SECONDARY SERVICE CONDUIT AND CONDUCTORS	1
	AUGUR 18" DIA X 60" DEEP OPENING FOR TRANSFER SWITCH SUPPORT FOUNDATION	2
	INSTALL 18" DIA SONO TUBE IN AUGURED OPENINGS	8
	POUR CONCRETE FOUNDATIONS 4000LBS GRANITE	1
	PROVIDE AND INSTALL ANCHORED BOLTS IN POURED FOUNDATIONS	8
	INSTALL TRANSFER SWITCH CUSTOM FABRICATED SUPPORT STRUCTURE (PROVIDE BY BEND-RITE)	1
	INSTALL TRANSFER SWITCH ON CUSTOM FABRICATED SUPPORT STRUCTURE	LOT
	<b>SHUT-DOWN 1</b>	
	REMOVE EXITING SECONDARY CONDUCTORS FROM UTILITY TRANSFORMER TO EXISTING MAIN CIRCUIT BREAKER	1
	EXCAVATE ON EITHER SIDE OF NEW TRANSFER SWITCH TO EXPOSE EXISTING SECONDARY CONDUITS	1

***Electrical Contracting and Service***

*This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started*

	INTERCEPT EXISTING SECONDARY CONDUITS, CUT AND MODIFY EXISTING CONDUITS AS NECESSARY AND EXTENT TO THE NEW TRANSFER SWITCH	1
	PROVIDE AND INSTALL NEW SECONDARY SERVICE LATERAL FROM UTILITY TRANSFORMER TO NEW TRANSFER SWITCH	1
	SOUTHWIRE 250MCM XHHW ALU (8) RUNS	180'
	PROVIDE AND INSTALL NEW 5-WIRE FEEDER CONDUCTORS FROM NEW TRANSFER SWITCH TO EXISTING MAIN SWITCH ***UTILIZING THE EXISTING UNDERGROUND CONDUITS AND RISER***	
	SOUTHWIRE 250MCM XHHW ALU (8) RUNS	880'
	SOUTHWIRE #1AWG XHHW ALU (2) RUNS	220'

	PROVIDE AND INSTALL GROUNDING ELECTRODES AND CONDUCTORS PER CODE AT NEW TRANSFER SWITCH	1
	REMOVE MAIN BONDING JUMPER IN EXISTING MAIN DISTRIBUTION PANEL	1
	SEPARATE GROUNDED CONDUCTORS FROM EQUIPMENT GROUND WIRES IN EXISTING MAIN DISTRIBUTION PANEL	1

	ENERGIZE NEW SERVICE TOT TRANSFER SWITCH	1
	ENERGIZE EXISTING MAIN DISTRIBUTION PANEL FROM	1
	CONFIRM ROTATION	1

**SHUT-DOWN 2**

2	<b>REMOVE EXISTING STEP-DOWN TRANSFORMER</b>	1
	MMU REMOVES AND REPLACES THEIR EXISTING 225HVA TRANSFORMER WITH A NEW 75KVA 120/208V Y 3PH RE-TERMINATES EXISTING SECONDARY CONDUCTORS	1
	PROVIDE AND INSTALL NEW 112.5KVA 208:480V STEP-UP TRANSFORMER	1
	PROVIDE AND INSTALL NEW 350A BRANCH CIRCUIT FROM MDC ENCLOSURE TO NEW TRANSFORMER	LOT

3	<b>REMOVE MDP LEFT-SIDE</b>	1
	RELOCATE / EXTEND EXISTING VEHICLE EXHAUST CIRCUITS TO NEW 2LP PANEL ENCLOSURE	1
	RELOCATE / EXTEND EXISTING SCBA AIR COMPRESSOR CIRCUITS TO NEW 2LP PANEL ENCLOSURE	1

4	<b>REMOVE EXISTING MDP RIGHT SIDE INTERIOR</b>	1
	PROVIDE AND INSTALL NEW RETRO-FILL MDC AND CUSTOM COVER	1
	CONNECT MDC 400A MAIN CIRCUIT BREAKER TO EXISTING (NEW) 5-WIRE FEEDER	1

5	<b>REPLACE EXISTING PANEL P1 WITH NEW RETROFILL PANEL 120/208V 3PH 225A MLO</b>	1
	PROVIDE AND INSTALL NEW 225A FEEDER FROM NEW MDC TO NEW PANEL P1	LOT
	RE-CONNECT 3-POLE CIRCUIT BREAKERS	6

***Electrical Contracting and Service***

*This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started*

July 27, 2020

Page 3

	RE-CONNECT 2-POLE CIRCUIT BREAKERS	2
	RELOCATE / EXTEND EXISTING AIR COMPRESSOR CIRCUITS TO NEW P1 PANEL ENCLOSURE	1

6	<b>REPLACE EXISTING PANEL 2LP WITH NEW RETROFILL 2LP 480V 3PH 100A MCB 42-CKT AND CUSTOM COVER</b>	1
	RECONNECT EXISTING 3-POLE CIRCUITS	4
	RE-CONNECT EXISTING 1-POLE CIRCUITS	18
	FEED NEW PANEL LP2 FROM NEW 112.5 KVA TRANSFORMER 100A 4-WIRE	LOT

7	<b>REPLACE EXISTING PANEL LP2 WITH NEW RETROFILL 120/208V 3PH 100A MLO AND CUSTOM COVER</b>	1
	RECONNECT EXISTING 2-POLE CIRCUITS	3
	RE-CONNECT EXISTING 1-POLE CIRCUITS	16

8	<b>REMOVE EXISTING PANEL 120/208V PANEL E1</b>	
	RELOCATE EXISTING 120V CIRCUITS TO PANEL P1	4

9	<b>REMOVE TRANSFORMER T2 (SMALL WAL MOUNT)</b>	1
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10	<b>REMOVE EXISTING PANEL 2E</b>	
	RELOCATE EXISTING 480V 3-POLE NORTH AND SOUTH DOOR CIRCUIT TO NEW PANEL 2LP	2
	RELOCATE EXISTING 480V 1-POLE CIRCUITS TO NEW PANEL 2LP	3

11	<b>ADD 3-WAY SWITCH TO TOP OF MEZZANINE LEVEL</b>	1
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<b>PROPOSAL TOTAL INCLUDING SALES TAX AND ELECTRICAL INSPECTION FEES</b>		<b>\$ 31,740.00</b>
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**ALTERNATE ADD ITEM - MARSHALL FIRE STATION 2020 NEW STANDBY GENERATOR**

ITEM	DESCRIPTION	QTY.
	100KW 120/208V 3PH OUT-DOOR GENERATOR	1
	CONTROL CIRCUITS TO ATS	LOT
	SHORE POWER FROM KITCHEN PANEL TO GENERATOR	LOT
	(CONCRETE PAD PROVIDED AND INSTALLED BY OWNER)	0
	(NATURAL GAS CONNECTION AND REGULATORS INSTALLED AND PROVIDED BY OTHERS)	0

<b>PROPOSAL TOTAL INCLUDING SALES TAX AND ELECTRICAL INSPECTION FEES</b>		<b>\$ 35,040.00</b>
--	--	---------------------

***Electrical Contracting and Service***

*This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started*

**Mike Meier**

This proposal is Valid for 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

ACCEPTED:	Name and Title	_____
	Signature	_____
	Date:	_____

***Electrical Contracting and Service***

*This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started*



# Monte's Electric Inc.

205 George St • Marshall, MN 56258

Fax: 507-929-6476

Email: [mei@iw.net](mailto:mei@iw.net)

*Quality Work, Reasonable Prices, Prompt Service.*

Commercial • Residential • Farm

**507-532-6476**

July 15, 2020

Marshall Fire Station Service Upgrade

Quentin Brunsvold  
201 East Saratoga St.  
Marshall, Mn. 56258

Dear Quentin,

Thank you for giving us the opportunity to bid the service upgrade at the Marshall Fire Station. This bid is based on the 2020 Fire station electric upgrade sheet, Rev.4 TA with exceptions as noted.

Contractor work item #1

Transfer switch will be a 400amp 3 pole **automatic** transfer switch with solid neutral.

Contractor work item #2

Increase breaker size on Borderstates parts list for feed to transformer, as there are no breakers sufficiently sized for transformer.

Contractor work item #3

Relocate vehicle exhaust system to panel 2LP instead of panel P1. The motor for the vehicle exhaust system is a 15HP motor. The nameplate motor amps @ 208 volt are 38.5 amps. Nothing installed for the vehicle exhaust system would be of sufficient size if switched to 208 volt without changing all of the components, (ie. Motor starter, conduit, wire, disconnect, etc). Since you are installing a 277/480 volt 100 amp panel, I think it makes more sense to power the vehicle exhaust system with the current voltage of 277/480.

Contractor work item #5

Building air compressor is already wired for 208/240 volt.

Contractor work item #6

B. New transformer T1 is 112.5 KVA

The cost to complete this project, per bid sheet Rev.4 TA, with exceptions noted is \$47,944.00 (Forty Seven thousand, Nine hundred, forty-four dollars.)

This cost includes material and labor to complete this project, per bid sheet Rev.4 TA, with exceptions.

There is a lead time of up to 12 weeks on some of the material to complete this project, and with the Covid-19 pandemic, we cannot guarantee the timely delivery of material.



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Email: [mei@iw.net](mailto:mei@iw.net)

*Quality Work, Reasonable Prices, Prompt Service.*

Commercial • Residential • Farm

**507-532-6476**

## Alternate #1

Install 100 KW 120/208 3 phase NG generator on slab by transfer switch. Gas line to unit by owner.  
Total for Alt #1 \$49,316.00 (Forty Nine Thousand, Three Hundred- Sixteen dollars)

Please feel free to contact me if you have any questions regarding this bid. We look forward to working with you.

Respectfully,

Monte G. Buntjer

**Heartland Electric, Inc.  
204 Park Avenue  
Marshall, MN 56258  
(507)476-2708**

**BID**

Date: 7/23/2020  
Submitted to: Marshall Fire Department

Work address: 201 E Saratoga St.  
Marshall, MN 56258

Proposed work for base bid:

- ~ Replace and retrofit existing service and feeder panels in fire station as per specs given.
- ~ Base bid includes auto transfer switch and concrete pad but does not include stand for switch to mount on next to transformer.
- ~ Price assumes no concrete cutting will need to be done for service conduits.

Alternate #1:

Supply and install 90kw generator, price includes concrete pad but does not include trenching for or installing the gas line.

Includes all labor, material, tax and electrical permits.

**Base Bid: \$30,766.91**

**Alternate #1: \$36,010.49**

**Bid good for 30 days from date.  
Please sign and return to authorize.**

---

**Respectfully submitted  
Brent Pederson  
507-476-2708**

**BID TABULATION**

**BASE BID:  
FURNISH PARTS AND LABOR FOR ELECTRICAL SERVICE CHANGE OUT AT THE MARSHALL FIRE STATION**

**ALTERNATE #1:  
SUPPLY AND INSTALL 90 KW 120/208, 3 PHASE, NATURAL GAS POWERED GENERATOR**

BIDDER	BID SECURITY	PROPOSAL		COMMENTS
		BASE BID	ALTERNATE #1	
Heartland Electric, Inc. Marshall, MN	N/A	\$30,766.91	\$36,010.49	1. Does not include stand for transfer switch. 2. Does include concrete pad for transfer switch.
Meier Electric Inc. Marshall, MN	N/A	\$31,740.00	\$35,040.00	1. Does not include stand for transfer switch. 2. Does include concrete pad for transfer switch.
Monte's Electric Inc. Marshall, MN	N/A	\$47,944.00	\$49,316.00	

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	ADA Transition Plan for Public Sidewalks & City Rights-of-Way – Call for Public Hearing.
<b>Background Information:</b>	<p>Attached is a draft of the ADA Transition Plan for Public Sidewalks &amp; City Rights-of-Way.</p> <p>The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:</p> <ol style="list-style-type: none"> <li>1. Employment</li> <li>2. State and local government services</li> <li>3. Public accommodations</li> <li>4. Telecommunications</li> <li>5. Miscellaneous Provisions</li> </ol> <p>Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Marshall must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR. Sec. 35.130)</p> <p>This document has been created to specifically cover accessibility within the public rights of way and does not include information on City of Marshall programs, practices, or building facilities not related to public rights of way.</p> <p>As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, the City of Marshall has conducted a self-evaluation of its public infrastructure within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to City of Marshall Comprehensive ADA Transition Plan covering buildings, services, programs and activities.</p> <p>It is the intent to hold a hearing to receive public input at the August 11, 2020 meeting with subsequent input incorporated into the plan and Council adoption at the August 25, 2020 meeting.</p>
<b>Fiscal Impact:</b>	None.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council set a public hearing to be held at the August 11, 2020 regarding the ADA Transition Plan for Public Sidewalks & City Rights-of-Way.

# ADA Transition Plan

For Public Sidewalks & City Rights-of-Way



MARSHALL  
CULTIVATING THE BEST IN US



Item 5.



Page 40

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Plan Draft Date: 4/9/2018

Latest Revised Date: 7/21/2020

Council Adoption Date: TBD

## INTRODUCTION

### TRANSITION PLAN NEED AND PURPOSE

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Marshall must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))



As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#) City of Marshall has conducted a self-evaluation of its public infrastructure within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to City of Marshall Comprehensive ADA Transition Plan covering buildings, services, programs and activities.

### ADA AND ITS RELATIONSHIP TO OTHER LAWS

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

## AGENCY REQUIREMENTS

Under Title II, City of Marshall must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- City of Marshall must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35,106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

**This document has been created to specifically cover accessibility within the public rights of way and does not include information on City of Marshall programs, practices, or building facilities not related to public rights of way.**

## SELF-EVALUATION

### OVERVIEW

The City of Marshall is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City of Marshall implements these policies. The goal of the self-evaluation is to verify that, in implementing the City of Marshall policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.



The self-evaluation also examines the condition of the City of Marshall Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the City of Marshall rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

SUMMARY



In March 2018, the City of Marshall conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 72 miles of sidewalks
- 1300 curb ramps
- 14 miles of trails
- 4 traffic control signals
- 28 bus stops – 7 locations on public property and 21 locations on private property

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix B: SELF-EVALUATION RESULTS and will be updated periodically.

DRAFT

## POLICIES AND PRACTICES

### PREVIOUS PRACTICES

Since the adoption of the ADA, City of Marshall has striven to provide accessible pedestrian features as part of the City of Marshall capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City of Marshall updated their procedures to accommodate these methods.

### POLICY

City of Marshall goal is to continue to provide accessible pedestrian design features as part of the City of Marshall capital improvement projects. The City of Marshall has established ADA design standards and procedures as listed in Appendix H: AGENCY ADA DESIGN STANDARDS AND PROCEDURES. These standards and procedures will be kept up to date with national, state and local best management practices.

The City of Marshall will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City of Marshall will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City of Marshall jurisdiction are ADA compliant to the maximum extent feasible.



Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the City of Marshall in accordance with regulatory guidance from both U.S. DOT and Minnesota DOT whom have adopted most of the Public Right of Way Advisory Group (PROWAG), reasonable and consistent policies.

Requests for accessibility improvements can be submitted to the City of Marshall Public Works Department with attention to Jason Anderson. Contact information for Jason Anderson is located in Appendix G: CONTACT INFORMATION.

## IMPROVEMENT SCHEDULE

### PRIORITY AREAS

City of Marshall has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the March 2018 self-evaluation are Pedestrian Access Routes (PAR) as follows:

- Area 1, Near Public Schools
- Area 2, Near Public Buildings
- Area 3, Based on Public Input Received and verified requirements

### CURRENT YEAR PLANNED ADA IMPROVEMENTS:

- Safe Route to School Initiative (Grant application submitted to Greater Minnesota Transportation Alternatives, MNDOT)
  - Pedestrian Safety Enhancements including ADA accessibility improvements
  - True Light Christian School, Marshall Middle School, Parkside School, and the new Elementary School on Southview
  - Engineers Estimate cost of improvements +/- \$ 398,895
- 2020 Project Z75: South 4<sup>th</sup> Street Reconstruction Project
  - Pedestrian Safety Enhancements including ADA accessibility improvements
  - Engineers Estimate cost of improvements +/- \$ 33,000
- 2020 Project Z64: South 1<sup>st</sup> Street Reconstruction Project
  - Pedestrian Safety Enhancements including ADA accessibility improvements
  - Engineers Estimate cost of improvements +/- \$ 11,000
- 2020 Project Z51: Street Overlays
  - Pedestrian Safety Enhancements including ADA accessibility improvements
  - Engineers Estimate cost of improvements +/- \$136,000



## EXTERNAL AGENCY COORDINATION

Many other agencies are responsible for pedestrian facilities within the jurisdiction of City of Marshall. The City of Marshall will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

## SCHEDULE

The City of Marshall has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City of Marshall jurisdiction:

- After 20 years, 100% of accessibility features within the priority areas identified by City of Marshall staff would be ADA compliant.
- After 30 years, 100% of accessibility features within the jurisdiction of City of Marshall would be ADA compliant.

DRAFT

ADA COORDINATOR

In accordance with 28 CFR 35.107(a), the City of Marshall has identified an ADA Title II Coordinator to oversee the City of Marshall policies and procedures. Contact information for this individual is located in Appendix G: CONTACT INFORMATION.



DRAFT

## IMPLEMENTATION SCHEDULE

### METHODOLOGY

City of Marshall will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the standalone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the 5-year Capital Improvement Program (CIP) on a case by case basis as determined by City of Marshall City Council based on public input. The City of Marshall CIP, which includes a detailed schedule for specific improvements, is included in Appendix C: SCHEDULE / BUDGET INFORMATION.

DRAFT

## PUBLIC OUTREACH

The City of Marshall recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of City of Marshall.

Public outreach for the creation of this document consisted of the following activities:

The City of Marshall will provide an opportunity for interested persons, including individuals with disabilities or organizations representing such individuals, to comment on self-evaluation and Transition Plan process. A draft copy of the Transition Plan will be available to the public online at the City of Marshall webpage, [www.ci.marshall.mn.us](http://www.ci.marshall.mn.us) keyword "ADA Transition Plan."

A draft copy of the City of Marshall ADA Transition Plan was sent to the known organizations that serve with people with disabilities in the City of Marshall.

Southwest Center for Independent Living (SWCIL), [www.swcil.com](http://www.swcil.com)

Southwest Health and Human Services, [www.swmhhs.com](http://www.swmhhs.com)

United Community Action Partnership (UCAP), [www.unitedcapmn.org](http://www.unitedcapmn.org)



## GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix E: PUBLIC NOTICE. If users of City of Marshall facilities and services believe the City of Marshall has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the City of Marshall has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix F: GRIEVANCE PROCEDURE.

DRAFT

MONITOR THE PROGRESS

This document will continue to be updated as conditions within the City of Marshall evolve. The appendices in this document will be updated annually or as needed, while the main body of the document will be reviewed annually and updated when applicable. With each main body update, a public comment period will be established to continue the public outreach.



## APPENDICES

- A. GLOSSARY OF TERMS
- B. SELF-EVALUATION RESULTS
- C. SCHEDULE / BUDGET INFORMATION
- D. PUBLIC OUTREACH
- E. PUBLIC NOTICE
- F. GRIEVANCE PROCEDURE
- G. CONTACT INFORMATION
- H. AGENCY ADA DESIGN STANDARDS AND PROCEDURES

DRAFT

## APPENDIX A – GLOSSARY OF TERMS

**ABA:** See Architectural Barriers Act.

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** Mn/DOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

**ADAAG:** See Americans with Disabilities Act Accessibility Guidelines.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Accessible Pedestrian Signal (APS):** A device that communicates information about the WALK phase in audible and vibrotactile formats.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Americans with Disabilities Act Accessibility Guidelines (ADAAG):** contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

**APS:** See Accessible Pedestrian Signal.

**Architectural Barriers Act (ABA):** Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

**Capital Improvement Program (CIP):** The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

**Detectable Warning:** A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

**DOJ:** See United States Department of Justice

**Federal Highway Administration (FHWA):** A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**FHWA:** See Federal Highway Administration

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

**Right of Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**Uniform Accessibility Standards (UFAS):** Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

**United States Access Board:** An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

**United States Department of Justice (DOJ):** The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

## APPENDIX B – SELF-EVALUATION RESULTS

This initial self-evaluation updated in June 2020 of pedestrian facilities yielded the following results:

- 51.9% of pedestrian ramps have ADA compliant rectangular detectable warnings installed
- 75.7% of pedestrian ramps did not meet ADA requirements
- 0% of signalized intersection had push buttons that are ADA accessible
- 35% of bus stops met ADA accessibility criteria
- 35% of bus stops had amenities that met ADA accessibility criteria

Detailed initial self-evaluation:

- 10.4 miles of paved off-road bike trails
- 72.4 miles of existing pedestrian access route (PAR) in Right of Way
- 710 pedestrian ramps have ADA compliant rectangular detectable warnings installed (179 are owned by MnDOT)
- 958 pedestrian ramps do not meet ADA requirements (132 are owned by MnDOT)
- 28 bus stops currently are included in current Marshall Community Transit route system
- 10 bus stops met ADA requirements
- 18 bus stops do not meet ADA requirements
- 1 intersection South Fourth Street and Country Club Drive is owned and operated by City of Marshall which includes pedestrian crossing buttons
- Further detailed investigation of pedestrian access routes sidewalk slopes, pedestrian access ramps, and bus stops is planned to ensure compliance with ADA standards
- Trip hazards identified by self-evaluation or public input will be corrected as a sidewalk repair project
- The City of Marshall is adhering to MnDOT Project Scoping and Design Requirements, which determine which street project types require the provision of accessible curb ramps, per the Americans with Disabilities Act
- The City of Marshall utilizes approved MNDOT pedestrian curb ramp details and Pedestrian Access Route (PAR) design principals which ensure compliance to ADA standards in current and future street improvements

# BLUE ROUTE DEPARTURE TIMES

Courthouse	8:35	9:35	10:35	11:35	12:35	1:35	2:35	3:35	4:35
4th & Lyon	8:38	9:38	10:38	11:38	12:38	1:38	2:38	3:38	4:38
Parkview Apts	8:41	9:41	10:41	11:41	12:41	1:41	2:41	3:41	4:41
RC Square	8:45	9:45	10:45	11:45	12:45	1:45	2:45	3:45	4:45
Birchwood Apts	8:46	9:46	10:46	11:46	12:46	1:46	2:46	3:46	4:46
SMSU Apts	8:47	9:47	10:47	11:47	12:47	1:47	2:47	3:47	4:47
SMSU Conf. Center	8:50	9:50	10:50	11:50	12:50	1:50	2:50	3:50	4:50
Marshall Square Apts	8:53	9:53	10:53	11:53	12:53	1:53	2:53	3:53	4:53
ACMC Clinic	8:55	9:55	10:55	11:55	12:55	1:55	2:55	3:55	4:55
UCAP	9:05	10:05	11:05	12:05	1:05	2:05	3:05	4:05	5:05
Walmart	9:10	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10
Susan Drive	9:12	10:12	11:12	12:12	1:12	2:12	3:12	4:12	5:12
ACMC Clinic	9:15	10:15	11:15	12:15	1:15	2:15	3:15	4:15	5:15
Marshall Square	9:17	10:17	11:17	12:17	1:17	2:17	3:17	4:17	5:17
SMSU Conf. Center	9:19	10:19	11:19	12:19	1:19	2:19	3:19	4:19	5:19
SMSU Apts	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20
Birchwood Apts	9:21	10:21	11:21	12:21	1:21	2:21	3:21	4:21	5:21
RC Square	9:22	10:22	11:22	12:22	1:22	2:22	3:22	4:22	5:22
Parkview Apts	9:25	10:25	11:25	12:25	1:25	2:25	3:25	4:25	5:25
4th & Lyon	9:27	10:27	11:27	12:27	1:27	2:27	3:27	4:27	5:27



## BLUE ROUTE

### ROUTE INFORMATION

**FARE: \$1.00 / ride**

**Route runs:**

Monday - Friday 8:35am to 5:30pm

Must be waiting at the stop prior to the departure time.  
Requests for route deviation referred to Dispatch.

Item 5.

See rules for riding.

[www.communitytransitswmn.org](http://www.communitytransitswmn.org)

**You can be suspended for** disruptive behavior, soiling and damaging the vehicle according to MN Statute 609.885; for repeated last minute cancellations or no-shows; or for not following the rules.

Community Transit is committed to providing non-discriminatory service, and informing customers about how to request more information and to file a discrimination complaint. UCAP is an equal opportunity employer. An EOE/AA/ADA Employer

**UNITED COMMUNITY ACTION PARTNERSHIP**

1400 S. Saratoga St. • Marshall, MN 56258  
[www.communitytransitswmn.org](http://www.communitytransitswmn.org)



**Find us on Facebook!**

**Dispatch Center**  
507-537-7628

**Minnesota Relay**  
1-800-627-3529

Email: [tpmarshall@unitedcapmn.org](mailto:tpmarshall@unitedcapmn.org)  
[www.communitytransitswmn.org](http://www.communitytransitswmn.org)

# BLUE ROUTE TIME / STOPS

**:35** **:30**

**COURTHOUSE**  
Serving Law Enforcement Center, Turkey Valley Farms

**:38** **:27**

**4TH & LYON**  
Serving Post Office, Movie Theater, DMV, Wells Fargo Bank, Churches

**:41** **:25**

**PARKVIEW APTS**

**:45** **:22**

**RC SQUARE**

**:46** **:21**

**BIRCHWOOD APTS**  
Serving Sunrise, Fairview, Birchwood

**:47** **:20**

**SMSU APTS**

**:50** **:19**

**SMSU CONFERENCE CENTER**

**:53** **:17**

**MARSHALL SQUARE APTS**

**:55** **:15**

**ACMC**

**:12**

**SUSAN DRIVE**  
Serving Runnings, Shopko, Culvers

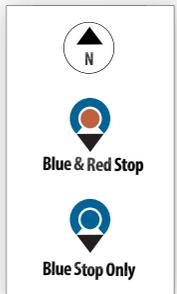
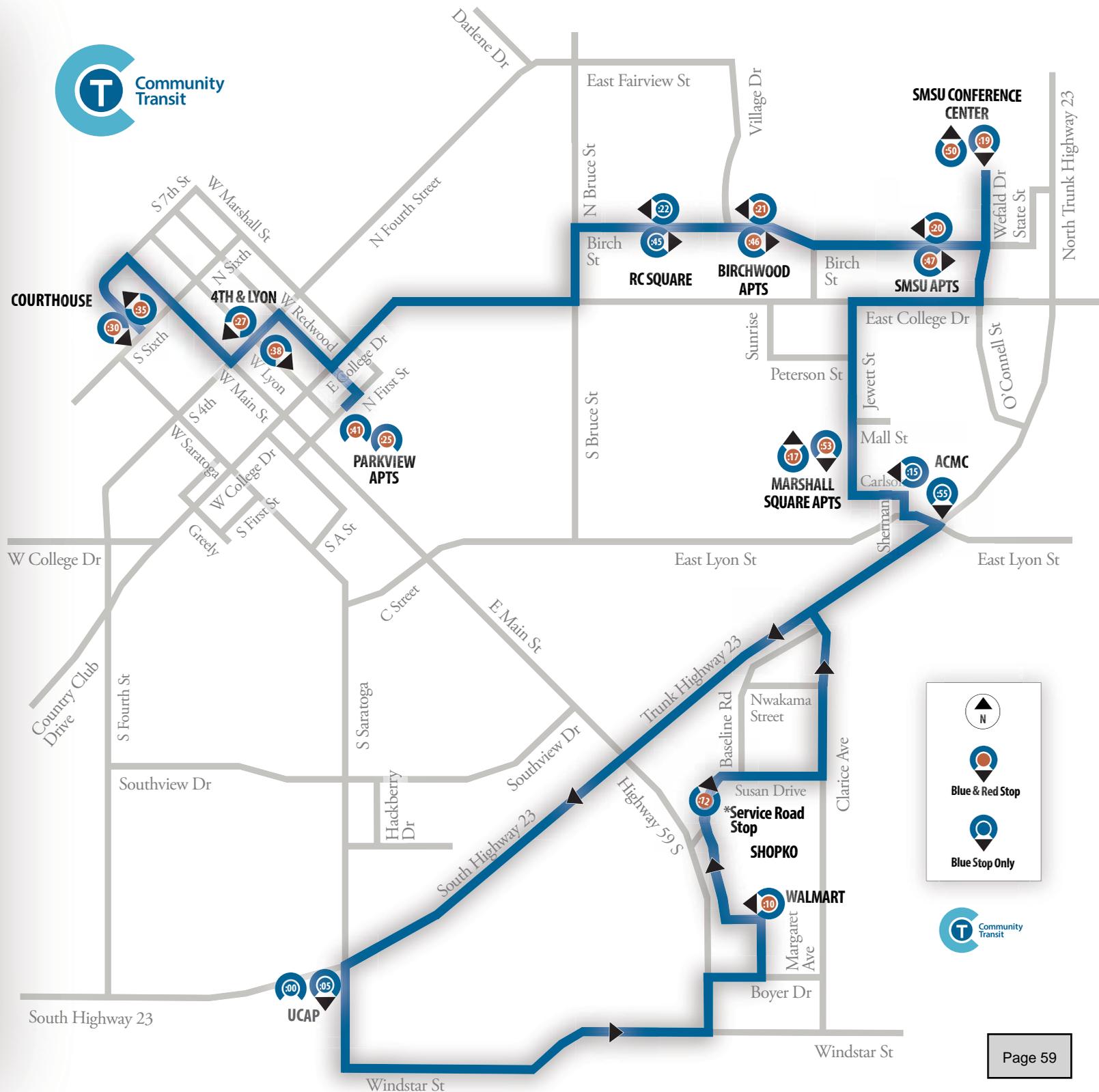
**:10**

**WALMART**

**:00** **:05**

**UCAP**

Item 5.



# RED ROUTE DEPARTURE TIMES

LOCATION	RUN 1	RUN 2	RUN 3	RUN 4	RUN 5	RUN 6	RUN 7	RUN 8	RUN 9	RUN 10	RUN 11	RUN 12
YMCA	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00
City Hall	7:05	8:05	9:05	10:05	11:05	12:05	1:05	2:05	3:05	4:05	5:05	6:05
Courthouse	7:07	8:07	9:07	10:07	11:07	12:07	1:07	2:07	3:07	4:07	5:07	6:07
Lyon City Apts	7:09	8:09	9:09	10:09	11:09	12:09	1:09	2:09	3:09	4:09	5:09	6:09
Riverview Apts	7:09	8:09	9:09	10:09	11:09	12:09	1:09	2:09	3:09	4:09	5:09	6:09
Parkview Apts	7:13	8:13	9:13	10:13	11:13	12:13	1:13	2:13	3:13	4:13	5:13	6:13
4th & Lyon	7:15	8:15	9:15	10:15	11:15	12:15	1:15	2:15	3:15	4:15	5:15	6:15
N 4th & Darlene	7:17	8:17	9:17	10:17	11:17	12:17	1:17	2:17	3:17	4:17	5:17	6:17
Village Drive	7:19	8:19	9:19	10:19	11:19	12:19	1:19	2:19	3:19	4:19	5:19	6:19
Windsong Apts	7:20	8:20	9:20	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20
Birchwood Apts	7:21	8:21	9:21	10:21	11:21	12:21	1:21	2:21	3:21	4:21	5:21	6:21
SMSU Apts	7:22	8:22	9:22	10:22	11:22	12:22	1:22	2:22	3:22	4:22	5:22	6:22
SMSU Conf.	7:25	8:25	9:25	10:25	11:25	12:25	1:25	2:25	3:25	4:25	5:25	6:25
SMSU Apts	7:27	8:27	9:27	10:27	11:27	12:27	1:27	2:27	3:27	4:27	5:27	6:27
Peterson St	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30
Riverwind Apts	7:31	8:31	9:31	10:31	11:31	12:31	1:31	2:31	3:31	4:31	5:31	6:31
Marshall Sq Apts	7:32	8:32	9:32	10:32	11:32	12:32	1:32	2:32	3:32	4:32	5:32	6:32
Susan Drive	7:35	8:35	9:35	10:35	11:35	12:35	1:35	2:35	3:35	4:35	5:35	6:35
Walmart	7:40	8:40	9:40	10:40	11:40	12:40	1:40	2:40	3:40	4:40	5:40	6:40
HyVee	7:43	8:43	9:43	10:43	11:43	12:43	1:43	2:43	3:43	4:43	5:43	6:43
Dogwood Ave	7:45	8:45	9:45	10:45	11:45	12:45	1:45	2:45	3:45	4:45	5:45	6:45
City Side Apts	7:47	8:47	9:47	10:47	11:47	12:47	1:47	2:47	3:47	4:47	5:47	6:47
Freedom Park	7:48	8:48	9:48	10:48	11:48	12:48	1:48	2:48	3:48	4:48	5:48	6:48
Ampride	7:50	8:50	9:50	10:50	11:50	12:50	1:50	2:50	3:50	4:50	5:50	6:50
Library	7:53	8:53	9:53	10:53	11:53	12:53	1:53	2:53	3:53	4:53	5:53	6:53

## ROUTE INFORMATION

**FARE: \$1.00 / ride**

**Route runs:**

Monday - Friday 7:00am to 7:00pm

Saturday & Sunday 10:00am to 7:00pm

Must be waiting at the stop prior to the departure time.  
Requests for route deviation referred to Dispatch.

**Know the rules for riding.**

**Visit:** [www.communitytransitswmn.org](http://www.communitytransitswmn.org)

**You can be suspended for** disruptive behavior, soiling and damaging the vehicle according to MN Statute 609.885; for repeated last minute cancellations or no-shows; or for not following the rules.

Community Transit is committed to providing non-discriminatory service, and informing customers about how to request more information and to file a discrimination complaint. UCAP is an equal opportunity employer. An EOE/AA/ADA Employer

**UNITED COMMUNITY ACTION PARTNERSHIP**

1400 S. Saratoga St. • Marshall, MN 56258  
[www.communitytransitswmn.org](http://www.communitytransitswmn.org)



**Find us on Facebook!**



# RED ROUTE

**Dispatch Center**  
507-537-7628

**Minnesota Relay**  
1-800-627-3529

**Email:** [tpmarshall@unitedcapmn.org](mailto:tpmarshall@unitedcapmn.org)  
[www.communitytransitswmn.org](http://www.communitytransitswmn.org)

A Service of United Community Action Partnership

## RED ROUTE TIME / STOPS

- :00 YMCA**  
*Serving Schwan's Corporate Office*
- :05 CITY HALL**  
*Serving 3rd & Main Street Businesses, Adult Center*
- :07 COURTHOUSE**  
*Serving Law Enforcement Center, Turkey Valley Farms*
- :09 LYON CITY APTS**  
*Serving Marshall Municipal Utilities*
- :09 RIVERVIEW APTS**
- :13 PARKVIEW APTS**
- :15 4TH & LYON**  
*Serving Post Office, Movie Theater, DMV, Wells Fargo Bank, Churches*
- :17 N 4TH & DARLENE DR**
- :19 VILLAGE DRIVE**  
*Serving Wedgewood, J&J Apts*
- :20 WINDSONG APTS**
- :21 BIRCHWOOD APTS**  
*Serving Sunrise, Fairview, Birchwood*
- :22 SMSU APTS**
- :25 SMSU CONFERENCE CENTER**
- :27 SMSU APTS**
- :30 PETERSON ST**
- :31 RIVERWIND APTS**
- :32 MARSHALL SQUARE APTS**
- :35 SUSAN DRIVE**  
*Serving Runnings, Shopko, Culvers*
- :40 WALMART**
- :43 HYVEE**
- :45 DOGWOOD AVE**
- :47 CITY SIDE APTS**
- :48 FREEDOM PARK**
- :50 AMPRIDE**
- :53 LIBRARY**



## APPENDIX C – SCHEDULE / BUDGET INFORMATION

### COST INFORMATION

#### UNIT PRICES

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2020 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit +/- \$5,000

Signalized Intersection control signal APS upgrade retrofit: +/- \$ 35,000

Sidewalk / Trail ADA improvement retrofit: +/- \$10.00 per SF

Sidewalk / Trail ADA improvement project: +/- \$5.00 per SF

Bus Stop ADA improvement retrofit: +/- \$1,200 per stop

Bus Stop ADA improvement as part of adjacent capital project: +/- \$50,000 per stop

Rectangle detectable warnings truncated domes installed +/- \$50 per square foot

#### PRIORITY AREAS

Based on the results of the self-evaluation, the estimated costs associated with eliminating accessibility barriers within the targeted priority areas is as follows:

- Near Schools - \$292,500
- Near Public Buildings - \$125,000
- Areas identified by Public Input

#### ENTIRE JURISDICTION

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is +/- \$11,153,600. This amount is a significant investment that the City of Marshall is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the City of Marshall budget for improvements to the public right of way.

The 5-Year Capital Improvement Plan identifies significant street reconstruction activities with ADA accessibility improvements included in each project.

**INSPECTION CRITERIA**

INTERSECTION: \_\_\_\_\_ QUADRANT: \_\_\_\_\_

RAMP TYPE: COMBINED DIRECTIONAL / DIRECTIONAL RAMP / STANDARD ONE-WAY  
 DIRECTIONAL / PERPENDICULAR / PARALLEL / FAN / TIERED PERPENDICULAR  
 / DIAGONAL

IS THERE A PHOTO OF THIS RAMP FOR VERIFICATION? Yes or No

1) Minimum 4' wide pedestrian access route (PAR) maintained? Yes or No

2) Landing Slopes (%):

3) Are Landing dimensions a minimum 4' X 4' ? Yes or No

4) Are landing(s) located at the top of each ramp and at change(s) in direction and at inverse grades?

5) Ramp's running slope (%):

6) Ramp's cross slope (%):

7) Gutter flow line slope (%):

8) Does ramp comply with MNDOT Spec 2521.3? Yes or No

9) Do truncated domes cover the entire curb opening and are they properly oriented?  
 Yes or No

10) Are there any vertical discontinuities greater than ¼"? Yes or No

11) Are the ramps fully compliant? Yes or No

If no explain why ramp does not meet compliance?

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# City of Marshall Public Works Department

## 10-Year Capital Improvement Plan (C.I.P.)

2021 - 2030

\*\*All costs are estimated\*\*

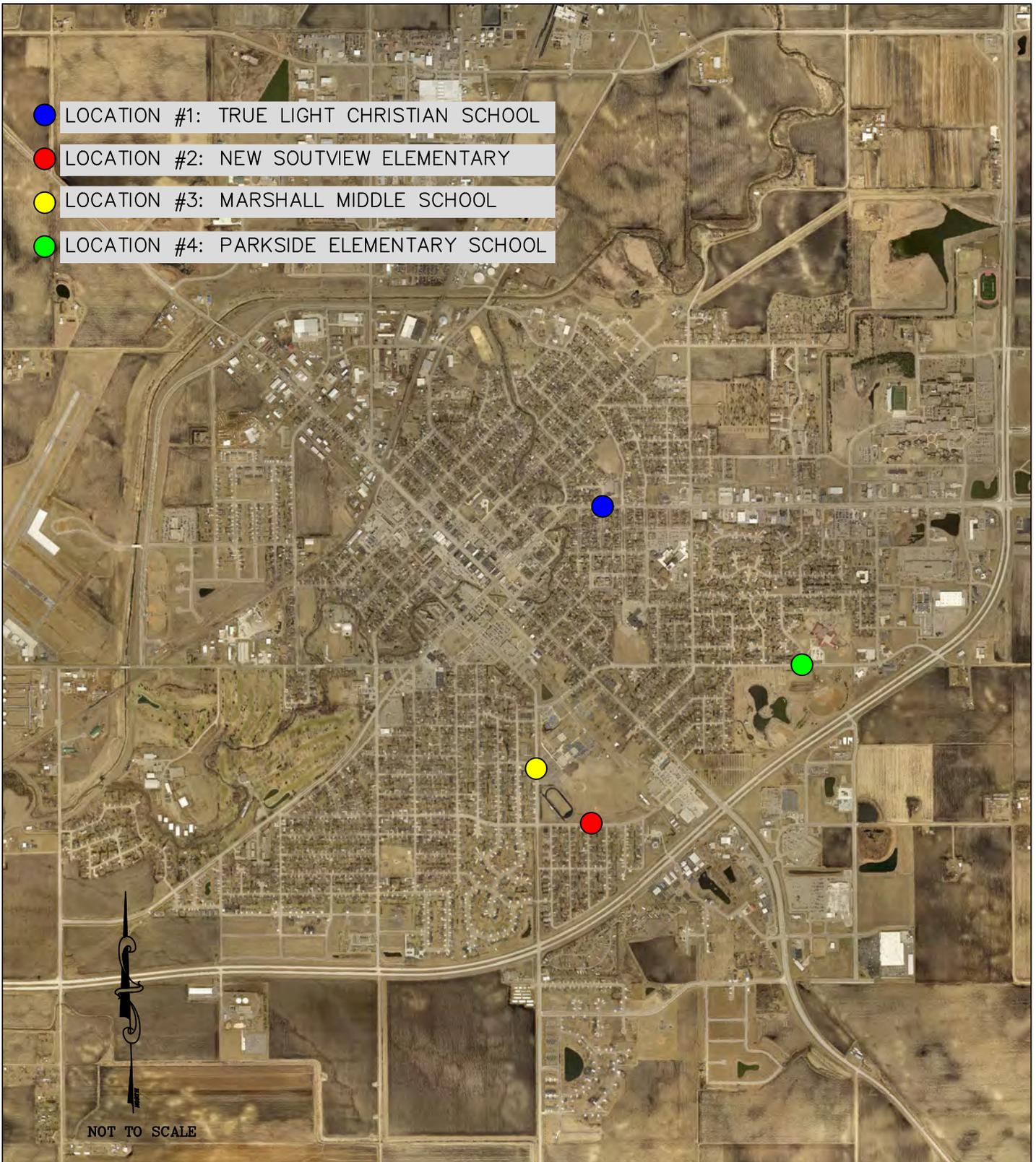
YEAR	PROJECT DESCRIPTION	TOTAL ESTIMATE	SPECIAL ASSESSMENTS	WASTEWATER FUND	MMU	MUNICIPAL STATE AID	SURFACE WATER MANAGEMENT UTILITY	AD VALOREM
2021	James Avenue Reconstruction & Storm Outfall Improvements	\$1,074,151	\$60,661	\$120,854	\$100,235	\$0	\$731,741	\$60,661
2021	North 1st Street (Main Street to Marshall Street) / West Marshall, W Redwood, W Lyon (North 1st to College)	\$1,922,947	\$251,226	\$543,533	\$429,428	\$0	\$447,534	\$251,226
2021	Tiger Drive Project	\$290,163	\$0	\$0	\$0	\$0	\$0	\$290,163
2021	Independence Park/Nwakama Sanitary Re-Route and Storm Culvert Replacement	\$100,000	\$0	\$75,000	\$0	\$0	\$0	\$25,000
2021	State Aid Overlay	\$875,000	\$0	\$0	\$0	\$875,000	\$0	\$0
2021	Legion Field Park River Stabilization Project (Bike Trail and Shelter Areas)	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0
2021	2021 Street Mill & Overlays and ADA Improvements	\$675,000	\$0	\$0	\$0	\$0	\$0	\$675,000
2021	Diversion Channel Slope Repairs and Sheet Pile Removal	\$155,000	\$0	\$0	\$0	\$0	\$155,000	\$0
	<b>TOTAL 2021</b>	<b>\$5,192,261</b>	<b>\$311,887</b>	<b>\$739,387</b>	<b>\$529,663</b>	<b>\$875,000</b>	<b>\$1,434,275</b>	<b>\$1,302,050</b>
2022	W Lyon St (College to N 5th St) / N 3rd St Reconstruction (W Redwood to Main) including Rose and Addison Parking Lot Reconstruction	\$2,662,413	\$376,451	\$570,263	\$608,138	\$0	\$731,110	\$376,451
2022	Industrial Park Replacement Project-Phase III (Halbur Road)	\$1,510,329	\$184,786	\$382,766	\$0	\$0	\$450,015	\$492,762
2022	S. 4th/Country Club Intersection Reconfiguration	\$750,000	\$0	\$0	\$0	\$0	\$100,000	\$650,000
2022	SRTS RRFB and Flashing Beacon/Radar-Indicated Speed Sign Project	\$424,760	\$42,480	\$0	\$0	\$339,800	\$0	\$42,480
2022	2022 Street Mill & Overlays and ADA Improvements	\$725,000	\$0	\$0	\$0	\$0	\$0	\$725,000
2022	State Aid Overlay	\$875,000	\$0	\$0	\$0	\$875,000	\$0	\$0
	<b>TOTAL 2022</b>	<b>\$6,947,502</b>	<b>\$603,717</b>	<b>\$953,029</b>	<b>\$608,138</b>	<b>\$1,214,800</b>	<b>\$1,281,126</b>	<b>\$2,286,693</b>
2023	Bruce Street Reconstruction (Charles to Willow)	\$1,513,808	\$130,998	\$197,445	\$360,728	\$0	\$693,640	\$130,998
2023	Cheryl Avenue Reconstruction Project - Eatros Addition Phase 1	\$1,627,638	\$177,056	\$394,646	\$454,719	\$0	\$306,123	\$295,094
2023	Legion Field Road Stormwater Study: Phase 2-Parkway Filtration Basin	\$583,333	\$0	\$0	\$0	\$0	\$583,333	\$0
2023	2023 Street Mill & Overlays and ADA Improvements	\$775,000	\$0	\$0	\$0	\$0	\$0	\$775,000
	<b>TOTAL 2023</b>	<b>\$4,499,779</b>	<b>\$308,054</b>	<b>\$592,091</b>	<b>\$815,447</b>	<b>\$0</b>	<b>\$1,583,095</b>	<b>\$1,201,092</b>

YEAR	PROJECT DESCRIPTION	TOTAL ESTIMATE	SPECIAL ASSESSMENTS	WASTEWATER FUND	MMU	MUNICIPAL STATE AID	SURFACE WATER MANAGEMENT UTILITY	AD VALOREM
2024	Williams St/George St (1st to Williams)/1st St/Greeley Reconstruction	\$3,100,335	\$367,160	\$748,246	\$813,927	\$0	\$559,069	\$611,933
2024	Runnings Pond	\$506,479	\$0	\$0	\$0	\$0	\$506,479	\$0
2024	Bladholm Street River Stabilization Project	\$319,000	\$0	\$0	\$0	\$0	\$319,000	\$0
2024	North High Street River Stabilization Project	\$319,000	\$0	\$0	\$0	\$0	\$319,000	\$0
2024	2024 Street Mill & Overlays and ADA Improvements	\$825,000	\$0	\$0	\$0	\$0	\$0	\$825,000
	<b>TOTAL 2024</b>	<b>\$5,069,813</b>	<b>\$367,160</b>	<b>\$748,246</b>	<b>\$813,927</b>	<b>\$0</b>	<b>\$1,703,548</b>	<b>\$1,436,933</b>
2025	Elaine Ave/Thomas Ave/Alan Ave Reconstruction Project - Eatros Addition Phase 2	\$3,013,070	\$361,542	\$908,073	\$674,142	\$0	\$105,201	\$964,112
2025	MnDOT College Drive Reconstruction - City Cost Participation	\$3,800,000	\$300,000	\$500,000	\$500,000	\$1,250,000	\$750,000	\$500,000
2025	Legion Field Road Stormwater Study: Phase 3-Legion Field Basin	\$784,666	\$0	\$0	\$0	\$0	\$784,666	\$0
2025	2025 Street Mill & Overlays and ADA Improvements	\$875,000	\$0	\$0	\$0	\$0	\$0	\$875,000
2025	USACE Betterments	\$175,000	\$0	\$0	\$0	\$0	\$175,000	\$0
	<b>TOTAL 2025</b>	<b>\$8,647,736</b>	<b>\$661,542</b>	<b>\$1,408,073</b>	<b>\$1,174,142</b>	<b>\$1,250,000</b>	<b>\$1,814,867</b>	<b>\$2,339,112</b>
	<b>TOTALS 2021-2025</b>	<b>\$30,357,092</b>	<b>\$2,252,359</b>	<b>\$4,440,827</b>	<b>\$3,941,317</b>	<b>\$3,339,800</b>	<b>\$7,816,910</b>	<b>\$8,565,879</b>
	<b>% PARTICIPATION</b>	<b>100.0%</b>	<b>7.4%</b>	<b>14.6%</b>	<b>13.0%</b>	<b>11.0%</b>	<b>25.8%</b>	<b>28.2%</b>

2026	N. 4th Street (Main to Bridge) Reconstruction Project - Phase 1	\$2,000,000	\$300,000	\$660,000	\$660,000	\$0	\$80,000	\$300,000
2026	Kennedy/Washington Sanitary/Watermain Replacement Project - Vanuden Addition Phase 1	\$1,954,761	\$226,946	\$489,419	\$544,117	\$0	\$89,089	\$605,189
2026	T.H. 23 and Hackberry Drive Watermain Replacement Project	\$313,439	\$0	\$0	\$313,439	\$0	\$0	\$0
2026	2026 Street Mill & Overlays and ADA Improvements	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
	<b>TOTAL 2026</b>	<b>\$5,193,199</b>	<b>\$526,946</b>	<b>\$1,149,419</b>	<b>\$1,517,556</b>	<b>\$0</b>	<b>\$169,089</b>	<b>\$1,830,189</b>
2027	Kathryn Ave/Donita Ave Reconstruction Project - Eatros Addition Phase 3	\$2,731,549	\$836,314	\$314,848	\$393,560	\$0	\$350,514	\$836,314
2027	S Hill St/Charles Ave Reconstruction - Liberty Park/Morningside Heights Phase 1	\$2,098,165	\$740,999	\$167,263	\$282,871	\$0	\$166,033	\$740,999
2027	2028 Street Mill & Overlays and ADA Improvements	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
	<b>TOTAL 2027</b>	<b>\$5,754,714</b>	<b>\$1,577,313</b>	<b>\$482,111</b>	<b>\$676,431</b>	<b>\$0</b>	<b>\$516,547</b>	<b>\$2,502,313</b>

YEAR	PROJECT DESCRIPTION	TOTAL ESTIMATE	SPECIAL ASSESSMENTS	WASTEWATER FUND	MMU	MUNICIPAL STATE AID	SURFACE WATER MANAGEMENT UTILITY	AD VALOREM
2028	N. 4th Street (Bridge to Mason) Reconstruction Project - Phase 2	\$2,000,000	\$400,000	\$660,000	\$660,000	\$0	\$80,000	\$200,000
2028	S Whitney St/S Minnesota St Reconstruction - Liberty Park/Morningside Heights Phase 2	\$1,530,258	\$532,044	\$162,147	\$209,017	\$0	\$95,008	\$532,044
2028	Glenn/Peltier/Simmons Street Reconstruction Project	\$893,117	\$219,202	\$125,258	\$182,668	\$0	\$146,787	\$219,202
2028	2028 Street Mill & Overlays and ADA Improvements	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
	<b>TOTAL 2028</b>	<b>\$5,348,376</b>	<b>\$1,151,246</b>	<b>\$947,405</b>	<b>\$1,051,685</b>	<b>\$0</b>	<b>\$321,795</b>	<b>\$1,876,246</b>
2029	N. 4th Street (Mason to Bruce) Reconstruction Project - Phase 3	\$2,000,000	\$400,000	\$660,000	\$660,000	\$0	\$80,000	\$200,000
2029	Central/Roosevelt/Lincoln Sanitary/Watermain Replacement Project - Vanuden Phase 2	\$1,527,193	\$429,859	\$124,181	\$202,989	\$0	\$340,305	\$429,859
2029	Fairview Street / Robin Hood Lane Project	\$4,461,565	\$401,411	\$12,668	\$652,387	\$875,000	\$513,042	\$2,007,057
2029	2029 Street Mill & Overlays and ADA Improvements	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
	<b>TOTAL 2029</b>	<b>\$8,913,758</b>	<b>\$1,231,270</b>	<b>\$796,849</b>	<b>\$1,515,375</b>	<b>\$875,000</b>	<b>\$933,347</b>	<b>\$3,561,916</b>
2030	E Marshall/Park Ave/S High St Reconstruction - Liberty Park/Morningside Heights Phase 3	\$2,143,742	\$615,853	\$292,269	\$287,050	\$0	\$332,717	\$615,853
2030	Commerce Industrial Park-Phase III (Pacific Avenue)	\$2,147,832	\$0	\$0	\$1,073,916	\$0	\$0	\$1,073,916
2030	Commerce Industrial Park-Phase III (Gulf Avenue & Atlantic Avenue)	\$2,430,936	\$0	\$0	\$1,215,468	\$0	\$0	\$1,215,468
2030	Commerce Industrial Park III - CSAH 33 Watermain Looping	\$301,418	\$0	\$0	\$150,709	\$0	\$0	\$150,709
2030	2030 Street Mill & Overlays and ADA Improvements	\$925,000	\$0	\$0	\$0	\$0	\$0	\$925,000
2030	USACE Betterments	\$180,000	\$0	\$0	\$0	\$0	\$180,000	\$0
	<b>TOTAL 2030</b>	<b>\$8,128,929</b>	<b>\$615,853</b>	<b>\$292,269</b>	<b>\$2,727,143</b>	<b>\$0</b>	<b>\$512,717</b>	<b>\$3,980,946</b>
	<b>TOTALS 2026-2030</b>	<b>\$33,338,976</b>	<b>\$5,102,628</b>	<b>\$3,668,053</b>	<b>\$7,488,191</b>	<b>\$875,000</b>	<b>\$2,453,495</b>	<b>\$13,751,610</b>
	<b>% PARTICIPATION</b>	<b>100.0%</b>	<b>15.3%</b>	<b>11.0%</b>	<b>22.5%</b>	<b>2.6%</b>	<b>7.4%</b>	<b>41.3%</b>
	<b>TOTALS 2021-2030</b>	<b>\$63,696,068</b>	<b>\$7,354,987</b>	<b>\$8,108,879</b>	<b>\$11,429,508</b>	<b>\$4,214,800</b>	<b>\$10,270,405</b>	<b>\$22,317,489</b>
	<b>% PARTICIPATION</b>	<b>100.0%</b>	<b>11.6%</b>	<b>12.7%</b>	<b>17.9%</b>	<b>6.6%</b>	<b>16.1%</b>	<b>35.0%</b>

- LOCATION #1: TRUE LIGHT CHRISTIAN SCHOOL
- LOCATION #2: NEW SOUTVIEW ELEMENTARY
- LOCATION #3: MARSHALL MIDDLE SCHOOL
- LOCATION #4: PARKSIDE ELEMENTARY SCHOOL



5/15/2020



**CITY ENGINEERS OFFICE**  
**344 WEST MAIN STREET**  
**MARSHALL, MINNESOTA**  
**56258**

CITY OF MARSHALL, MN

Proposed Locations for Pedestrian Crossings & School Zone Speed Limit & Radar-Indicated Speed Signage

APPENDIX D – PUBLIC OUTREACH

The City of Marshall announced and advertised a Public Hearing to review and receive public comment regarding the implementation of the City of Marshall Americans with Disabilities Act Transition Plan for 2020.

Insert Public Hearing Presentation, sign-in info and notification/invite strategy on the following pages.

DRAFT

# ADA Transition Plan

Open House Presentation

Item 5.



Page 69

# What is an ADA Transition Plan?

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability.

As a provider of public transportation services and programs, the City of Marshall must comply with this Act. A Transition Plan is being developed detailing how the City will ensure that all facilities are accessible to all individuals.



Item 5.

The City of Marshall must meet these general requirements for individuals with disabilities:

- Access to all public programs and places
- Modification of policies that deny equal access
- Effective communication procedures
- An ADA Coordinator that coordinates ADA compliance
- Public notice of ADA requirements
- Grievance procedure for resolution of complaints

The City of Marshall has set a goal to provide ADA accessible pedestrian design features as part of the City's Capital Improvement Plan (CIP) projects. These standards and procedures will be kept up to date with nationwide and local best management practices.

# ADA Improvement Schedule

The City of Marshall ADA improvement schedule is based on items identified in the City's Capital Improvement Program (CIP) and includes the following schedule:

- All new construction and reconstruction projects with pedestrian facilities will be designed and constructed to conform with the most current ADA design practices to the extent feasible.
- ADA improvements on rehabilitation/resurfacing projects will be addressed on a case-by-case basis.
- ADA improvements requested by the public will be evaluated by City staff. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities.

City of Marshall Public Works Goals:

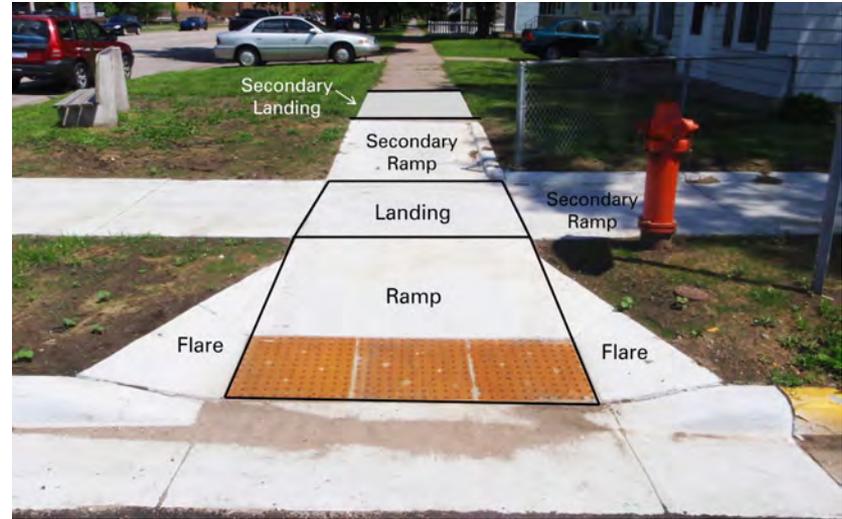
- After 20 years, 100% of accessibility features within the priority areas identified by City of Marshall staff would be ADA compliant.
- After 30 years, 100% of accessibility features within the jurisdiction of City of Marshall would be ADA compliant.



# Basic Ramp Elements

Without these basic ramp elements, sidewalk travel can be dangerous, difficult, and in some cases, impossible for people who use wheelchairs, scooters and other mobility aids.

Curb ramps allow people with mobility impairments to gain access to the sidewalks and to pass through center islands in streets. Otherwise, these individuals are forced to travel in streets and roadways and are put in danger or are prevented from reaching their destination.



# ADA Compliance Example

## Non-Compliant Ramp



## Compliant Ramp



# Contact Information

The City of Marshall has identified two roles within the City to oversee the City policies, procedures and implementation.



## ADA Title II Coordinator

Sheila Dubs, Human Resources Director

344 West Main Street

Marshall, MN 56258

Phone: 507-537-6790

E-Mail: [Sheila.Dubs@ci.marshall.mn.us](mailto:Sheila.Dubs@ci.marshall.mn.us)

## Public Right-of-Ways ADA Implementation Coordinator

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

344 West Main Street

Marshall, MN 56258

Phone: 507-537-6773

E-Mail: [Jason.Anderson@ci.marshall.mn.us](mailto:Jason.Anderson@ci.marshall.mn.us)

## APPENDIX E – PUBLIC NOTICE

As part of the ADA requirements the City/County has posted the following notice outlining its ADA requirements:

### PUBLIC NOTICE

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, City of Marshall will not discriminate against qualified individuals with disabilities on the basis of disability in City of Marshall services, programs, or activities.

**EMPLOYMENT:** The City of Marshall does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

**EFFECTIVE COMMUNICATION:** The City of Marshall will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Marshall programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**MODIFICATIONS TO POLICIES AND PROCEDURES:** The City of Marshall will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City of Marshall programs, services, and activities. For example, individuals with service animals are welcomed in City of Marshall offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City of Marshall program, service, or activity, should contact the office of ADA Coordinator, Sheila Dubs as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Marshall to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City of Marshall will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## APPENDIX F – GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Marshall. The City of Marshall Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Sheila Dubs**  
**City of Marshall ADA Coordinator/ Human Resource Manager**  
**344 West Main Street, Marshall, Minnesota 56258**

Within 15 calendar days after receipt of the complaint, Sheila Dubs or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Sheila Dubs or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Marshall and offer options for substantive resolution of the complaint.

If the response by Sheila Dubs or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Administrator Sharon Hanson or her designee.

Within 15 calendar days after receipt of the appeal, the City Administrator Sharon Hanson or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator Sharon Hanson or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Sheila Dubs or her designee, appeals to the City Administrator Sharon Hanson or her designee, and responses from these two offices will be retained by the City of Marshall for at least three years.

Those wishing to file a formal written grievance with City of Marshall may do so by one of the following methods:

### Internet

Visit the City of Marshall website (website) and click the "ADA" link to the [ADA Grievance Form](#). Fill in the form online and click "submit." A copy of The ADA Grievance Form is included in this Appendix.

### Telephone



Contact the pertinent City of Marshall staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

#### Paper Submittal

Contact the pertinent City of Marshall staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the county's grievance form, complete the form, and submit it to ADA Coordinator Sheila Dubs. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance)

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

The City of Marshall will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. City of Marshall will also provide to the complainant within 10 working days of its submittal; 1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern an City of Marshall facility, the City of Marshall will work with the complainant to contact the agency that has jurisdiction.

3. Within 60 calendar days of receipt, an City of Marshall staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the City of Marshall's response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The City of Marshall will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File for a period of seven years.

The City of Marshall will consider all specific grievances within its particular context or setting. Furthermore, the City of Marshall will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to City of Marshall.



Accordingly, the resolution by City of Marshall of any one grievance does not constitute a precedent upon which the county is bound or upon which other complaining parties may rely.

#### File Maintenance

The City of Marshall shall maintain ADA grievance files for a period of seven years.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section - NYAV

Washington, D.C. 20530

[www.ada.gov](http://www.ada.gov)

(800) 514-0301 (voice – toll free)

(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

Copies of the City of Marshall ADA Grievance Form and ADA Discrimination Complaint Form are included on the following pages. These forms will also be available electronically on the City of Marshall's website.



## Americans with Disabilities Act Discrimination Complaint Form

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Please complete this form. Fields marked with an asterisk (\*) are required. If you wish to send attachments, you may do so after submitting this form. You will receive a response email after you have submitted this form that will contain a complaint reference number and instructions on how you may send attachments.

Person filling out this form:

First Name\*

Middle

Last Name\*

\_\_\_\_\_

Address\*

\_\_\_\_\_

City\*

State\*

ZIP\*

\_\_\_\_\_

Telephone\*

Email\*

\_\_\_\_\_

Person Discriminated Against (if other than the complainant) \*

\_\_\_\_\_

Discriminatory Incident\*: \_\_\_\_\_

Date when did the discrimination occur? \* \_\_\_\_\_

Primary type of disability (circle appropriate) \*: mobility, cognitive/intellectual/developmental, learning, mental/psychiatric, vision, hearing, seizure, speech, HIV/AIDS, diabetes, other not listed

Issue (circle appropriate) \* : physical access, other or don't know



Has the complaint been filed with another Agency or US Department of Justice or any other Federal, State, civil rights agency or court\*?

\_\_\_ Yes \_\_\_ No

Agency or Court\*:

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DRAFT

APPENDIX G – CONTACT INFORMATION

ADA TITLE II COORDINATOR

Name: Sheila Dubs, Human Resources Director  
Address: 344 West Main Street, City Hall, Marshall, Minnesota, 56258  
Phone: 507-537-6790  
E-mail: [sheila.dubs@ci.marshall.mn.us](mailto:sheila.dubs@ci.marshall.mn.us)

PUBLIC RIGHT OF WAYS ADA IMPLEMENTATION COORDINATOR

Jason R. Anderson, P.E., Public Works Director/City Engineer  
Address: 344 West Main Street, City Hall, Marshall, Minnesota, 56258  
Phone: 507-537-6051  
E-mail: [jason.anderson@ci.marshall.mn.us](mailto:jason.anderson@ci.marshall.mn.us)

CITY ADMINISTRATOR

Sharon Hanson  
Address: 344 West Main Street, City Hall, Marshall, Minnesota, 56258  
Phone: 507-537-6761  
E-mail: [sharon.hanson@ci.marshall.mn.us](mailto:sharon.hanson@ci.marshall.mn.us)

## APPENDIX H – AGENCY ADA DESIGN STANDARDS AND PROCEDURES

### DESIGN PROCEDURES

Implementing the US Access Board’s Public Rights of Way Accessibility Guidelines (PROWAG) issued in 2005. All pedestrian facilities and shared use trails within MNDOT Right of Way must be constructed according to PROWAG (as of February 2010) and the 2010 ADA Standards, and MNDOT ADA construction guidance.

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### INTERSECTION CORNERS

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City of Marshall Public Works staff.

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### SIDEWALKS / TRAILS

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City of Marshall Public Works staff.

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### TRAFFIC CONTROL SIGNALS

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City of Marshall Public Works staff.

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### BUS STOPS

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as



compliant as possible in accordance with the judgment of City of Marshall Public Works staff. New Transit facilities to be located within the limits of City of Marshall will be designed to meet all appropriate accessibility standards.

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#### OTHER POLICIES, PRACTICES AND PROGRAMS

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

#### DESIGN STANDARDS

City of Marshall has implemented PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is included in the following pages of this appendix. Additional MnDOT ADA standards, details and plans can be found on the MnDOT Accessibility and ADA web page found at <http://www.dot.state.mn.us/ada/design.html>.

DRAFT

All designs need to be ADA compliant and follow the ADA Standards unless all alternatives have been explored and the results have been documented. While ADA compliance is the minimum standard that must be met, in order to meet the long term objectives, all designs must also be constructible, maintainable, and address the range of pedestrian user needs. The ADA Standards were created to implement best practices and incorporate lessons learned in a manner that provides construction tolerances and meets the long term maintenance and usability needs.

<span style="border: 1px solid black; padding: 2px;">MnDOT</span> <span style="border: 1px solid black; padding: 2px; margin-left: 5px;">PROWAG</span> <span style="border: 1px solid black; padding: 2px; margin-left: 5px; background-color: #FFD700;">MUTCD</span>	<b>CURB RAMP DESIGN CRITERIA</b>	revision: 1/12/2018
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ITEM		MIN	MAX	STANDARD	REASON*	GUIDANCE
LANDING		4' X 4'	VARIES	5' X 5'	C & U	1) Match Pedestrian Access Routes (PAR). 2) Enlarge landings to achieve perpendicular grade breaks. 3) Landings should be designed in one continuous plane.
RAMP SLOPE	(F)	2.0%	5.0%	4.0%	C, M & U	1) Maintains drainage in gutter. 2) Blend in better with surrounding terrain. 3) Reduce removal limits while minimizing v-curb. 4) For (S) Fans, see Curb Ramp Standard Plans 5-297.250 Pg 1 of 6 Note 10.
	(S)	5.0%	8.3%	7.0%		
	FAN	2.0%	5.0%	4.0%		
ONCE YOU HAVE REACHED THE 3" MIN CURB HEIGHT, THE CURB HEIGHT SHOULD MATCH PAR HEIGHT. SHOW INTERMEDIATE CURB HEIGHTS WHEN (A) LANDING ELEVATIONS ARE LESS THAN THE TYPICAL CURB SECTION OR (B) BOULEVARDS ARE LESS THAN 3 FEET AT THE CURB RAMP OR (C) WHEN SIDEWALK IS AT BACK OF CURB.					M & U	Avoid inverse sloped boulevards and keep landing above or within an inch of the top of curb to reduce trip hazards. Utilizing an appropriate ramp slope helps maintain the PAR height and provides a very usable pedestrian network, in addition to the guidance seen above.
RAMP WIDTH		4'	VARIES	6' MIN APS 6' MIN COMMERCIAL AREA MATCH TRAIL WIDTH	M & U	Match PARs.
RAMP LENGTH		3'	15'	4' MIN 6' MAX	C & U	Construction can build a minimum 2.5' ramp if necessary.
LANDING & RAMP CROSS SLOPE		POSITIVE FLOW	2.0%	1.0% MIN 1.5% MAX	C	Steep trails and side landings use 0.5% cross slope.
GUTTER FLOWLINE		POSITIVE FLOW	2.0%	1.0% MIN 1.5% MAX	C	Maintain positive drainage, flowline with radial domes should have a continuous grade, show tabling of curb and gutter with adequate construction limits if existing flowline is over 3%. If 2-3%, state designer intent to obtain <2% with note on plan.
ROADWAY CROSS SLOPE		POSITIVE FLOW	5.0%	1.0% MIN 5.0% MAX	C & U	Used when adjusting flowline, maintain positive drainage to edge of road and do not exceed 5%.

- (1) Design to the nearest minimum half-foot increment, one-foot increment (preferred) for all ADA and APS Applications.
- (2) When inverse grades are present, minimize the elevation change of the PAR unless proven necessary to maintain drainage.
- (3) With regards to v-curb/grading, see Curb Ramp Standard Plans 5-297.250 Pg 1 of 6 Note 7. Talk with property/land owners to find out which treatment they would prefer.
- (4) With regards to multiple ramps design at a quadrant, see Curb Ramp Standard Plans 5-297.250 Pg 2 of 6 Note 4. The "bump" typically happens when ramp separation is minimal on a combined directional and no (or narrow) boulevard is present. In these instances, a Fan/Depressed Corner will alleviate this problem and provide better maintainability and usability. 7' min. separation between ramps should be achieved in areas with concrete boulevards while 5.5' min. separation applies for areas with grass boulevards.
- (5) Flowlines need a 3" minimum freeboard to doorways. (3" below threshold i.e. depressed corners must not be used when adjacent to corner doorways at buildings).

\*C for Constructability, M for Maintainability, U for Usability.

ITEM	MIN	MAX	STANDARD	REASON*	GUIDANCE
PUSH BUTTON STATION SETBACK	1.5'	10'	4' MIN URBAN, 6-8' MIN RURAL, 9.5' MAX	M	Push button setback measured from the back of curb (urban) or edge of roadway (rural) at outside zero point.
PUSH BUTTON FROM INITIAL RAMP GRADE BREAK OR BACK OF WALK	0.75'	-	2' MIN	C & U	Place push button 2' min from edge of landing to provide usable push button access. 6' MAR takes priority over this criteria.
MAINTENANCE ACCESS ROUTE (MAR)	6'	-	-	M & U	Move push button to back of landing when 6' MAR cannot be achieved. Talk with local agencies to understand their snow and ice maintenance requirement widths.
PUSH BUTTON OFFSET FROM OUTSIDE EDGE OF CROSSWALK	0'	5'	-	U	When the push button is offset from the edge of crosswalk a walkable flare is preferred over a graded flare so users who depart from the push button will traverse a concrete surface. Distance is measured perpendicularly from extension of crosswalk.
PUSH BUTTON SEPARATION	10'	-	10.5' MIN	C	Must meet minimum MAR criteria at pork chop islands.

- (1) A leveled landing shall be adjacent to all push buttons.
- (2) Keep all push buttons outside of sidewalk PAR's. Push buttons shall not be in the middle of shared-use paths. Allowable push button encroachment: 2' on 10' wide trails and 1' on 8' wide trails if needed.
- (3) When sidewalk is at the back of curb, the push button should be placed toward the back of walk. Typically placed at 8' - 9.5' from the back of curb.
- (4) When installing new signal poles, it is preferred to get them out of the way as to not obstruct the pedestrian facilities. When in congested quadrants (i.e. downtown corridors), APS push buttons on signal poles are preferred although new signal poles need thorough underground utility coordination.

\*C for Constructability, M for Maintainability, U for Usability.

ITEM	MIN	MAX	STANDARD	REASON*	GUIDANCE
LANDING	5' X 5'	VARIES	-	C & U	MATCH PARs, enlarge landings to achieve perpendicular grade breaks.
SIDEWALK CROSS SLOPE	POSITIVE FLOW	2.0%	1.5% MAX 1.0% MIN	C	For steep sidewalk running slopes greater than 5%, flatter cross-slopes should be used 0.5% typical.
SIDEWALK RUNNING SLOPE		5.0%	-	C, M & U	For sidewalk running slopes, the max. running slope is 5% (unless roadway grade is steeper).
SIDEWALK RAMP SLOPE	5.0%	8.3%	7.0%	C, M & U	Only for sidewalk not adjacent to roadway. A landing is needed for every 30" of vertical rise with compliant handrails on both sides of ramp For building access, ramp slopes are 5% max. unless covered.
SIDEWALK OFFSET AND TAPER	-	-	-	M & U	Maximum offset is 1/2 the width of the ramp. On Curb ramp retrofit projects the min. sidewalk taper is 1:3 with 1:5 being preferred. However the min. taper for sidewalk reconstruction projects is 1:10.
SIDEWALK WIDTH	5'	VARIES	-	M & U	<ol style="list-style-type: none"> <li>1) Based on context and volume of users.</li> <li>2) Talk with local partners to understand their snow and ice maintenance requirements.</li> <li>3) Recommend 10' min measured from back of curb for commercial areas with doorways at back of walk.</li> </ol>
SIDEWALK WIDTH AT BACK OF CURB (NON-COMMERCIAL AREAS)	5'-6'	VARIES	7' MIN 8' PREFERRED	M & U	The sidewalk minimums of 5'-6' should only be used if there are no driveway, lighting or sign impacts present with in the sidewalk.
SIDEWALK PAVED BOULEVARD SLOPE	POSITIVE FLOW	8%	1.0% MIN 5.0% MAX	M & U	Slopes greater than 8% can become tripping hazards for user traversing the curb and sloped boulevard. Adjust centerline road profile or flatten the shoulder/parking lane to raise the curb line to achieve desired boulevard slope.
PAVED BOULEVARD WIDTH	2' MIN	-	1/3 BLVD. WIDTH TO 2/3 PAR WIDTH	M & U	For example a 9' sidewalk at a min. should have 6' wide par with a 3' wide boulevard.
GRASS BOULEVARD WIDTH	3' MIN	-	4' FOR 4" HIGH CURB 6' FOR 6" HIGH CURB	M & U	When the boulevard width is less than 3', it should be paved.
PAR WIDTH	4' MIN	VARIES	6' MIN ADJ. TO BUILDINGS. 2/3 PAR MIN TO 1/3 BLVD	M & U	PAR width adjacent to buildings should be 6' min. to allow for a 1' buffer to the building and doorways. The 6' min. PAR takes priority over 2/3 PAR width to 1/3 boulevard criteria.

\*C for Constructability, M for Maintainability, U for Usability.

ITEM	MIN	MAX	STANDARD	REASON*	GUIDANCE
APRON LENGTH	18"	-	6' FOR 6" CURB HEIGHT, 4' FOR 4" CURB HEIGHT	U	Add one foot of driveway apron length for every inch of designed curb height if Right-of-Way (ROW) allows.
COMMERCIAL APRON SLOPE RESIDENTIAL APRON SLOPE	POSITIVE FLOW	10% 12%	1.0% MIN 8.0% MAX	U	Design adequate slope for PAR to match designed curb height, maintain consistent PAR elevation and limit the sidewalk roller coaster effect.
PAR HEIGHT (6" C&G)	0"	6"	3" MIN, 6" PREFERRED	M & U	1) Minimize sidewalk roller coaster effect. 2) Desirable to keep PAR elevation continuous or at least in the upper half of curb height. 3) Do not introduce unnecessary elevation changes into the PAR. 4) Standard criteria do not apply to parallel driveway. Recommend to not have consecutive parallel driveway in a series.
PAR HEIGHT (4" C&G)	0"	4"	2" MIN, 4" PREFERRED		
PAR CROSS SLOPE	0.5%	2.0%	1.0% MIN 1.5% MAX	C, M & U	-
SIDEWALK RUNNING SLOPE (PAR) AT DRIVEWAY TRANSITIONS	2.0%	5.0%	4.0% MAX	C, M & U	Can match roadway slope if roadway profile is >5%
PEDESTRIAN ACCESS ROUTE (PAR)	4'	VARIES	5' MIN	C & U	Preferred to match sidewalk/trail widths
BACK OF CURB HEIGHT AT DRIVEWAY APRON	1"	3"	1"	M & U	1) Refer to Sidewalk & Driveway Standard Plan 5-297.254. 2) DW Curb Type 2 can be used to maintain drainage in gutter flowline at negative driveways. 4" curb height is preferred in sidewalk fill areas and in areas adjacent to negative driveways slipping downward from the roadway. 3) Only use DW Curb Type 3 with garage doors at back of walk or minor usage driveways like railroad access along tracks.

\*C for Constructability, M for Maintainability, U for Usability.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Review and approve amended Resolution No. 4042, being a resolution for vacation of a city street in the City of Marshall pursuant to City Charter and State Statutes
<b>Background Information:</b>	<p>The City of Marshall is proposing to improve drainage in the Merit Center and driving track region of the City of Marshall. There is an existing former township road (290th Street) in the region. That township road is now a City street pursuant to annexation of the surrounding property into the City of Marshall.</p> <p>In 2014, a resolution was present to the City Council regarding a vacation of the portion of 290th Street between trunk Hwy 59 and CSAH 33. The previous Resolution No. 4042 was approved by Council action. That resolution, however, has never been filed of record in the recorder’s office and as such 290th Street still appears to be as a City Street located within the City of Marshall.</p> <p>The amended resolution attached hereto does address various deficiencies in the prior resolution. It is proposed that the amended resolution herein would be submitted to the appropriate county officials and would then be recorded of record so that the existing 290th Street would then be vacated between trunk Hwy 59 and CSAH 33. By operation of law, the vacation of the roadway would transfer ownership of that roadway to abutting property owners. The resolution, however, does retain all utility easements and does authorize for a drainage easement to be retained by the City. The City is also negotiating with abutting property owners for the conveyance of the road right of way back to the City for future utility and drainage purposes. City officials believe that the vacation of the roadway and retention of easements is in the best interests of the City and that such action will allow for increased drainage in the area. There have been several complaints about area drainage in the Hwy 59 area. It is believed that the vacation of the roadway and improved drainage will address a number of pending concerns.</p>
<b>Fiscal Impact:</b>	None for the vacation of the roadway. There will be additional costs incurred for the development of drainage repairs or maintenance subsequent to the vacation.
<b>Alternative/ Variations:</b>	No alternative action recommended.
<b>Recommendations:</b>	That the City Council approve the amended resolution and direct the appropriate City officials to file the resolution of record and to continue discussions with property owners regarding transfer of vacated roadway back to the City.

SECOND AMENDMENT TO  
RESOLUTION NUMBER 4042, SECOND SERIES  
RESOLUTION FOR VACATION OF ROAD RIGHT-OF-WAY  
IN THE CITY OF MARSHALL

WHEREAS, per Section 62-4 of the City Code of Ordinance, and in compliance with Minnesota Statute §412.851, the City Council by motion, ordered a hearing on the vacation of a City Street (290<sup>th</sup> Street) located between CSAH 33 and T.H. 59 in the City of Marshall, County of Lyon, State of Minnesota; as shown on the attached map;

AND WHEREAS, a public hearing was held on August 11, 2014 before the City Council on such petition, after due published and posted notice of said hearing, had been given on July 31, 2014, as well as personal notice mailed to affected abutting property owners by the clerk on July 31, 2014, and all persons interested were given an opportunity to be heard;

AND WHEREAS, the affected utility companies have requested retention of all permanent utility easements across the entire city street to be vacated; and

WHEREAS, the public hearing allowed for the opportunity for members of the public, including the abutting landowners, to offer testimony regarding whether or not they agreed or disagreed with the proposed vacation of City Street; and

WHEREAS, no member of the public spoke in opposition to the proposed vacation of city street; and

WHEREAS the City Council of Marshall hereby concludes it is in the best interest of the public to vacate the public City Street (290<sup>th</sup> Street) located between CSAH 33 and T.H. 59, in the City of Marshall; and

WHEREAS, the City Council of Marshall further concludes that it is in the best interest of the public to retain all permanent utility easements and to establish public drainage easements over and through the existing roadway and right of way.

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

1. That the City Council in and for the City of Marshall, Lyon County, Minnesota hereby resolves to vacate the City Street right-of-way (290<sup>th</sup> Street) located between CSAH 33 and T.H. 59, located in the City of Marshall, County of Lyon, State of Minnesota, as shown on the attached map.
2. All permanent utility easements, and drainage easements, will remain across and through the entire right-of-way of the vacated City Street.
3. A copy of this resolution, after the same shall go into effect, duly certified by the City Clerk, shall be filed for record and duly recorded in the office of the County Recorder in and for Lyon County, Minnesota.

Second Amendment to Resolution No.4042, Second Series

Passed and adopted by the Council this \_\_\_\_ day of July 2020.

Passed and adopted by the Council this \_\_\_\_ day of July 2020.

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Robert J. Byrnes, Mayor

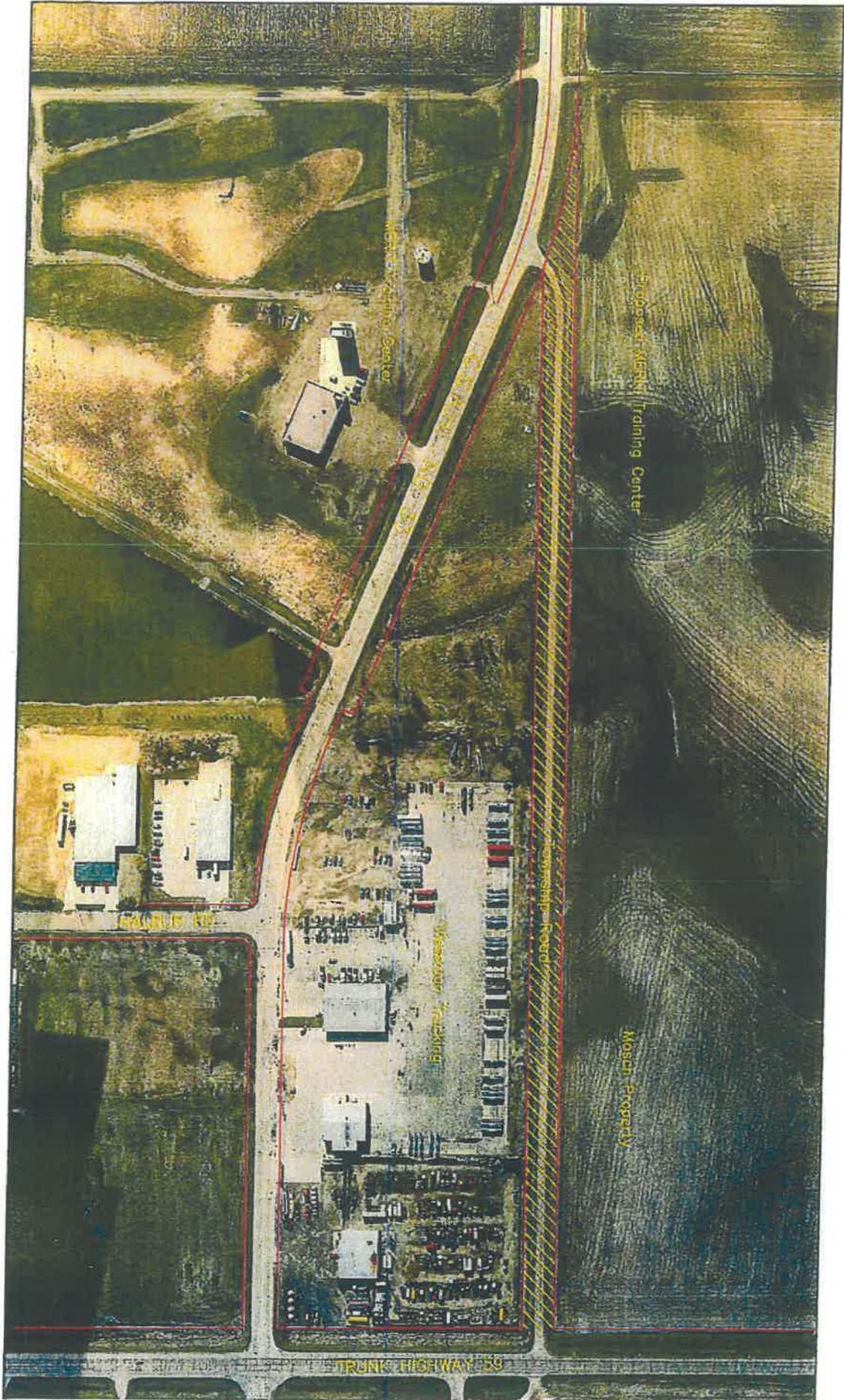
ATTEST:

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Kyle Box, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

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





## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That the following bills and project payments be authorized for payment



Marshall, MN

# Council Check Report

By Vendor Name

Date Range: 07/14/2020 - 07/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-REG AP</b>						
4549	A & B BUSINESS, INC	07/15/2020	EFT	0.00	420.97	4753
5813	ACE HOME & HARDWARE	07/14/2020	Regular	0.00	17.88	116610
5813	ACE HOME & HARDWARE	07/17/2020	Regular	0.00	182.61	116627
5813	ACE HOME & HARDWARE	07/24/2020	Regular	0.00	109.73	116680
6046	ADVANCED FIRST AID INC.	07/24/2020	EFT	0.00	197.20	4802
6412	AG PLUS COOPERATIVE	07/17/2020	Regular	0.00	1,047.21	116628
5119	ALL FLAGS,LLC	07/24/2020	Regular	0.00	340.59	116681
0578	AMAZON CAPITAL SERVICES	07/24/2020	EFT	0.00	237.98	4803
4570	AMAZON	07/14/2020	Regular	0.00	1,405.30	116611
3761	AMERICAN BOTTLING CO.	07/24/2020	Regular	0.00	153.60	116682
0595	AMERIPRIDE SERVICES, INC	07/17/2020	EFT	0.00	92.72	4766
0658	AP DESIGN	07/24/2020	EFT	0.00	5,151.90	4804
0630	ARCTIC GLACIER	07/17/2020	Regular	0.00	492.56	116629
0630	ARCTIC GLACIER	07/24/2020	Regular	0.00	457.25	116683
6550	AREVALO, MAYRA	07/24/2020	Regular	0.00	25.00	116684
0629	ARNOLD MOTOR SUPPLY	07/17/2020	Regular	0.00	90.28	116630
5447	ARTISAN BEER COMPANY	07/17/2020	Regular	0.00	4,079.40	116631
5447	ARTISAN BEER COMPANY	07/24/2020	Regular	0.00	714.81	116685
0656	AVERA MARSHALL REGIONAL MED CTR	07/17/2020	Regular	0.00	730.75	116632
0656	AVERA MARSHALL REGIONAL MED CTR	07/24/2020	Regular	0.00	114.00	116686
5702	B & H PHOTO & ELECTRONICS CORP	07/24/2020	EFT	0.00	109.22	4805
0688	BELLBOY CORPORATION	07/24/2020	EFT	0.00	3,458.59	4806
0689	BEND RITE FABRICATION INC	07/24/2020	Regular	0.00	24.45	116687
0699	BEVERAGE WHOLESALERS	07/17/2020	Regular	0.00	30,270.79	116633
0699	BEVERAGE WHOLESALERS	07/24/2020	Regular	0.00	31,353.45	116688
0724	BOLTON & MENK INC	07/17/2020	EFT	0.00	38,320.40	4767
0726	BORCHS SPORTING GOODS	07/17/2020	EFT	0.00	100.00	4768
0018	BORDER STATES ELECTRIC SUPPLY	07/17/2020	Regular	0.00	32.71	116634
0018	BORDER STATES ELECTRIC SUPPLY	07/24/2020	Regular	0.00	26.03	116689
4457	BREAKTHRU BEVERAGE	07/17/2020	Regular	0.00	3,365.41	116635
4457	BREAKTHRU BEVERAGE	07/24/2020	Regular	0.00	2,047.53	116690
6539	BREMER BANK CC	07/14/2020	Regular	0.00	1,599.21	116613
6468	BRENNAN CONSTRUCTION OF MN, INC	07/17/2020	Regular	0.00	313,891.52	116636
3568	BRUNSVOLD, QUENTIN	07/24/2020	EFT	0.00	178.95	4807
0728	BUFFALO RIDGE CONCRETE,INC	07/17/2020	EFT	0.00	5,548.00	4769
0774	BUREAU OF CRIMINAL APPREHENSION	07/17/2020	Regular	0.00	630.00	116637
0815	CATTOOR OIL COMPANY INC	07/17/2020	EFT	0.00	1,668.32	4770
0815	CATTOOR OIL COMPANY INC	07/24/2020	EFT	0.00	13.99	4808
0818	CAUWELS, ROGER	07/17/2020	EFT	0.00	175.00	4771
0836	CHARTER COMMUNICATIONS	07/17/2020	EFT	0.00	98.71	4772
0836	CHARTER COMMUNICATIONS	07/24/2020	EFT	0.00	11.99	4809
5736	COEQUYT PLUMBING AND HEATING	07/17/2020	Regular	0.00	951.62	116638
5513	COLLABORATIVE SUMMER LIBRARY PROGRAM	07/15/2020	EFT	0.00	216.75	4754
6191	COMMUNITY ELECTRIC, INC	07/24/2020	Regular	0.00	581.58	116691
0875	COMPUTER MAN INC	07/15/2020	EFT	0.00	660.00	4755
3819	DACOTAH PAPER CO	07/14/2020	Regular	0.00	148.69	116615
3819	DACOTAH PAPER CO	07/17/2020	Regular	0.00	950.17	116639
3819	DACOTAH PAPER CO	07/24/2020	Regular	0.00	194.56	116692
0946	DAKOTA MUD JACK	07/24/2020	Regular	0.00	14,606.25	116693
6538	DEARREADER.COM	07/14/2020	Regular	0.00	1,600.00	116616
4573	DEMCO	07/14/2020	Regular	0.00	1,464.64	116617
5731	DOLL DISTRIBUTING	07/17/2020	EFT	0.00	16,634.39	4773
5731	DOLL DISTRIBUTING	07/24/2020	EFT	0.00	20,533.75	4810
0375	DUBS, SHEILA	07/24/2020	EFT	0.00	40.00	4811

Council Check Report

Date Range: 07/14/2020 - 07/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1020	DUIINCK BROS., INC.	07/17/2020	EFT	0.00	23,557.30	4774
1020	DUIINCK BROS., INC.	07/24/2020	EFT	0.00	4,798.01	4812
5511	DVL FIRE AND SAFETY	07/17/2020	Regular	0.00	290.00	116640
1037	ECOWATER SYSTEMS	07/17/2020	EFT	0.00	123.00	4775
3566	ELECTRIC MOTOR CO	07/17/2020	EFT	0.00	1,069.41	4776
1047	ELECTRIC PUMP INC	07/24/2020	Regular	0.00	1,078.61	116694
1061	EMERGENCY APPARATUS MAINTENANCE INC	07/24/2020	Regular	0.00	9,979.81	116695
6248	ENGAN ASSOCIATES P.A.	07/24/2020	EFT	0.00	3,723.18	4813
6542	EVANS FAMILY PET CARE	07/17/2020	Regular	0.00	125.00	116641
1090	FASTENAL COMPANY	07/17/2020	EFT	0.00	156.21	4777
1090	FASTENAL COMPANY	07/24/2020	EFT	0.00	203.00	4814
3772	FRONTIER PRECISION	07/24/2020	EFT	0.00	69.75	4815
4805	FURTHER	07/24/2020	Bank Draft	0.00	4,500.36	DFT0000315
4805	FURTHER	07/24/2020	Bank Draft	0.00	895.86	DFT0000316
4805	FURTHER	07/24/2020	Bank Draft	0.00	1,437.50	DFT0000317
4805	FURTHER	07/24/2020	Bank Draft	0.00	666.68	DFT0000318
4805	FURTHER	07/24/2020	Bank Draft	0.00	9,300.67	DFT0000321
4805	FURTHER	07/21/2020	Bank Draft	0.00	520.84	DFT0000329
1158	GALLS INC	07/17/2020	Regular	0.00	362.21	116642
6478	GOPHER STATE ONE CALL	07/17/2020	EFT	0.00	286.20	4778
1193	GOPHER	07/24/2020	Regular	0.00	133.02	116696
5805	GPM COMPANY	07/17/2020	Regular	0.00	7,871.90	116643
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	07/17/2020	Regular	0.00	331.38	116644
1215	GREENWOOD NURSERY	07/24/2020	Regular	0.00	80.00	116697
3760	GROWMARK INC.	07/17/2020	EFT	0.00	541.30	4779
3760	GROWMARK INC.	07/24/2020	EFT	0.00	348.15	4816
6291	GUARDIAN FLEET SAFETY	07/17/2020	Regular	0.00	10,504.69	116645
6291	GUARDIAN FLEET SAFETY	07/24/2020	Regular	0.00	10,973.64	116698
1243	HARDWARE HANK	07/17/2020	EFT	0.00	67.64	4780
1243	HARDWARE HANK	07/24/2020	EFT	0.00	209.98	4817
1256	HAWKINS INC	07/17/2020	Regular	0.00	5,466.37	116646
1256	HAWKINS INC	07/24/2020	Regular	0.00	5,322.65	116699
5825	HEFTY SEED CO	07/24/2020	Regular	0.00	183.21	116700
1267	HEIMAN INC.	07/17/2020	EFT	0.00	380.05	4781
1267	HEIMAN INC.	07/24/2020	EFT	0.00	268.00	4818
1271	HENLE PRINTING COMPANY	07/15/2020	EFT	0.00	94.24	4756
1271	HENLE PRINTING COMPANY	07/24/2020	EFT	0.00	1,031.87	4819
6558	HENLE PROPERTIES	07/24/2020	Regular	0.00	5,000.00	116701
1288	HISKEN CONSTRUCTION INC	07/24/2020	Regular	0.00	3,925.00	116702
4885	HORIZON COMMERCIAL POOL SUPPLY	07/17/2020	EFT	0.00	439.98	4782
4885	HORIZON COMMERCIAL POOL SUPPLY	07/24/2020	EFT	0.00	154.11	4820
1325	ICMA RETIREMENT TRUST #300877	07/17/2020	Regular	0.00	50.00	116647
1325	ICMA RETIREMENT TRUST #300877	07/24/2020	Regular	0.00	50.00	116703
4552	INGRAM LIBRARY SERVICES	07/14/2020	Regular	0.00	2,837.23	116618
1358	INTERNAL REVENUE SERVICE	07/24/2020	Regular	0.00	655.32	116704
1358	INTERNAL REVENUE SERVICE	07/14/2020	Bank Draft	0.00	1,692.88	DFT0000263
1358	INTERNAL REVENUE SERVICE	07/14/2020	Bank Draft	0.00	266.22	DFT0000264
1358	INTERNAL REVENUE SERVICE	07/24/2020	Bank Draft	0.00	27,473.06	DFT0000325
1358	INTERNAL REVENUE SERVICE	07/24/2020	Bank Draft	0.00	23,258.71	DFT0000326
1358	INTERNAL REVENUE SERVICE	07/24/2020	Bank Draft	0.00	8,098.40	DFT0000327
6540	INTERNATIONAL CHEMTEX, LLC	07/17/2020	Regular	0.00	8,315.71	116648
1399	JOHNSON BROTHERS LIQUOR COMPANY	07/17/2020	Regular	0.00	11,975.02	116649
1399	JOHNSON BROTHERS LIQUOR COMPANY	07/24/2020	Regular	0.00	942.99	116705
1417	KENNEDY & GRAVEN, CHARTERED	07/24/2020	EFT	0.00	11,058.50	4821
3564	KESTELOOT ENTERPRISES, INC	07/17/2020	EFT	0.00	17.14	4783
3564	KESTELOOT ENTERPRISES, INC	07/24/2020	EFT	0.00	41.47	4822
5095	KIBBLE EQUIPMENT	07/17/2020	EFT	0.00	499.25	4784
5095	KIBBLE EQUIPMENT	07/24/2020	EFT	0.00	934.99	4823
6553	KUHNAU, NATHANIEL	07/24/2020	Regular	0.00	27.85	116706
3906	LALEMAN, GARY	07/24/2020	Regular	0.00	350.00	116707
3653	LANGUAGE LINE SERVICES	07/17/2020	EFT	0.00	24.50	4785

Council Check Report

Date Range: 07/14/2020 - 07/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	07/17/2020	Regular	0.00	4,326.98	116650
6068	LEHMAN, CHRISTINE	07/17/2020	Regular	0.00	20.00	116651
6543	LINSCO, INC	07/17/2020	Regular	0.00	102,668.80	116652
1507	LOCHER BROTHERS INC	07/17/2020	EFT	0.00	850.07	4786
1507	LOCHER BROTHERS INC	07/24/2020	EFT	0.00	1,159.50	4824
1508	LOCKWOOD MOTORS INC.	07/17/2020	Regular	0.00	345.22	116653
1531	LYON COUNTY AUDITOR-TREASURER	07/24/2020	Regular	0.00	622.68	116708
3617	LYON COUNTY GIS DEPT	07/17/2020	Regular	0.00	6,089.35	116654
1545	LYON COUNTY HIGHWAY DEPARTMENT	07/14/2020	Regular	0.00	11.12	116620
1545	LYON COUNTY HIGHWAY DEPARTMENT	07/24/2020	Regular	0.00	5,222.87	116709
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC	07/17/2020	Regular	0.00	20.92	116655
1570	MADDEN UPHOLSTERY & HOME DECORATING INC	07/24/2020	Regular	0.00	315.00	116710
6292	MADDEN, GALANTER, HANSEN, LLP	07/24/2020	EFT	0.00	622.70	4825
1575	MAILBOXES & PARCEL DEPOT	07/17/2020	EFT	0.00	95.27	4787
1604	MARSHALL AREA CHAMBER OF COMMERCE	07/15/2020	EFT	0.00	140.00	4757
1604	MARSHALL AREA CHAMBER OF COMMERCE	07/24/2020	EFT	0.00	30.00	4826
1632	MARSHALL MINI-STORAGE, LLP	07/24/2020	EFT	0.00	72.00	4827
1633	MARSHALL MUNICIPAL UTILITIES	07/15/2020	EFT	0.00	2,335.45	4758
1633	MARSHALL MUNICIPAL UTILITIES	07/17/2020	EFT	0.00	94,779.97	4788
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	07/15/2020	EFT	0.00	93.08	4759
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	07/24/2020	EFT	0.00	336.13	4828
1637	MARSHALL PUBLIC SCHOOLS	07/17/2020	EFT	0.00	1,274.25	4793
1637	MARSHALL PUBLIC SCHOOLS	07/24/2020	EFT	0.00	15,247.45	4829
3545	MARSHALL RADIO	07/24/2020	EFT	0.00	750.00	4830
6554	MASTERBUILT HOMES	07/24/2020	Regular	0.00	300.00	116711
1683	MCFOA	07/24/2020	Regular	0.00	45.00	116712
1695	MEIER ELECTRIC INC	07/15/2020	EFT	0.00	6,813.00	4760
4980	MENARDS INC	07/17/2020	Regular	0.00	659.11	116656
1704	MESERB	07/24/2020	Regular	0.00	4,240.80	116713
1711	MID-AMERICAN RESEARCH CHEMICAL	07/17/2020	Regular	0.00	150.77	116657
6544	MIDWEST BOILER, INC	07/17/2020	Regular	0.00	37,710.00	116658
6377	MIDWEST TRAINING ASSOCEOIATES, LLC	07/24/2020	Regular	0.00	1,700.00	116714
6230	MILLNER HERITAGE VINEYARD & WINERY	07/24/2020	Regular	0.00	342.00	116715
0095	MINNESOTA CITY/COUNTY MANAGEMENT ASSOC	07/24/2020	Regular	0.00	177.99	116716
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	801.59	DFT0000301
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	170.00	DFT0000302
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	1,275.00	DFT0000303
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	2,334.47	DFT0000304
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	100.00	DFT0000305
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	1,170.00	DFT0000311
3669	MINNESOTA STATE RETIREMENT SYSTEM	07/24/2020	Bank Draft	0.00	355.00	DFT0000312
1757	MN CHILD SUPPORT PAYMENT CENTER	07/24/2020	Regular	0.00	684.35	116717
1774	MN DEPT OF LABOR AND INDUST	07/17/2020	Regular	0.00	2,465.12	116659
4095	MN DEPT OF PUBLIC SAFETY	07/17/2020	Regular	0.00	30.00	116660
3555	MN DOT	07/24/2020	Regular	0.00	2,715.53	116718
1807	MN MUNICIPAL BEVERAGE ASSOCIATION	07/24/2020	Regular	0.00	2,700.00	116719
6440	MN PEIP-C/O MMB FISCAL SVC	07/17/2020	Regular	0.00	130,696.00	116661
1818	MN REVENUE	07/14/2020	Bank Draft	0.00	617.46	DFT0000265
1818	MN REVENUE	07/24/2020	Bank Draft	0.00	10,808.75	DFT0000328
1864	MONTES ELECTRIC INC	07/17/2020	Regular	0.00	200.53	116663
1877	MOTION INDUSTRIES INC	07/24/2020	Regular	0.00	38.08	116720
2512	NATIONWIDE RETIREMENT	07/24/2020	Bank Draft	0.00	200.00	DFT0000306
2513	NATIONWIDE RETIREMENT-FIRE	07/24/2020	Bank Draft	0.00	27.44	DFT0000307
4853	NEMES, PAULA	07/14/2020	Regular	0.00	45.00	116621
1958	NORTHERN BUSINESS PRODUCTS, INC	07/15/2020	EFT	0.00	75.55	4761
6463	OFFICE OF MNIT SERVICES	07/24/2020	Regular	0.00	682.90	116721
5891	ONE OFFICE SOLUTION	07/15/2020	EFT	0.00	32.99	4762
5891	ONE OFFICE SOLUTION	07/24/2020	EFT	0.00	265.00	4831
6190	OPG-3 INC	07/24/2020	Regular	0.00	96.99	116722
3809	O'REILLY AUTOMOTIVE STORES, INC	07/17/2020	Regular	0.00	558.72	116664
2019	PAUSTIS WINE COMPANY	07/17/2020	Regular	0.00	2,616.50	116665

Council Check Report

Date Range: 07/14/2020 - 07/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2028	PERA OF MINNESOTA REG	07/17/2020	Regular	0.00	1,922.65	116666
2028	PERA OF MINNESOTA REG	07/24/2020	Bank Draft	0.00	48,365.53	DFT0000324
2036	PHILLIPS WINE AND SPIRITS INC	07/17/2020	Regular	0.00	15,809.98	116667
2036	PHILLIPS WINE AND SPIRITS INC	07/24/2020	Regular	0.00	2,643.23	116723
4548	PLUM CREEK LIBRARY SYSTEM	07/17/2020	Regular	0.00	55.67	116668
2049	PLUNKETTS PEST CONTROL INC	07/15/2020	EFT	0.00	100.00	4763
2049	PLUNKETTS PEST CONTROL INC	07/17/2020	EFT	0.00	540.93	4794
2064	POWERPLAN	07/24/2020	Regular	0.00	3,888.16	116724
5585	PRESTIGE CHEMICALS	07/24/2020	Regular	0.00	810.06	116725
4963	PYROTECHNIC DISPLAY, INC.	07/17/2020	Regular	0.00	11,800.00	116669
2090	QUALITY FLOW SYSTEMS INC	07/17/2020	Regular	0.00	128.06	116670
2096	QUARNSTROM & DOERING, PA	07/17/2020	EFT	0.00	230.00	4795
2096	QUARNSTROM & DOERING, PA	07/24/2020	EFT	0.00	8,200.50	4832
6216	R & H PAINTING, LLC	07/24/2020	Regular	0.00	50,828.00	116726
5504	RASMUSSON, EMILIROSE	07/14/2020	Regular	0.00	200.97	116622
6528	RATHJE, LADONNA	07/17/2020	Regular	0.00	500.00	116671
5732	RITE	07/24/2020	Regular	0.00	310.31	116727
6545	RUFFRIDGE JOHNSON EQUIPMENT CO, INC	07/17/2020	Regular	0.00	219.86	116672
4647	SCHOLASTIC	07/14/2020	Regular	0.00	264.10	116623
3267	SCHWAN'S SHARED SVCS-CC570675	07/24/2020	Regular	0.00	23,138.00	116728
6286	SCHWEEMAN'S CLEANERS, LLP	07/14/2020	Regular	0.00	65.98	116624
4855	SOUTHERN GLAZER'S OF MN	07/17/2020	EFT	0.00	12,412.10	4796
4855	SOUTHERN GLAZER'S OF MN	07/24/2020	EFT	0.00	13,915.51	4833
2311	SOUTHWEST GLASS CENTER	07/17/2020	Regular	0.00	190.00	116673
2318	SOUTHWEST SANITATION INC.	07/15/2020	EFT	0.00	116.46	4764
2318	SOUTHWEST SANITATION INC.	07/17/2020	EFT	0.00	342.38	4797
2318	SOUTHWEST SANITATION INC.	07/24/2020	EFT	0.00	2,132.02	4834
4522	ST LOUIS MRO INC.	07/24/2020	Regular	0.00	89.00	116729
6546	SVJ CREATIVE DESIGNS	07/17/2020	Regular	0.00	3,000.00	116674
6547	TATTERSALL DISTILLING CO	07/17/2020	Regular	0.00	148.80	116675
6137	TEIGS LAWN CARE & LANDSCAPING, LLC	07/17/2020	Regular	0.00	60.00	116676
4734	TESSMAN COMPANY	07/17/2020	EFT	0.00	2,136.09	4798
6548	THE STATUARY USA, INC	07/17/2020	Regular	0.00	9,250.00	116677
2428	TITAN MACHINERY	07/17/2020	EFT	0.00	64.50	4799
6156	TRUE BRANDS	07/17/2020	EFT	0.00	941.92	4800
6156	TRUE BRANDS	07/24/2020	EFT	0.00	39.98	4835
3875	TYLER TECHNOLOGIES	07/24/2020	Regular	0.00	2,500.00	116730
6126	UNITED COMMUNITY ACTION PARTNERSHIP	07/24/2020	EFT	0.00	70,253.14	4836
2499	US BANK	07/24/2020	Regular	0.00	1,850.00	116731
3443	VALIC DEFERRED COMP	07/24/2020	Bank Draft	0.00	1,102.00	DFT0000308
3443	VALIC DEFERRED COMP	07/24/2020	Bank Draft	0.00	61.32	DFT0000309
3443	VALIC DEFERRED COMP	07/24/2020	Bank Draft	0.00	1,250.00	DFT0000310
5733	VAST BROADBAND	07/14/2020	Regular	0.00	86.06	116625
5733	VAST BROADBAND	07/17/2020	Regular	0.00	117.34	116678
4489	VERIZON WIRELESS	07/15/2020	EFT	0.00	60.95	4765
4489	VERIZON WIRELESS	07/17/2020	EFT	0.00	49.04	4801
2538	VIKING COCA COLA BOTTLING COMPANY	07/24/2020	EFT	0.00	571.72	4837
6085	VOYA - INVESTORS CHOICE	07/24/2020	Bank Draft	0.00	150.00	DFT0000313
6085	VOYA - INVESTORS CHOICE	07/24/2020	Bank Draft	0.00	850.00	DFT0000314
4575	WALMART COMMUNITY	07/14/2020	Regular	0.00	245.20	116626
5961	WAYNE'S TRACTOR REPAIR	07/24/2020	Regular	0.00	503.80	116732
2605	WINE MERCHANTS	07/17/2020	Regular	0.00	1,486.59	116679
6394	WING, LAURA	07/24/2020	EFT	0.00	105.76	4838

Council Check Report

Date Range: 07/14/2020 - 07/24/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6330	WRS CO. LLC	07/24/2020	Regular	0.00	178.83	116733

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	258	120	0.00	941,320.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	28	28	0.00	147,749.74
EFT's	168	82	0.00	381,151.47
	<b>454</b>	<b>230</b>	<b>0.00</b>	<b>1,470,221.38</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	258	120	0.00	941,320.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	28	28	0.00	147,749.74
EFT's	168	82	0.00	381,151.47
	<b>454</b>	<b>230</b>	<b>0.00</b>	<b>1,470,221.38</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	7/2020	1,470,221.38
			<b>1,470,221.38</b>

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

7/28/2020

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	4,484,628.65		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	50,091.00	5,080,291.00		1,195,500.83	313,891.52	167,710.26	3,403,188.39	33.01%
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%
PF1	495-41900-53110	5/12/2020	Demolition of Structure at 326 West Main Street	LinnCo, Inc	523,444.00		523,444.00			102,668.80		420,775.20	19.61%
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>112,795.85</u>	<u>28,532,495.82</u>	<u>959,481.14</u>	<u>6,580,464.43</u>	<u>6,838,239.82</u>	<u>416,560.32</u>	<u>639,085.18</u>	<u>13,098,664.93</u>

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	TABLED ITEMS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Award of Bids for Street Sweeper for the Street Department.
<b>Background Information:</b>	<p>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.</p> <p>At the July 14, 2020 City Council meeting, Council requested city staff to consider keeping the 2015 Elgin Pelican street sweeper instead of trading it in for \$68,200. By keeping the 2015 sweeper, the city is afforded redundancy with operations, the city may run two machines in tandem during early spring and fall time when demand is high, and the city could defer future street sweeper replacements by spreading machine time between two sweepers.</p> <p>At their meeting on July 14, 2020, the City Council tabled action on this item to the July 28, 2020 meeting to allow for staff to review the Surface Water Management Utility budget to ensure that the fund could absorb the additional \$68,200 cost of not trading in the sweeper. After reviewing the budget, it has been determined that this purchase could be financed by utilizing Surface Water Management Fund reserves.</p>
<b>Fiscal Impact:</b>	<p>Recommendation No. 2: The total cost of purchasing the new street sweeper is \$240,259. The approved 2020 Capital Equipment budget included \$180,000 for the purchase of this unit from the Surface Water Management Utility fund. City staff has reviewed the Surface Water Management Utility budget and determined that the additional \$60,259 cost above the budgeted \$180,000 can be absorbed by accessing Surface Water Management Utility reserves.</p> <p>Alternative/Variations: 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.</p>
<b>Alternative/ Variations:</b>	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.
<b>Recommendations:</b>	<p><u>Recommendation No. 1</u> that the Council remove the item from the table.</p> <p><u>Recommendation No. 2</u> 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 \$240,259. The current 2015 Elgin Pelican street sweeper will be retained by the City Street Department and will be used to supplement city street sweeping operations.</p>



**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**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Authorization for ADA Ped Ramp and Bike Trail Improvements
<b>Background Information:</b>	For the past couple years money has been allocated in the Parks Budget for bike trail maintenance and repairs. This year \$80,000 is included in the budget. This year's funds are proposed to be used towards repairs in numerous locations – see attached breakdown for pricing and locations. Staff is working towards getting all trail sections on a preservation maintenance plan and has been working with the Engineering Dept. to rate the conditions of each section of trail to help prioritize maintenance needs in the future.
<b>Fiscal Impact:</b>	Repairs and improvements not to exceed the budgeted \$80,000.
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	Authorize staff to proceed with ADA Ped Ramp and Bike Trail Improvements not to exceed \$80,000.

# Bike Trail Maintenance Cost Estimates

## Preservation Treatments

Treatment	Quantity	Contractor	Quote	Total
<b>US 59 (Susan Dr to Boyer Dr)</b>				
Crack Seal	700 LF	Bargen	\$2,450/LS	\$ 2,450.00
RePlay	1500 SY	Bargen	\$5,100/LS	\$ 5,100.00
RePlay midNITE	1500 SY	Bargen	\$5,400/LS	\$ 5,400.00
Seal Coat	1500 SY	Bargen	\$5,265/LS	\$ 5,265.00
Fog Seal	1500 SY	Bargen	\$5,062.50/LS	\$ 5,062.50
Fog Seal	1500 SY	Pearson	\$1.75/SY	\$ 2,625.00
<b>Best Quote For Section</b>				<b>\$ 5,075.00</b>

Bargen (Crack Seal), Pearson (Fog Seal)

<b>Country Club (CR 7 to 1203-1207 Country Club Driveway)</b>				
RePlay	1700 SY	Bargen	\$5,780/LS	\$ 5,780.00
RePlay midNITE	1700 SY	Bargen	\$6,120/LS	\$ 6,120.00
Seal Coat	1700 SY	Bargen	\$5,967/LS	\$ 5,265.00
Fog Seal	1700 SY	Bargen	\$5,735.90/LS	\$ 5,735.90
Fog Seal	1700 SY	Pearson	\$1.75/SY	\$ 2,975.00
<b>Best Quote For Section:</b>				<b>\$ 2,975.00</b>

Pearson (Fog Seal)

<b>Both Sections Combined</b>				
Crack Seal and "Black Oil" Seal		Roger Hook	\$9,067/LS	\$ 9,067.00
Crack Seal and Fog Seal		Bargen/Pearson Bros.	\$8,050/LS	\$ 8,050.00
<b>Total Recommended for Both Preservation Treatments:</b>				<b>\$ 8,050.00</b>

## Rehabilitation Treatments

<b>Country Club (1203-1207 Country Club Driveway to Eastwood Ave)</b>				
Overlay	69 Tons	Duininck	\$150/Ton	\$ 10,350.00
DeVito/CC East Ped	1 Each	Hisken	\$3,167/Ea	\$ 11,506.50
DeVito/CC West Ped	1 Each	Hisken	\$4,248.50/Ea	
Eastwood/CC West Ped	1 Each	Hisken	\$4,091/Ea	
DeVito/CC East Ped	1 Each	Hess	\$3,333/Ea	\$ 11,380.50
DeVito/CC West Ped	1 Each	Hess	\$4,084.50/Ea	
Eastwood/CC West Ped	1 Each	Hess	\$3,963/Ea	
<b>Total Recommended For Section:</b>				<b>\$ 21,730.50</b>

<b>Westwood (CR 7 to Trail Split)</b>				
Overlay	106 Tons	Duininck	\$150/Ton	\$ 15,900.00
CR 7 East Ped	1 Each	Hisken	\$6,315/Ea	\$ 6,315.00
CR 7 East Ped	1 Each	Hess	\$5,730/Ea	\$ 5,730.00
<b>Total Recommended For Section:</b>				<b>\$ 21,630.00</b>

<b>Total Recommended Maintenance Costs:</b>				<b>\$ 51,410.50</b>
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# Optional Add-on Trail Segments

## Preservation Treatments

<u>Treatment</u>	<u>Quantity</u>	<u>Contractor</u>	<u>Quote</u>	<u>Total</u>
<b>TH 23 (Clarice Ave to TH 19)</b>				
Fog Seal	5170 SY	Pearson	\$1.75/SY	\$ 9,047.50

### Trails by Tiger Pond/Hospital

Crack Sealing	0.6 miles	Bargen	\$10,000/mile	\$ 6,000.00	Estimate based on pre
Fog Sealing	3070 SY	Pearson	\$1.75/SY	\$ 5,372.50	
<b>Total For Segment</b>				<b>\$ 11,372.50</b>	

### Trails by Channel Parkway Softball Complex

Crack Sealing	0.6 miles	Bargen	\$10,000/mile	\$ 6,000.00	Estimate based on pre
Fog Sealing	3625 SY	Pearson	\$1.75/SY	\$ 6,343.75	
<b>Total For Segment</b>				<b>\$ 12,343.75</b>	

vious quote

vious quote



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Marshall EDA CARES Grant Program.
<b>Background Information:</b>	Attached is the Marshall EDA CARES Grant Program application packet. Economic Development Director Lauren Deutz will be in attendance to answer any questions.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

# Marshall Economic Development Authority CARES Grant Program

## **INSTRUCTIONS AND QUALIFICATIONS**

The City of Marshall recognizes that healthy business districts play an important role in the vitality of Marshall and understands there are many challenges that businesses have faced with COVID-19. The Marshall CARES Grant Program aims to help restart businesses and non-profit organizations that have had financial hardship as a result of COVID-19 by providing funds to address business interruption costs. The Marshall CARES Grant Program will be capped at \$500,000 or expire on October 15, 2020, whichever comes first.

Please review qualifications and process below. Grants are awarded based on a lottery selection, not on a first-come-first-serve basis. To apply, complete application in its entirety and email to Lauren Deutz at [lauren.deutz@ci.marshall.mn.us](mailto:lauren.deutz@ci.marshall.mn.us). Applications are due by Friday, August 21<sup>st</sup> by 12pm. All applications will be reviewed and approved to enter the lottery selection by a committee. If funds are still available after the first round, a second round of applications will be accepted and reviewed until funds are depleted.

### **Availability**

- Maximum of one grant per small business\* or non-profit organization.
  - \* All businesses may apply, but only one award per majority business owner.
    - Maximum \$5,000 grant for 1-15 Full-Time Equivalent (FTE) Small Businesses
    - Maximum of \$2,500 grant for 501(c)3 and 501 (c)19 Non-Profit Organizations
- Limited funding is available of \$500,000.
- Not available to businesses that received Minnesota Small Business Relief Grant.

### **Qualifications**

- Physical, commercial location, whether owned or leased, located in Marshall city limits.
- Registered with the Minnesota Secretary of State and have been in business since March 1, 2019.
- Must be current with local property taxes.
- Small Businesses with 1-15 Full-Time Equivalent (FTE) Employees.
- 501(c)3 and 501(c)19 Non-Profit Organizations.
- Demonstrated negative impact by business interruptions since March 1, 2020 due to COVID-19.
  - Revenue Statement from March 1, 2019 – July 1, 2019 versus March 1, 2020 – July 1, 2020.

### **Preferences**

- Business referenced in Gov. Walz’s Executive Orders (EO 20-04, EO 20-08, EO 20-18). See Appendix A.

### **Eligible Expenses**

- Expenses of business interruption caused by the required closures including:
  - payroll (including wages and benefits)
  - rent or lease payments
  - utilities
  - equipment costs or rental
  - business inventory and purchases
  - working capital or other business critical operating expenses.
- Expenses related to implementing reopening plan and promoting social distancing measures.
- Employment and training programs for employees.

### **Ineligible Expenses**

- Grant cannot be used to cover the same expenses as EIDL or PPP loan.
- Home-based businesses are not eligible.

### **Reimbursement**

This is a **reimbursement program**. You must pay for the total eligible expenses prior to receiving a reimbursement check from the program administrator.

### **APPLICATION SUBMITTAL REQUIREMENTS**

- Complete CARES Grant Program Application and email to Lauren Deutz ([lauren.deutz@ci.marshall.mn.us](mailto:lauren.deutz@ci.marshall.mn.us)) by Friday, August 21<sup>st</sup> at 12pm.
  - Make sure to sign the Marshall CARES Grant Application.

### **APPLICATION PROCEDURES**

#### **Step 1: Be sure to meet program requirements.**

- ✓ Physical, commercial location, whether owned or leased, located in Marshall city limits.
- ✓ Registered with the Minnesota Secretary of State and have been in business since March 1, 2019.
- ✓ Must be current with local property taxes.
- ✓ Small Businesses with 1-15 Full-Time Equivalent (FTE) Employees.
- ✓ 501(c)3 and 501(c)19 Non-Profit Organizations.
- ✓ Demonstrated negative impact by business interruptions since March 1, 2020 due to COVID-19.
  - Revenue Statement from March 1, 2019 – July 1, 2019 versus March 1, 2020– July 1, 2020.

#### **Step 2: Complete and submit the Marshall CARES Grant Program Application.**

- ✓ Complete the Marshall CARES Grant Program Application and email to Lauren Deutz ([lauren.deutz@ci.marshall.mn.us](mailto:lauren.deutz@ci.marshall.mn.us)) by Friday, August 21<sup>st</sup> at 12pm.
- ✓ Applications are due by Friday, August 21<sup>st</sup> by 12pm.
- ✓ Grants are awarded based on a lottery selection, not on a first-come-first-serve basis.
- ✓ All applications will be reviewed and approved by a committee to enter the lottery selection.

#### **Step 3: Complete and sign a Participation Agreement.**

- ✓ After the grant application has been approved and selected by lottery, the business/organization will complete and sign a participation agreement.

#### **Step 4: Complete, sign and submit the Marshall CARES Grant Reimbursement Request Form.**

- ✓ Complete, sign and submit the Marshall CARES Grant Reimbursement Request Form and email to Karla Drown ([finance@ci.marshall.mn.us](mailto:finance@ci.marshall.mn.us)) as soon as possible, but no later than October 15, 2020.

#### **Step 5: Submit documentation (Receipts and Proof of Payments).**

- ✓ Submit all receipts and proof of payment of each entity to Karla Drown ([finance@ci.marshall.mn.us](mailto:finance@ci.marshall.mn.us)) as soon as possible, but no later than October 15, 2020.
- ✓ Submit completed and signed W-9 form.
- ✓ Receipts and proof of payments received after October 15, 2020 will not be eligible for reimbursement.
- ✓ Failure to submit required documentation will result in forfeiture of grant award.

#### **Step 6: Disbursement of grant funds.**

- ✓ The grant funds will be disbursed to you by the Finance Department after they have reviewed and approved **ALL** eligible receipts and proof of payments.

### **CONTACTS**

For program questions, please contact:  
Lauren Deutz, EDA Director  
[Lauren.deutz@ci.marshall.mn.us](mailto:Lauren.deutz@ci.marshall.mn.us)  
507-337-0802

For reimbursement questions, please contact:  
Karla Drown, Finance Director  
[finance@ci.marshall.mn.us](mailto:finance@ci.marshall.mn.us)  
507-537-6764

## APPLICATION FORM

Legal Business Name

Type of Organization (Circle One) 501(c)3 501(c)19

Physical Address

EIN

Duns

Date Established

Owner Since (MM/DD/YYYY)

Registered with MN Secretary of State (Yes/No)

Current Number of Full-time Employees

Current Number of Part-time Employees

Business Owner Name

Mobile Phone Number

E-mail

Current on Local Property Taxes (Yes/No)

Contact Preference (for this loan application)

Call  Text  E-mail

Describe how the current COVID-19 situation is affecting your business

How have received Minnesota Small Business Relief Grant, Economic Injury Disaster Loan (EIDL), Paycheck Protection Program (PPP)? If yes, which ones?

What was your total annual gross revenue in 2019? (Please provide supporting documentation).

What was your total business revenue from March 1, 2019 – July 1, 2019? (Please provide supporting documentation).

What was your total business revenue from March 1, 2020 – July 1, 2020? (Please provide supporting documentation).

Up to the maximum of \$5,000 (\$2,500 for non-profit organizations), how much are you applying for?

How will you be using the funds:

## APPENDIX A

### **Businesses cited in Governor's Emergency Executive Order 20-04 as follows:**

Beginning no later than March 17, 2020 at 5:00 p.m., and continuing until March 27, 2020 at 5:00 p.m., the following places of public accommodation are closed to ingress, egress, use and occupancy by members of the public:

- a. Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-house food cafeterias that serve residents, employees and clients of businesses, childcare facilities, hospitals and long-term care facilities.
- b. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- c. Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption.
- d. Theaters, cinemas, indoor and outdoor performance venues, and museums.
- e. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas.
- f. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.
- g. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs.

### **Businesses cited in Governor's Emergency Executive Order 20-08 as follows:**

Paragraph 1.e. of Executive Order 20-04 is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethroughs): *Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.*

All other provisions of Executive Order 20-04 remain in effect.

### **Continuing the Closure of Bars, Restaurants, and Other Places of Public Accommodation in Governor's Emergency Executive Order 20-18 as follows:**

The closure of bars, restaurants, and other public accommodations set forth in Executive Orders 20-04 and 20-08 is extended until May 1, 2020 at 5:00 pm. 2. The first sentence of paragraph 1 of Executive Order 20-04 is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethroughs): 2 Beginning no later than March 17, 2020 at 5:00 pm, and continuing until May 1, 2020 at 5:00 pm, the following places of public accommodation are closed to ingress, egress, use, and occupancy by members of the public: 3. I further direct and clarify that places of public accommodation, which would otherwise be ordered closed, may stay open if they have been repurposed to exclusively provide services permitted under Paragraph 4 of Executive Order 20-04. For example, a gymnasium that has been repurposed to provide child care services is authorized to provide those essential services, subject to relevant licensing and other requirements, as well as applicable Minnesota Department of Health guidelines.

All other provisions of Executive Order 20-04 remain in effect, including the amendment made by Item 10. Executive Order 20-08.

## PARTICIPATION AGREEMENT

### STEP 1 – COMPLETE, SIGN AND SUBMIT MARSHALL CARES GRANT REIMBURSEMENT FORM

- ✓ Complete, sign and submit Marshall CARES Grant Reimbursement Request Form and email to Karla Drown ([finance@ci.marshall.mn.us](mailto:finance@ci.marshall.mn.us)) as soon as possible, but no later than October 15, 2020.

### STEP 2 – SUBMIT DOCUMENTATION (RECEIPTS AND PROOF OF PAYMENTS)

- ✓ Submit all receipts and proof of payments of each entity to Karla Drown ([finance@ci.marshall.mn.us](mailto:finance@ci.marshall.mn.us)) as soon as possible, but no later than October 15, 2020.
- ✓ Receipts and proof of payments received after October 15, 2020 will not be eligible for reimbursement.
- ✓ Failure to submit required documentation will result in forfeiture of grant award.

### STEP 3 – DISBURSEMENT OF GRANT FUNDS

- ✓ The grant funds will be disbursed to you by the Finance Department after they have reviewed and approved **ALL** eligible receipts and proof of payments.

### STEP 4 – REVIEW TERMS AND CONDITIONS

- ✓ The grant applicant will receive a grant in the amount specified below pending Grant Applicant's compliance with (1) the Marshall CARES Grant Program Eligible expenses, (2) this Agreement, and (3) available funding. Final determination of eligibility rests with the City of Marshall EDA Review committee. The Marshall CARES Grant Program will be capped at \$500,000 or October 15, 2020, whichever comes first.

### STEP 5 - SIGN AND DATE

Sign and date below, accepting the forgoing terms. ***A grant is not approved until this document is signed by your Program Administrator.***

#### GRANT APPLICANT

By: \_\_\_\_\_

Its:

TO BE COMPLETED BY THE  
PROGRAM ADMINISTRATOR

Grant Amount Requested:

Grant Amount Approved:

Grant Approval Date:

#### PROGRAM ADMINISTRATOR

By: \_\_\_\_\_

Its: MARSHALL CARES GRANT PROGRAM ADMINISTRATOR



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. <b>Check only one of the following seven boxes.</b></p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 90%; height: 20px;"></td> </tr> </table>		-			
	-				

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider adoption of the ordinance amending salaries and compensation of mayor and councilpersons.
<b>Background Information:</b>	<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>
<b>Fiscal Impact:</b>	<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>
<b>Alternative/Variations:</b>	None Recommended.
<b>Recommendations:</b>	To adopt 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 Comparable Cities  
Council Salaries

<b>City</b>	<b>Mayor</b>	<b>Councilperson</b>
1 Albert Lea	\$ 12,000.00	\$ 8,000.00
2 Willmar	\$ 12,000.00	\$ 7,500.00
3 Northfield	\$ 11,994.98	\$ 8,995.69
4 Faribault	\$ 10,880.00	\$ 8,420.00
5 Owatonna	\$ 10,800.00	\$ 8,400.00
6 <b>Marshall (2021)</b>	<b>\$ 10,687.92</b>	<b>\$ 6,760.31</b>
7 New Ulm	\$ 10,500.00	\$ 8,000.00
8 Worthington	\$ 10,000.00	\$ 6,000.00
9 Hutchinson	\$ 9,247.00	\$ 6,279.00
10 Waseca	\$ 8,736.00	\$ 7,044.00
11 North Mankato	\$ 8,600.00	\$ 5,800.00
12 St. Peter	\$ 8,000.00	\$ 6,000.00
13 Fairmont	\$ 4,800.00	\$ 2,400.00

**Benefits**

---

NA

NA

NA

NA

NA

NA

NA

Eligible for Health insurance. \$50/day Meeting stipend.

NA

NA

NA

Eligible for single health insurance coverage at full cost. Medical and Dental insurance is provided.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, July 28, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a LG220 Application for Exempt Permit for SMSU Foundation for February 13, 2021.
<b>Background Information:</b>	Attached is an application for Exempt Permit for SMSU Foundation for an event to be held on February 13, 2021 at SMSU 1501 State Street.
<b>Fiscal Impact:</b>	There is no City fee for this permit
<b>Alternative/ Variations:</b>	Not acknowledge this permit.
<b>Recommendations:</b>	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to SMSU Foundation to hold a raffle on February 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](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Southwest Minnesota State University Campus  
Physical Address (do not use P.O. box): 1501 State Street  
Check one:  
 City: Marshall Zip: 56258 County: Lyon  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): February 13, 2021  
Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

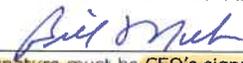
**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://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)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></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: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: CLERK _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></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><b>TOWNSHIP (if required by the county)</b> 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: 7-24-20  
(Signature must be CEO's signature; designee may not sign)

Print Name: Bill Mulso

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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**Complete a separate application for:**

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

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

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

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

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

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

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

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

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; 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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This form will be made available in alternative format (i.e. large print, braille) upon request.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

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

# *Can You Get Covid-19 Again? It's Very Unlikely, Experts Say*

Reports of reinfection instead may be cases of drawn-out illness. A decline in antibodies is normal after a few weeks, and people are protected from the coronavirus in other ways.



Megan Kent of Salem, Mass., tested positive for coronavirus in March 30 after feeling sick. She got better, went back to work and then felt sick again in May, testing positive a second time for the virus. Credit...Kayana Szymczak for The New York Times

**By Apoorva Mandavilli**

Published July 22, 2020 Updated July 23, 2020, 3:33 a.m. ET

The anecdotes are alarming. A woman in Los Angeles [seemed to recover](#) from Covid-19, but

weeks later took a turn for the worse and tested positive again. A New Jersey doctor [claimed](#) several patients healed from one bout only to become reinfected with the coronavirus. And another doctor said a second round of illness was a reality for some people, and was much more severe.

These recent accounts tap into people's deepest anxieties that they are destined to succumb to Covid-19 over and over, feeling progressively sicker, and will never emerge from this nightmarish pandemic. And these stories fuel fears that we won't be able to reach herd immunity — the ultimate destination where the virus can no longer find enough victims to pose a deadly threat.

But the anecdotes are just that — stories without evidence of reinfections, according to nearly a dozen experts who study viruses. "I haven't heard of a case where it's been truly unambiguously demonstrated," said Marc Lipsitch, an epidemiologist at the Harvard T.H. Chan School of Public Health.

Other experts were even more reassuring. While little is definitively known about the coronavirus, just seven months into the pandemic, the new virus is behaving like most others, they said, lending credence to the belief that herd immunity can be achieved with a vaccine.

It may be possible for the coronavirus to strike the same person twice, but it's highly unlikely that it would do so in such a short window or to make people sicker the second time, they said. What's more likely is that some people have a drawn-out course of infection, with the virus taking a slow toll weeks to months after their initial exposure.

People infected with the coronavirus typically [produce](#) immune molecules called antibodies. Several teams have recently reported that the levels of these antibodies decline in [two](#) to [three months](#), causing some consternation. But a drop in antibodies is perfectly normal after an acute infection subsides, said Dr. Michael Mina, an immunologist at Harvard University.

Many clinicians are "scratching their heads saying, 'What an extraordinarily odd virus that it's not leading to robust immunity,' but they're totally wrong," Dr. Mina said. "It doesn't get more textbook than this."

Antibodies are not the only form of protection against pathogens. The coronavirus also provokes a [vigorous defense](#) from [immune](#) cells that [can kill the virus](#) and quickly rouse reinforcements for future battles. Less is known about how long these so-called memory T cells persist — those that recognize other coronaviruses may linger for life — but they can buttress defenses against the new coronavirus.

"If those are maintained, and especially if they're maintained within the lung and the respiratory tract, then I think they can do a pretty good job of stopping an infection from spreading," said Akiko Iwasaki, an immunologist at Yale University.

Megan Kent, 37, a medical speech pathologist who lives just outside Boston, first tested positive for the virus on March 30, after her boyfriend became ill. She couldn't smell or taste anything, she recalled, but otherwise felt fine. After a 14-day quarantine, she went back to work at Melrose Wakefield Hospital and also helped out at a nursing home.

On May 8, Ms. Kent suddenly felt ill. "I felt like a Mack truck hit me," she said. She slept the whole weekend and went to the hospital on Monday, convinced she had mononucleosis. The next day she tested positive for the coronavirus — again. She was unwell for nearly a month, and has since learned she has antibodies.

“This time around was a hundred times worse,” she said. “Was I reinfected?”

There are other, more plausible explanations for what Ms. Kent experienced, experts said. “I’m not saying it can’t happen. But from what I’ve seen so far, that would be an uncommon phenomenon,” said Dr. Peter Hotez, the dean of the National School of Tropical Medicine at Baylor College of Medicine.

Ms. Kent may not have fully recovered, even though she felt better, for example. The virus may have secreted itself into certain parts of the body — as the Ebola virus is known to do — and then resurfaced. She did not get tested between the two positives, but even if she had, faulty tests and low viral levels can produce a false negative.

Given these more likely scenarios, Dr. Mina had choice words for the physicians who caused the panic over reports of reinfections. “This is so bad, people have lost their minds,” he said. “It’s just sensationalist click bait.”

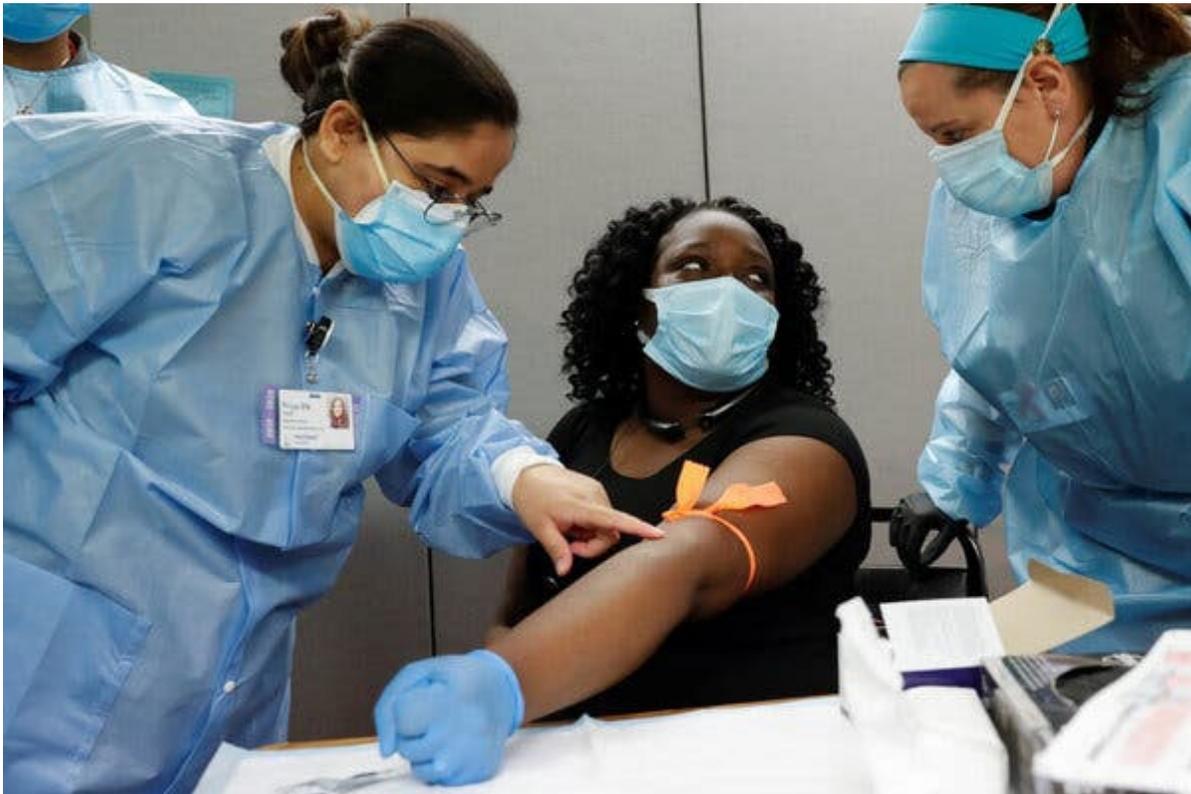
In the early weeks of the pandemic, some people in China, Japan and South Korea tested positive twice, [sparking similar fears](#).

South Korea’s Centers for Disease Control and Prevention [investigated 285 of those cases](#), and found that several of the second positives came two months after the first, and in one case 82 days later. Nearly half of the people had symptoms at the second test. But the researchers were unable to grow live virus from any of the samples, and the infected people hadn’t spread the virus to others.

“It was pretty solid epidemiological and virological evidence that reinfection was not happening, at least in those people,” said Angela Rasmussen, a virologist at Columbia University in New York.

Most people who are exposed to the coronavirus [make antibodies](#) that can destroy the virus; the more severe the symptoms, the stronger the response. (A few people don’t produce the antibodies, but that’s true for any virus.) Worries about reinfection have been fueled by recent studies suggesting that these antibody levels plummet.

Image



Medical workers administering an antibody test. While antibodies get a lot of attention, scientists say immunity also has a lot to do with a person's pathogen-fighting memory T and B cells. Credit...Shannon Stapleton/Reuters

For example, a study published in June found that antibodies to one part of the virus [fell to undetectable levels](#) within three months in 40 percent of asymptomatic people. Last week, a study that has not yet been published in a peer-reviewed journal showed that neutralizing antibodies — the powerful subtype that can stop the virus from infecting cells — [declined sharply](#) within a month.

“It’s actually incredibly depressing,” said Michael Malim, a virologist at King’s College London. “It’s a huge drop.”

But other work suggests that the antibody levels decline — and then stabilize. In [a study of nearly 20,000 people](#) posted to the online server MedRxiv on July 17, the vast majority made plentiful antibodies, and half of those with low levels still had antibodies that could destroy the virus.

“None of this is really surprising from a biological point of view,” said Florian Krammer, an immunologist at the Icahn Mount Sinai School of Medicine who led that study.

#### ADVERTISEMENT

[Continue reading the main story](#)

Dr. Mina agreed. “This is a famous dynamic of how antibodies develop after infection: They go very, very high, and then they come back down,” he said.

He elaborated: The first cells that secrete antibodies during an infection are called plasmablasts, which expand exponentially into a pool of millions. But the body can’t sustain those levels. Once the infection wanes, a small fraction of the cells enters the bone marrow and sets up shop to create long-term immunity memory, which can churn out antibodies when they’re needed again. The rest of the plasmablasts wither and die.

In children, each subsequent exposure to a virus — or to a vaccine — boosts immunity until, by adulthood, the antibody response is steady and strong.

What's unusual in the current pandemic, Dr. Mina said, is to see how this dynamic plays out in adults, because they so rarely experience a virus for the first time.

Even after the first surge of immunity fades, there is likely to be some residual protection. And while antibodies have received all the attention because they are easier to study and detect, memory T cells and B cells are also powerful immune warriors in a fight against any pathogen.

A study published July 15, for example, looked at three different groups. In one, each of 36 people exposed to the new virus had [T cells that recognize](#) a protein that looks similar in all coronaviruses. In another, 23 people infected with the SARS virus in 2003 also had these T cells, as did 37 people in the third group who were never exposed to either pathogen.

“A level of pre-existing immunity against SARS-CoV2 appears to exist in the general population,” said Dr. Antonio Bertoletti, a virologist at Duke NUS Medical School in Singapore.

The immunity may have been stimulated by [prior exposure](#) to coronaviruses that cause common colds. These T cells may not thwart infection, but they would blunt the illness and may explain why some people with Covid-19 have mild to no symptoms. “I believe that cellular and antibody immunity will be equally important,” Dr. Bertoletti said.

Vaccine trials that closely track volunteers may deliver more information about the nature of immunity to the new coronavirus and the level needed to block reinfection. Research in [monkeys offers hope](#): In a study of [nine rhesus macaques](#), for example, exposure to the virus induced immunity that was [strong enough to prevent](#) a second infection.

Researchers are tracking infected monkeys to determine how long this protection lasts. “Durability studies by their nature take time,” said Dr. Dan Barouch, a virologist at Beth Israel Deaconess Medical Center in Boston who led the study.

Dr. Barouch and other experts rejected fears that herd immunity might never be reached.

“We achieve herd immunity all the time with less than perfect vaccines,” said Dr. Saad Omer, the director of the Yale Institute for Global Health. “It’s very rare in fact to have vaccines that are 100-percent effective.”

A vaccine that protects just half of the people who receive it is considered moderately effective, and one that covers more than 80 percent highly effective. Even a vaccine that only suppresses the levels of virus would deter its spread to others.

The experts said reinfection had occurred with other pathogens including influenza — but they emphasized that those cases were exceptions, and the new coronavirus was likely to be no different.

“I would say reinfection is possible, though not likely, and I’d think it would be rare,” Dr. Rasmussen said. “But even rare occurrences might seem alarmingly frequent when a huge number of people have been infected.”

### **Immunity to the Coronavirus**

[You May Have Antibodies After Coronavirus Infection. But Not for Long.](#)

[June 18, 2020](#)



[After Recovery From the Coronavirus, Most People Carry Antibodies](#)

[May 7, 2020](#)



[Prototype Vaccine Protects Monkeys From Coronavirus](#)

[May 20, 2020](#)



They Recovered From the Coronavirus. Were They Infected Again?

Feb. 29, 2020



Apoorva Mandavilli is a reporter for The Times, focusing on science and global health. She is the 2019 winner of the Victor Cohn Prize for Excellence in Medical





## BUILDING PERMIT LIST

### July 28, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
ACE HOME & HARDWARE	504 ELIZABETH ST	NEW BUILDING	225,000.00
RICHARD LOUWAGIE CONSTRUCTION	505 SOUTHVIEW DR W	INTERIOR REMODEL	2,500.00
GEIHL CONSTRUCTION, INC.	302 WHITNEY ST S	BUILDING ADDITION	41,000.00
TRIO PLUMBING & HEATING	305 5TH ST N	HVAC	9,000.00
Joel Alan Kor	204 REDWOOD ST E	EXTERIOR REMODEL	10,000.00
INDEPENDENT LUMBER OF MARSHALL, INC	207 DONITA AVE	WINDOWS / DOORS	4,500.00
TUTT CONSTRUCTION, INC.	701 BRUCE ST S	WINDOWS / DOORS	5,400.00
ACE HOME & HARDWARE	602 ADOBE RD	RE-SIDING	32,000.00
AMERICAN WATERWORKS	1004 4TH ST N	INTERIOR REMODEL	11,000.00
BAKER, DANIEL W	1305 PINEHURST RD	DECK	4,900.00
JEFF GLADIS CONSTRUCTION	1404 PINEHURST RD	RE-ROOFING	12,700.00
JEFF GLADIS CONSTRUCTION	409 DONITA AVE	RE-ROOFING	7,400.00
BOERBOOM, SETH A & ABBAGAIL E	301 CARROW ST	EXTERIOR REMODEL	22,300.00
CHAUNCEY WELVAERT CONSTRUCTION	703 DESCHEPPER ST	RE-ROOFING	14,100.00
GESKE HOME IMPROVEMENT CO.	109 PARK AVE	Windows	2,400.00
GOODMUND, DOUGLAS D & ROBERTA	804 BRIAN ST	INTERIOR REMODEL	2,000.00



**PLUMBING PERMIT LIST**  
**July 28, 2020**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
HEARTLAND MECHANICAL, INC.	500 ELIZABETH ST	NEW BUILDING	0.00
Coeqyt Plumbing & Heating LLC	505 SOUTHVIEW DR W	INTERIOR REMODEL	0.00



**SIGN PERMIT LIST**  
**July 28, 2020**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AP Design	126 MAIN ST W	N/A	3,500.00



Marshall, MN

# Council Check Report

By Vendor Name

Date Range: 07/13/2020 - 07/16/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-REG AP</b>						
4549	A & B BUSINESS, INC	07/15/2020	EFT	0.00	420.97	4753
5813	ACE HOME & HARDWARE	07/14/2020	Regular	0.00	17.88	116610
4570	AMAZON	07/14/2020	Regular	0.00	1,405.30	116611
6539	BREMER BANK CC	07/14/2020	Regular	0.00	1,599.21	116613
5513	COLLABORATIVE SUMMER LIBRARY PROGRAM	07/15/2020	EFT	0.00	216.75	4754
0875	COMPUTER MAN INC	07/15/2020	EFT	0.00	660.00	4755
3819	DACOTAH PAPER CO	07/14/2020	Regular	0.00	148.69	116615
6538	DEARREADER.COM	07/14/2020	Regular	0.00	1,600.00	116616
4573	DEMCO	07/14/2020	Regular	0.00	1,464.64	116617
1271	HENLE PRINTING COMPANY	07/15/2020	EFT	0.00	94.24	4756
4552	INGRAM LIBRARY SERVICES	07/14/2020	Regular	0.00	2,837.23	116618
1545	LYON COUNTY HIGHWAY DEPARTMENT	07/14/2020	Regular	0.00	11.12	116620
1604	MARSHALL AREA CHAMBER OF COMMERCE	07/15/2020	EFT	0.00	140.00	4757
1633	MARSHALL MUNICIPAL UTILITIES	07/15/2020	EFT	0.00	2,335.45	4758
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	07/15/2020	EFT	0.00	93.08	4759
1695	MEIER ELECTRIC INC	07/15/2020	EFT	0.00	6,813.00	4760
4853	NEMES, PAULA	07/14/2020	Regular	0.00	45.00	116621
1958	NORTHERN BUSINESS PRODUCTS, INC	07/15/2020	EFT	0.00	75.55	4761
5891	ONE OFFICE SOLUTION	07/15/2020	EFT	0.00	32.99	4762
2049	PLUNKETTS PEST CONTROL INC	07/15/2020	EFT	0.00	100.00	4763
5504	RASMUSSEN, EMILIROSE	07/14/2020	Regular	0.00	200.97	116622
4647	SCHOLASTIC	07/14/2020	Regular	0.00	264.10	116623
6286	SCHWEEMAN'S CLEANERS, LLP	07/14/2020	Regular	0.00	65.98	116624
2318	SOUTHWEST SANITATION INC.	07/15/2020	EFT	0.00	116.46	4764
5733	VAST BROADBAND	07/14/2020	Regular	0.00	86.06	116625
4489	VERIZON WIRELESS	07/15/2020	EFT	0.00	60.95	4765
4575	WALMART COMMUNITY	07/14/2020	Regular	0.00	245.20	116626

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	52	14	0.00	9,991.38
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	15	13	0.00	11,159.44
	<b>67</b>	<b>27</b>	<b>0.00</b>	<b>21,150.82</b>

### All Bank Codes Check Summary

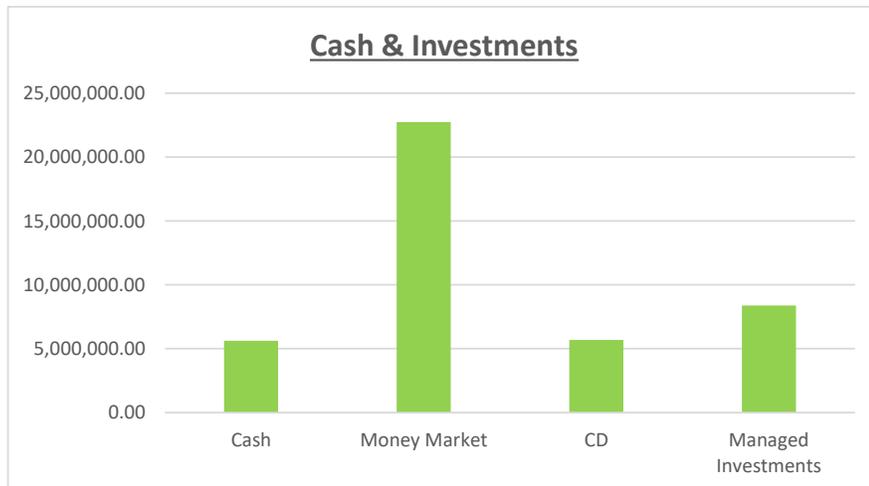
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	52	14	0.00	9,991.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	15	13	0.00	11,159.44
	<b>67</b>	<b>27</b>	<b>0.00</b>	<b>21,150.82</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	7/2020	21,150.82
			<b>21,150.82</b>

**City of Marshall, Minnesota**  
**Cash & Investments**  
6/30/2020

	<u>Balance</u>	<u>Interest Rate</u>
<b>CASH &amp; INVESTMENTS:</b>		
Checking -Bremer	5,624,127.97	1.00%
Money Market - Bremer	15,001,771.73	0.18%
Money Market - Bank of the West	3,375,209.21	0.35%
Money Market - US Bank	4,099,736.18	0.09%
Money Market - Wells Fargo	261,140.10	0.09%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (6/15/2020) 9 Months	0.00	1.80%
Certificate of Deposit (9/12/2022) 3 Years	245,000.00	1.80%
Certificate of Deposit (3/14/2022) 2 Years 6 months	245,000.00	1.70%
Certificate of Deposit (9/20/2021) 2 Years	245,000.00	1.70%
Certificate of Deposit (9/13/2021) 2 Years	245,000.00	1.80%
Certificate of Deposit (3/18/2021) 18 Months	245,000.00	1.75%
Investment Portfolio - General Fund	2,720,073.42	
Investment Portfolio - Wastewater Capital Reserve	3,559,288.52	
Investment Portfolio - Endowment Fund	2,096,240.54	
<b>TOTAL CASH &amp; INVESTMENTS</b>	<u><u>42,432,587.67</u></u>	





**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: 2<sup>nd</sup> 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: 1<sup>st</sup> 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: 1<sup>st</sup> Wednesday of the month at 9:00 A.M.

Term: 3 years – two term limit

Members: 12

### **Convention & Visitors Bureau**

Established:

Meetings: 3<sup>rd</sup> 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: 3<sup>rd</sup> 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: 2<sup>nd</sup> 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: 3<sup>rd</sup> 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: 3<sup>rd</sup> 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: 2<sup>nd</sup> 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: 2<sup>nd</sup> 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: 2<sup>nd</sup> Tuesday of every month at 12:00 Noon

## Upcoming Meetings

### July

- 7/28 Work Session, 4:00 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

# 2020 Regular Council Meeting Dates

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month \*Unless otherwise stated

5:30 P.M.

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

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## January

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

## February

1. February 11, 2020
2. February 25, 2020 – 4:00 P.M.<sup>1</sup>

## 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.<sup>1</sup>
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

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## 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*

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<sup>1</sup> 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.