



CITY OF MARSHALL
City Council Meeting
Agenda
Tuesday, March 08, 2022 at 5:30 PM
City Hall, 344 West Main Street

OPENING ITEMS

1. Consider a Resolution Declaring a Vacancy

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes from the regular meeting held on February 22, 2022.

PUBLIC HEARING

3. General Obligation Bonds, Series 2022A. 1) Conduct a Public Hearing 2) Resolution approving property tax abatement to finance certain public improvements in the City.
4. General Obligation Bonds, Series 2022A. 1) Conduct a Public Hearing 2) Consider a Resolution approving a five-year street reconstruction plan and the issuance of General Obligation Street Reconstruction Bonds.

AWARD OF BIDS

CONSENT AGENDA

5. Introduction of Ordinance Amending Chapter 62 of the City Code establishing Sec. 62-11 - Access Management (Driveway Ordinance).
6. Consider the Resolution Calling for a Public Hearing on the Modification of the Redevelopment Plan for Redevelopment Project No. 1.
7. Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

8. General Obligation Bonds, Series 2022A, Consider a Resolution authorizing the issuance of General Obligation Airport Bonds.
9. Consider approval to prepare and submit a Minnesota DNR Outdoor Recreation Grant
10. Consider a Resolution Reestablishing Voting Precincts, Wards, and Polling Locations.
11. Consider a Resolution Declaring a Special Election.
12. Project ST-023: W. Lyon Street (College to 1st) Reconstruction Project - Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement.
13. Project AP-003: Snow Removal Equipment (SRE) and Aircraft Rescue Firefighting Facility (ARFF) - Consider Agreement for the Transfer of Airport Federal Entitlement Funds and Authorize Execution and Filing of FAA Form 5100-110.
14. Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project - Consider Acceptance of Proposal for Consultant Services.

COUNCIL REPORTS

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

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

STAFF REPORTS

- 17. City Administrator
- 18. Director of Public Works
- 19. City Attorney

ADMINISTRATIVE REPORTS

- [20.](#) Administrative Brief

INFORMATION ONLY

- [21.](#) Information Only

ADJOURN TO CLOSED SESSION

- [22.](#) Conduct a closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) to engage in an attorney-client privileged discussion with the City's attorneys regarding Broadmoor Valley Mobile Home Park.

MEETINGS

- [23.](#) Upcoming Meetings

ADJOURN



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider a Resolution Declaring a Vacancy
Background Information:	<p>The City of Marshall recognizes the passing of former Councilmember Donald L. Edblom and his last day as a City Councilmember on February 22, 2022.</p> <p>Pursuant to City Charter and State Statute the City of Marshall will declare the unexpired term of former Councilmember Edblom Ward 1 seat vacant.</p>
Fiscal Impact:	NA
Alternative/ Variations:	None Recommended
Recommendations:	That the Council approves the Resolution Declaring a Vacancy on the Marshall City Council

RESOLUTION 22-034

A RESOLUTION DECLARING A COUNCIL VACANCY

WHEREAS, the City of Marshall recognizes the passing of former Councilmember Donald L. Edblom and his last day as a City Councilmember on February 22, 2022; and

WHEREAS, Donald L. Edblom's passing will create a vacancy on the Marshall City Council; and

WHEREAS, in order to fill this vacancy, City Council must declare Donald L. Edblom's City Council seat vacant as per City Charter Section 2.05

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

1. The City of Marshall, due to his passing, declares Donald L. Edblom's City Council Ward 1 seat with a term ending January 14, 2025, vacant , effective, February 22, 2022.

Approved this March 8, 2022 by the City Council of the City of Marshall, Minnesota.

Mayor

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 8, 2022
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes from the regular meeting held on February 22, 2022.
Background Information:	Enclosed are the minutes from the regular meeting held on February 22, 2022.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
Recommendations:	That the minutes from the regular meeting held on February 22, 2022 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, February 22, 2022**

The regular meeting of the Common Council of the City of Marshall was held February 22, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, John DeCramer, and Russ Labat. Absent: Don Edblom and James Lozinski None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Jim Marshall, Director of Public Safety; Karla Drown, Finance Director; Sheila Dubs, Human Resource Manager and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a general consensus to operate under the amended agenda.

Consider approval of the minutes from the regular meeting and work session held on February 8, 2022.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister That the minutes from the regular meeting and work session held on February 8, 2022 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 5-0**

Project ST-001-2022: Chip Sealing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).

Bids were received on February 16, 2022 for the above-referenced project. Five bids were received. The apparent low bid was received from Pearson Bros., Inc of Hanover, Minnesota, in the amount of \$222,455.10. The 2022 budget for this project is \$210,581. City staff will work with the contractor to reduce the project quantity below the budgeted amount. At this point in time, staff has identified Jewett Street as a likely candidate for removal from the project.

The project estimate is \$203,949 for proposed streets, and \$37,787 for proposed alternate streets.

<u>Proposed Streets</u>	<u>From-To</u>
Paris Road	Legion Field Road to London Road
London Road	Channel Parkway to Madrid Street
Athens Avenue	Madrid Street to Paris Road
Oslo Avenue	Madrid Street to Dublin Street
Rainbow Drive	Madrid Street to Paris Road
Dublin Street	Rainbow Drive to London Road
North 1st Street	Main Street to Marshall Street
Marshall Street	1st Street to E. College Drive
Redwood Street	1st Street to E. College Drive
James Street	S. 4th Street to Camden Drive
Camden Drive	S. 4th Street to James Avenue
South Bruce Street	E. College Drive to E. Lyon Street
East Lyon Street	E. Main Street to T.H. 23
Southview Drive	S. 4th Street to Overlay by Hy-Vee Driveway
Street	N. Bruce Street to Mustang Trail

North Bruce Street	E. College Drive to 636' North of Emerald Ct
Country Club Drive	S. 4th Street to 316' W. of Westwood Drive
Jewett Street	E. College Drive to E. Lyon Street

Proposed Alternate Streets From-To West

Marshall Street	3rd Street to 7th Street
South 4th Street	W. Main Street to W. College Drive
West Saratoga Street	S. 4th Street to Bridge
Genesis Avenue	Saratoga Street to Scott Street
South 6th Street	W. Main Street to Saratoga Street

The 2022 budget for this project is \$210,581. This budget includes \$160,000.00 in Street 2022 budget (line item 101-43300-53425), \$28,298 in MSAS funds, and \$22,283 received from penalties assessed on last year's Z88 MSAS Overlay project.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER 22-028, which is the "Resolution Accepting Bid (Award Contract)" for Project Z50-2021: Bituminous Chip Sealing on Various City Streets to Pearson Bros., Inc of Hanover, Minnesota, for an amount not-to-exceed the budgeted amount of \$210,581. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat. Voting Nay: Councilmember Meister. The motion **Passed.**
4-1

Project ST-004: Halbur Road Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of TaxExempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

This project consists of reconstruction and utility replacement on Halbur Road from Michigan Street to Erie Road (CR 33); sanitary sewer and storm sewer will be replaced with a concrete paved surfacing. This project will also include new curb & gutter, driveway aprons, and sewer services to the right-of-way.

On February 16, 2022, bids were received for the above-referenced project. Four bids were received. The low bid was from Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$1,142,009.72. The engineer's estimate for the construction portion of the project is \$1,177,466.

The proposed project is included in the 2022 capital improvement plan (CIP) for complete reconstruction of the street, curb, driveways, storm water system, and sanitary sewer collection system.

The above-referenced project, or a portion thereof, may be financed by the sale of bonds with repayment coming from assessments and Debt Service Fund Levy. It is required that action be authorized by City Council via Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.

The "Resolution Accepting Bid" awarding the contract to Duininck, Inc. of Prinsburg, Minnesota, is in the amount of \$1,142,009.72.

The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$1,390,967.84.

All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation.

The financing and cost participation will be forthcoming and addressed at the time of the Resolution Declaring Cost to be Assessed.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER 22-029, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project ST-004: Halbur Road Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 5-0**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 22-030 which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$1,142,009.72 for Project ST-004: Halbur Road Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat. Voting Nay: Councilmember Meister. The motion **Passed. 4-1**

Consider Approval of the Consent Agenda

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to approve the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 5-0**

Approval of the Frontline Warning Systems (outdoor warning sirens) contract with the City of Marshall.

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

Approval for Block 11 Redevelopment – Transfer of Land to the Housing and Redevelopment Authority.

Project ST-006: RRFB School Pedestrian Crossing Improvements Project - Consider Resolution Authorizing Entering into MnDOT Agreement No. 1049268 (TH 19/College Drive and Whitney Street).

Approval of the bills/project payments

Consider Proposal from Bueltel-Moseng Land Surveying for Survey of the Marshall Flood Control Project property.

Bueltel-Moseng has provided a proposal for surveying services for determination and location of select property points of the Flood Control Project, both levee and diversion channel property and easements. The survey would include setting property pins (where applicable) and setting stakes at requested locations along the Flood Control Project.

The flood control project is very important to the City of Marshall, and it is imperative that all adjacent property owners understand where their properties end. According to the US Army Corps of Engineers national levee database, roughly \$1.26B dollars of property value is protected by our flood control project.

including at least 2,101 buildings. There are numerous locations along the flood control project properties where adjacent property owners have planted trees, placed sheds, planted gardens, and parked trailers on city property. Any installation on City property should require City permission.

Staff is proposing that the survey be completed to better identify to adjacent property owners the actual locations of Flood Control Property, as determined by a licensed land surveyor. This would allow staff the option to install posts at selected points to indicate property boundaries. The posts could be outfitted with placards that state "City Flood Control Property" or something similar.

At locations where the City has easement, as opposed to fee estate, staff would not recommend posts but rather annual notifications to those property owners about the presence of the Flood Control easement. The purpose of hiring a licensed land surveyor to complete this work in lieu of city staff working to find property lines is to be certain that locations are accurate and defensible to the adjacent property owners.

This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022, with a recommendation to the City Council for approval of the Buetel proposal for survey services associated with the Flood Control Project for a not-to-exceed amount of \$9,000. The PI/T Committee was also supportive of City staff installing posts and placards to permanently identify flood control project.

The proposal is for services as described for a not-to-exceed amount of \$9,000. The cost would be funded using the Surface Water Utility.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council approve the proposal for survey services associated with the Flood Control Project with Buetel-Moseng Land Surveying of Marshall, Minnesota, for a not-to-exceed amount of \$9,000. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 5-0**

Consider Resolution Establishing and Revoking Municipal State Aid Streets.

The Municipal State Aid Street program (MSAS) provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program goals are to provide users with a city roadway network that is safe, provides adequate mobility and structural capability, and to provide an integrated transportation network. A city must have a population of at least 5,000 to be included in the MSAS system.

Within each eligible city, up to 20% of the local streets may be designated as MSAS. To be designated, the route must:

- Carry a heavier traffic volume or be classified as a collector or arterial.
- Connect points of major traffic interest.
- Provide an integrated and coordinated highway and street system.

According to the latest Annual Certification of Mileage (2021), the City has 14.10 miles designated as Municipal State Aid Streets. Currently, the City has 1.13 miles available to allocate to the state aid system. To maximize route designations and maximize annual MSAS funding, City staff has spent a lot of time and effort reviewing our system and proposing adjustments to the network. The proposed changes better identify highly traveled routes, routes that are important for connectivity throughout the City, and are congruent with recent work in updating our transportation functional classification map.

Below is a listing that shows proposed changes to our MSAS system. Any revision to the state aid system must also receive approval from MnDOT's State Aid for Local Transportation. As requested, the new designations (2.315 miles) and the proposed revocations (1.320 miles) would result in a proposed Municipal State Aid system mileage total of 15.10 miles, leaving approximately 0.13 miles available for designation.

Designation

- West Marshall Street (N. 6th Street/Existing MSAS 103 to N. 7th Street) - 0.133 miles
- North 7th Street (N. 7th Street/W. Marshall Street intersection to Kossuth Avenue) - 0.460 miles
- West Fairview Street (US 59 to N. 7th Street) - 0.231 miles
- South 10th Street (Legion Field Road to W. Main Street/MN 68) - 0.159 miles
- Legion Field Road (Kendall Street to S. 10th Street) - 0.433 miles
- Kendall Street (Legion Field Road to S. 6th Street) - 0.144 miles
- South 6th Street (Kendall Street to W. Saratoga Street/Existing MSAS 109) - 0.192 miles
- C Street (E. Saratoga Street to US 59/E. Main Street) - 0.206 miles
- Susan Drive (US 59/E. Main Street to Clarice Avenue) - 0.357 miles

Revocation

- Southview Drive – MSAS 119 (Country Club Drive/Elaine Avenue to S. 4th Street) - 0.318 miles
- Birch Street – MSAS 114 (Mustang Trail to State Street) - 0.463 miles
- North O'Connell Street – MSAS 125 (MN 19/E. College Drive to Birch Street) - 0.124 miles
- State Street – MSAS 135 (Birch Street to MN 23) - 0.415 miles

This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022, with a recommendation to the City Council to adopt a resolution which revises the City's Municipal State Aid System (MSAS) routes designated herein.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 22-033 which is a "Resolution Establishing and Revoking Municipal State Aid Streets" revising the City's Municipal State Aid System (MSAS) as described herein. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motion **Carried 5-0**

Consider acceptance of the Classification and Compensation Study Report by Gallagher Human Resources and Compensation Consulting practice and approve implementation for non-union employees

In February 2021, the City Council authorized staff to enter into an agreement with Gallagher Benefit Services, Inc. (Gallagher) to conduct a comprehensive Classification and Compensation Study. The Marshall-Lyon County Library and Public Housing were included in the study. The project studied data from Marshall's 12 comparator cities across 33 benchmark positions.

The objectives accomplished through the study are:

- Development of a classification structure
- Evaluation of each job description utilizing the Decision Band Method® (DBM) to ensure proper internal equity and compliance with the MN Pay Equity Act
- Collection and review of market salary information to ensure external competitiveness
- Development of a pay structure that balances internal equity and external competitiveness, ensuring employees are compensated fairly and equitably

Gallagher will present a report of their findings and recommendations in employee meetings on February 24, 2022. All employee presentations will be held virtually, via Zoom. A reconsideration (appeal) process will be afforded to employees for a period of 2-weeks following the all-employee meetings. Any appeals received will be forwarded to Gallagher for reconsideration and final decision. Appeals are limited to reconsideration of proper classification. DBM Ratings and compensation are not appealable.

Staff recommend Council accept the Classification and Compensation Study report as presented.

Staff recommend the Council approve implementation of the salary structure schedule for nonunion employees, using the employee's base pay rate on 12/31/2021, in accordance with the following:

- effective 01/01/2022
- Placement of employees being compensated below the minimum pay range to Step A.
- Placement of employees onto the step closest to the base pay rate.
- Maintenance (no change) of wage rates of employees currently being compensated above step J, until such time as the maximum step is above the actual rate of pay. Employees compensated above step J are eligible for wage increases, up to the maximum of the range, at the same time and under the same conditions as granted to other non-union employees.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer Motion to accept the Classification and Compensation Study Report by Gallagher and approve implementation for non-union employees, as presented. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer. Voting Nay: Councilmember Labat. The motion **Passed. 4-1**

Commission/Board Liaison Reports

Byrnes Southwest Regional Development Commission met and heard a report on Southwest Minnesota Council of Mayors. This a group that is advancing implementations to be economically competitive with our neighboring States. Byrnes provided an example of tuition incentives for targeted occupations. There is support in the legislature for this item.

Schafer No Report

Meister No Report

DeCramer Economic Development Authority met and approved 8 additional façade improvement grant requests.

Diversity Equity and Inclusion Commission held it's a World Café event in conjunction with Cultures on the Prairie. DeCramer highly recommended future participation in these events.

Labat Convention and Visitors Bureau met and continues to receive applications for the community grants. The Craft Beef Show will be back in Marshall on May 14.

Library Board met and continue to review COVID-19 in the area and adjust their operation accordingly. A presentation was made to Lyon County for technology needs and visits to the library are up from 2021.

Marshall Area Transit Committee met and will be placing 19 more bus shelters within the City.

Councilmember Individual Items

Councilmember Labat discussed three to four concerned calls regarding the removal of the stoplight at the intersection of 3rd Street and Main Street.

Mayor Byrnes commented that at this time only a proposal for the review of the intersection has been approved.

Councilmember Schafer provided discussion on a recent meeting with the Mayor and Chamber of Commerce President. Discussion included opening up boards and commissions to residents outside of city limits and suggested that the Legislative and Ordinance Committee review the list of boards and commissions may be amendable.

Councilmember Meister commented that he also received concerned calls regarding the removal of the stoplight at the intersection of 3rd Street and Main Street.

City Administrator

City Administrator Sharon Hanson provided background information on a conceptual design on a future plaza next to city hall. There was unanimous consent to gather input on the naming of the plaza up to the public.

Administrator Hanson also provided an update on the sales tax project. Hanson commented that the indoor recreation center is not currently on the proposed legislation.

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson provided an update on the Comprehensive Plan. Over 600 survey responses were received. Additionally, small group meetings were held to further discussion focused areas in the Comp. Plan. Anderson commented that the Tiger Lake SCADA project has been completed.

Director Anderson commented that the 3rd Street and Lyon Street RFP proposals will be received and reviewed on March 8.

City Attorney

City Attorney Dennis Simpson provided an update on Block 11 including the contract for private development. Simpson commented the Minnesota Department of Agriculture has responded the Helena Chemical that an excavation of 12 additional pesticides. Simpson also discussed his attendance at the League of Minnesota Cities Attorney's Conference.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 6:35 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Meister to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat. The motion **Carried. 5-0**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	General Obligation Bonds, Series 2022A. 1) Conduct a Public Hearing 2) Resolution approving property tax abatement to finance certain public improvements in the City.
Background Information:	<p>On February 8, 2022 the City Council Called for a Public Hearing to be held on March 8, 2022.</p> <p>At its March 8, 2022 meeting, the Marshall City Council is being asked to consider the following resolution in anticipation of the issuance of General Obligation Bonds, Series 2022A:</p> <p>Resolution approving property tax abatement to finance certain public improvements in the City</p> <p>Property tax abatement to finance certain public improvements in the City</p> <p>The City is proposing property tax abatement to aid in financing certain public improvements, including the Rose and Addison downtown city parking lots adjacent to W. Lyon Street, all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended. The City intends to issue one or more series of general obligation bonds, a portion of which will be designated as tax abatement bonds, in the aggregate principal amount estimated not to exceed \$575,500 to pay the costs of the project. The abatement bonds are expected to be paid primarily through the collection of abatement revenues. Prior to approval of the granting of a property tax abatement, the City is required to hold a public hearing. The City Council has scheduled March 8 as the date of the public hearing. Following the hearing, the resolution would authorize the City to finance the identified public improvements with property tax abatements through the issuance and sale of general obligation tax abatement bonds.</p> <p>Voting Requirements: Resolution approving property tax abatement to finance certain public improvements</p> <ul style="list-style-type: none"> • Must be approved by a <u>majority vote</u>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	<p>Recommendation No. 1: To Close the Public Hearing</p> <p>Recommendation No. 2: Consider Approval of Resolution Number 22-XXX, a Resolution Approving Property Tax Abatement to Finance Certain Public Improvements in the City.</p>

CITY OF MARSHALL, MINNESOTA

RESOLUTION NUMBER 22-035

**RESOLUTION APPROVING PROPERTY TAX ABATEMENT
TO FINANCE CERTAIN PUBLIC IMPROVEMENTS IN THE
CITY**

BE IT RESOLVED By the City Council of the City of Marshall, Lyon County, Minnesota (the “City”) as follows:

1. Recitals.

(a) The City has contemplated granting a property tax abatement in order to aid in financing certain public improvements, including to the Rose and Addison downtown city parking lots adjacent to W. Lyon Street (the “Project”), all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Act”).

(b) Pursuant to Section 469.1813, subdivision 1 of the Act, the City may grant an abatement of all or a portion of the taxes imposed by the City on a parcel of property to pay for all or part of the cost of acquisition or improvement of public infrastructure, whether or not located on or adjacent to the parcel for which the tax is abated.

(c) The City has identified 84 parcels located in the City, identified in EXHIBIT A attached hereto (the “Abatement Property”), which will be benefitted by the Project and from which the City proposes to abate all or a portion of the City’s share of taxes to help finance the Project, subject to all the terms and conditions of this resolution (the “Abatement”). The Abatement Property is not located in a tax increment financing district.

(d) The City intends to issue one or more series of general obligation bonds, a portion of which will be designated as tax abatement bonds, in the aggregate principal amount presently estimated not to exceed \$575,500 (the “Abatement Bonds”) to pay the costs of the Project pursuant to the Act. The Abatement Bonds are expected to be paid primarily through the collection of Abatement revenues.

(e) On the date hereof, the City Council held a public hearing on the question of the Abatement, and said hearing was preceded by published notice thereof in accordance with the Act.

2. Findings for the Abatement. The City Council hereby makes the following findings:

(a) The Council expects the benefits to the City of the Abatement to at least equal the costs to the City thereof.

(b) Granting the Abatement is in the public interest because it will help finance the acquisition and construction of public facilities in the City, which provides certain public infrastructure in the City that helps attract and retain citizens and helps increase or preserve the City’s tax base by stimulating development and maintaining values in the area.

(c) In accordance with Section 469.1813, subdivision 8 of the Act, in no year shall the Abatement, together with all other abatements approved by the City under the Act and paid in that year, exceed the greater of ten percent (10%) of the City’s net tax capacity for that year or \$200,000.

3. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The Abatement shall be for a maximum of ten (10) years and shall apply to the taxes payable in the years 2023 through 2032, inclusive.

(b) The City will abate the City's share of property tax amount which the City receives from the Abatement Property, in an amount not to exceed \$575,500.

(c) The maximum amount of Abatement authorized under this resolution is \$575,500. The maximum principal amount of bonds to be secured by Abatement under this resolution will not exceed the estimated sum of Abatement from the Abatement Property for the term authorized under this resolution.

(d) The Abatement shall be subject to all the terms and limitations of the Act.

Approved this March 8, 2022 by the City Council of the City of Marshall, Minnesota.

CITY OF MARSHALL, MINNESOTA

Mayor

Attest:

City Clerk

Exhibit A

Parcel ID Numbers for the “Property”

27-111003-0	27-112006-0	27-599028-0	27-677150-0	27-806009-0	27-825014-0	27-825038-0
27-111011-0	27-112007-0	27-599030-0	27-677151-0	27-806027-0	27-825015-0	27-825040-0
27-111012-0	27-191007-0	27-599045-0	27-677160-0	27-825001-0	27-825016-0	27-825070-0
27-111013-0	27-191009-0	27-599076-0	27-677162-0	27-825002-0	27-825016-1	27-825071-0
27-111014-0	27-191010-0	27-599078-0	27-677164-0	27-825005-0	27-825018-0	27-825074-0
27-111015-0	27-191011-0	27-677130-0	27-677197-0	27-825006-0	27-825030-0	27-825076-0
27-111016-0	27-191013-0	27-677135-0	27-677198-0	27-825007-0	27-825031-0	27-825077-0
27-111018-0	27-191014-0	27-677139-0	27-757001-0	27-825008-0	27-825032-0	27-825078-0
27-111019-0	27-191015-0	27-677140-0	27-757002-0	27-825009-0	27-825033-0	27-825079-0
27-111020-0	27-191016-0	27-677141-0	27-757038-0	27-825010-0	27-825034-0	27-825080-0
27-111021-0	27-283003-0	27-677143-0	27-757039-0	27-825012-0	27-825035-0	27-825100-0
27-112005-0	27-283004-0	27-677144-0	27-757040-0	27-825013-0	27-825036-0	27-825102-0

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	General Obligation Bonds, Series 2022A. 1) Conduct a Public Hearing 2) Consider a Resolution approving a five-year street reconstruction plan and the issuance of General Obligation Street Reconstruction Bonds.
Background Information:	<p>On February 8, 2022 the City Council Called for a Public Hearing to be held on March 8, 2022.</p> <p>At its March 8, 2022 meeting, the Marshall City Council is being asked to consider the following resolution in anticipation of the issuance of General Obligation Bonds, Series 2022A:</p> <p>Resolution approving a five-year street reconstruction plan and the issuance of General Obligation Street Reconstruction Bonds</p> <p>Five-Year Street Reconstruction Plan and Issuance of General Obligation Street Reconstruction Bonds</p> <p>The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the “Act”), to prepare a plan for street reconstruction or bituminous overlay of streets in the City over the next five years, which includes a description of the street reconstruction or overlay to be financed, the estimated costs, and any planned reconstruction or overlay of other streets in the City over the next five years. Pursuant to the Act, the City may issue general obligation bonds to finance the cost of street reconstruction activities described in such plan.</p> <p>Before the approval of the street reconstruction plan and the issuance of any bonds under the Act, the City is required to hold a public hearing on the plan and the issuance of bonds thereunder. The City Council has scheduled March 8 as the date of the public hearing. Following the hearing, the resolution would authorize the issuance and sale of general obligation street reconstruction bonds pursuant to the Act in the maximum principal amount of \$400,000 to finance the costs of the Project, as described in the Plan.</p> <p>Voting Requirements: Resolution approving the street reconstruction plan and granting preliminary approval for the issuance of street reconstruction bonds</p> <ul style="list-style-type: none"> • Must be approved by “a vote of <u>two-thirds majority of members of the governing body present at the meeting</u> following a public hearing”
Fiscal Impact:	
Alternative/Variations:	
Recommendations:	<p>Recommendation No. 1: To Close the Public Hearing</p> <p>Recommendation No. 2: Consider Approval of Resolution Number 22-XXX, a Resolution approving a five-year street reconstruction plan and the issuance of General Obligation Street Reconstruction Bonds.</p>

CITY OF MARSHALL, MINNESOTA

RESOLUTION NUMBER 22-036

**RESOLUTION APPROVING A STREET RECONSTRUCTION PLAN AND THE
ISSUANCE OF GENERAL OBLIGATION STREET RECONSTRUCTION
BONDS**

BE IT RESOLVED By the City Council of the City of Marshall, Lyon County, Minnesota (the “City”) as follows:

Section 1. Background.

1.01. The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the “Act”), to prepare a plan for street reconstruction or bituminous overlay of streets in the City over the next five years, which includes a description of the street reconstruction or overlay to be financed, the estimated costs, and any planned reconstruction or overlay of other streets in the City over the next five years. Pursuant to the Act, the City may issue general obligation bonds to finance the cost of street reconstruction activities described in such plan.

1.02. Before the approval of the street reconstruction plan and the issuance of any bonds under the Act, the City is required to hold a public hearing on the plan and the issuance of bonds thereunder.

1.03. Pursuant to the Act, the City has caused to be prepared a street reconstruction plan, entitled *Five-Year Street Reconstruction Plan for the City of Marshall, Minnesota 2022 through 2026* (the “Plan”), describing certain street reconstruction and overlay activities in the City and the estimated costs of the Plan over the five-year period covered by the Plan. The reconstruction activities described in the Plan include, but are not limited to the project designated by the City as the West Lyon Street (from College to 1st Street) Reconstruction Project (the “Project”).

1.04. The City has determined that it is in the best interests of the City to authorize the issuance and sale of general obligation street reconstruction bonds pursuant to the Act in the maximum principal amount of \$400,000 (the “Street Reconstruction Bonds”), to finance the costs of the Project, as described in the Plan.

1.05. On this date, the City Council held a public hearing on the Plan and the issuance of the Street Reconstruction Bonds, after publication of a notice of public hearing in the City’s official newspaper at least 10 days but no more than 28 days before the date of the public hearing.

Section 2. Plan Approved.

2.01. The City Council finds that the Plan will improve the City’s system of public roads, which serves the interests of the City as a whole.

2.02. The Plan is approved in the form presented at the public hearing and on file at City Hall.

Section 3. Street Reconstruction Bonds Authorized.

3.01. The City Council authorizes the issuance of the Street Reconstruction Bonds in accordance with the Plan, in order to finance street reconstruction activities described in the Plan and costs of issuance of the Street Reconstruction Bonds, subject to further details regarding the sale and award of the Street Reconstruction Bonds to be set forth in resolutions to be considered by the City Council at subsequent meetings. City staff and consultants are authorized to take all actions necessary to negotiate the sale of the Street Reconstruction Bonds, subject to the contingency described in Section 3.02 hereof.

3.02. If a petition requesting a vote on the issuance of the Street Reconstruction Bonds, signed by voters equal to 5% of the votes cast in the last municipal general election, is filed with the City Clerk within 30 days of the date of the public hearing, the City may issue the Street Reconstruction Bonds only after obtaining approval of a majority of voters voting on the question at an election. The authorization to issue the Street Reconstruction Bonds is subject to expiration of the 30-day period without the City's receipt of a qualified petition under the Act, or if a qualified petition is filed, upon the approving vote of a majority of the voters voting on the question of issuance of the Street Reconstruction Bonds.

3.03. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

Approved this March 8, 2022 by the City Council of the City of Marshall, Minnesota.

CITY OF MARSHALL, MINNESOTA

Mayor

Attest:

City Clerk

**RESOLUTION NUMBER 22-036
SECOND SERIES**

The attached resolution was adopted by the City Council of the City of Marshall on March 8, 2022.

The question was on the adoption of the resolution, and there were _____ AYE votes and _____ NAY votes as follows:

CITY OF MARSHALL CITY COUNCIL MEMBERS	Yes	No	Other
Robert J. Byrnes, Mayor	_____	_____	_____
[Vacant] (Ward I)	_____	_____	_____
John DeCramer (Ward I)	_____	_____	_____
Russ Labat (Ward II)	_____	_____	_____
Steven Meister (Ward II)	_____	_____	_____
James Lozinski (Ward III)	_____	_____	_____
Craig Schafer (Ward III)	_____	_____	_____

RESOLUTION ADOPTED.

ATTEST:

Secretary to the Council



MARSHALL

CULTIVATING THE BEST IN US

Five-Year Street Reconstruction Plan for the
City of Marshall, Minnesota
2022 through 2026

Dated March 8, 2022

City of Marshall
Five-Year Street Reconstruction Plan
2022 through 2026

PURPOSE

Street reconstruction is a major expenditure of city funds for street reconstruction or bituminous overlays. Street reconstruction and bituminous overlays may include utility replacement and relocation and other activities incidental to street reconstruction, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and the local share of state and county road projects, street reconstruction and bituminous overlays does not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed. A street reconstruction plan (“SRP”) is a document designed to anticipate street reconstruction expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method possible. An SRP helps enable the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Marshall, Minnesota (the “City”) believes the street reconstruction process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated so as to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical public assets, preservation of public assets and sound fiscal management. Good planning is essential for the wise and prudent use of limited financial resources.

The SRP is designed to be updated periodically. The Street Reconstruction Plan is a part of the City’s capital improvement plan. In this manner, it becomes an ongoing fiscal planning tool that continually anticipates future capital expenditures and funding sources.

THE STREET RECONSTRUCTION PLANNING PROCESS

For the City to use its authority to finance expenditures under Minnesota Statutes, Section 475.58, Subdivision 3b, it must meet the requirements provided therein. The street reconstruction planning process is as follows:

The City staff prepares an SRP reflecting the street reconstruction projects anticipated to be undertaken within the next five years (based on their priority, fiscal impact, and available funding) and the estimated costs thereof. If general obligation bonding is deemed necessary, the City works with its financial advisor to prepare a bond sale and repayment schedule. A public hearing is held to solicit input from citizens on the SRP and the issuance of bonds. Notice of such hearing must be published in the official newspaper of the City at least 10,

but not more than 28 days prior to the date of the public hearing. The City Council must approve the SRP and the sale of street reconstruction bonds by a vote of a two-thirds majority those members present at the meeting following the public hearing.

Voters may petition for requesting a vote (also known as a reverse referendum) on the issuance of street reconstruction bonds. If a petition bearing the signatures of voters equal to at least 5% of the votes cast in the last municipal general election requesting a vote on the issuance of street reconstruction bonds is received by the City Clerk within 30 days after the public hearing, the City may only issue general obligation street reconstruction bonds after approval by voters at an election. If no such petition is submitted, general obligation street reconstruction bonds may be issued without an election.

In subsequent years, the process is repeated annually or as expenditures are completed and new needs arise.

I. PROJECT SUMMARY AND FINANCING

Street reconstruction projects anticipated to be undertaken within the next five years and the estimated costs thereof are set forth in Appendix A. Those for which street reconstruction bonds are anticipated to be issued are marked with an asterisk in Appendix A and are currently anticipated to include the following:

2022 Street Reconstruction Bond Financed Expenditures – general obligation street reconstruction bonds are proposed to be issued in 2022 in an aggregate principal amount not to exceed \$1,500,000 for the S 1st Street and West Lyon (from College to 1st Street) Reconstruction Projects. Such bonds will be combined with other financing tools, including general obligation improvement bonds, to finance other capital improvements in the City.

Street reconstruction bonds are included in the amount of indebtedness of the City which cannot, under Minnesota Statutes, Section 475.53, exceed 3% of the assessor’s taxable market value for the City (“TMV”). The proposed bonds will not exceed statutory limits.

All other foreseeable capital expenditures are expected to be financed through other revenue or financing sources.

APPENDIX A

YEAR *	2022-2026 PROJECT DESCRIPTION	TOTAL
2022	<i>S. 1st St./Greeley St./Williams St. Reconstruction Project</i>	\$2,590,576
2022	<i>Industrial Park Replacement Project-Phase III (Halbur Road)</i>	\$1,427,070
2022	<i>Rose and Addison Parking Lots Reconstruction Project</i>	\$550,000
2022	<i>SRTS School Pedestrian Crossing Project</i>	\$376,413
2022	<i>UCAP Bus Shelters 2022 Project</i>	\$450,000
2022	<i>Legion Field Road Stormwater Study: Phase 2-Parkway Filtration Basin</i>	\$583,333
2022	<i>Legion Field Park River Stabilization Project (Bike Trail Area)</i>	\$242,553
2022	<i>Independence Park Trail Replacement and Pond Expansion Project</i>	\$395,945
2022	<i>W Lyon Street (College to 1st Street)</i>	\$518,571
2022	<i>2022 Street Mill & Overlays and ADA Improvements</i>	\$625,000
	TOTAL 2022	\$7,759,460
2023	<i>Channel Parkway Pavement Replacement Project</i>	\$2,433,523
2023	<i>W Lyon St (College to N 5th St) / N 3rd St (W Redwood to Main) Reconstruction</i>	\$2,353,870
2023	<i>Lyon Circle Reconstruction Project</i>	\$165,662
2023	<i>Baldwin Parking Lot Reconstruction Project</i>	\$200,000
2023	<i>Legion Field Road Stormwater Study: Phase 3-Legion Field Basin</i>	\$784,666
2023	<i>2023 Street Mill & Overlays and ADA Improvements</i>	\$650,000
	TOTAL 2023	\$6,587,721

2024	<i>Cheryl Avenue Reconstruction Project - Eatros Addition Phase 1</i>	\$1,533,897
2024	<i>S Hill St/S Minnesota St/Charles Ave Reconstruction - Liberty Park/Morningside Heights Phase 1</i>	\$1,300,304
2024	<i>Marlene St/Paul St/Parkview Dr Reconstruction Project</i>	\$1,375,323
2024	<i>S. 4th/Country Club Intersection Reconfiguration</i>	\$1,750,000
2024	<i>Bladholm Street River Stabilization Project</i>	\$319,000
2024	<i>North High Street River Stabilization Project</i>	\$319,000
2024	<i>2024 Street Mill & Overlays and ADA Improvements</i>	\$675,000
	TOTAL 2024	\$7,272,524
2025	<i>MnDOT College Drive Reconstruction - City Cost Participation</i>	\$3,505,210
2025	<i>Brian St/G St Reconstruction Project</i>	\$1,966,035
2025	<i>Hackberry Drive Reconstruction Project</i>	\$2,007,799
2025	<i>C St.-Southview Trail Project</i>	\$478,323
2025	<i>2025 Street Mill & Overlays and ADA Improvements</i>	\$700,000
	TOTAL 2025	\$8,657,367
2026	<i>Donita Ave/Thomas Ave Reconstruction Project - Eatros Addition Phase 2</i>	\$4,853,183
2026	<i>S. 5th Street (Saratoga to Main) Reconstruction Project</i>	\$711,495
2026	<i>Bruce Street Reconstruction (College Drive Intersection)</i>	\$472,950
2026	<i>College Drive Sanitary Sewer Lining Project</i>	\$686,000
2026	<i>Diversion Channel Maintenance Project</i>	\$175,000
2026	<i>2026 Street Mill & Overlays and ADA Improvements</i>	\$725,000
	TOTAL 2026	\$7,623,628

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Introduction of Ordinance Amending Chapter 62 of the City Code establishing Sec. 62-11 - Access Management (Driveway Ordinance).
Background Information:	<p>City staff is proposing to establish a set of driveway regulations that more explicitly describes the requirements and limitations for driveways in various land uses. The proposed ordinance would apply to new properties or applications for modifying existing driveways. Applications to replace driveways, as they are currently, would be exempt from the requirements in the ordinance.</p> <p>The proposed ordinance describes the requirements for materials and geometrics (size, slope, etc.) for residential, commercial, and industrial-zoned properties. The ordinance also identifies an exemption process, should a property owner wish to install a driveway that does not conform to the requirements in the proposed ordinance.</p> <p>Staff believes that the proposed ordinance would provide clear direction to property owners regarding driveway installations. Limiting driveway width and spacing between driveways can improve safety by helping to reduce vehicle/pedestrian interaction area and by reducing and limiting street access/conflict points, help ensure good gutter drainage, reduce unnecessary storm water runoff, help ensure compliance with vegetative cover ordinance requirements, and help maintain character of a neighborhood. Establishment of driveway regulations are typical for many other communities in Minnesota. Staff can review requirements of other communities as needed.</p> <p>This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022, with a recommendation from the Committee for approval of the driveway ordinance to the City Council.</p> <p>This item was presented to the Legislative & Ordinance Committee at their meeting on March 1, 2022. At L&O Committee, Councilman Lozinski suggested that the City Council discuss allowing bituminous paving as an accepted driveway material in the City right of way. City staff prefers to require concrete in City right of way, but can make this amendment if the Council desires. After discussion, motion passed with the recommendation from the Committee to Council to introduce the Ordinance Amending Chapter 62 of the City Code establishing Sec. 62-11 - Access Management (Driveway Ordinance) and call for public hearing to be held March 22, 2022.</p>
Fiscal Impact:	None.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council introduce the Ordinance Amending Chapter 62 of the City Code establishing Sec. 62-11 - Access Management (Driveway Ordinance) and call for public hearing to be held March 22, 2022.

	that the Council introduce the Summary Ordinance for Publication of the Ordinance Amending Chapter 62 of the City Code establishing Sec. 62-11 - Access Management (Driveway Ordinance).
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ORDINANCE NO. 22-_____

**ORDINANCE AMENDING CHAPTER 62 – STREETS, SIDEWALKS AND
OTHER PUBLIC PLACES
ESTABLISHING SEC. 62-11 - ACCESS MANAGEMENT**

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

Section 1: City Code of Ordinances, Chapter 62, Sec. 62-11 is hereby added in its entirety as follows:

CHAPTER 62 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE I. – IN GENERAL

Sec. 62-11. – Access Management

(a) Definitions.

(1) Driveway

- a. For the purpose of this Section, driveway is that portion of a private drive leading to an off-street destination such as a garage or parking area and providing access for motor vehicles from a public way that lies between the curb or pavement edge of a public street and the property line.

(b) Review.

(1) Determinations.

- a. Intent.
 1. It is the intent of this chapter to regulate access of abutting property to and from the public streets in order to protect and promote the welfare and safety of the public, the movement of traffic on the public streets, and to eliminate unreasonable traffic hazards.
- b. Permit Issuance.
 1. The City Engineer shall issue a permit hereunder when the City Engineer finds:
 - i. That the work will be done according to the provisions described herein;
 - ii. That the curb cut or proposed driveway will not constitute a traffic hazard or unreasonably impair or interfere with vehicular and pedestrian traffic, the demand and necessity for street parking spaces, and the means of ingress to and from adjacent properties; and
 - iii. That the health, welfare and safety of the public will not be unreasonably impaired.
 2. If a permit is denied, the City Engineer shall forthwith notify the applicant and shall set forth in such notice the reasons for denying the permit.
- c. Appeals to City Council.
 1. Any person aggrieved by any action taken by the City Engineer in granting or denying a permit of any curb cut or driveway may appeal to the City Council by filing in the office of the City Clerk a notice of appeal specifying the grounds thereof. An appeal shall stay all proceedings until the City Council renders action. Such appeal shall initiate an opportunity to be heard before the Planning Commission of the Council to which the matter has been referred for review and recommendation. Thereafter, the Council may affirm, reverse or modify the action of the City Engineer.

(2) Requirements.

- a. All driveway construction must comply with the requirements of Sections 62-3 and Chapter 86.
- b. All work on private properties beyond driveways as defined in this Section and applications for permits for replacing the existing surfacing of driveway only with no modifications are exempt from the requirements of this ordinance.
- c. All applications for permits that include driveway modifications must conform to the requirements of this ordinance.

- d. Driveway permit applications that include either new driveways or modifications to an existing driveway must include a plan layout of the proposed work illustrating that the proposed driveway will conform to the requirements in this ordinance.

(3) *Exceptions.*

- a. A property owner may file for an exception to the regulations described herein.
- b. Exception requests shall be submitted to the Office of the City Engineer in the form of a formal letter including additional documentation describing the requested exception(s) including but not limited to the following:
 - 1. Location map;
 - 2. Ordinance requirement(s) requested for exception;
 - 3. Detailed description of proposed work outside of requirements of ordinance; and
 - 4. Contact information of applicant.
- c. Exception requests shall be reviewed by the City Engineer or his/her designee. The Office of the City Engineer shall offer a determination within 30 days of receiving a written request for exception from the provisions of this ordinance.

(4) *Quantity.*

- a. Residential-Zoned Properties
 - 1. Properties will be granted one (1) curb cut access for driveway for lot frontage to the street up to eighty-five (85) feet. Properties with greater than eighty-five (85) feet of lot frontage to the street will be granted (2) curb cut accesses for driveways.
- b. Commercial and Industrial-Zoned Properties
 - 1. All Commercial and Industrial properties will be granted two (2) curb cut accesses per parcel for driveway.

(c) Construction.

(1) *Materials.*

- a. Surface Pavement.
 - 1. All driveways must be surfaced with concrete from the street to the back of the existing sidewalk.
 - 2. If no sidewalk exists, concrete surface shall extend to the back of the City Right-of-Way.
- b. Within the City Right-of-Way, driveways require a minimum of four (4) inches of gravel base and six (6) inches of concrete pavement.

(2) *Geometrics.*

- a. Residential-Zoned Properties.
 - 1. Curb cut access for driveways shall not be more than 36 feet in width measured at the full-width opening, not including required flared sections.
 - 2. Curb cut access for shared driveways on a multi-family residential property shall not measure more than 48 feet in width.
 - 3. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk shall measure a minimum of five (5) feet unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk shall measure less than a 2% to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway shall transition required cross-slope to match existing adjacent sidewalk.
 - 4. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways shall be 24 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side property line shall be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection shall be 25 feet, measured from the Right-of-Way of the intersecting street.
- b. Commercial-Zoned Properties.
 - 1. Curb cut access for driveways shall not be more than 36 feet in width measured at the full-width opening, not including required flared sections.

2. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk shall measure a minimum of five (5) feet unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk shall measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway shall transition required cross-slope to match existing adjacent sidewalk.
 3. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways shall be 40 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line shall be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 40 feet, measured from the Right-of-Way of the intersecting street.
- c. Industrial-Zoned Properties.
1. A site plan will be required that includes proposed curb cut access(es) and width(s) for driveways.
 2. The City Engineer shall review that proposed curb cut accesses meet necessary traffic safety requirements.
 3. When Intersecting Existing Sidewalks
 - i. The width of the new sidewalk shall measure a minimum of five (5) feet unless existing surrounding walk is four (4) feet in width, measured perpendicularly to the driveway.
 - ii. The cross-slope of the new sidewalk is required to measure less than a 2% cross-slope to meet ADA requirements.
 - iii. A new sidewalk transition panel outside of each end of the driveway will be required to transition required cross-slope to match existing adjacent sidewalk.
 4. Minimum Distances.
 - i. In the event of a property owning two or more driveways, the minimum distance of separation between the driveways will be 40 feet.
 - ii. The minimum distance of a driveway, not including the required flared section, to the side lot property line will be five (5) feet.
 - iii. The minimum distance of a driveway from an adjacent intersection will be 40 feet, measured from the Right-of-Way of the intersecting street.

Section 2: This ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 22nd day of March, 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Introduced on: March 8, 2022

Final Passage on: March 22, 2022

Summary Ordinance in the Marshall Independent on: _____

SUMMARY ORDINANCE NO. 22-_____
FOR PUBLICATION

**ORDINANCE AMENDING CHAPTER 62 – STREETS, SIDEWALKS AND
OTHER PUBLIC PLACES
ESTABLISHING SEC. 62-11 - ACCESS MANAGEMENT**

On March 22, 2022, the City Council for the City of Marshall, Minnesota (“City”) adopted an Ordinance Amending Chapter 62 (Streets, Sidewalks and Other Public Places) (“Ordinance”) of the Marshall City Code of Ordinances. The Ordinance serves the purpose of Amending Chapter 62 of the City Code establishing Sec. 62-11 - Access Management (Driveway Ordinance).

It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 22-_____. A copy of the entire Ordinance will be posted at the Marshall City Hall.

It is hereby directed that only the above Title and Summary of Ordinance No. 22-_____ be published conforming to Minnesota Statutes §331A.01 with the following:

NOTICE

Persons interested in reviewing a complete copy of the Ordinance may do so at the office of the City Clerk, City Hall, 344 West Main Street, Marshall, Minnesota 56258.

Passed and adopted by the Common Council this 22nd day of March, 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Introduced on: March 8, 2022

Original Ordinance Adopted on: March 22, 2022

Summary Ordinance Adopted on: March 22, 2022

Summary Ordinance in the Marshall Independent on: _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider the Resolution Calling for a Public Hearing on the Modification of the Redevelopment Plan for Redevelopment Project No. 1.
Background Information:	Attached is a resolution for consideration and adoption by the Marshall City Council on March 8, 2022, calling a public hearing to be held by the City Council on April 12, 2022 on a modification to the redevelopment plan for Redevelopment Project No.1 (the “Redevelopment Project”) and the adoption of a tax increment financing plan for the proposed Tax Increment Financing (Redevelopment) District No. 1-15 (the “TIF District”).
Fiscal Impact:	NA
Alternative/ Variations:	None recommended
Recommendations:	That the Council approves the Resolution Calling for a Public Hearing on the Modification of the Redevelopment Plan for Redevelopment Project No. 1, The Establishment of Tax Increment Financing (Redevelopment) District No. 1-15, and the Adoption of a Tax Increment Financing Plan.

CITY OF MARSHALL, MINNESOTA

RESOLUTION NUMBER 22-037

RESOLUTION CALLING FOR A PUBLIC HEARING ON THE MODIFICATION OF THE REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1, THE ESTABLISHMENT OF TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 1-15, AND THE ADOPTION OF A TAX INCREMENT FINANCING PLAN THEREFOR

WHEREAS, the Housing and Redevelopment Authority in and for the City of Marshall, Minnesota (the “Authority”) was created pursuant to Minnesota Statutes, Sections 469.001 through 469.047, as amended (the “HRA Act”), and was authorized to transact business and exercise its powers by a resolution of the City Council of the City of Marshall, Minnesota (the “City”); and

WHEREAS, the Authority previously established Redevelopment Project No.1 (the “Redevelopment Project”) pursuant to the HRA Act, and adopted a redevelopment plan (the “Redevelopment Plan”) therefor; and

WHEREAS, the City and the Authority wish to provide certain financial assistance in order to make feasible the development of certain property located within the Redevelopment Project; and

WHEREAS, the City and the Authority are evaluating tax increment financing as a form of assistance to developers within the Redevelopment Project, and to that end the City and the Authority have determined to consider a modification to the Redevelopment Plan for the Redevelopment Project and the adoption of a tax increment financing plan (the “TIF Plan”) for the proposed Tax Increment Financing (Redevelopment) District No. 1-15 (the “TIF District”); and

WHEREAS, prior to the approval of the modified Redevelopment Plan and the TIF Plan and the creation of the TIF District, the City Council of the City is required to hold a public hearing in accordance with the HRA Act and Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the “TIF Act”); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marshall, Minnesota, that:

1. The Authority, and its staff and consultants, are hereby authorized and directed to cause to be prepared a modification to the Redevelopment Plan and a TIF Plan for the TIF District and to file a copy of such documents in City Hall.

2. The City Clerk is authorized and directed to publish a notice of public hearing setting a public hearing before the City Council on April 12, 2022, at or after 5:30 p.m. on the modification to the Redevelopment Plan, creation of the TIF District, and the adoption of the TIF Plan. The notice shall be in substantially the form attached hereto as EXHIBIT A, shall published in a newspaper of general circulation in the City at least ten (10) but not more than thirty (30) days prior to the public hearing, and shall include a map of the area of the Redevelopment Project and the proposed TIF District.

2. The Authority, its staff and consultants are authorized and directed to transmit a copy of the modified Redevelopment Plan and the TIF Plan for the TIF District and the Authority’s estimate of the

fiscal and economic implications of the proposed TIF District to the County Auditor/Treasurer of Lyon County and the Clerk of the Board Education of Independent School District No. 413 (Marshall Public Schools) at least thirty (30) days before the public hearing, as described below, in accordance with Section 469.175, subd. 2 of the TIF Act.

3. The Authority, its staff, and consultants are directed to take all other actions necessary to bring the modified Redevelopment Plan and the TIF Plan before the City Council at the time of the public hearing.

Approved by the City Council of the City of Marshall, Minnesota, this 8th day of March, 2022

CITY OF MARSHALL, MINNESOTA

Robert J. Byrnes
Mayor

Attest:

Kyle Box
City Clerk

EXHIBIT A

NOTICE OF PUBLIC HEARING

**CITY OF MARSHALL
LYONE COUNTY
STATE OF MINNESOTA**

NOTICE is hereby given that the City Council of the City of Marshall, Minnesota (the “City”) will hold a public hearing on Tuesday, April 12, 2022, beginning at or after 5:30 p.m. in the Council Chambers of the Marshall City Hall located at 344 West Main Street in the City, relating to the proposed adoption by the City and the Housing and Redevelopment Authority in and for the City of Marshall, Minnesota of (1) a modification to the redevelopment plan (the “Modified Redevelopment Plan”) for the previously established Redevelopment Project No. 1 (the “Redevelopment Project”); and (2) a tax increment financing plan (the “TIF Plan”) for the proposed Tax Increment Financing (Redevelopment) District No. 1-15 (the “TIF District”), a redevelopment district within the Redevelopment Project.

The boundaries of the Redevelopment Project and the proposed TIF District are shown in the map below. The purpose of the proposed action is to facilitate the development of a new mixed-use project in the Redevelopment Project. Details on the proposal are contained in the Modified Redevelopment Plan and TIF Plan, draft copies of which will be available for public inspection at City Hall during regular business hours.



Any person wishing to express an opinion on the matters to be considered at the public hearing will be heard orally or in writing.

Published: March 24, 2022

**BY ORDER OF THE CITY COUNCIL OF THE
CITY OF MARSHALL, MINNESOTA**

By: /s/ Kyle Box
City Clerk

**RESOLUTION NUMBER 22-037
SECOND SERIES**

The attached resolution was adopted by the City Council of the City of Marshall on March 8, 2022.

The question was on the adoption of the resolution, and there were _____ AYE votes and _____ NAY votes as follows:

CITY OF MARSHALL CITY COUNCIL MEMBERS	Yes	No	Other
Robert J. Byrnes, Mayor	_____	_____	_____
[Vacant] (Ward I)	_____	_____	_____
John DeCramer (Ward I)	_____	_____	_____
Russ Labat (Ward II)	_____	_____	_____
Steven Meister (Ward II)	_____	_____	_____
James Lozinski (Ward III)	_____	_____	_____
Craig Schafer (Ward III)	_____	_____	_____

RESOLUTION ADOPTED.

ATTEST:

Secretary to the Council

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 02/25/2022 - 03/08/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
5813	ACE HOME & HARDWARE	02/25/2022	EFT	0.00	473.41	9010
5813	ACE HOME & HARDWARE	03/04/2022	EFT	0.00	116.11	9051
0560	AFSCME COUNCIL 65	03/07/2022	EFT	0.00	1,319.63	9095
0567	ALEX AIR APPARATUS INC	02/25/2022	EFT	0.00	2,201.70	9011
0567	ALEX AIR APPARATUS INC	03/04/2022	EFT	0.00	684.64	9052
0578	AMAZON CAPITAL SERVICES	02/25/2022	EFT	0.00	6,481.70	9012
0578	AMAZON CAPITAL SERVICES	03/04/2022	EFT	0.00	12.94	9053
0583	AMERICAN FAMILY LIFE ASSURANCE CO	03/07/2022	EFT	0.00	1,584.24	9096
6775	AMERICAN WATERWORKS	03/04/2022	Regular	0.00	176.76	120841
0658	AP DESIGN	02/25/2022	EFT	0.00	390.30	9013
6694	ARAMARK UNIFORM & CAREER APPAREL GROUP,	02/25/2022	EFT	0.00	81.95	9014
5447	ARTISAN BEER COMPANY	03/04/2022	EFT	0.00	1,682.35	9054
5447	ARTISAN BEER COMPANY	02/25/2022	Regular	0.00	1,041.95	120810
6883	AT&T MOBILITY II LLC	02/25/2022	Regular	0.00	38.23	120811
0656	AVERA MARSHALL REGIONAL MED CTR	03/04/2022	Regular	0.00	160.00	120842
0688	BELLBOY CORPORATION	02/25/2022	EFT	0.00	2,946.97	9015
0688	BELLBOY CORPORATION	03/04/2022	EFT	0.00	2,412.03	9055
0689	BEND RITE FABRICATION INC	03/04/2022	Regular	0.00	140.09	120843
0699	BEVERAGE WHOLESALERS	02/25/2022	Regular	0.00	18,318.51	120812
0699	BEVERAGE WHOLESALERS	03/04/2022	Regular	0.00	23,701.03	120844
0707	BISBEE PLUMBING AND HEATING INC	02/25/2022	Regular	0.00	418.64	120813
6163	BLUE LINE SHARPENING & SALES	03/04/2022	EFT	0.00	621.84	9056
0018	BORDER STATES ELECTRIC SUPPLY	02/25/2022	EFT	0.00	71.66	9016
4457	BREAKTHRU BEVERAGE	02/25/2022	Regular	0.00	5,262.18	120814
4457	BREAKTHRU BEVERAGE	03/04/2022	Regular	0.00	4,625.96	120845
5005	BRUNSVOLD, RYAN	03/04/2022	EFT	0.00	48.28	9057
2431	BUELTEL-MOSENS LAND SURVEYING, INC	02/25/2022	EFT	0.00	2,800.00	9017
4236	C.E. SIGNS & DESIGNS	03/04/2022	EFT	0.00	48.86	9058
6791	CAPITAL ONE	02/25/2022	Regular	0.00	185.94	120816
6791	CAPITAL ONE	03/04/2022	Regular	0.00	198.01	120847
0802	CARLSON & STEWART REFRIG INC	03/04/2022	EFT	0.00	1,165.78	9059
0815	CATTOOR OIL COMPANY INC	02/25/2022	EFT	0.00	82.55	9018
0815	CATTOOR OIL COMPANY INC	03/04/2022	EFT	0.00	42.46	9060
0818	CAUWELS, ROGER	02/25/2022	EFT	0.00	30.00	9019
5733	CLARITY TELECOM, LLC	02/25/2022	EFT	0.00	2,203.52	9020
5733	CLARITY TELECOM, LLC	03/04/2022	EFT	0.00	145.00	9061
5121	COLE PAPERS INC	02/25/2022	EFT	0.00	39.40	9021
0875	COMPUTER MAN INC	03/04/2022	EFT	0.00	4,608.81	9062
3819	DACOTAH PAPER CO	02/25/2022	EFT	0.00	438.80	9022
0975	DEPUTY REGISTRAR #32	03/04/2022	Regular	0.00	226.25	120848
5731	DOLL DISTRIBUTING	02/25/2022	EFT	0.00	13,598.71	9023
5731	DOLL DISTRIBUTING	03/04/2022	EFT	0.00	9,524.05	9063
4581	EMAINT ENTERPRISES LLC	03/04/2022	EFT	0.00	494.40	9064
6700	EYEMED VISION CARE	03/04/2022	Regular	0.00	527.40	120861
1090	FASTENAL COMPANY	02/25/2022	EFT	0.00	256.98	9024
1090	FASTENAL COMPANY	03/04/2022	EFT	0.00	85.57	9065
1149	FRONTLINE PLUS FIRE & RESCUE	03/04/2022	EFT	0.00	3,100.00	9066
1158	GALLS INC	02/25/2022	EFT	0.00	1,979.41	9025
1158	GALLS INC	03/04/2022	EFT	0.00	218.21	9067
1201	GRAINGER INC	02/25/2022	EFT	0.00	220.94	9026
1230	HACH COMPANY	03/04/2022	EFT	0.00	2,500.00	9068
1243	HARDWARE HANK	03/04/2022	EFT	0.00	10.00	9069
1256	HAWKINS INC	03/04/2022	EFT	0.00	7,093.83	9070
6430	HEARTLAND ELECTRIC, INC	03/04/2022	Regular	0.00	2,301.87	120849

Council Check Report

Date Range: 02/25/2022 - 03/08/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1291	HOFFMAN FILTER SERVICE	02/25/2022	Regular	0.00	90.00	120817
6324	HOOK, MATT	02/25/2022	EFT	0.00	50.00	9027
1311	HYVEE FOOD STORES INC	02/25/2022	Regular	0.00	136.51	120818
1325	ICMA RETIREMENT TRUST #300877	03/04/2022	Regular	0.00	50.00	120850
6951	IKI INC.	02/25/2022	Regular	0.00	88.00	120819
6540	INTERNATIONAL CHEMTEX, LLC	02/25/2022	EFT	0.00	976.97	9028
1399	JOHNSON BROTHERS LIQUOR COMPANY	03/04/2022	EFT	0.00	24,085.29	9071
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/25/2022	Regular	0.00	11,994.18	120820
5095	KIBBLE EQUIPMENT	03/04/2022	EFT	0.00	141.35	9072
4140	KRUSE FORD-LINCOLN-MERCURY, INC	02/25/2022	EFT	0.00	763.64	9029
1468	LANOUES PAINTIN PLACE INC	02/25/2022	EFT	0.00	50.00	9030
1480	LAW ENFORCEMENT LABOR SERVICE INC	03/07/2022	EFT	0.00	1,235.00	9097
5606	LEGALSHIELD	03/04/2022	Regular	0.00	101.65	120864
6068	LEHMAN, CHRISTINE	03/04/2022	EFT	0.00	10.00	9073
6567	LINCOLN CO SHERIFF'S OFFICE	02/25/2022	Regular	0.00	189.56	120822
3816	LUTHERAN SOCIAL SERVICES	03/04/2022	Regular	0.00	15.30	120851
1553	LYON COUNTY SHERIFF'S DEPT.	02/25/2022	Regular	0.00	400.16	120823
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	03/07/2022	EFT	0.00	1,046.21	9098
1575	MAILBOXES & PARCEL DEPOT	02/25/2022	EFT	0.00	15.48	9031
1604	MARSHALL AREA CHAMBER OF COMMERCE	02/25/2022	EFT	0.00	75.00	9032
1604	MARSHALL AREA CHAMBER OF COMMERCE	03/04/2022	EFT	0.00	15.00	9074
1616	MARSHALL CONVENTION & VISITORS BUREAU	03/04/2022	EFT	0.00	7,000.00	9075
1620	MARSHALL FLORAL	03/04/2022	Regular	0.00	75.00	120852
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	02/25/2022	EFT	0.00	35.00	9033
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	03/04/2022	EFT	0.00	115.37	9076
1637	MARSHALL PUBLIC SCHOOLS	02/25/2022	EFT	0.00	101.61	9034
1680	MCEA EXECUTIVE OFFICE	03/04/2022	Regular	0.00	209.00	120853
4980	MENARDS INC	02/25/2022	Regular	0.00	816.81	120824
4980	MENARDS INC	03/04/2022	Regular	0.00	698.63	120854
6175	METROPOLITAN COMPOUNDS, INC	03/04/2022	Regular	0.00	1,488.00	120855
1839	MINNESOTA VALLEY TESTING LABS INC	03/04/2022	EFT	0.00	129.60	9077
1890	MUNICIPAL CODE CORPORATION	03/04/2022	EFT	0.00	3,658.00	9078
6824	NATIONAL INVENTORS HALL OF FAME, INC	02/25/2022	Regular	0.00	1,725.00	120827
1923	NCPERS MN GROUP LIFE INS.	03/07/2022	EFT	0.00	256.00	9099
1945	NORMS GTC	02/25/2022	Regular	0.00	131.79	120828
1945	NORMS GTC	03/04/2022	Regular	0.00	46.47	120856
1986	NORTH CENTRAL INTERNATIONAL, INC	03/04/2022	EFT	0.00	167.44	9079
1946	NORTH CENTRAL LABS	03/04/2022	EFT	0.00	18.16	9080
1961	NORTHERN SAFETY COMPANY INC	02/25/2022	EFT	0.00	230.29	9035
4166	OLSEN, JAKE	02/25/2022	EFT	0.00	37.19	9036
5891	ONE OFFICE SOLUTION	02/25/2022	EFT	0.00	57.43	9037
5891	ONE OFFICE SOLUTION	03/04/2022	EFT	0.00	200.00	9081
3809	O'REILLY AUTOMOTIVE STORES, INC	02/25/2022	EFT	0.00	107.94	9038
3809	O'REILLY AUTOMOTIVE STORES, INC	03/04/2022	EFT	0.00	8.98	9082
5205	PAINTED PRAIRIE VINEYARD, LLC	02/25/2022	EFT	0.00	444.00	9039
6947	PARKSON CORPORATION	02/25/2022	Regular	0.00	19,999.99	120829
2019	PAUSTIS WINE COMPANY	02/25/2022	Regular	0.00	6,287.50	120830
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	03/04/2022	EFT	0.00	160.00	9083
2036	PHILLIPS WINE AND SPIRITS INC	03/04/2022	EFT	0.00	19,341.70	9084
2036	PHILLIPS WINE AND SPIRITS INC	02/25/2022	Regular	0.00	7,245.60	120831
6569	PIPESTONE COUNTY SHERIFF'S OFFICE	02/25/2022	Regular	0.00	453.82	120833
6166	PULVER MOTOR SVC, LLC	02/25/2022	EFT	0.00	285.00	9040
2096	QUARNSTROM & DOERING, PA	03/04/2022	EFT	0.00	11,369.42	9085
6570	REDWOOD COUNTY SHERIFF	02/25/2022	Regular	0.00	578.27	120834
6571	REDWOOD FALLS POLICE DEPARTMENT	02/25/2022	Regular	0.00	548.23	120835
2201	RUNNINGS SUPPLY INC	02/25/2022	EFT	0.00	53.12	9041
2201	RUNNINGS SUPPLY INC	03/04/2022	EFT	0.00	116.50	9086
2284	SIRCHIE	03/04/2022	EFT	0.00	97.21	9087
4855	SOUTHERN GLAZER'S OF MN	02/25/2022	EFT	0.00	10,931.33	9042
4855	SOUTHERN GLAZER'S OF MN	03/04/2022	EFT	0.00	13,333.81	9088
2311	SOUTHWEST GLASS CENTER	02/25/2022	EFT	0.00	404.00	9043

Council Check Report

Date Range: 02/25/2022 - 03/08/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4522	ST LOUIS MRO INC.	03/04/2022	EFT	0.00	24.50	9089
6952	STERNER, JOHN K	02/25/2022	Regular	0.00	125.00	120836
2373	STREICHERS	02/25/2022	EFT	0.00	1,613.87	9044
6706	SUN LIFE FINANCIAL	03/07/2022	EFT	0.00	1,607.25	9100
6277	TALKING WATERS BREWING CO, LLC	02/25/2022	EFT	0.00	980.00	9045
6902	TIMOTHY MICHAEL BIRKEMEYER	02/25/2022	Regular	0.00	4,375.00	120837
2428	TITAN MACHINERY	02/25/2022	EFT	0.00	638.21	9046
6682	TYLER BUSINESS FORMS	03/04/2022	Regular	0.00	79.48	120857
3875	TYLER TECHNOLOGIES	02/25/2022	Regular	0.00	150.00	120838
6126	UNITED COMMUNITY ACTION PARTNERSHIP	02/25/2022	EFT	0.00	37,046.52	9047
6092	VANDERMILLEN, SCOTT	03/04/2022	EFT	0.00	398.94	9090
4489	VERIZON WIRELESS	02/25/2022	EFT	0.00	400.22	9048
4489	VERIZON WIRELESS	02/25/2022	EFT	0.00	49.04	9049
4489	VERIZON WIRELESS	03/04/2022	EFT	0.00	1,438.26	9091
6454	VERTEX UNMANNED SOLUTIONS, LLC	03/04/2022	Regular	0.00	6,500.00	120858
2538	VIKING COCA COLA BOTTLING COMPANY	02/25/2022	EFT	0.00	359.15	9050
2538	VIKING COCA COLA BOTTLING COMPANY	03/04/2022	EFT	0.00	352.20	9092
5700	WATCH GUARD	02/25/2022	Regular	0.00	110.00	120839
6950	WATERVILLE FOOD AND ICE, INC.	02/25/2022	Regular	0.00	215.99	120840
5961	WAYNE'S TRACTOR REPAIR	03/04/2022	Regular	0.00	2,250.00	120859
2605	WINE MERCHANTS	03/04/2022	EFT	0.00	1,334.46	9093
2631	ZEP MANUFACTURING COMPANY	03/04/2022	Regular	0.00	212.32	120860
2632	ZIEGLER INC	03/04/2022	EFT	0.00	2,214.40	9094

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	47	0.00	124,710.08
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	169	91	0.00	217,397.09
	280	138	0.00	342,107.17

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	47	0.00	124,710.08
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	169	91	0.00	217,397.09
	280	138	0.00	342,107.17

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	2/2022	170,929.87
999	POOLED CASH FUND	3/2022	171,177.30
			342,107.17

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

3/8/2022

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	2022 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00	(26,609.74)	14,047,690.26	4,099,265.87	6,918,924.06	3,029,500.33		-	-
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	695,744.00	5,725,944.00		3,039,722.04	2,661,221.93		15,664.80	9,335.23
Z83	479-43300-55170	2/23/2021	James Ave/Camden Dr Reconstruction	Kuechle Underground	849,244.50		849,244.50			779,179.36		41,009.44	29,055.70
Z88	479-43300-55170	4/13/2021	State Aid Overlay	Duininck, Inc	1,924,600.45	31,330.31	1,955,930.76			1,859,801.49		-	96,129.27
PK-001	401-45200-55130	8/25/2021	Independence Park Trail Replacement	A & C Excavating, LLC	375,659.10		375,659.10			109,320.20		5,753.70	260,585.20
SWM-007	630-49600-55170	10/12/2021	Independence Park Pond Forebay Expansion	Towne & Country Excavating LLC	229,255.50		229,255.50						229,255.50
AP-005	101-43400-55120	10/12/2021	A/D Building Roof Repair	Gag Sheet Metal, Inc.	37,200.00	45,399.00	82,599.00			51,879.00	30,720.00		-
ST-002	495-43300-55170	2/8/2022	Bituminous Overlay on Various City Streets	Duininck, Inc	560,573.35		560,573.35						560,573.35
ST-003	480-43300-55170	2/8/2022	1st/Greeley/Williams Reconstruction	R & G Construction Co.	1,647,498.69		1,647,498.69						1,647,498.69
ST-001	101-43300-53425	2/22/2022	Chip Seals	Pearson Bros., Inc.	210,581.00		210,581.00						210,581.00
ST-004	480-43300-55170	2/22/2022	Halbur Road Reconstruction	Duininck, Inc	1,142,009.72		1,142,009.72						1,142,009.72
					<u>26,081,122.31</u>	<u>745,863.57</u>	<u>26,826,985.88</u>	<u>4,099,265.87</u>	<u>9,958,646.10</u>	<u>8,490,902.31</u>	<u>0.00</u>	<u>62,427.94</u>	<u>4,185,023.66</u>

PERCENT
COMPLETE

100.00%
99.84%
96.58%
95.09%
30.63%
0.00%
100.00%
0.00%
0.00%
0.00%
0.00%

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	General Obligation Bonds, Series 2022A, Consider a Resolution authorizing the issuance of General Obligation Airport Bonds.
Background Information:	<p>At its March 8, 2022 meeting, the Marshall City Council is being asked to consider the following resolution in anticipation of the issuance of General Obligation Bonds, Series 2022A:</p> <p>Resolution authorizing the issuance of General Obligation Airport Bonds</p> <p>General Obligation Airport Bonds The City is authorized by Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 360.036, as amended (collectively, the "Airport Act"), to issue general obligation bonds to finance the costs of investigating, surveying, planning, acquiring, establishing, constructing, enlarging, or improving or equipping airports and other navigation facilities, and the sites therefor, including structures and other property incidental to their operation.</p> <p>The resolution authorizes the issuance and sale of general obligation bonds, a portion of which will be designated as airport bonds in the currently anticipated principal amount of \$70,000, pursuant to the Airport Act, to provide financing for certain improvements to the Southwest Minnesota Regional Airport, including apron reconstruction with respect to the WPA hangar area and apron and taxiway sealcoat/crack filling.</p> <p>Voting Requirements: Resolution authorizing airport bonds</p> <ul style="list-style-type: none"> • Must be approved by a vote of at least 5 members (which is not less than <u>60 percent of the Council members</u>)
Fiscal Impact:	
Alternative/Variations:	
Recommendations:	Recommendation No. 1: Consider Approval of Resolution Number 22-XXX, a Resolution authorizing the issuance of General Obligation Airport Bonds.

CITY OF MARSHALL, MINNESOTA

RESOLUTION NUMBER 22-038

**RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL
OBLIGATION AIRPORT BONDS**

BE IT RESOLVED by the City Council (the “Council”) of the City of Marshall, Minnesota (the “City”), in regular meeting assembled:

Section 1. Background; Authority.

1.01. The City is authorized by Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 360.036, as amended (collectively, the “Airport Act”), to issue general obligation bonds to finance the costs of investigating, surveying, planning, acquiring, establishing, constructing, enlarging, or improving or equipping airports and other navigation facilities, and the sites therefor, including structures and other property incidental to their operation.

1.02. No election is required to authorize the issuance of the bonds under the Airport Act if:

A. the bonds are authorized by a resolution of the Council, adopted by a vote of not less than 60 percent (60%) of its members; or

B. the bonds are being issued for the purpose of financing the costs of constructing, enlarging, or improving airports and other air navigation facilities; and

 (i) the Council estimates that passenger facility charges and other revenues pledged to the payment thereof will be at least twenty percent (20%) of the debt service payable on the bonds in any year;

 (ii) the project will be funded in part by a state grant or federal grant for airport development; and

 (iii) the principal amount of the bonds proposed to be issued does not exceed 25 percent (25%) of the amount of the state and federal grants.

1.03. The Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue one or more series of general obligation bonds, a portion of which will be designated as airport bonds in the currently anticipated principal amount of \$70,000 (the “Airport Bonds”), pursuant to the Airport Act, to provide financing for certain improvements to the Southwest Minnesota Regional Airport (the “Airport”), including apron reconstruction with respect to the WPA hangar area and apron and taxiway sealcoat/crack filling (the “Airport Improvements”). The principal of and interest on the Airport Bonds will be paid from revenues derived from the imposition of ad valorem property taxes. The Airport Bonds may also be payable in part from net revenues obtained from the ownership, control, and operation of the Airport, including passenger facility charges and other revenues.

Section 2. Airport Bonds Authorized.

2.01. The City Council authorizes the issuance of Airport Bonds in order to finance the Airport Improvements and costs of issuance of the Airport Bonds, subject to further details regarding the sale and award of the Airport Bonds to be set forth in resolutions to be considered by the City Council at subsequent meetings.

3.02. City staff are authorized and directed to take all other actions necessary to carry out the intent of this resolution.

Approved this March 8, 2022 by the City Council of the City of Marshall, Minnesota.

CITY OF MARSHALL, MINNESOTA

Robert J. Byrnes
Mayor

Attest:

Kyle Box
City Clerk

RESOLUTION NUMBER 22-038

The attached resolution was adopted by the City Council of the City of Marshall on March 8, 2022.

The question was on the adoption of the resolution, and there were _____ AYE votes and _____ NAY votes as follows:

CITY OF MARSHALL CITY COUNCIL MEMBERS	Yes	No	Other
Robert J. Byrnes, Mayor	_____	_____	_____
[Vacant] (Ward I)	_____	_____	_____
John DeCramer (Ward I)	_____	_____	_____
Russ Labat (Ward II)	_____	_____	_____
Steven Meister (Ward II)	_____	_____	_____
James Lozinski (Ward III)	_____	_____	_____
Craig Schafer (Ward III)	_____	_____	_____

RESOLUTION ADOPTED.

ATTEST:

Secretary to the Council

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Consider approval to prepare and submit a Minnesota DNR Outdoor Recreation Grant
Background Information:	<p>To increase and enhance outdoor recreation facilities in local and community parks throughout the state. This program is established in Minnesota Statutes 85.019</p> <p>The Outdoor Recreation Grant Program provides matching grants to local units of government for up to 50% of the cost of acquisition, development and/or redevelopment of local parks and recreation areas. Only one park may be included in an application and only one application per park.</p> <p>As part of an ongoing effort to Cultivate the Best in Play, our Parks Department is planning to add additional Inclusive Play components to Independence Park (similar to the Legion Field Park project completed in Fall 2021). Visual images of potential components are attached. If awarded, the project could begin as early as November, 2022 and must be completed by June 30, 2024.</p> <p>Playgrounds are places where children can go to learn, play and enjoy the outdoors. These areas promote the development of physical and cognitive skills while building social relationships. Inclusive Playgrounds break down barriers and create an atmosphere where all children can play and grow together in a welcoming environment.</p>
Fiscal Impact:	Project estimate is \$60,000. City match would be 50%. If awarded, revenue is available in the Park Land Development Fund for matching funds.
Alternative/Variations:	Project has potential to come in at lower cost based on material and/or cash donations.
Recommendations:	Approval to prepare and submit grant application for Cultivating Best in Play project.







Outdoor Recreation Grant Program

2022 Program Manual



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[Eligible Projects](#)
[Eligible Recreation Facilities](#)
[Eligible Recreation Support Facilities](#)
[Ineligible Facilities and Expenses](#)

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[Appraisal Requirements](#)
[Competitive Review and Selection Process](#)
[Minnesota's 2020-2024 State Comprehensive Outdoor Recreation Plan](#)
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[Deed Restriction Requirement](#)
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[Water Permits](#)
[Campground Plan Approval](#)
[Reporting Requirements](#)
[Monitoring Requirement](#)
[Conflicts of Interest](#)
[Closeout Procedures](#)
[Acknowledgment Sign](#)
[Availability to Users](#)

CONTACT INFORMATION

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Minnesota Department of Natural Resources (DNR)
Division of Parks and Trails
500 Lafayette Road, Box 39
Saint Paul, MN 55155
1-888-646-6367

I. PROGRAM INFORMATION

The [Outdoor Recreation Grant Program](#) assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities in local and community parks throughout the state.

Metro Regional Parks and Greater Minnesota Regional Parks are not eligible for funding under this program. Funding for designated regional parks and trails is available from the [Metropolitan Council](#) and the [Greater Minnesota Regional Park and Trails Commission](#).

For answers to frequently asked questions about this program, please see our [FAQs](#).

DEADLINE

Applications must be submitted by March 31, 2022, to be eligible for funding assistance for the current year. You are encouraged to submit a draft application by March 10th for review and comments by program staff.

FUNDING

There are two sources of funding for the Outdoor Recreation Grant Program: federal and state funds. Federal funds come from the [Land and Water Conservation Fund \(LWCF\)](#). Federal funding available for FY 2023 has not yet been allocated but should be at least \$2 million for the Outdoor Recreation Grant Program and the [Natural and Scenic Areas Grant Program](#).

State funding available for FY 2023 is a portion of \$1.1 million from “In Lieu Of” Lottery proceeds available for three Park and Trail grant programs and \$250,000 in general funds. Additional state Environment and Natural Resources Trust Fund dollars may be recommended by the [Legislative Citizens Commission on Minnesota Resources \(LCCMR\)](#). Other state funding may be available but are subject to Legislative approval. Final amounts available will not be known until after the application deadline.

GRANT AWARDS AND MATCH REQUIREMENTS

Grants are reimbursed based up to 50 percent of the total eligible costs. The maximum grant award is \$300,000 (for a total project of \$600,000). The match can consist of cash or the value of materials, labor and equipment usage by the local sponsor or by donations or any combination thereof. Applicants that provide, at least 20% of the match from their own resources and/or have their match committed at the time of the application will receive additional consideration in the review.

Unskilled volunteer labor is valued, for this grant program, at \$9.00 per hour. Skilled volunteer labor is valued at its going rate. The invoice/letter must be on a company letterhead, detailing

the work completed and the amount of the donation.

ELIGIBLE APPLICANTS

Cities, counties, and townships.

Note: The applicant must be the current or intended owner and manager of the property to be acquired or developed. Multi-organization collaboration is not required for this program.

ELIGIBLE PROJECTS

- Acquisition of land for future development of outdoor recreation facilities. Public access, including park and funding acknowledgement signs must be posted prior to close of the grant. Recreation facilities must be developed within three years from the date of acquisition.
- Development, redevelopment, or rehabilitation of outdoor recreation facilities on land owned by the applicant.
- A combination of land acquisition and development, redevelopment, or rehabilitation of outdoor recreation facilities.

ELIGIBLE RECREATION FACILITIES

One or more of the following major recreation facilities must be included in a proposed project:

- Boat/Canoe Access Sites
- Campgrounds
- Fishing Piers/Shore Fishing Areas
- Skating Rinks/Parks
- Nature Study/Observation Areas
- Picnic Shelters
- Playgrounds, including nature playgrounds
- Sports Fields and Courts
- Swimming Beaches and Outdoor Pools
- Splash Pads
- Trails (non-motorized internal park trails)

It is our expectation that all existing and proposed facilities have accessible walkways to them. Please account for this in your project/budget.

ELIGIBLE RECREATION SUPPORT FACILITIES

The following support facilities are also eligible for funding as part of a grant application that contains at least one facility from the eligible recreation facilities list above.

- Change houses, restrooms, shower buildings and warming houses.
- Fencing, lighting and signs.

- Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

Additional Non-SCORP Review Components (40%)

- Project Specific Criteria including cost vs. benefit, application and project quality and local match.
- Park and Facility Design: Use & design are compatible with site, makes good use of available space, avoids conflicts among facilities and avoids conflicts with adjacent uses.
- Health and Safety: Consider health and safety risks.
- Appropriate Design Standards: All facilities must be accessible and designed consistent with standards.
- Environmental Intrusions: All non-recreational intrusions are documented, and the impact has been considered in the park design. All power lines serving the park facilities must be placed underground.

AWARD OF FUNDS

All applicants will receive official written notification regarding their request for funding in the summer. If your proposed project has received preliminary approval for funding, you will be contacted regarding additional information requirements needed before a grant agreement can be processed. These requirements may include State Historic Preservation Office (SHPO) review, permits and other details.

The project start date will be the fall of 2022 or later depending on requirements for environmental resources, historical and archeological resources, and federal approval, if applicable. All work must be completed by June 30, 2024. Most of our funding does not allow for a project extension beyond this date. Applicants should focus on projects that will be completed during the 2023 construction season. Any project costs incurred prior to the start date of the grant agreement will not be eligible for reimbursement.

REIMBURSEMENT OF FUNDS

Payment of grant funds to the local sponsor is on a reimbursement basis. The grant recipient must initially expend funds that are then reimbursed under the terms of the grant agreement. Applicants may request reimbursement up to four times during the contract period using the [Reimbursement Manual](#). A portion of the grant funds will be retained until an on-site final inspection has been completed.

GRANTS AND PUBLIC INFORMATION

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the

application deadline is reached. At that time, the name and address of the Grantee, and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected Grantee(s) is completed.

[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also [Minnesota Government Data Privacy Act](#) for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

III. PROGRAM REQUIREMENTS

ACCESSIBILITY STANDARDS

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards. All critical components of the park listed below must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Accessible restrooms, if restrooms are provided.
- Accessible drinking water, if drinking water is provided.
- Access routes to all recreation facilities provided in the park. If your facilities do not have access routes to them, you need to include the cost in your Cost Breakdown. For this program, an access route must be a minimum of five feet wide, slip resistant, firm and stable.

If a grant is awarded, part of the grant will be withheld pending verification of access compliance by an on-site final inspection.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253 or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Standards for Buildings and Facilities](#)
(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)
2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)
(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These

guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

LAND RETENTION REQUIREMENTS

All land improved or acquired with assistance from this grant program must be retained and operated solely for outdoor recreation into perpetuity.

The Recreational Site Plan submitted with your application will delineate and establish the property boundaries subject to the grant agreement. Therefore, it is very important that any existing public facilities and any known future public facilities (e.g., wells, lift stations, roadway improvements, etc.) are clearly identified and excluded from the boundaries of the project. **All** rights-of-way, easements, reversionary interests, etc. within the proposed boundary area should also be designated. The site boundaries should include only the property that the project sponsor plans on managing for outdoor recreation uses in perpetuity.

DEED RESTRICTION REQUIREMENT

The Grantee will be required to record a condition with the deed of the real property funded by the grant agreement that notifies the public of the grant and the grant program requirements. The specific deed restriction language varies depending on the source of grants and will be outlined in the grant contract. This requirement is for all projects acquisition and development.

CONVERSION OF USE

The Grantee shall not, at any time, convert this property to non-outdoor recreation uses without the prior written approval of the State acting, through the DNR and, for federal grants, the NPS. The DNR will consider a conversion request only after the following pre-requisites have been met:

1. All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
2. The Grantee has agreed to replace the converted lands with other lands of, at least, equal fair market value and reasonably equivalent recreational usefulness as determined by the State.

The DNR shall have the authority to approve or disapprove state conversion requests. For federal grants, the NPS will approve or disapprove the conversion requests. Approval of a conversion request is dependent on completion of the [Conversion of Use](#) process.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider a Resolution Reestablishing Voting Precincts, Wards, and Polling Locations.
Background Information:	<p>Redistricting is the process of redrawing the boundaries of election districts to ensure that the people of each district are equally represented.</p> <p>Redistricting is done in the United States after the completion of Congressional reapportionment, which decides how many seats each state has in the 435 member House of Representatives. Reapportionment happens following the Decennial Census.</p> <p>In Minnesota, the state legislature has constitutional responsibility for redistricting Minnesota's Congressional districts, as well as Minnesota Senate and House districts, and Metropolitan Council districts. Local governments are responsible for redistricting other election districts:</p> <ul style="list-style-type: none"> • County boards are responsible for redistricting county commissioner districts • City councils are responsible for redistricting city wards • School boards are responsible for redistricting board member districts <p>In addition, during the redistricting time period, cities and townships will establish (or reestablish) their precinct boundaries as part of the redistricting process, as will counties that have unorganized territory.</p> <p>After review of our 2020 Census redistricting data, we believe that the accuracy of the Census Tract 3605, which overlaps with our Ward 1 voting district, is undercounted. This tract encompasses SMSU and a large amount of rental housing that was unoccupied due to the timing of COVID-19.</p> <p>Under Section 2.10 of our City Charter, The Council shall, by ordinance, provide for the establishment of wards, define, or change their boundaries, and increase or eliminate the number of wards in the City. No change, increase, or elimination shall be made within three (3) months prior to any election held in the City governmental offices. Within six (6) months following the official certification of the decennial census of the United States and the filing of the census list with the City, the Council shall, by ordinance, re-determine ward boundaries so as to make said wards as nearly equal in population as practical.</p> <p>It is staff's opinion that with the current data provided by the Census Bureau the City of Marshall will not need to redistrict its precincts or wards, even with the inaccurate population undercount located in Ward 1.</p> <p>On Tuesday March 1 staff met with the legislative and Ordinance Committee to present the above information and three options for the Legislative and Ordinance Committee to consider for the full council.</p>

Option 1: Reestablish the City of Marshall Precincts and Wards (No Changes).

Option 2: Move 89 people from Ward 3 to Ward 1.

Option 3: Move 220 people from Ward 3 to Ward 1. This change will reestablish neighborhoods and make the Ward lines between Ward 3 and Ward 1 easier to identify.

Options 2 and 3 were presented to the L&O Committee the results received from the 2020 Census will not allow voting districts for Lyon County to keep the same boundaries if the City of Marshall chooses to reestablish its currently voting districts.

Staff have had meetings with Lyon County staff to discuss options to minimize the impact of redistricting by redrawing precinct and ward lines within Marshall Ward 1 and Ward 3.

Motion by Lozinski, Seconded by Meister to recommend that the City Council Reestablish the City of Marshall Precincts and Wards and Polling Locations. All voted in favor. 3-0

Population and Option Impacts:
Option 1

City of Marshall	Population
W-1	4,116
W-2	4,728
W-3	4,784

Option 2

City of Marshall	Population
W-1	4,205
W-2	4,728
W-3	4,695

Option 3

City of Marshall	Population
W-1	4,336
W-2	4,728
W-3	4,564

Fiscal Impact: NA

**Alternative/
Variations:** **Option 2:** Move 89 people from Ward 3 to Ward 1. This change will allow Lyon County to keep its current voting districts with minimal impact the City of Marshall voting districts.

Option 3: Move 191 people from Ward 3 to Ward 1. This change will reestablish neighborhoods and make the Ward lines between Ward 3 and Ward 1 easier to identify. This change will allow

	Lyon County to keep its current voting districts with a slightly larger impact, compared to Option 2, to the City of Marshall voting districts.
Recommendations:	That the Council approves the Resolution Reestablishing Voting Precincts, Wards, and Polling Locations.

Resolution Number 22-039
A Resolution Reestablishing Precincts and Polling Places

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Marshall, County of Lyon, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

- Ward 1 Red Baron Arena and Expo at 1651 Victory Dr.
- Ward 2 Marshall Middle School located at 401 South Saratoga Street.
- Ward 3 Marshall Area YMCA located at 200 South "A" Street.

Adopted by the Common Council of the City of Marshall this 8th day of March, 2022.

Mayor

City Clerk



MARSHALL MINNESOTA

Ward Map with Polling Locations

— Ward Boundary

● Polling Locations

Ward 1

Red Baron Arena & Expo
1651 Victory Drive

Ward 2

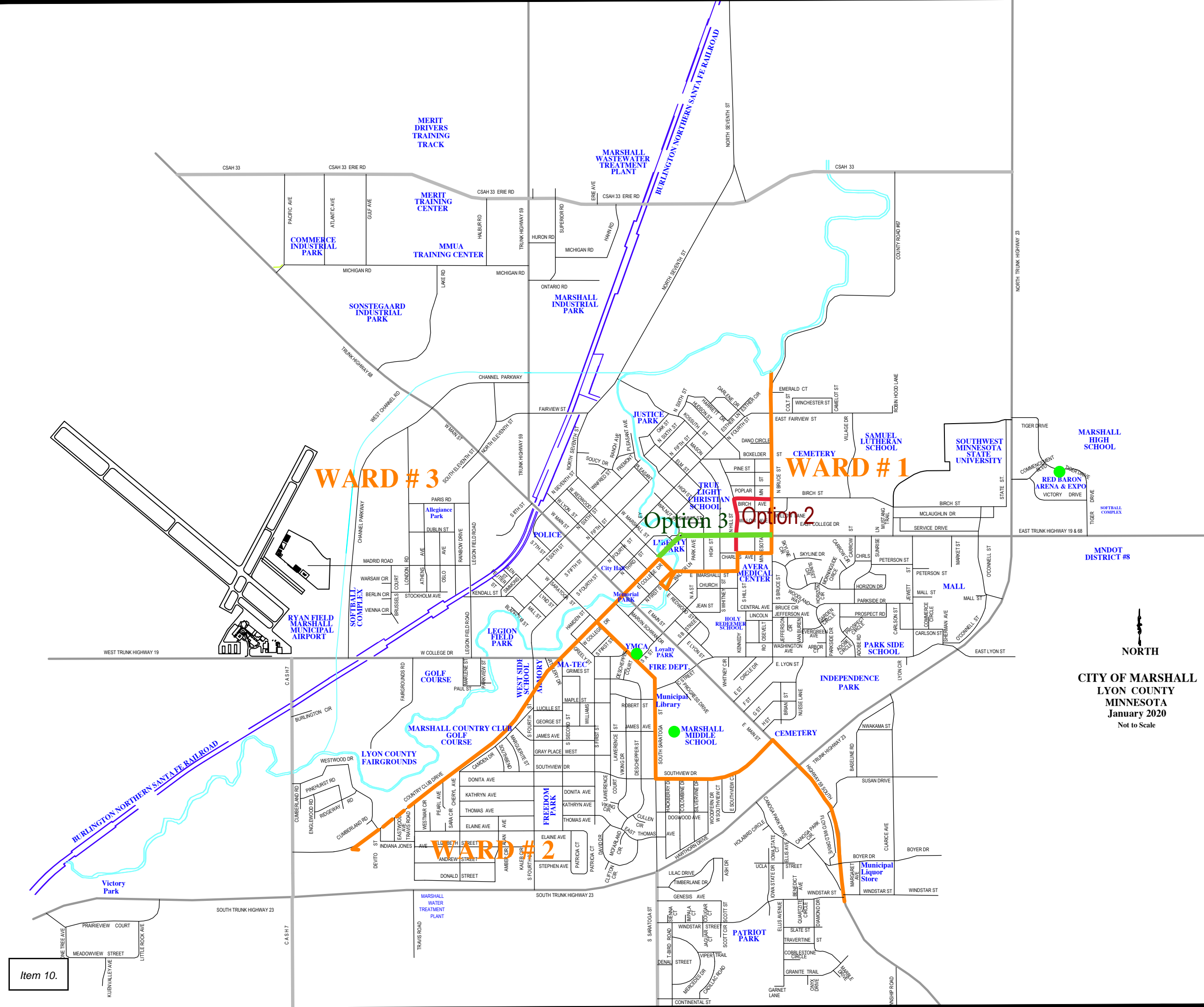
Marshall Middle School
(Gymnasium)
401 S. Saratoga Street

Ward 3

Marshall Area YMCA
200 S. A Street

** Disclaimer: The City of Marshall does not guarantee the accuracy of the data included in this map.

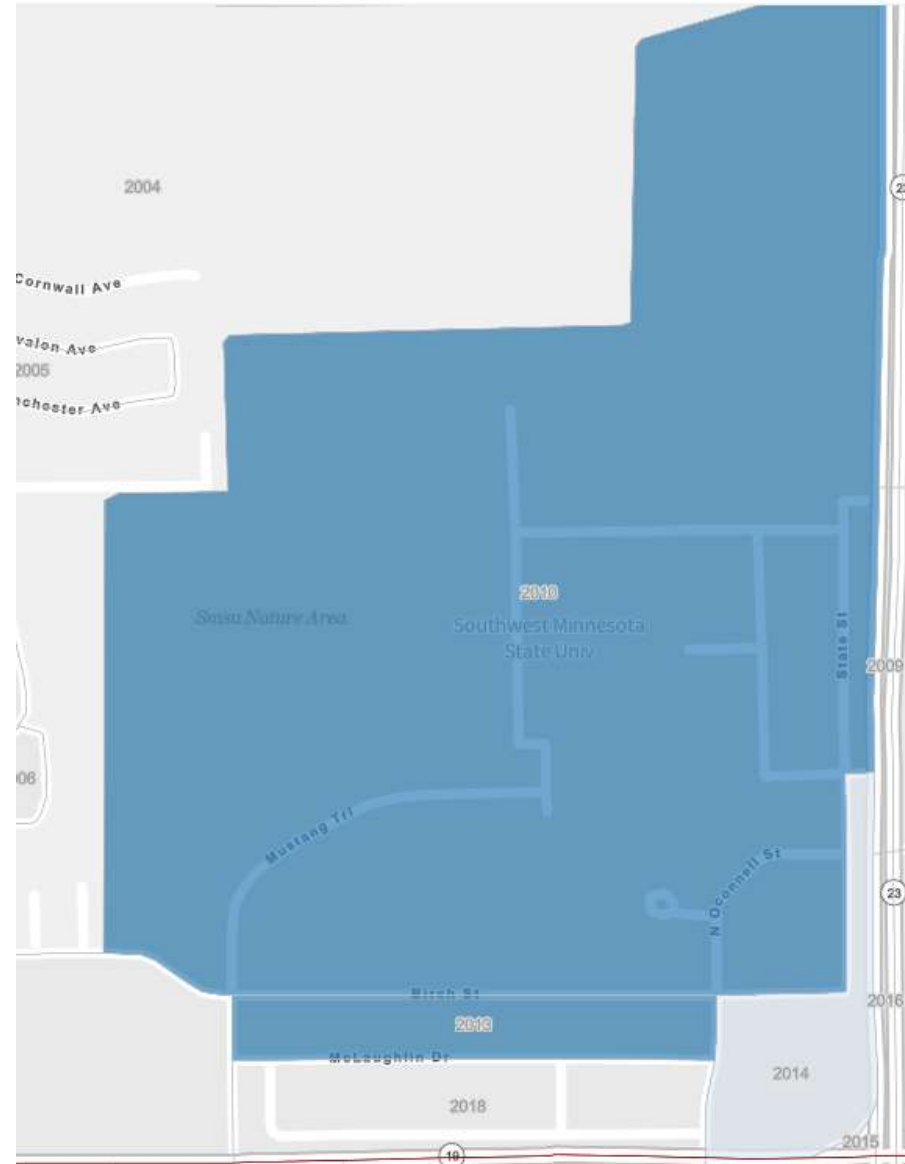
This map data is for referencing purposes only.



Item 10.

2010 Population:
676

2020 Population:
211



**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider a Resolution Declaring a Special Election.
Background Information:	<p>The City Council will consider a Resolution to declare a vacancy for Ward 1 seat held by Councilmember Edblom.</p> <p>If the unexpired term of such Councilmember or Mayor is one hundred eighty (180) days or more, the vacancy shall be filled by special election within the area to be represented. The special election shall be ordered by the Council within thirty (30) days after vacancy is declared and reasonable public notice of the election shall be given according to the City Charter.</p> <p>Due to a redistricting year, municipalities are further limited to when a special election can be held and are not permitted to hold a special election in April or May of 2022. The next uniform election dates available in 2022 are August 9, State primary election day or November 8, 2022, General election day.</p> <p>After staff review and conformation from the Minnesota Secretary of States Office it is recommended that the Council order the special election for Ward 1 be held in conjunction with the State Primary Election on Tuesday, August 9, 2022/ General Election on Tuesday, November 8, 2022.</p> <p>Because the City will be holding a special election in conjunction with regularly scheduled election the City will follow the predetermined scheduled for filling and notices as defined in Minnesota statute.</p>
Fiscal Impact:	
Alternative/ Variations:	None Recommended
Recommendations:	That the Council approves the Resolution Declaring a Special Election to be held on August 9, 2022 / November 8, 2022 in conjunction with the State Primary Election / General Election.

RESOLUTION 22-XXX

A RESOLUTION ORDERING A SPECIAL ELECTION

1. WHEREAS, the City of Marshall at the March 8, 2022 City Council meeting adopted Resolution Number 22-XXX declared, due to his passing, Donald L. Edblom’s City Council seat with a term ending January 14, 2025 vacant , effective, February 23, 2022.
2. WHEREAS, as per City of Marshall Charter Section 2.05, if the unexpired term of such Councilmember or Mayor is one hundred eighty (180) days or more, the vacancy shall be filled by special election within the area to be represented. The special election shall be ordered by the Council within thirty (30) days after vacancy is declared and reasonable public notice of the election shall be given.
3. WHEREAS, as per City of Marshall Charter Section 4.02, the City Council may by resolution, order a special election and provide all means necessary for the holding of said election. A notice of a special election shall be given in the official newspaper of the City at least once per week for a two (2) week period prior to the election.

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

The City of Marshall, hereby orders a special election to be held in conjunction with a regularly scheduled election on **August 9, 2022/ November 8, 2022** to fill the unexpired portion of the existing term in Ward 1 and the City Clerk is hereby directed to give public notice of the same, consistent with the provisions of City Charter and Minnesota State Statute.

Approved this March 8, 2022 by the City Council of the City of Marshall, Minnesota.

Mayor

City Clerk



**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-023: W. Lyon Street (College to 1 st) Reconstruction Project - Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement.
Background Information:	<p>The proposed project limits include: W. Lyon Street (E. College Drive to N. 1st Street). The proposed project was originally included in the scope of the Z82 (N. 1st/Redwood/Marshall) Reconstruction Project constructed in 2021. In consideration of the unknown status regarding the potential development of the Block 11 property, the block of W. Lyon Street between E. College Drive and N. 1st Street was removed from the scope of the project.</p> <p>This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.</p> <p>The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.</p> <p>The project was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022, with the Committee recommending approval of the project to the City Council.</p>
Fiscal Impact:	The engineer’s estimate for the construction portion of the project is \$338,000. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$432,000. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER 22-041, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for April 12, 2022.

RESOLUTION NO. 22-041

**RESOLUTION RECEIVING FEASIBILITY REPORT
AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted February 8, 2022, a report has been prepared by Director of Public Works/City Engineer Jason R. Anderson with reference to:

PROJECT ST-023: W. LYON STREET (COLLEGE TO N. 1ST) RECONSTRUCTION PROJECT – The proposed project includes street and utility reconstruction of W. Lyon Street from College Drive to N. 1st Street to include: street, sidewalk, curb and gutter, driveways, water main, sanitary sewer, and sewer and water service lines to the right of way.

AND WHEREAS, this report was received by the Council on March 8, 2022.

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

1. The Council will consider the improvements in accordance with the report and the assessment of the properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvements of \$432,000.
2. A Public Hearing shall be held on such proposed improvements on the 12th day of April, 2022 at 5:30 p.m. in the Council Chambers of City Hall located at 344 West Main Street, and the City Clerk shall give mailed and published notice of such hearing and improvements as required by the law.

Passed and adopted by the Council this 8th day of March, 2022.

Mayor

ATTEST:

City Clerk

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



MARSHALL
CULTIVATING THE BEST IN US

FEASIBILITY REPORT

Project ST-023

W. Lyon St. Reconstruction Project

March 8, 2022



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

By: Jason R. Anderson, P.E.
Digitally signed by Jason R. Anderson, P.E.
Date: 2022.03.04 09:02:28 -06'00'
Jason R. Anderson, P.E.
Registration No. 53322

FEASIBILITY REPORT

PROJECT ST-023 W. LYON ST. RECONSTRUCTION PROJECT

CITY OF MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: reconstruction and utility replacement on West Lyon Street between East College Drive and North 1st Street. Utilities will be installed, including watermain and sanitary sewer, on West Lyon Street. Other items of work included in this project are pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter and other minor work.

2.0 BACKGROUND / EXISTING CONDITIONS

Street

City records indicate that this street was originally constructed in 1956. The existing pavement surface is beginning to show its age with considerable cracking and pavement degradation.

The existing segment of West Lyon Street measures approximately 56-FT as measured from the back of curb to the back of curb. Currently, the existing segment of West Lyon Street is wide enough to accommodate two travel lanes and angled parking on both sides of the street, similar to West Lyon Street north of East College Drive.

There is currently 5-FT wide sidewalk on the east side of West Lyon Street made up partially of square pavers and typical concrete walk, and 4.5-FT wide sidewalk on the west side of the street with significant cracking observed. Much of the existing walk does not comply with current ADA accessibility standards.

Utilities

There is currently no existing watermain or sanitary sewer along this segment of West Lyon Street. Properties adjacent to the north side of West Lyon Street are serviced by aging service lines in the alleyway between West Lyon Street and West Redwood Street. The existing water services are in poor

condition. The existing sanitary main in the alleyway is 6" vitrified clay pipe (VCP) and is in poor condition. There are no segments of storm sewer on this block of West Lyon Street. Storm water runs mainly to catch basins installed at the intersection of West Lyon Street and North 1st Street. A short segment of West Lyon Street drains northwesterly to East College Drive.

3.0 PROPOSED IMPROVEMENTS

Street

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

The proposed roadway on West Lyon Street (as measured from curb face to curb face) will be 57-FT. The project proposes two 13-FT travel lanes and two 15.5-FT, 9.5'-wide, 45-degree angled parking lanes. The purpose for the 45-degree angled parking is to accommodate for the demand for parking for the potential commercial development of Block 11 as well as potential future development of the north side of West Lyon Street. It is the opinion of staff that the proposed road width will be adequate to serve the corridor.

A 5-FT sidewalk with a 1-FT grass buffer is proposed on the north side of West Lyon Street. This would replace the existing 5-FT sidewalk on this side of the street. A 8-FT sidewalk is proposed on the south side of West Lyon Street adjacent to the Block 11 development area. This replaces existing sidewalk adjacent to the south side of West Lyon Street where there is currently sidewalk.

Utilities

The proposed utility improvements include installing new sanitary sewer and watermain throughout the block with service lines extended into the adjacent properties.

The watermain improvements will consist of installing new 8" Polyvinyl Chloride (PVC) watermain pipe. Watermain improvements are planned in close coordination with MMU staff input. The new 8" PVC watermain pipe will connecting to the new main on North 1st Street and extend to the MnDOT right-of-way at E. College Drive for future connection to the watermain under College Drive in 2025. This will allow for services to adjacent properties off of a new watermain under West Lyon Street and for watermain looping to better meet MMU water system goals.

The sanitary sewer system improvements will include installing new manholes, sewer main, and sewer services along West Lyon Street. Generally, the main will be new 8" PVC main. New sewer services will be installed to the right-of-way (ROW) with a minimum 4" pipe size. No storm sewer work is anticipated to be included in the project.

4.0 STATEMENT OF PROBABLE COST

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

<i>Street and Curb and Gutter</i>	<i>\$190,000.00</i>
<i>Watermain Replacement</i>	<i>\$65,000.00</i>
<i>Sanitary Sewer Replacement</i>	<u><i>\$83,000.00</i></u>
<i>Subtotal Estimated Construction Cost</i>	<i>\$338,000.00</i>
<i>Contingencies (10%)</i>	<u><i>\$34,000.00</i></u>
<i>Total Estimated Construction Cost</i>	<i>\$372,000.00</i>
<i>Estimated Engineering, & Administration (16%)</i>	<u><i>\$60,000.00</i></u>
<i>Total Estimated Project Cost</i>	<u><u><i>\$432,000.00</i></u></u>

5.0 PROPOSED ASSESSMENTS

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

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

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

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

6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

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

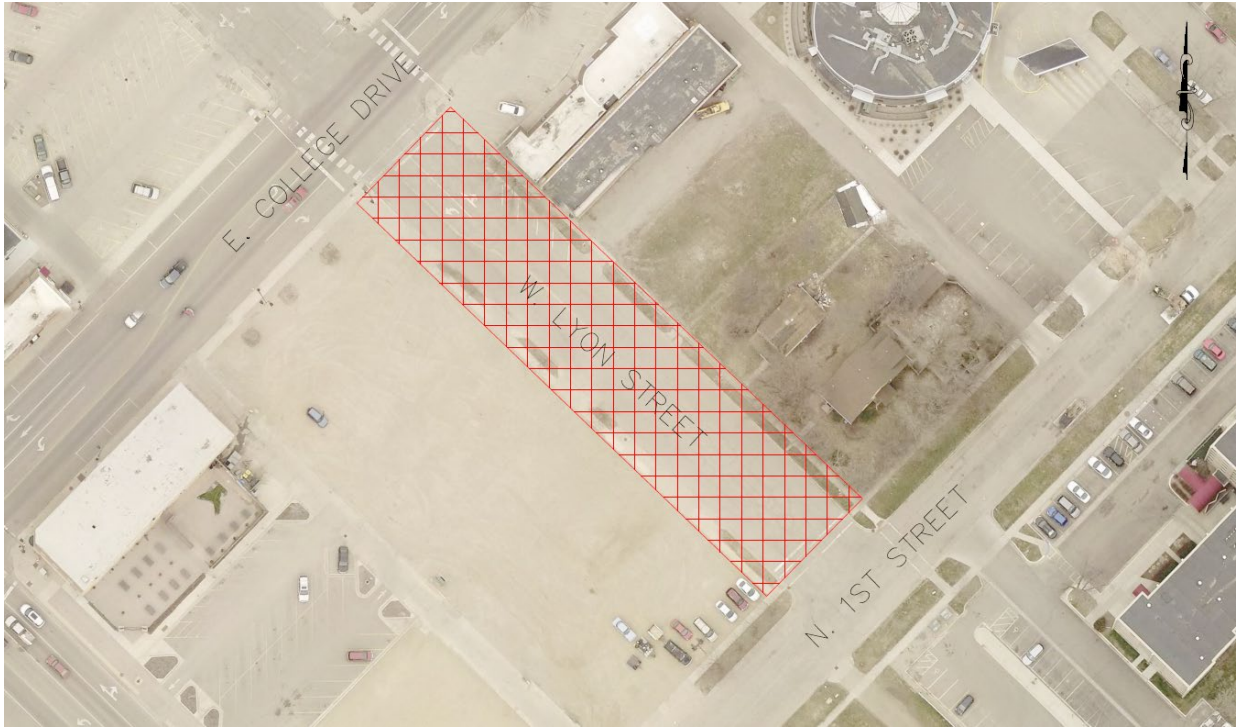
7.0 PROPOSED PROJECT SCHEDULE

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

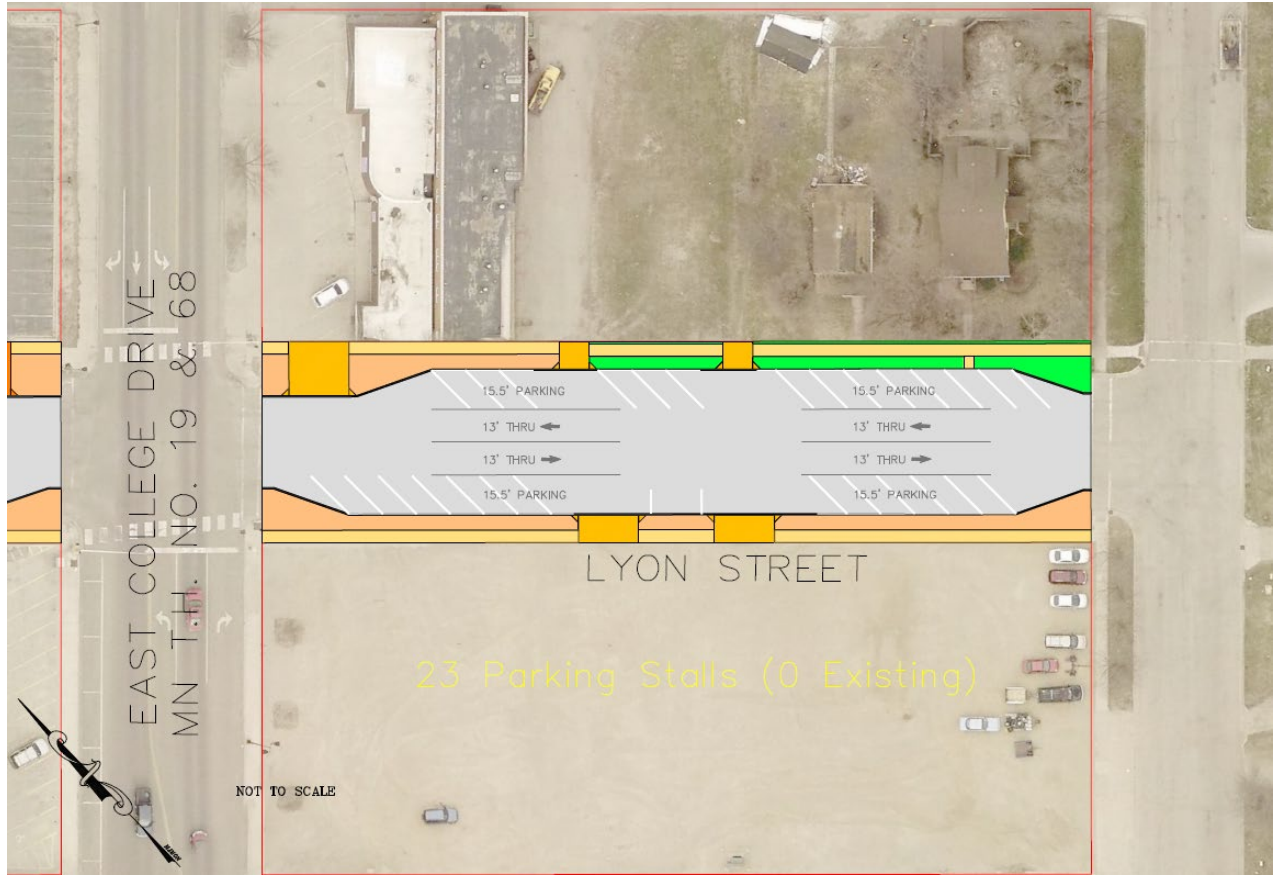
March 8, 2022	Accept Feasibility Report & Call for Hearing on Improvement
April 12, 2022	Public Hearing on Improvement/Order Plans & Specs
April 12, 2022	Approve Plans & Specs/Authorize Call for Bids
April 14, 2022	Advertise for Bids
May 5, 2022	Bid Opening Date
May 10, 2022	Award Contract
May 23, 2022	Notice to Proceed
June 2022	Begin Construction
October 2022	Public Hearing on Assessment/Adopt Assessment
October 2022	End Construction

APPENDIX

PROJECT LIMITS



PROJECT LAYOUT





CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project AP-003: Snow Removal Equipment (SRE) and Aircraft Rescue Firefighting Facility (ARFF) - Consider Agreement for the Transfer of Airport Federal Entitlement Funds and Authorize Execution and Filing of FAA Form 5100-110.
Background Information:	<p>The Airport receives \$150,000 annually in FAA entitlement funding. Those funds may be accumulated for up to four years. This caps the availability of federal entitlements at \$600,000, unless entitlement transfers are utilized. The Airport currently has \$600,000 available in 2022, of which \$150,000 will expire if not used or transferred this year.</p> <p>The City of Marshall desires to construct a new Snow Removal Equipment (SRE) and Maintenance Equipment Storage Building at the Southwest Minnesota Regional Airport. The existing building does not adequately accommodate all airport maintenance equipment storage needs. The new facility is planned to be constructed on the East Building Area of the airport, as shown on the recently completed Airport Master Plan.</p> <p>A joint city fire station and ARFF (Aircraft Rescue and Fire Fighting) facility is ultimately planned to be co-located on the site with the SRE/Maintenance Building. The facilities would share common use amenities and utilities. The joint city fire station and ARFF facility is not planned for final design or construction at this time.</p> <p>The Project has been identified on the airport CIP for several years. Below is the proposed timeline in the most recent airport CIP.</p> <p>Project Timeline Phase 1 – 2021: Preliminary Design Study and Funding Plan Phase 2 – 2022: Design and Site Preparation Phase 3 – 2023: Construction</p> <p>Based on this timeline, the City’s consultant, TKDA, includes the proposal of two \$150,000 entitlement transfers to ensure that those entitlements do not expire. The first transfer was authorized by the City Council at their meeting on March 23, 2021, to TOB (Dodge Center). These entitlement transfers will provide the City and TKDA with enough time to prepare the necessary pre-project planning documents to secure state aeronautics funding while also helping the City to secure enough FAA entitlement funds to facilitate the construction of this improvement in 2023.</p> <p>This item was presented to the Airport Commission at their meeting on March 1, 2022 with a recommendation to Council for approval of the transfer of 150,000 of MML Airport 2022 Federal Entitlement Funds to ACQ (Waseca).</p>

Fiscal Impact:	Please see attached "SRE/Maintenance Building Development Plan" as prepared by TKDA.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	<p>Recommendation No. 1: that the Council authorize the execution of the attached "Agreement between the City of Marshall, Minnesota, and the City of Waseca, Minnesota" for the transfer of 150,000 of MML Airport 2022 Federal Entitlement Funds to ACQ (Waseca) in use in constructing a multi-unit hangar. Waseca will in turn transfer back to Marshall \$150,000 in entitlements in 2023.</p> <p>Recommendation No. 2: that the Council authorize the transfer of Airport Federal Entitlement Funds and authorize execution and filing of FAA Form 5100-110 for the transfer of 150,000 of MML Airport 2022 Federal Entitlement Funds to ACQ (Waseca).</p>

AGREEMENT BETWEEN THE CITY OF MARSHALL, MINNESOTA
AND THE
CITY OF WASECA, MINNESOTA

I.

This document is a memorialization of the Agreement between the City of Marshall and the City of Waseca that the City of Marshall does hereby authorize \$150,000.00 of Federal Entitlement dollars, earmarked for the Southwest Minnesota Regional Airport, be transferred to the City of Waseca for its use at the Waseca Municipal Airport, subject to the following conditions:

II.

The City of Marshall agrees to sign and file FAA Form 5100-110 “Request for FAA Approval of Agreement for Transfer of Entitlements” (Order 5100.38D) with the U.S. Department of Transportation, Federal Aviation Administration. This action will finalize the above-stated transfer of Federal Entitlement dollars. However, in full consideration of this agreement, the City of Waseca agrees to return to the City of Marshall \$150,000.00 of Federal Entitlement dollars earmarked for the Waseca Municipal Airport no later than May 15, 2023.

III.

All parties acknowledge that this agreement is in full consideration, which will allow for \$150,000.00 of Federal Entitlement dollars to be transferred to the City of Waseca on or about May 15, 2022.

This Agreement is fully stated and cannot be canceled, modified, or in any way changed without express written permission of both parties.

Sharon Hanson
City of Marshall – City Administrator

Lee Mattson
City of Waseca – City Manager



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: City of Marshall, Minnesota

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Southwest Minnesota Regional Airport (MML)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Nonprimary	2019	150000,000
Total		150000

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Waseca Municipal Airport (ACQ)

Name of Receiving Airport's Sponsor: City of Waseca, Minnesota

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

SRE/Maintenance Building Development Plan

Southwest Minnesota Regional Airport – Marshall (MML)

The Project

The City of Marshall desires to construct a new Snow Removal Equipment (SRE) and Maintenance Equipment Storage Building at the Southwest Minnesota Regional Airport. The existing building has outlived its useful life, and does not adequately accommodate all airport maintenance equipment storage needs. The new facility is planned to be constructed on the East Building Area of the airport, as shown on the recently completed Airport Master Plan. See **EXHIBIT 1 – ALP Terminal Area Plan – East Quadrant**.

A joint city fire station and ARFF (Aircraft Rescue and Fire Fighting) facility is ultimately planned to be co-located on the site with the SRE/Maintenance Building. The facilities would share common use amenities and utilities.

The Project has been identified on the airport CIP for several years.

Project Timeline

Phase 1 – 2021: Preliminary Design Study and Funding Plan

Phase 2 – 2022: Design and Site Preparation

Phase 3 – 2023: Construction

Project Costs and Funding

Preliminary cost estimates for the facility have been utilized for planning purposes on the airport capital improvement program (CIP). Those costs are order of magnitude costs, and require further refinement during design. The preliminary estimates have been developed to provide placeholders for Federal, State and Local funding. In discussions with the FAA in the fall of 2020, it was determined that an additional planning study would need to be performed to determine federal funding eligibility, more precise construction cost estimates, and a project funding plan. This planning study would be funded locally, but could be eligible for future federal and/or state funding reimbursement as project formulation costs.

See **TABLE 1 – Project CIP Estimates**

Federal Funding

Federal entitlement funding. The Airport receives \$150,000 annually in FAA entitlement funding. Those funds may be accumulated for up to four years. This caps the availability of federal entitlements at \$600,000, unless entitlement transfers are utilized. The Airport currently has \$600,000 available in 2021, of which \$150,000 will expire if not used or transferred this year. It is planned that two entitlement transfers will be performed, one in 2021, and one in 2022, to ensure that those entitlements do not expire. The receiving airport will then transfer back their newer funds in 2023 when building construction will occur. This will allow the airport to have \$900,000 in entitlements available

for use on the project. One additional entitlement transfer from another airport may be necessary to obtain the required funding amount.

Preliminary estimates utilized in the preparation of the airport CIP, indicate a need for federal funding in the amount of \$990,000. This accounts for approximately 63% of the overall project cost.

Entitlement Transfers as identified:

1. Dodge Center Municipal Airport - \$150,000 to Dodge Center in 2021 for use on reconstructing hangar taxilanes. Dodge Center will in turn transfer back to Marshall \$150,000 in entitlements in 2023. This transfer will need to occur prior to April 30, 2021.
2. Waseca Municipal Airport - \$150,000 to Waseca for use in constructing a multi-unit hangar. Waseca will in turn transfer back to Marshall \$150,000 in 2023.

State Funding

MnDOT Aeronautics provides development funding for eligible projects. Priority of funding is allocated based on state priorities. State match on local funds for federally eligible projects, as well as federally non-eligible work are highly prioritized. This project would fall into both categories since portions of the project are eligible for federal funding, and other portions would be prioritized for state funding only due to federal ineligibility.

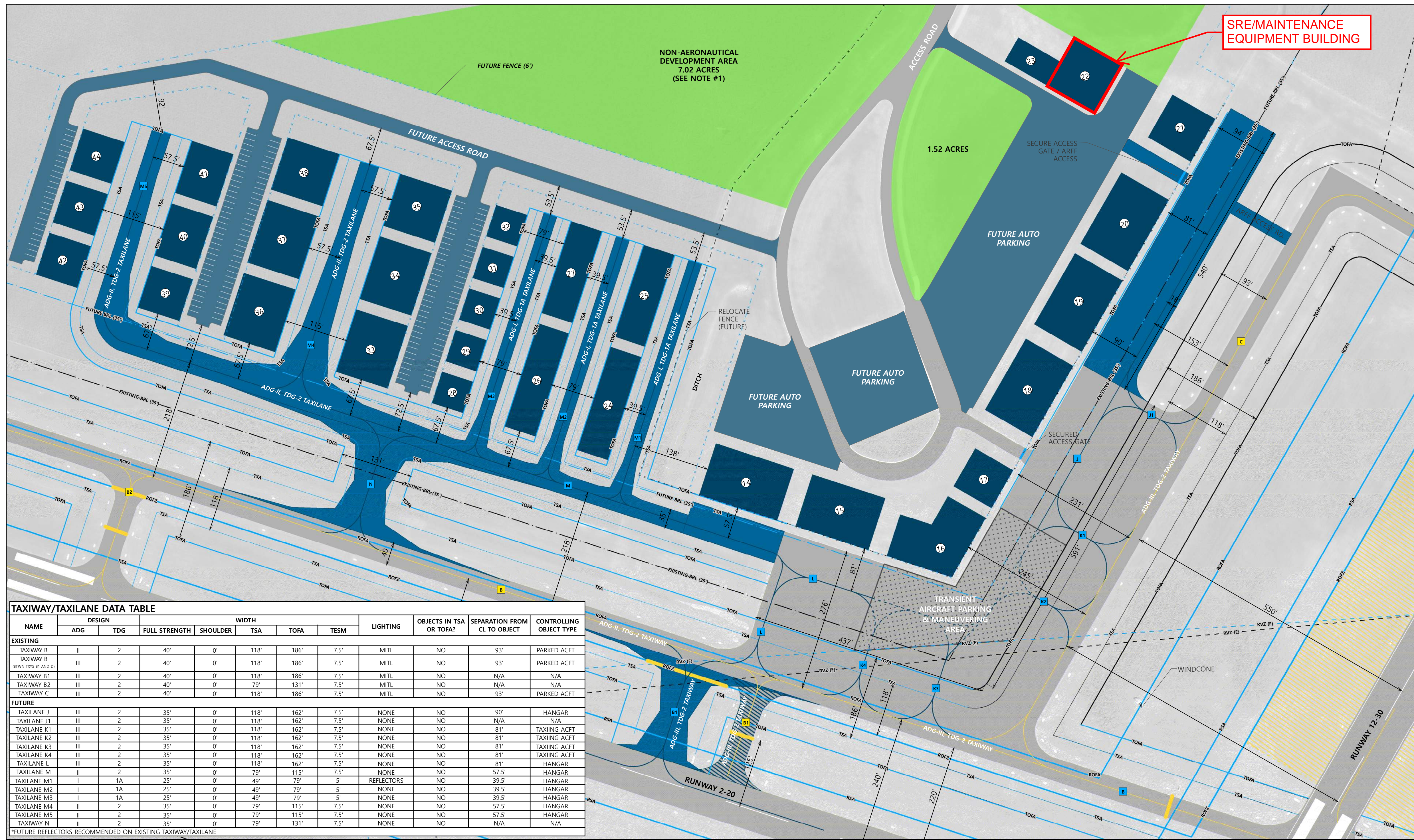
Preliminary estimates utilized in the preparation of the airport CIP, indicate a need for state funding in the amount of \$320,500. This accounts for approximately 20% of the overall project cost.

Local Funding

A local funding match is required on both federal and state funds. Federal funds are typically 90% federal with a 10% local match. MnDOT Aeronautics provides a 5% local match on eligible federal work, resulting in an overall share of 90% federal, 5% state, and 5% local on federally funded work.

State funding for airport development is provided by MnDOT Aeronautics at a 70% funding rate, and a resulting 30% local share.

Preliminary estimates utilized in the preparation of the airport CIP, indicate a need for local funding in the amount of \$269,500. This accounts for approximately 17% of the overall project cost.



SRE/MAINTENANCE EQUIPMENT BUILDING

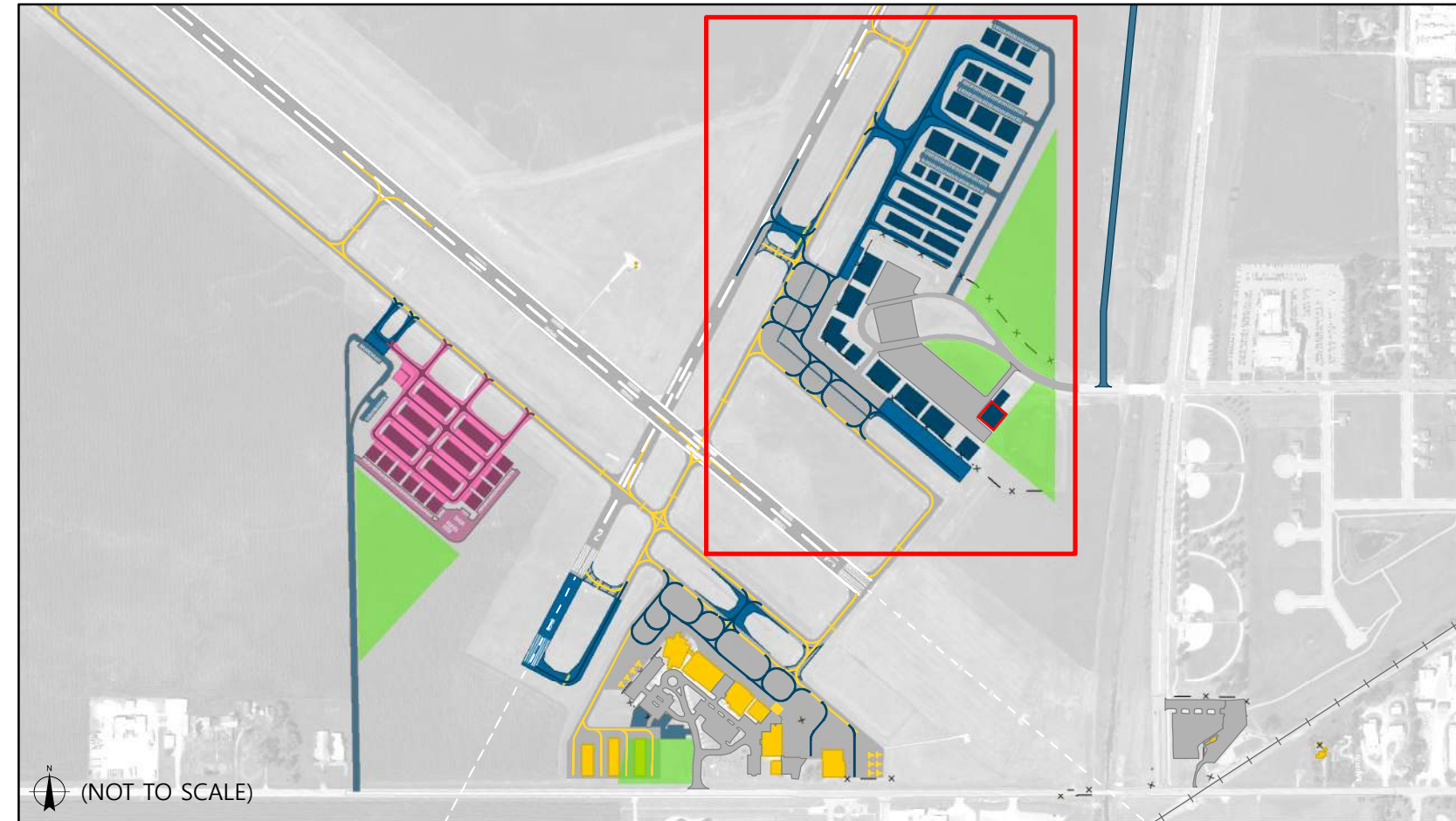
NON-AERONAUTICAL DEVELOPMENT AREA
7.02 ACRES
(SEE NOTE #1)

1.52 ACRES

TAXIWAY/TAXILANE DATA TABLE												
NAME	DESIGN	ADG	TDG	FULL-STRENGTH	SHOULDER	WIDTH		LIGHTING	OBJECTS IN TSA OR TOFA?	SEPARATION FROM CL TO OBJECT	CONTROLLING OBJECT TYPE	
						TSA	TOFA					
EXISTING												
TAXIWAY B	II		2	40'	0'	118'	186'	7.5'	MITL	NO	93'	PARKED ACFT
TAXIWAY B (BTWN TDG B1 AND D)	III		2	40'	0'	118'	186'	7.5'	MITL	NO	93'	PARKED ACFT
TAXIWAY B1	III		2	40'	0'	118'	186'	7.5'	MITL	NO	N/A	N/A
TAXIWAY B2	III		2	40'	0'	79'	131'	7.5'	MITL	NO	N/A	N/A
TAXIWAY C	III		2	40'	0'	118'	186'	7.5'	MITL	NO	93'	PARKED ACFT
FUTURE												
TAXILANE J	III		2	35'	0'	118'	162'	7.5'	NONE	NO	90'	HANGAR
TAXILANE J1	III		2	35'	0'	118'	162'	7.5'	NONE	NO	N/A	N/A
TAXILANE K1	III		2	35'	0'	118'	162'	7.5'	NONE	NO	81'	TAXIING ACFT
TAXILANE K2	III		2	35'	0'	118'	162'	7.5'	NONE	NO	81'	TAXIING ACFT
TAXILANE K3	III		2	35'	0'	118'	162'	7.5'	NONE	NO	81'	TAXIING ACFT
TAXILANE K4	III		2	35'	0'	118'	162'	7.5'	NONE	NO	81'	TAXIING ACFT
TAXILANE L	III		2	35'	0'	118'	162'	7.5'	NONE	NO	81'	HANGAR
TAXILANE M	II		2	35'	0'	79'	115'	7.5'	NONE	NO	57.5'	HANGAR
TAXILANE M1	I	1A	25'	0'	49'	79'	79'	5'	REFLECTORS	NO	39.5'	HANGAR
TAXILANE M2	I	1A	25'	0'	49'	79'	79'	5'	NONE	NO	39.5'	HANGAR
TAXILANE M3	I	1A	25'	0'	49'	79'	79'	5'	NONE	NO	39.5'	HANGAR
TAXILANE M4	II		2	35'	0'	79'	115'	7.5'	NONE	NO	57.5'	HANGAR
TAXILANE M5	II		2	35'	0'	79'	115'	7.5'	NONE	NO	57.5'	HANGAR
TAXIWAY N	II		2	35'	0'	79'	131'	7.5'	NONE	NO	N/A	N/A

*FUTURE REFLECTORS RECOMMENDED ON EXISTING TAXIWAY/TAXILANE

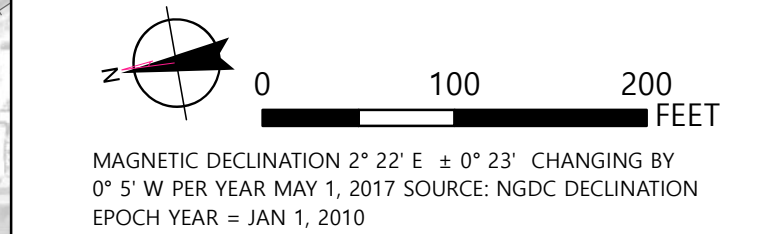
BUILDING DATA TABLE													
ID	DESCRIPTION	PHASE	TOP ELEV. (MSL)	OBSTRUCTION?	LIGHTING OR MARKING	DISPOSITION	ID	DESCRIPTION	PHASE	TOP ELEV. (MSL)	OBSTRUCTION?	LIGHTING OR MARKING	DISPOSITION
14	140' X 100' CORPORATE / FBO HANGAR	FUTURE	1208.5	NO	NONE	TO BE CONSTRUCTED	30	60' X 60' BOX HANGAR	FUTURE	1197.6	NO	NONE	TO BE CONSTRUCTED
15	140' X 100' CORPORATE / FBO HANGAR	FUTURE	1209.8	NO	NONE	TO BE CONSTRUCTED	31	60' X 60' BOX HANGAR	FUTURE	1196.6	NO	NONE	TO BE CONSTRUCTED
16	TERMINAL BUILDING	FUTURE	1210.4	NO	NONE	TO BE CONSTRUCTED	32	60' X 60' BOX HANGAR	FUTURE	1195.0	NO	NONE	TO BE CONSTRUCTED
17	80' X 80' CORPORATE / FBO HANGAR	FUTURE	1206.0	NO	NONE	TO BE CONSTRUCTED	33	120' X 100' CORPORATE HANGAR	FUTURE	1211.5	NO	NONE	TO BE CONSTRUCTED
18	150' X 100' CORPORATE / FBO HANGAR	FUTURE	1209.1	NO	NONE	TO BE CONSTRUCTED	34	120' X 100' CORPORATE HANGAR	FUTURE	1212.6	NO	NONE	TO BE CONSTRUCTED
19	150' X 100' CORPORATE / FBO HANGAR	FUTURE	1209.0	NO	NONE	TO BE CONSTRUCTED	35	100' X 100' CORPORATE HANGAR	FUTURE	1205.7	NO	NONE	TO BE CONSTRUCTED
20	150' X 100' CORPORATE / FBO HANGAR	FUTURE	1210.2	NO	NONE	TO BE CONSTRUCTED	36	120' X 100' CORPORATE HANGAR	FUTURE	1203.2	NO	NONE	TO BE CONSTRUCTED
21	150' X 100' CORPORATE / FBO HANGAR	FUTURE	1211.0	NO	NONE	TO BE CONSTRUCTED	37	120' X 100' CORPORATE HANGAR	FUTURE	1203.2	NO	NONE	TO BE CONSTRUCTED
22	100' X 100' SNOW REMOVAL EQUIPMENT BLDG	FUTURE	1201.5	NO	NONE	TO BE CONSTRUCTED	38	100' X 100' CORPORATE HANGAR	FUTURE	1202.8	NO	NONE	TO BE CONSTRUCTED
23	JOINT CITY/ARFF FIRE STATION	FUTURE	1196.2	NO	NONE	TO BE CONSTRUCTED	39	80' X 80' BOX HANGAR	FUTURE	1199.9	NO	NONE	TO BE CONSTRUCTED
24	198' X 60' T-HANGAR	FUTURE	1189.8	NO	NONE	TO BE CONSTRUCTED	40	100' X 80' BOX HANGAR	FUTURE	1199.9	NO	NONE	TO BE CONSTRUCTED
25	176' X 60' T-HANGAR	FUTURE	1189.6	NO	NONE	TO BE CONSTRUCTED	41	100' X 80' BOX HANGAR	FUTURE	1201.9	NO	NONE	TO BE CONSTRUCTED
26	198' X 60' T-HANGAR	FUTURE	1193.8	NO	NONE	TO BE CONSTRUCTED	42	80' X 80' BOX HANGAR	FUTURE	1193.6	NO	NONE	TO BE CONSTRUCTED
27	176' X 60' T-HANGAR	FUTURE	1192.6	NO	NONE	TO BE CONSTRUCTED	43	80' X 80' BOX HANGAR	FUTURE	1194.4	NO	NONE	TO BE CONSTRUCTED
28	60' X 60' BOX HANGAR	FUTURE	1199.6	NO	NONE	TO BE CONSTRUCTED	44	80' X 80' BOX HANGAR	FUTURE	1195.1	NO	NONE	TO BE CONSTRUCTED
29	60' X 60' BOX HANGAR	FUTURE	1199.6	NO	NONE	TO BE CONSTRUCTED							



DRAWING LEGEND			
	EXISTING	FUTURE	ULTIMATE
AIRPORT PROPERTY LINE	---	---	---
AIRPORT SECURITY FENCE (6 FT)	---	---	N/A
AIRPORT BUILDINGS	█	█	█
AIRPORT PAVEMENT	█	█	█
PAVEMENT REMOVAL	█	█	█
AUTOMOBILE PARKING	█	█	█
BUILDING RESTRICTION LINE (BRL) - 35'	---	---	N/A
RUNWAY PROTECTION ZONE (RPZ)	█	█	N/A
MNDOT CLEAR ZONE	█	█	N/A
OBSTRUCTION SURFACES	█	█	N/A
RUNWAY SAFETY AREA (RSA)	█	█	N/A
RUNWAY VISIBILITY ZONE (RVZ)	█	█	N/A
RUNWAY OBJECT FREE AREA (ROFA)	█	█	N/A
RUNWAY OBSTACLE FREE ZONE (ROFZ)	█	█	N/A
PRECISION OBSTACLE FREE ZONE (POFZ)	█	█	N/A
TAXIWAY CENTERLINE	---	---	---
TAXIWAY SAFETY AREA (TSA)	---	---	---
TAXIWAY/TAXILANE OBJECT FREE AREA (TOFA)	---	---	---
NATURAL FEATURES	█	█	█
WATER BODIES	█	█	█
RIVERS, STREAMS, DITCHES	█	█	█
AIRPORT REFERENCE POINT	+	+	N/A
SURVEY MONUMENTS	+	+	N/A
APPROACH LIGHTING SYSTEM	+	+	N/A
LOCALIZER ANTENNA	+	+	N/A
SEQUENCED FLASHER	+	+	N/A
PRECISION APPROACH PATH INDICATOR (PAPI)	+	+	N/A
RUNWAY END IDENTIFIER LIGHTS (REIL)	+	+	N/A
AIRPORT ROTATING BEACON	+	+	N/A
GLIDE SLOPE	+	+	N/A
WIND CONE	+	+	N/A
AWOS	+	+	N/A
NAVAID CRITICAL AREA	+	+	N/A
NON-AERONAUTICAL DEVELOPMENT	█	█	█
AIRPORT DRAINAGE POND	█	█	█
EASEMENTS	---	---	---

NOTES

1 FUTURE NON-AERONAUTICAL DEVELOPMENT AREA, FAA REVIEW AND/OR APPROVAL REQUIRED IN ADVANCE OF PROPOSED DEVELOPMENT. FAA REVIEW FACTORS INCLUDE NATURE OF PROPOSAL, LOCATION, AND FEDERAL PARTICIPATION.



REVISIONS	
DATE	BY



SOUTHWEST MINNESOTA REGIONAL AIRPORT
RYAN FIELD
Marshall, Minnesota
PROJ. NO. 15857 DATE JUN. 18 2020

Engineering
Architecture
Planning
444 Cedar Street
Suite 1500
Saint Paul, MN 55101
651.282.4400
tkda.com



TERMINAL AREA
DRAWING - EAST
QUADRANT

TABLE 1 - PROJECT CIP ESTIMATES

SRE/Maintenance Equipment Building Development Plan
 Southwest Minnesota Regional Airport - Marshall (MML)

Fiscal Year			Description	Funding Rates			Project Cost	FAA Funding	State Funding	Local Funding	FAA Funding			Entitlement Transfer Out	Entitlement Transfer In	Notes
Fed	State	Local		FAA	St	Mun					FAA AIP Entitlement	Other FAA Funds	FAA Funds Remaining			
												\$450,000				
2021	2022	2021	Maint Equipment/SRE Building - Phase 1 - Pre-Design Report	0	0	100	\$30,000	\$0	\$0	\$30,000	\$150,000	\$0	\$450,000	\$150,000		Eligible for future FAA AIP reimbursement. Entitlement transfer to TOB.
2022	2023	2022	Maint Equipment/SRE Building - Phase 2 - Design	60	23	17	\$100,000	\$60,000	\$23,000	\$17,000	\$150,000		\$390,000	\$150,000		Entitlement transfer to ACQ.
2022	2023	2022	Maint Equipment/SRE Building - Phase 2 - Site Prep	90	5	5	\$200,000	\$180,000	\$10,000	\$10,000			\$210,000			
2023	2024	2023	Maint Equipment/SRE Building - Phase 3 - Construction	60	23	17	\$1,250,000	\$750,000	\$287,500	\$212,500	\$150,000		-\$90,000		\$300,000	Transfer repayments from TOB and ACQ.
Total Costs							\$1,580,000	\$990,000	\$320,500	\$269,500						
Project Prorates								62.66%	20.28%	17.06%						

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-009: W. Lyon Street/N. 3 rd Street Reconstruction Project - Consider Acceptance of Proposal for Consultant Services.
Background Information:	<p>The above-referenced project is currently identified for 2023 in the City Capital Improvement Plan (CIP). The project limits include: W. Lyon Street (E. College Drive to N. 5th Street) N. 3rd Street (W. Main Street to W. Redwood Street).</p> <p>The proposed project includes the complete reconstruction of the street, curb, sidewalk, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement and utilities are in poor condition and City staff believes a reconstruction is necessary.</p> <p>Brad Meulebroeck has expressed interest in possible changes to the function of N. 3rd Street between W. Main Street and W. Lyon Street. After discussion with staff, his request would include Council considering of the following:</p> <ul style="list-style-type: none"> - Remove the signal light at the intersection of N. 3rd Street (City) and W. Main Street (MnDOT). This signal is currently owned and operated by MnDOT and any changes would need to be approved by MnDOT Traffic. - In lieu of traffic signal, the addition of an enhanced pedestrian crossing at the intersection of N. 3rd Street and W. Main Street, including a pedestrian refuge island and Rectangular Rapid Flashing Beacon (RRFB) signage. As this installation would be in MnDOT Right-of-Way, this installation would need to be approved by MnDOT Traffic. - Reconfiguration of N. 3rd Street from the existing two-way travel into a one-way street moving from Main Street to Lyon Street. - Narrowing of N. 3rd Street to accommodate several additional features including but not limited to: landscaping, string lighting, artwork, and sitting areas. <p>Staff has also considered the possibility of including some aesthetic and/or landscaping/hardscaping upgrades to the remaining blocks of the downtown project. Some of these upgrades may or may not include planter boxes, vegetative strips along the curb and at corners, and tree planting.</p> <p>With the scheduled timeline of construction in 2023, staff would like the Council to provide authorization to continue forward with the aid of an engineering consultant. Aesthetic features would likely require the services of a landscape architect to assist with the scoping and design of included features.</p>

	<p>At the Public Improvement/Transportation Committee meeting on January 25, 2022, there was a consensus from the Committee for staff to have further discussion with the Downtown Business Association (DBA).</p> <p>At the City Council meeting on February 8, 2022, Council authorized staff to request for proposals for consultant services for downtown aesthetic improvements. Consultant assistance with aesthetic options will be critical if the downtown business community or City Council want these types of enhancements. City staff would plan to work with the Downtown Business Association and Chamber to help us manage input.</p> <p>City staff met with the DBA at their March 2, 2022 meeting to discuss the project and the current status of the project and the possibility of securing a consulting engineer if Council approves.</p> <p>Three proposals were received on March 3, 2022. Proposals will be reviewed at the Public Improvement/Transportation Committee meeting on March 8, 2022, by the Committee, and a proposal review group consisting of two City staff members, the PI/T Committee, and Brad Gruhot, the Chamber President. A recommendation will be brought forward to the City Council meeting on Tuesday evening.</p>
Fiscal Impact:	All costs would be billed against the 2023 construction project.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council accept the proposal of the firm per the recommendation of the Public Improvement/Transportation Committee.

Meeting Date:	Click or tap to enter a date.
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p>Meister – Cable Commission, Community Services Advisory Board, Economic Development Authority</p> <p>Planning Commission, Public Housing Commission</p> <p>DeCramer – Economic Development Authority, Marshall Municipal Utilities Commission, Diversity, Equity, and Inclusion Commission</p> <p>Labat – Adult Community Center Commission, Convention & Visitors Bureau, Library Board, Marshall Area Transit Committee</p> <p>Lozinski – Joint LEC Management Committee, Police Advisory Board</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: March 8, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for January are as follows:

February:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2	1	6	1	4		5	19	17
Dismissed									
Non-Prosecution	3						1	4	6
Refer to County									

ADMINISTRATION

- Attended this past week with the Mayor, Councilmember Lozinski Coalition of Greater MN Cities (CGMC) conference where key visits with legislators occurred on the topic of our request to extend the sales tax. Upcoming on this work will be legislative committee testimony, yet to be officially scheduled. Other communication and presentations on the aquatic center continue to occur regularly.
- This past week, met with Director of Administrative Services EJ Moberg to go over expectations for his work and the position.
- John DeCramer and I presented on a State Auditor panel regarding local government finances. Cost of services, rising property taxes in terms of total revenue and city debt that in comparison to county debt statewide higher—were topics of discussion.
- Attended a meeting of SW Administrators in Worthington last week and it was good to hear of other city work, personnel issues and upcoming projects.
- The Mayor and I continue to prepare for State of the City March 9th.

- Continue to meet with EDA Director on several EDA items, attended EDA Board mtg, met with Baker Tilly regarding EDA items.
- Continued work on comparable worth study, misc staff mtgs/responding to emails, write monthly newspaper column/radio interview.

Economic Development Authority

- **Shopko – Woodcrest**
Staff met with the development team from Woodcrest Capital out of Texas. We discussed potential tenant options and they provided an update on construction plans including one larger anchor tenant and 4 to 6 smaller storefronts. There is also an option for two larger tenants with a 50/50 split of the building. They are currently waiting for the anchor tenant to sign a lease agreement in order to start construction.
- **Façade Improvement**
As of March 1st the EDA board has approved ten façade improvement grant applications totaling \$71,524.18 in grant awards. Staff has received two additional applications and expects the \$100,000 in dedicated funds to be expended.
- **Block 11**
We are preparing the TIF Development Agreement and Purchase Agreement in preparation for Spring construction. Notice has been provided to stakeholders and a Public Hearing will be scheduled for April 12th.
- **Comprehensive Plan**
Staff continues to assist with the Comprehensive Plan update being conducted by SRF. The community survey provided 609 responses which far exceeded the initial goal of 300. SRF also held five focus groups which included 58 community stakeholders in total.
- **Main Street Economic Revitalization Program**
The Southwest Initiative Foundation has applied for DEED's Main Street Economic Revitalization Program on behalf of the City of Marshall. The application requested \$1.3 million in grant funds for two main corridors in Marshall including Main Street and East College Drive. Grant awards will be announced later this Spring.

Human Resources

- **Staffing:** The City welcomed two new employees in February---Peter Vue began as a Police Officer and E.J. Moberg began as Director of Administrative Services. The City is accepting applications for an Office Assistant/Receptionist position to support the Community Services department. Danielle Wilts has resigned for another opportunity. Applications are also being accepted to fill a Building Custodian position. The testing process for a Police Captain is completed; the position has been offered and accepted by Ryan Hoffmann (formerly a Sergeant). Ryan will start working in this new capacity on April 22, 2022. The City will initiate the recruitment process to fill the Sergeant position immediately. Hiring for a variety of temporary and seasonal employees continues year-round.
- **Safety:** our MMUA safety consultant (Jordan St. Clair) resigned from MMUA to pursue another career opportunity in January. MMUA is working on filling the position as soon as possible. The City's safety training requirements are being met by providing links to videos that Jordan had prepared for his communities. The Safety Committee continues to meet monthly.
- Staff are busy with final preparations for the Annual Employee Service Award Program and Recognition Event that will occur on Friday, March 11th.

- Gallagher presented the Classification and Compensation Report presentation to all employees on Thursday, February 24th. Sheila is working with supervisors and employees to answer questions.
- Union negotiations for AFSCME and LELS-190 (Patrol) will begin on March 29th.

Clerk

- Attended Cultures on the Prairie and participated in the World Café Event with the Diversity, Equity, and Inclusion Commission. A follow up community World Café will be held at the end of April.
- We have transitioned our online codification book to a new self-publishing software with Municode. This service is with our original provide but provides staff the tools to keep our code book more up to date.
- Township Fire Contracts have been delivered to each township the City currently has agreements with.

Finance

- 2021 Audit – Auditors will be on site for testing in late April.
- 2022 Bonding – The process is ongoing to complete the necessary steps to consider the award of bonds in late April and receive bond proceeds in late May.

Assessing

- Staff is finalizing values for the 2022 pay 2023 assessment. Valuation Notices are tentatively scheduled to go out the third week of March.
- We are near finalization of settlements with one of our Big Box stores for pay 2020 and pay 2021 Tax Court cases.
- Staff has begun preparation for Local Board of Appeal and Equalization meetings. Council should or have seen some calendar invites for the pre-LBAE workshop on March 22nd.
- I have been following some legislative bills that pertain to Property Taxes. HF2985 has been receiving some attention, this bill would phase out and eliminated the State General Property Tax that only Commercial/Industrial properties and Seasonal Recreation type properties pay. Support of this bill is strongly encouraged.

Liquor Store

- February Financial: Sales \$466,679.83 + 5%, Customer Count 14101 +1.46%, Ticket Average \$33.10 +3.34%. Over all a good month considering the weather and the trend of a new year tends to be a little on the slow side.
- We just started our floor project that includes buffing/cleaning the original finish, re-dying the cement to a new color-“Mustang”, and reapplying a satin sealer coat to protect from heavy foot traffic. Hopefully, getting 5+ years of life on this process.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.

- The third Unique apartment building and Border State Electric building are the largest projects under construction. Ralco and Avera projects have started.
- New permit software development implementation will begin this month.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z83: James/Camden – Reviewing Final Change Order and Pay Request
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G intends to complete this work in Spring 2022. Contract end date is October 14th, 2022.
- Project Z88: 2021 State Aid Overlay – Replacement of pedestrian ramps on N. 4th Street adjacent to Walnut and Elm Streets is planned to be completed in Spring 2022.
- Project PK-001: Independence Park Trail Replacement Project – A&C has completed trail replacement in the east portion of the park nearby the baseball fields and basketball court. Remaining trail will be replaced in Spring/Summer 2022. Contract end date is July 29th, 2022.
- Project ST-005: Rose and Addison Parking Lot Reconstruction – Project plans are currently being developed.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Staff is coordinating final requirements from MnDOT to receive authorization to bid. Staff intends to advertise the project as soon as clearance is received from MnDOT.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Sidewalk/Bus Shelter easements are currently being reviewed by Dennis Simpson. Once reviewed, they will be sent out to property owners for signatures. Staff will recommend advertisement once easements are signed.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Staff will be receiving proposals from consulting firms for the RFP regarding the ICE Study and Streetscaping scoping and design. Staff, PI/T Committee and Brad Gruhot will be reviewing and rating proposals. Ratings will be brought to PI/T Committee to determine a recommendation of award to the Council.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – Project plans are being finished up. Staff has coordinated with the Block 11 developers to determine driveway and utility needs of that side of the street. Staff intends to call for a Public Hearing, according to the assessment process, in March. Staff is recommending that the project continue to plan for construction in 2022, in coordination with the Block 11 development.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with Bolton & Menk to develop project plans for construction in 2022. Project plans are roughly at the 30% stage currently.
- Project SWM-007: Independence Park Pond Forebay Expansion – Towne & Country Excavating is anticipating working on this project during the early 2022 construction season. Contract end date is July 29th, 2022.

Building Maintenance

-

Street Department

- Tree removal and trimming. This spring we will replace some of the trees with new ones depending on location.
- Snow removal in cull-d-sacs.
- Sign installation on East Lyon St.
- Sign installation on Southview Dr.
- Repairing guard rail on North Bruce St. due to accident. Getting cost to repair for the Police Department.
- Filling potholes.
- Clearing catch basins of snow and ice.

Airport/Public Ways Maintenance

- Painting and sealing walls in the Enterprise wash bay.
- Doing electrical in Enterprise wash bay. Changing lights and plugins to waterproof fixtures.
- Fixing and changing Nav-aid light bulbs.
- Repairing A/D building lights.
- Repairing A/D entrance automatic door on parking lot side.
- Clearing culverts of ice and snow.
- Getting cost for the police department to replace metal siding on the Malsr building due to graffiti. The individuals were caught.

Wastewater

- Assisting the Street Department with snow removal.
- Assisted the Street Department with frozen/blocked storm water catch basins.
- The control room flooring has been completed, working on painting walls.
- Working on lift station and vehicle maintenance and cleaning.
- Staff has completed 323 285 preventative maintenance work orders in the last 30 days.
- Working on setting up the Significant Industrial User annual meetings.
- PLC installed at Tiger Lake, so we now have SCADA control and monitoring of the station.
- Snow removal in the facility.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to sixteen (16) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (9)
 - Fire; Structure (4)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 630 calls for the month of February. One-Hundred and Nine (109) criminal offenses were reported with a total number of thirty-five (35) adults arrested.

OFFICER'S REPORT

- Alarms (17)
- Accidents (33)
- Alcohol involved incidents (2)
- Assaults (8)
- Domestic Assaults (10)
- Burglaries (1)
- Criminal Sexual Conduct (2)
- Damage to Property (1)
- Keys Locked in Vehicles (26)
- Loud Party (0)/ Public Disturbances (16)
- Thefts (17)
- Traffic Related Complaints (68)
- Vandalism (11)
- Warrant Pickups (8)
- Welfare Checks (23)

Officer Peter Vue has completed three weeks of our Field Training Program. The FTO program typically can last 14 weeks before the officer is ready for solo patrol.

The promotional process to fill the up-coming Captain position has begun. The Police Advisory Board has conducted interviews for two applicants. A recommendation will be made to the City Administrator to consider for the captain position.

DETECTIVE REPORT

- A 37-year-old Lakeville man was arrested for financial transaction card fraud and felony-controlled substance crime stemming from an investigation of a theft of a debit card from a work site in Marshall that was then used for unauthorized transactions at Marshall businesses. Nearly all the merchandise purchased with the stolen card was recovered during the execution of search warrants, as well as methamphetamines and suspected LSD.
- A 25-year-old Marshall woman was arrested for 2nd Degree assault after an investigation of an assault involving a knife. A knife was recovered during the execution of a search warrant.
- A 28-year-old Marshall man was arrested for 2nd Degree assault after an investigation of an assault with a frying pan.
- A State Lottery Fraud case was investigated and forwarded to the Lyon County Attorney's Office for charges.
- A case involving an accidental discharge of a firearm was investigated and forwarded to the City Attorney's Office for consideration of charges.

- A case of stolen, forged checks being passed at a Marshall business was investigated and the case has been forwarded to the Lyon County Attorney's Office for charges.
- Two cases of threats of violence at Marshall Public Schools are under investigation.
- Four deaths were investigated in the month of February.
- Three cases of graffiti on City property were investigated and the cases will be forwarded to the Lyon County Attorney's Office for charges.
- Three cases of predatory offender registration violations were investigated. Two of the cases were forwarded to the Lyon County Attorney's Office for consideration of charges.
- Five cases of theft by swindle involving scams are under investigation.
- Eighteen child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 19 exams completed on the track in February.
- In February, MN West conducted an industrial safety course, a Hazwoper course, pilot car course and CDL training at the MERIT Center.
- On Feb 12th, the Law Enforcement Patch Fair was held at the MERIT Center. 51 people attended this event.
- The Young Professionals Network held their event at the MERIT Center on February 15th with 29 attendees.
- Avera Marshall held their leadership meeting at the MERIT Center on February 15th. There were 54 attendees.
- On Feb 16th Blue Fire Training, LLC held fire officer training at the MERIT Center. 39 local firefighters attended this training. Blue Fire Training also conducted Fire Fighter I and II class on February 19-20.
- The MN State Patrol conducted Standard Field Sobriety Testing (SFST) for 14 local police officers on Feb 16-18th.
- University of MN Extension conducted Private Pesticide Applicator Training on February 18th with 57 attendees.
- On Feb 19th, the National Fire Academy held a Fire Leadership course at the MERIT Center for 19 local firefighters. These individuals will return in March for the last session of the 3-course series.
- The MERIT Center was utilized 22 out of 28 days in February with 282 participants attending these events/trainings.



BUILDING PERMIT LIST
March 08, 2022

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
SUSSNER CONSTRUCTION, INC.	1500 COLLEGE DR E	INTERIOR REMODEL	120,000.00
ACE HOME & HARDWARE	1308 WESTWOOD DR	BUILDING ADDITION	70,000.00
AMERICAN WATERWORKS	713 MARGUERITE AVE	INTERIOR REMODEL	13,400.00
GLACIER COMPANIES LLC	1406 LYON ST E	RE-SIDING	200,000.00
SKY PRINTING INC	700 ERIE RD W	INTERIOR REMODEL	29,400.00
GESKE HOME IMPROVEMENT CO.	1402 RIDGEWAY RD	Windows	15,400.00
Innovative Basement Authority	1002 SILVERVINE DR	INTERIOR REMODEL	15,000.00
BABCOCK CONSTRUCTION	310 WALNUT ST	DOORS	800.00
LASNETSKI, MAELENE	109 PARKVIEW DR	OVERHEAD GARAGE DOOR	2,800.00

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 8, 2022
Category:	CLOSED SESSION
Type:	ACTION
Subject:	Conduct a closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) to engage in an attorney-client privileged discussion with the City’s attorneys regarding Broadmoor Valley Mobile Home Park.
Background Information:	The city council needs to hold a closed session with the City’s attorneys to discuss Broadmoor Valley Mobile Home Park. The City has a need to engage in a privileged discussion to obtain confidential legal advice, evaluate the case, and discuss litigation strategy in order to protect the interests of the City and its taxpayers.
Fiscal Impact:	NA
Alternative/ Variations:	NA
Recommendations:	To go into closed session pursuant to Minnesota Statutes, section 13D.05, subdivision 3(b) for an attorney-client privileged discussion regarding Broadmoor Valley Mobile Home Park.

2022 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *(Unless otherwise noted)*

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 11, 2022
2. January 25, 2022

February

1. February 08, 2022
2. February 22, 2022

March

1. March 08, 2022
2. March 22, 2022

April

1. April 12, 2022
2. April 26, 2022

May

1. May 10, 2022
2. May 24, 2022

June

1. June 14, 2022
2. June 28, 2022

July

1. July 12, 2022
2. July 26, 2022

August

1. August 08, 2022 *(Monday)*
2. August 23, 2022

September

1. September 13, 2022
2. September 27, 2022

October

1. October 11, 2022
2. October 25, 2022

November

1. November 07, 2022 *(Monday)*
2. November 22, 2022

December

1. December 13, 2022
2. December 27, 2022

2022 Uniform Election Dates

- February 08, 2022
- April 12, 2022
- May 10, 2022
- August 09, 2022
- November 08, 2022

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.



Upcoming Meetings

March

- 03/08 Housing and Redevelopment Authority, 5:15 PM, City Hall
 - 03/08 Regular Meeting, 5:30 PM, City Hall
 - 03/22 Work Session, Pre-LBAE Meeting, 4:30 PM, City Hall
 - 03/22 Regular Meeting, 5:30 PM, City Hall
-

April

- 04/12 Regular Meeting, 5:30 PM, City Hall
 - 04/26 Regular Meeting, 5:30 PM, City Hall
-

May

- 05/10 Regular Meeting, 5:30 PM, City Hall
- 05/24 Regular Meeting, 5:30 PM, City Hall