



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

**Tuesday, March 09, 2021 at 5:30 PM
Minnesota Emergency Response and Industrial
Training (MERIT) Center, 1001 Erie Road**

NOTICE: Pursuant to Minnesota State Statute 13D.021

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

OPENING ITEMS

- [1.](#) Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [2.](#) Consider approval of the minutes of a work session and regular meeting held on February 23, 2021.

PUBLIC HEARING

- [3.](#) 1) Public Hearing regarding a home property tax abatement request 2) Consideration of a resolution approving home property tax abatement.

AWARD OF BIDS

- [4.](#) Award of Bids for Construction of Restroom Facility and Picnic Pavilion at Patriot Park.
- [5.](#) Project Z50-2021: Chip Sealing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).

CONSENT AGENDA

- [6.](#) Consider approval of a Temporary On-Sale Intoxicating Liquor Licenses for the Convention and Visitors Bureau.
- [7.](#) Consider approval of the sale of alcoholic beverages at the Red Baron Arena in coordination with the Fairbanks Ice Dogs Hockey games.
- [8.](#) Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 20 to Magney Construction, Inc.; 2) Consider Payment of Invoice 0263289 to Bolton & Menk, Inc.
- [9.](#) Project Z78: Storm Structure Outfall Improvements Project - Consider Approval of Plans and Specifications and Ordering Advertisement for Bids.
- [10.](#) Project Z80: TH23 / Independence Park Sewer Realignment Project - Consider Approval of Plans and Specifications and Order Advertisement for Bids.
- [11.](#) Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
- [12.](#) Authorization of acceptance of a Hazardous Materials Emergency Preparedness (HMEP) Grant for the Southwest Chemical Assessment Team and to authorize the Director of Public Safety Jim Marshall to administer the grant.
- [13.](#) Consider approval of the bills/project payments.

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

- [14.](#) Project Z88: 2021 State Aid Overlay Project - Consider Approval of Plans and Specifications and Ordering Advertisement for Bids.
- [15.](#) Consider Approval of Two-Way Left Turn Lane (TWLTL) Striping and Resolution for Signage on Lyon Street and Southview Drive.
- [16.](#) Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

COUNCIL REPORTS

- [17.](#) Commission/Board Liaison Reports
- [18.](#) 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

- 19. City Administrator
- 20. Director of Public Works
- 21. City Attorney

ADMINISTRATIVE REPORTS

- [22.](#) Administrative Brief

INFORMATION ONLY

- [23.](#) Information Only

MEETINGS

- [24.](#) Upcoming Meetings

ADJOURN

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 9, 2021
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of a work session and regular meeting held on February 23, 2021.
Background Information:	Enclosed are the minutes of a work session and regular meeting held on February 23, 2021.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
Recommendations:	that the minutes of a work session and regular meeting held on February 23, 2021 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, February 23, 2021**

The work session of the Common Council of the City of Marshall was held February 23, 2021 at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Don Edblom, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Director; Scott VanDerMillen, Director of Community Services and Kyle Box, City Clerk.

YMCA Discussion

Mayor Byrnes provided the background information on the agenda item and introduced Tom Bolin, Marshall Area YMCA Executive Director to discuss the Marshall Area YMCA's operations and financials throughout 2020. Director Bolin also introduced Eric Eben, Treasurer, and member of the Board of Directors. Director Bolin discussed the possibility of the City taking over the ownership of the YMCA and leasing the facility and handing over daily operations back to the Y, additional information was provided that showed similar agreements between other YMCA's and municipalities. There was additional discussion on the YMCA Capital Renovations after a Facility and Operational Assessment by GRO and future Marshall Community Services/YMCA programming partnership, such as Aquatics, Adult Community Center, Health and Wellness, Sports and Recreation, Sports Boosters.

There was additional discussion from YMCA staff that large donors are seeking assurance for long term stability for the YMCA before donations come in.

Administrator Hanson commented that the City would also like to see private donations come in for the city pool and further discussed city owned/ YMCA operated facilities.

Councilmember DeCramer commented on the concern of the City and the YMCA going out for capital projects and the potential of competing donations at the same time.

Councilmember Schafer commented that the City should look at the opportunities to partner in with the YMCA but to be cautious in options that increase the levy. The YMCA is regional asset in addition to a city asset.

Councilmember Lozinski commented that he is not in favor of using levy dollars for the YMCA.

Mayor Byrnes asked that Director of Community Services Scott VanDerMillen and Director Bolin to meet with their groups and organizations and come back to the Council with opportunities for City and YMCA partnership.

Pool Funding Options

Mayor Byrnes introduced Terrie Heaton, Principle for Baker Tilly. Principle Heaton discussed and provided three options in for the city to consider for pool funding options.

1. General Obligation Referendum Bonds

PROS

- Vote indicates community support of the Aquatics Center
- Lowest interest rate
- Ease of issuance after election results are canvased

CONS

- What happens to this amenity if the vote fails?
- Cost and administration
- Time to administer election
- Existing facility-multiple choice question-complicated

2. General Obligation Abatement Bonds

PROS

- Easy transaction to complete
- Lowest interest rate
- No reverse referendum
- Allows informed vote by elected officials

CONS

- Must create and abatement area large enough to support 100% of principal
- Economic development tool

3. Lease Revenue Bonds issued by the EDA.

PROS

- City has an EDA already established and used this tool before
- Low interest rate market environment
- Approved by EDA and City Council
- No abatement area or referendum process

CONS

- Interest rate slightly higher than GO
- Lease transactions require ground lease, facility lease and trustee

City Administrator Hanson discussed the funding options and community support for the pool to conduct a GO Referendum Bond.

Councilmember Lozinski commented on the low interest rates now and expecting them to increase 12-18 months.

City Administrator Hanson requested that the City Council review the three options and that she would seek comment and director from the council as a whole on what steps to proceed with.

2021 Bonding

Director of Administrative Services Annette Storm introduced the agenda item and provide the background information. Director Storm introduced Public Works Director/ City Engineer Jason Anderson to review the City of Marshall State Aid Projections.

Adjourn

At 4:54 P.M., Mayor Byrnes adjourned the meeting.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, February 23, 2021**

The regular meeting of the Common Council of the City of Marshall was held February 23, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Don Edblom, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Director; Jim Marshall, Director of Public Safety; Quentin Brunsvold, Fire Chief; Sheila Dubs, Human Resources Manager; Lauren Deutz, Economic Development Director; Dean Coudron, Public Ways Superintendent and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

Mayor for a Day

The Mayor for a Day Contest began on January 11th for kids in grades 4, 5, and 6 with the purpose of seeing what Marshall's young residents would do if they had the opportunity to be Mayor for a Day. Contestants were asked the simple question: What would Marshall look like if you were in charge of Cultivating the Best in Us?

They had the option of submitting their responses in a variety of forms such as written essays, poetry, artwork, videos, and more. The contestants could choose how and what they wanted to share that showcased what they would do if given the title Mayor for a Day.

We had multiple entries, all of which gave great ideas as well as highlighted things that they already love about our great community.

Winners will be able to stop in at the Marshall Community Services office anytime Monday – Friday 8:00am – 4:30pm to pick up you Marshall Aquatic Center pass for Summer 2021 and your signed certificate from the Mayor.

Thank you to all of the participants and we look forward to seeing what new and exciting ideas you can come up with for next year.

Approval of the Agenda

Mayor Byrnes asked for agenda item number 7, Approval to declare surplus property for the Marshall Police Department, be removed from the agenda as it is a duplicate item.

There was a consensus to operate under the amended agenda.

Consider approval of the minutes of the regular meeting held on February 9, 2021.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the minutes of the regular meeting held on February 9, 2021 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 Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z51-2021: Bituminous Overlay Project – Consider Resolution Accepting Bid (Awarding Contract).

This project consists of street mill and overlay project.

Streets include:

London Road (Madrid Street to Channel Parkway)

Athens Avenue (Madrid Street to Paris Road)

Oslo Avenue (Madrid Street to Dublin Street)

Rainbow Drive (Madrid Street to Paris Road)

Parkside Drive (Lyon Street to Jewett Street)

Woodland Way Garden Circle Baseline Drive (Nwakama Street to Clarice Avenue)

On February 19, 2021, bids were received for the above-referenced project. Two bids were received as shown on the Resolution Accepting Bid. The low bid was from Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$580,564.28.

The engineer's estimate for the project was approximately \$620,300. The 2021 Public Improvement Revolving Fund includes \$625,000 for this project.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer : that the Council adopt RESOLUTION NUMBER 21-013, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with Duininck, Inc. of Prinsburg, Minnesota, for Project Z51-2021: Bituminous Overlay Project in the amount of \$580,564.28, with a maximum of \$625,000.00. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z83: James Avenue/Camden Drive Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

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

On February 19, 2021, bids were received for the above-referenced project. Four bids were received as shown on the Resolution Accepting Bid. The low bid was from Kuechle Underground of Kimball, Minnesota, in the amount of \$849,244.50. The engineer's estimate was approximately \$956,984.

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 Kuechle Underground of Kimball, Minnesota, is in the amount of \$849,244.50.

The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$1,034,379.80.

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 Schafer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 21-014, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project Z83: James Avenue/Camden Drive Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 21-015, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with Kuechle Underground of Kimball, Minnesota, in the amount of \$849,244.50 for Project Z83: James Avenue/Camden Drive Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

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

The City opened bids on July 10, 2020 for replacement of the street sweeper for the Street Department. The City currently operates a 2015 Elgin Pelican street sweeper.

At this time, one bid was received from MacQueen Equipment of St. Paul, MN. MacQueen Equipment has the State contract for their Elgin Street sweepers.

At the July 14, 2020 City Council meeting, Council requested City staff to consider keeping the 2015 Elgin Pelican street sweeper instead of trading it in for \$68,200. By keeping the 2015 sweeper, the City is afforded redundancy with operations, the City may run two machines in tandem during early spring and fall time when demand is high, and the City could defer future street sweeper replacements by spreading machine time between two sweepers. At their meeting on July 14, 2020, the City Council tabled action on this item to the July 28, 2020 meeting to allow for staff to review the Surface Water Management Utility budget to ensure that the fund could absorb the additional \$68,200 cost of not trading in the sweeper. After reviewing the budget, it was determined that the purchase could be financed by utilizing Surface Water Management Fund reserves.

At the July 28, 2020 meeting the City Council voted to deny the street sweeper purchase and defer a future purchase into 2021. The Council cited the opportunity to submit a Surface Water Management Utility budget that included funding for a new street sweeper purchase without trade-in. Further, Councilman Labat requested City staff to check with other cities to inquire how many street sweepers other cities operate.

The 2021 Capital Improvement Plan (CIP) includes \$245,000 for the purchase of a new street sweeper. This figure allows for the new purchase while also allowing for the City to keep its existing 2015 sweeper in the fleet.

Further, City staff has checked with other area communities to inquire about their street sweeping equipment. Out of respect for their time, we simply asked how many street sweepers and/or leaf vacuums their Public Works Departments operate. The responses are as follows:

City	Sweeper	Leaf Vacuum
Albert Lea	2	1
Fairmont	2	1
Hutchinson	2	4
New Ulm	1	0
Northfield	1	0
North Mankato	2	2
Owatonna	2	1
St Peter	2	1
Waseca	1	1
Willmar	2	0
Worthington	2	0

Some communities gave specific feedback as to the exact type of equipment they operate, while others were generic by indicating the number of sweepers and vacuums. In reviewing this information, it is evident that most communities are operating multiple sweepers.

City staff has reached out to MacQueen Equipment regarding the State contract purchase price of the Elgin Pelican NP Dual street sweeper. MacQueen has indicated that the State contract price is the same as bid last summer through March 1, 2021. Therefore, City staff would like the Council to authorize the purchase of the Elgin Pelican NP Dual street sweeper from MacQueen Equipment at this meeting to ensure the best purchase price available.

The total cost of purchasing the new street sweeper is \$240,259. The approved 2021 Capital Equipment budget included \$245,000 for the purchase of this unit from the Surface Water Management Utility fund.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council authorize the purchase of a new 2021 Elgin Pelican NP Dual Street Sweeper for the Street Department from MacQueen Equipment of St. Paul, Minnesota, in the amount of \$240,259. The current 2015 Elgin Pelican street sweeper will be retained by the City Street Department and will be used to supplement City street sweeping operations. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

Consider Approval of the Consent Agenda

Councilmember Labat requested that item number 14, Approve Change Order-City Hall Project and item 15, Employment Contract-Director of Administrative Services, be removed for further discussion.

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

Approval to Declare Surplus Property for the Marshall Fire Department.

Approval for Marshall Fire Department to apply for FEMA (AFG) Assistance to Firefighter Grant.

Approval for a LG220 Application for Exempt Permit for the RMEF.

Approval of the Marshall Downtown Business Association for St. Patrick's Day Parade - March 13, 2021.

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

Approval of Resolution Number 21-016, Calling Public Hearings on Street Reconstruction Plan, Capital Improvement Plan, Tax Abatements & Issuance of General Obligation Bonds.

Call for a Public Hearing Regarding Proposed Property Tax Abatement at 1203 Windstar St.

Consider approval of the bills/project payments.

Approve Change Order-City Hall Project

City reconfigured engineering space which resulted in an adjustment to door frame and resulting purchase of that frame. Additional insulation was needed for City Hall canopy. Change order also includes deducts for city providing tree grates and less sidewalk concrete.

Brennan CR 18 related to ASI3 Engineering Space Reconfiguration	\$5580.00
Brennan CR 20 related to insulation in canopy	\$2111.00
Brennan CR 22 related to extra bracing	\$850.00
Brennan CR 23 related to tree grates	(\$4,110.00)
Brennan CR 24 related to sidewalk panel	(\$274.00)

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski to approve Change Order 12 in the amount of \$4,157.00. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski
Voting Nay: Councilmember Labat. The motion **Carried. 7-0**

Employment Contract-Director of Administrative Services

In January 2019 we transitioned Annette Storm from an Assist Finance Director to a Division Director-Administrative Services Director. At that time her position meant a job title change and pay change. To date, this change has served the City well.

While there are no recommended changes to salary or job title, there has been discussion on employment contract for this position since in September of 2018, Public Safety Director Jim Marshall was employed via an employment contract and in January of 2020, Public Works Director Jason Anderson was employed via an employment contract. The employment contracts on record with the City have shared benefits for the employee and the City. It provides severance for the employee in the event the City desires to pursue separation under the severance clause in the contract. The severance serves the City well as it allows for the City to separate employment in a non-contentious, agreeable way.

Recently Director of Administrative Services had the desire to solidify a small change to her work schedule, that being working remotely for 1 day a week. Director Storm has requested the City consider this request through an employment agreement since currently the policy does not allow for this arrangement. In addition, the proposed employment agreement does include severance, and notification of resignation 45 days prior (also not in policy).

Personnel Committee met on February 17th and voted unanimously to approve this agreement.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister Approve Employment Agreement with Annette Storm effective February 23, 2021. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider approval of a Consulting firm to conduct a Classification and Compensation Study.

In November 2020, Staff received Council approval to initiate a Request for Proposals (RFP) to conduct a Classification and Compensation Study. The RFP was issued on November 12, 2020 and the deadline for submissions was December 4, 2020. A total of seven (7) proposals were received and reviewed by City staff. A copy of each proposal has been provided to the City Council for review and consideration. The proposals are valid for 90 days (expire on 03/04/2021).

At this time, only the names of the responders are considered public data; all other data in the proposals received by the City are classified as private or non-public data until the City has completed negotiations with the selected vendor. (Reference MN Statute 13.591 subd. 3(b).)

Proposals were received from:

1. Abdo Eick & Meyers, LLP
2. Baker Tilly
3. DDA Human Resources, Inc. (a David Drown Associates Company)
4. Evergreen Solutions, LLC
5. Flaherty & Hood, P.A.
6. Gallagher Benefits Services, Inc.
7. Universal Personnel Services

Personnel Committee Recommendation:

On 02/17/2021, the Personnel Committee reviewed the purpose of and the reasons for proceeding with a Classification and Compensation Study and reviewed each of the proposals received. The Personnel Committee unanimously recommended proceeding with Gallagher Benefit Services, Inc. to perform the study.

The Council approved \$20,000 in the 2020 budget and \$30,000 in the 2021 budget (planned use of reserves) for this study.

Purpose and Goals of the Study: Our objective for this Total Compensation Study is to develop a comprehensive classification and compensation system to attract, retain, and motivate qualified employees who will enable the City to maintain a competitive position with peer cities and competitive markets with whom we compete for labor.

The Study will enable:

- a compensation architecture and supporting processes and policies that are adequately positioned to meet the city's hiring and retention needs.
- a compensation structure and supporting implementation plan that complies with Minnesota's Pay Equity Law and state and federal laws, including overtime payment/exemptions and internal pay equity.
- pay for employees that is competitive in the markets where the City competes for talent.
- job descriptions that are reviewed, complete, and up to date.

Approval of a study will also review and resolve areas of concern that the Council has requested be addressed, such as the expansion in the number of steps, review of selected positions for current market competitiveness, and review of selected positions for internal equity. Additionally, Staff are concerned about our ability to obtain on-going consultation to perform job evaluations under our current Hay Point Factor job evaluation system. Staff recommend transitioning to an evaluation system that can be supported on an on-going basis by a reputable firm.

Based on our most recent Pay Equity analysis completed in January 2021, our compensation structure requires attention. Under MN law, (Pay Equity Law), the City is required to maintain a job evaluation and classification system that is fair and equitable. Though the City's report indicated compliance with state law, the results of the statistical testing show that we are close to non-compliance. There have been significant organizational changes since completion of the last study in 2012. A professional consultant trained in analyzing our jobs through statistical methods and market data is needed to ensure the City maintains compliance with the Pay Equity Act.

The Council has suggested that City Staff utilize the League of MN Cities (LMC) Salary Survey data to collect market data on our positions. There are several reasons staff advise against utilizing this data as a primary source of data. Using the LMC Salary Survey data alone or as a primary source are not sufficient to determine the City of Marshall's position in the market. These data are typically entered into the system only once per year and may not include the most current salary information; for example, union settlement data occurring after the survey data have already been uploaded. It is also not possible to ensure an accurate job match using LMC salary data—it is important for a consultant review job descriptions or position description questionnaires to ensure a job match, not just a title match. The LMC Salary Survey data do not include every position within an organization; therefore, several positions may not have data available. Additionally, LMC

Salary Survey data would need to be augmented by additional public sector surveys for many positions. Historically, the LMC Salary Survey hasn't encompassed each of our comparator cities; therefore, additional custom surveys would be needed. Lastly, the City has partnered with the MLCL and Public Housing on prior studies— these entities do not have the financial means to conduct these studies on their own, but they too are required to meet the same requirements---many of their respective positions would not be included in the LMC Salary Survey data available.

Our current compensation structure requires modification in the classification of positions and in developing pay bands. It has become increasingly difficult to incorporate organizational changes into the current classification structure. City Staff are not trained or positioned to complete the data collection or data analysis that this study would provide. City HR staff are not trained in statistical analyses and do not have access to the software necessary to develop a compensation structure. Staff require the assistance of a Consultant in determining who our comparator cities are, as well as our benchmark positions, those jobs that will be utilized to gather market data on. After evaluating (pointing), classifying positions, and collecting market data, a professional consultant is needed to perform statistical testing and analyses to “marry” the position points with the market data in a manner that maintains both internal equity and market competitiveness. In every City, this analysis and development of a proper compensation structure requires the expertise and the “art” if you will of someone trained in job evaluation and compensation systems, of designing a system that matches the City’s compensation philosophy, has long-term implementation capability, and is readily understood by the Council, employees, and the citizens of the community.

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

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

The timing of a study to be completed by 4th quarter 2021 would be beneficial for union negotiations. Each of our three union contracts expire on 12/31/21; the Council will be asked to consider new contracts for each bargaining unit. Having knowledge of market salary data would be highly beneficial in negotiating the contracts.

Performing a Classification and Compensation study will provide the City with several outcomes:

- Under the guidance and facilitation of a consultant, a study provides the City with an opportunity to establish an updated or revised philosophy and policy on employee compensation. The City can work with a consultant to make any desired changes to the existing compensation philosophy and policy that will align with the City’s strategic goals.

- Under the professional guidance of a consultant, a study provides the City with an opportunity to review and/or modify the existing pay structure, including the expansion of steps, if appropriate, while ensuring compliance with state and federal laws.
- Identifies our labor market comparators, which also supports identifying our market position during labor negotiations. Through this study, the comparator cities we have traditionally utilized may need to be changed due to changes in population, socio-economic changes, etc.
- Ensures market/internal structure alignment---ensures employees are paid fairly and equitably • Identifies paths for career progression for employees
- Assures compliance with the Minnesota Pay Equity Act
- Aids in resolution of recruitment and/or retention issues for selected positions where the market currently bears a higher rate of compensation
- Aids in our ability to recruit the right talent pool by reviewing minimum qualifications and essential functions of positions
- Increases the City's ability to compete for talent (employees) due to the significant shortage of available workers in southwest MN
- Provides the City with necessary comparator wage information such as salary data, salary range width, etc.; the City needs this information to make informed decisions related to pay structure changes and union contract negotiations.

Motion made by Councilmember Meister To authorize Staff to enter into an agreement with Gallagher Benefit Services, Inc. to conduct a Classification and Compensation Study. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

Fire Station Roof Replacement Proposals and contracts.

The Marshall Fire Department would like the City Council to consider accepting a proposal for the replacement of the roof at the fire station. The current roofing material on the fire station is a fully ballasted river rock system. This system is found on the three sections of the roof (training room/offices, apparatus bay and the hose tower). Replacement of the roof system was last done in 1996. Many factors go into predicting the length of the useful service life of a ballasted roof. The typical life expectancy of a ballasted roof ranges from 15-30 years.

In the past two years, the fire station roof leaked and caused damage to the interior of the building. Some of the mitigation efforts at that time included fireman removing snow loads from the roof to lessen the chance of water getting behind the membrane. Repairs were made to the roof by a local contractor who identified tears in the membrane along the edges. The tears in the membrane and organic build-up of 25 years not allowing proper drainage were identified as the problem. Recommendations made at that time were for the city to consider replacing the roof system.

Three proposals have been received from the companies below. Please refer to the bid tabulation sheet and proposals submitted by the companies.

1. GAG SHEET METAL, INC. (New Ulm)
2. HORIZON ROOFING (St. Cloud)
3. BUYASSE ROOFING SYSTEMS & SHEET METAL (Marshall)

This roof replacement project has been included in the 2021 Capital Improvement Plan for \$125,000.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat Consider approving the base bid proposal submitted by GAG SHEET METAL, INC. (New Ulm). Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider awarding bid for Engine 360 truck refurbishing.

Engine 360 is a 2002 Spartan custom built for the City of Marshall by General Safety Equipment in Wyoming, MN. Engine 360 is our 2nd engine on a fire scene within the city limits and is generally assigned as the water supply apparatus. This engine connects directly to a hydrant and pumps water to the fire attack apparatus and to the aerial tower apparatus.

Engine 360 has had relatively low maintenance issues to date. Engine 360, like all our engines, is critical to our emergency response and must operate without error. When utilized at a fire scene it is operated to its capacity and under hard conditions. On an annual basis, Engine 360 is inspected, and the pump is certified.

Two areas that need immediate repair are to the emergency lighting system and the pneumatic system within the pump valves that are not functioning properly. The refurbishment of Engine 360 will address these issues as well as it will go through the entire truck and bring it up to 2021 NFPA standards.

This refurbishment will increase the longevity and life of this engine. In 2012, the city approved the refurbishment of our 1993 Pierce Arrow aerial platform (\$156,000). Since the refurbishment of the 1993 Pierce Arrow, no identified repairs have needed to be made and its anticipated replacement date has been moved out a minimum of five years.

Requests for proposals for the refurbishment of Engine 360 went to 2 companies that are qualified to complete this project with the low bid coming from Emergency Apparatus Maintenance in Lino Lakes, MN. Any repair costs on items not able to be seen or planned for are not included in the projection.

This project was included in the 2020 Capital Improvement Plan for \$105,000 from the general levy and that money has been transferred to reserves in 2021 for this purpose.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer approving the bid from Emergency Apparatus Maintenance to refurbish Engine 360. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Abstaining: Councilmember Labat. The motion **Passed. 6-0-1**

Grant of Permanent Easement – Project Z82 North 1st Street and Project Z83 James/Camden.

Grants of Permanent Easement required for the above-referenced projects between the City and Curtis VanMeveren (Project Z82) and Marshall Golf Club (Project Z83). The location of the easement is shown in Exhibit B for each of the projects. The easements are for the construction and installation of stormwater drainage pipe in the easement area

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat that the Council authorize the execution of the Grant of Permanent Easement between the City of Marshall and Curtis VanMeveren (Project Z82) and that the Council authorize the execution of the Grant of Permanent Easement between the City of

Marshall and Marshall Golf Club (Project Z83). Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z90: South 4th Street/Country Club Intersection Improvement – Consider Award of Proposals.

City staff would like to evaluate different options for improving the intersection of South 4th Street and Country Club Drive. The intersection of these streets occurs at a heavy skew and is currently controlled by a traffic signal that was originally installed in 1983. The signal is outdated and not in compliance with current ADA standards for a safe pedestrian crossing. This traffic signal is the only traffic signal fully under City of Marshall control; all other traffic signals are located along a MnDOT corridor and fall under MnDOT jurisdiction.

To help evaluate improvement opportunities at this intersection, City staff would like to hire a consulting engineer to review and provide alternative options for intersection improvement.

Staff will expect the consultant to evaluate multiple opportunities for improvement at this intersection and provide preliminary cost estimates for each option. This information would then be brought back to Council later this spring for consideration of a future improvement project to be scheduled in our Capital Improvement Plan (CIP). Proposals for the above-referenced project were received by February 12, 2021. Four proposals were received and reviewed by City staff.

Proposals were received from ISG, IMEG, Bolton & Menk, and Short Elliott Hendricksen (SEH). Based on review by City staff, SEH was selected to complete the review for the amount of \$18,565.

The 2021 Engineering Department budget includes \$20,000 for this work in consulting services.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council award the proposal for the Project Z90: South 4th Street/Country Club Intersection Improvement Study to Short Elliott Hendrickson Inc. of St. Paul, Minnesota in the amount of \$18,565. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Labat. The motion **Passed. 5-2**

Resolution of Support for Channel Parkway Local Road Improvement Program (LRIP) Grant Application.

The Minnesota Department of Transportation (MnDOT) announced on December 2, 2020 that the agency would be soliciting applications for Local Road Improvement Program (LRIP) grants. The 2020 bonding bill included \$75 million in undesignated LRIP funds to be awarded to local units of government on a competitive basis. The last LRIP grant period occurred in 2018 and approximately \$34 million was made available.

City Engineering staff would like to submit a grant application for the resurfacing of Channel Parkway. Channel Parkway was reconstructed in 2004. Within the next 5 years, Channel Parkway will require a resurfacing project.

The proposed project for LRIP application will include replacement of the existing bituminous pavement surface with a concrete pavement surface. Currently, the pavement surface is exhibiting stresses indicative of excessive loading; this is evidenced by the longitudinal fatigue cracking within the wheel paths of the roadway. The City of Marshall recently completed some repairs of severe rutting (3-4") at the intersection of Channel

Parkway and MN Highway 68. The project would utilize the existing gravel base, drain tile, and curb and gutter, replacing the bituminous surfacing only. Engineering staff believes there is great value installing a concrete surface if grant funds are awarded.

City staff is estimating a project cost of \$2,433,000 for a concrete surfacing project over the entire 1.2 miles of Channel Parkway. If a maximum grant award of \$1,250,000 is secured, the expected City outlay would be \$1,183,000. City staff would recommend financing the City participation through issuance of City bonds, making annual bond payments from our Municipal State Aid System (MSAS) account through annual MSAS Advance Requests. If the City completes a resurfacing project in future years without grant funding, we will utilize Municipal State Aid System (MSAS) funds and mill and overlay the bituminous surfacing at an estimated cost of \$850,000. The life of a concrete pavement should exceed 30 years with minimal maintenance, covering the life span of multiple mill and overlay projects.

Applications are due by March 3, 2021 and awards will be announced in May. The maximum grant award per local unit of government is \$1.25 million.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 21-017, which is the "Resolution of Support for Channel Parkway LRIP Application, authorizing City staff to submit an LRIP grant application for the concrete resurfacing of Channel Parkway. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Labat. The motion **Passed. 5-2**

Consider Master Services Agreement with Landrum & Brown, Inc. for the Airport.

In recent months there has been some interest from a local businessman to construct an airport hangar in Airpark East. Sharon Hanson, City Administrator, has been in frequent conversation with both the developer and City staff regarding this hangar opportunity. As we review and begin the process of entertaining these types of opportunities, it is important to establish a set of minimum standards and criteria to be met at our airport to help City staff facilitate these types of developments. City staff are recommending we contract with Landrum & Brown, Inc. (L&B) who would provide professional consultation services to the City regarding development of airport minimum standards and review of current City lease agreements with the intent of aiding the City with the establishment of future leasing arrangements. City staff would like to establish some simple and understandable policies and procedures regarding airport development to help us better interact with interested parties. This is especially important as we look to increase the marketing and visibility of Airpark East through our Economic Development Authority (EDA).

At their special meeting on February 16, 2021, motion by Halgerson, second by Larson to recommend the City Council approve a contract with L&B for the development of airport minimum standards and creation of a standard leasing policy. All voted in favor.

The agreement with L&B is hourly, not to exceed \$10,000.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister that the Council, per Airport Commission recommendation, authorize entering into a Master Services Agreement with Landrum & Brown, Inc. for the development of airport minimum standards and creation of a standard leasing policy. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember

DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider a Resolution Opposing the California Emissions Act.

The Marshall EDA has approved a Resolution Opposing Minnesota Adopting California’s CleanCar Initiative.

In late September, Governor Walz announced that he would seek to impose California’s mandates for zero emission vehicles and low emission vehicles on Minnesota. The purpose behind the mandates is to clean up the air, which Minnesota has not had a problem for the last 20 years. This rule will flood the car dealerships with electric cars for which there is only a small current market. Governor Walz and MPCA are attempting to bypass the normal legislation route, using a rule making process in order to implement the regulations. They are currently holding hearings on February 22 and 23, 2021 with written comments are being taken until March 15.

Motion made by Councilmember Meister, Seconded by Councilmember Edblom to approve Resolution Number 21-018, a resolution opposing the California Emissions Act. Voting Yea: Councilmember Meister, Councilmember Edblom, Councilmember Labat. Voting Nay: Mayor Byrnes, Councilmember DeCramer, Councilmember Lozinski. Voting Abstaining: Councilmember Schafer. The motion **Failed. 3-3-1**

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

The City of Marshall has various openings on the Boards, Commission, Bureaus and Authorities. The application received is for the Community Services Advisory Board.

Mayor Byrnes requested, after review, that Melissa Doherty be appointed to the Community Service Advisory Board for a term set to expire 2/28/2024.

Motion made by Councilmember Meister, Seconded by Councilmember Edblom confirming the appointment to the Community Services Advisory Board. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Commission/Board Liaison Reports

- Byrnes Southwest Regional Development Commission continues to meet every two weeks regarding business around the COVID relief fund.

- Schafer No Report

- Meister Economic Development Commission met and discussed the council agenda item as well as additional lots for sale in the parkway addition.

- Edblom Comprehensive Plan Committee met and began the review of the proposals.

- DeCramer Marshall Municipal Utilities Commission met and discussed an additional settlement of \$435 that will be reimbursed back to the customers of MMU. MMU service reliability rate was 99.9999% during the latest winter storm and cold system.

Diversity, Equity, and Inclusion Commission continues to meet every two weeks working on foundational items such as appointments and bylaws to the commission.

Labat No Report

Lozinski City Hall Committee met and discussed the council agenda item.

Councilmember Individual Items

Councilmember Schafer discussed the action item considering the opposition to the California emissions act.

Councilmember Meister provided information on the vaccine distribution which now includes Hy-Vee, Thrifty White, and Walmart pharmacies.

Councilmember DeCramer commented on the successful Cultures on the Prairie event with attendance from all over the state of Minnesota.

Councilmember Lozinski commented on additional safety measures put into the City Hall project.

City Administrator

City Administrator Sharon Hanson commented that she would share the PowerPoint presented in work session regarding the pool funding options and that she would contact each member of the council for direction. Administrator commented that she did meet with the new Avera Marshall CEO with the Mayor and EDA Director, Laura Deutz.

Director of Public Works

No Report

City Attorney

City Attorney Dennis Simpson commented that the land sale process with Best Topsoil, LLC has been completed.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

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

Attest:

City Clerk

Mayor



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 9, 2021
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	1) Public Hearing regarding a home property tax abatement request 2) Consideration of a resolution approving home property tax abatement.
Background Information:	On February 23, 2021 a public hearing was called for and to be held on March 9 regarding a home property tax abatement request. Per M.S 469.1813 sub 5 The governing body of the political subdivision may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement. The property is located at 1203 Windstar Road with an estimated market value of \$835,600 with the difference of improvement being \$775,600.
Fiscal Impact:	The approximate amount of assistance is \$5,776 a year or \$11,552 over a maximum period of 2 years.
Alternative/ Variations:	Not approve the request.
Recommendations:	Recommendation #1- To Close the Public Hearing Recommendation #2- To approve Resolution Number, a resolution approving home property tax abatement

Resolution Number 21-019

RESOLUTION RELATING TO A TAX ABATEMENT ON PROPERTY BY PHIL THIES TRUST; GRANTING THE ABATEMENT

BE IT RESOLVED by the Common Council of the City of Marshall, Minnesota, as follows:

Section 1. AUTHORIZATION AND RECITALS.

- 1.01. The City, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Act"), is authorized to grant an abatement of the property taxes imposed by the County on a parcel of property (Property Tax Abatement) if certain conditions are met, through the adoption of a resolution specifying the terms of the abatement.
- 1.02. The City has adopted the City of Marshall Tax Abatement Policy which further stipulates requirements before an abatement of taxes will be granted for residential development.
- 1.03. PHIL THIES TRUST have applied for a Home Tax Abatement pursuant to the City's Home Tax Abatement Policy on property legally described as: Parcel ID: . 27-988001-0, 1203 Windstar St., Marshall, MN 56258.
- 1.04. Pursuant to the Act, this Common Council on March 9, 2021, conducted a public hearing on the desirability of granting the abatement. Notice of the public hearing was duly published as required by law in the Marshall Independent, the official newspaper of the City.

Section 2. FINDINGS. On the basis of information compiled by the City and elicited at the public hearing referred to in Section 1.04, it is hereby found, determined, and declared:

- 2.01. There is a need for new development on the Property to increase the tax base of the City and to improve the general economy of the state.
- 2.02. The granting of the proposed abatement is in the public interest because it will increase or preserve the tax base of the City.
- 2.03. The Property is not located in a tax increment financing district.
- 2.04. The granting of the proposed abatement will not cause the aggregate amount of abatements granted by the City under the Act to exceed the greater of ten percent (10.00%) of the County's current property tax levy, or \$200,000.

2.05. It is in the best interests of the City to grant the tax abatement authorized in this Resolution.

Section 3. GRANTING OF TAX ABATMENT

3.01. A property tax abatement (the "Abatement") is hereby granted in respect of property taxes levied by the City on the Property for two (2) years, commencing with taxes payable for the assessed value related to the capital improvements outlined in 1.03.

3.02. The City shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record by December 30th of that calendar year.

3.03 The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.

3.04 The tax abatement period will commence with receipt of the Certificate of Occupancy, or not more than one year following approval of the taxing authority's resolution, whichever is first.

3.05. The Abatement may be modified or terminated at any time by the Common Council in accordance with the Act.

Passed by the Common Council of the City of Marshall, this 9^h day of March, 2021.

Mayor, City of Marshall

ATTEST:

City Clerk

TOTAL EMV IS ESTIMATE ONLY AT THIS TIME - ACTUALS MAY VARY CAUSING ABATEMENT TO CHANGE

CALCULATING BARE LAND EMV AS BASE - ABATEMENT ON IMPROVEMENT EMV (CITY PORTION ONLY)	EMV	City Taxes	County Taxes	TOTAL TAXES
Base EMV	\$ 60,000.00	\$ 447.00	\$ 280.00	\$ 1,055.00
Improvement EMV	\$ 775,600.00	\$ 5,776.00	\$ 3,617.00	\$ 13,631.00
Total EMV	\$ 835,600.00	\$ 6,223.00	\$ 3,897.00	\$ 14,686.00

BASED OFF 2021 PRELIM RATES (NO INFLATOR)	1	2
year	2023	2024

ENTER % OF ABATEMENT HERE	100%	100%
----------------------------------	------	------

Base EMV Captured Taxes	\$ 447.00	\$ 447.00
Improvement EMV Abated Taxes	\$ 5,776.00	\$ 5,776.00
Improvement EMV Captured Taxes	\$ -	\$ -

Amount of Abatement	\$ 5,776.00	\$ 5,776.00	REQUESTED \$\$\$	\$ -	\$ 11,552.00
Amount of Taxes the City receives	\$ 447.00	\$ 447.00	BALANCE OF	\$ -	
			SPECIALS FORGAVE	\$ -	
Total Tax Bill (city)	\$ 6,223.00	\$ 6,223.00	TAX ABATEMENT	\$ -	

CITY OF MARSHALL
NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENT
FOR HOME TAX ABATEMENT APPLICANT PHIL THIES TRUST

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall Minnesota (the “City”), will hold a public hearing at a meeting of the Council beginning at 5:30 p.m., on March 9, 2021 to be held in the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 Erie Road in Marshall, Minnesota, on the request of Home Tax Abatement Applicant that the City abate a portion of property taxes levied by the City in connection with the construction house structure. The property is located within the City and is currently identified as Parcel No. 27-988001-0. The approximate amount of assistance is \$11,552.00 over a maximum period of 2 years. The City Council will consider granting a property tax abatement in response to the request.

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

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

February 27, 2021

Kyle Box
City Clerk
City of Marshall, Minnesota



CITY OF MARSHALL AGENDA ITEM REPORT

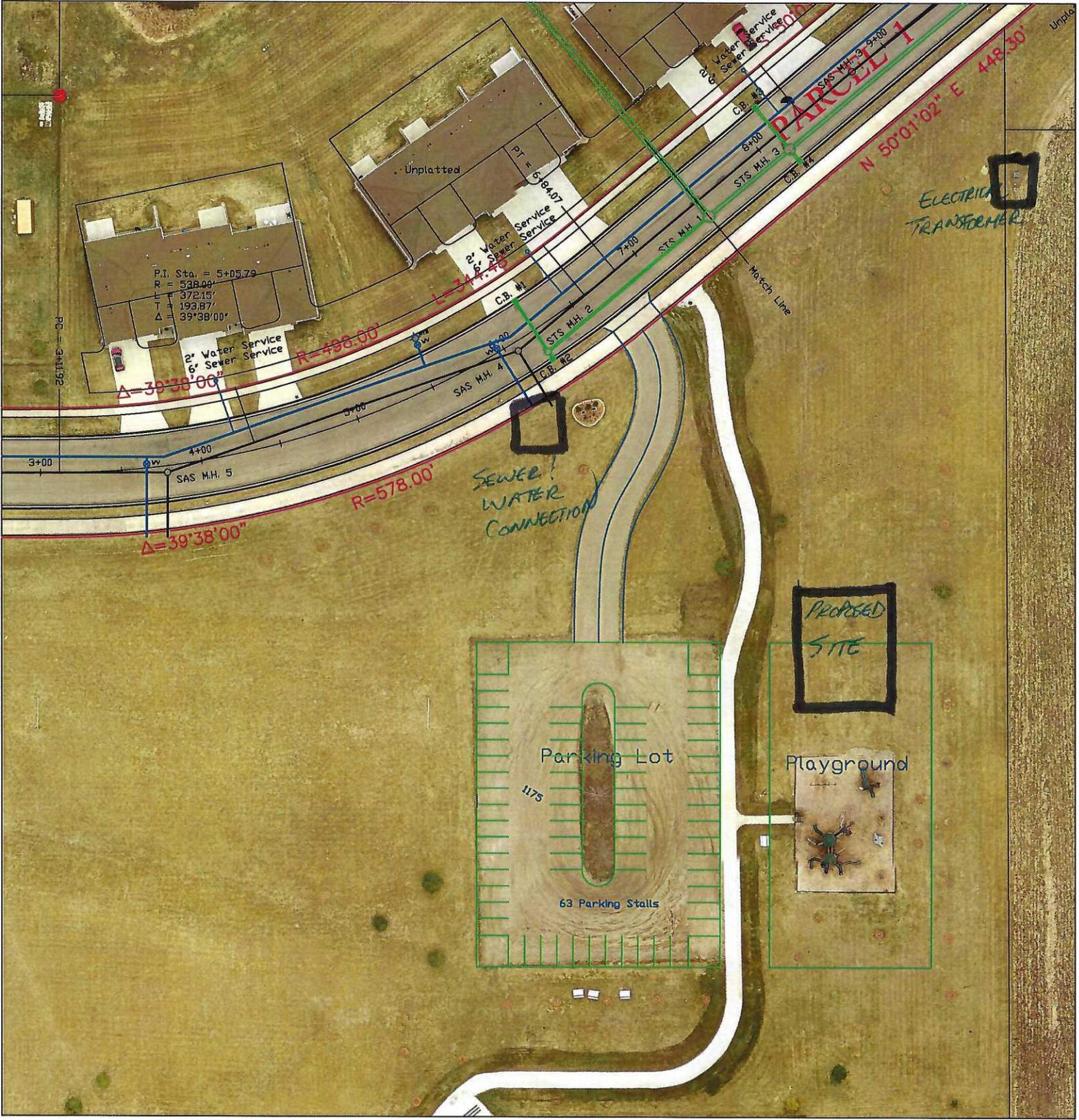
Meeting Date:	Tuesday, March 9, 2021
Category:	AWARD OF BIDS
Type:	INFO/ACTION
Subject:	Award of Bids for Construction of Restroom Facility and Picnic Pavilion at Patriot Park
Background Information:	<p>As part of making our parks more accessible and user friendly the City started replacing outdated restroom facilities in 2018. Justice Park, Liberty Park, and Freedom Park have been completed.</p> <p>The construction of a Restroom Facility and Picnic Pavilion at Patriot Park is the next proposed project. This project will be new construction, not replacement.</p> <p>On February 17, 2021 two bids from local contractors were received, a third bid was solicited but not submitted due to work schedule. Bladholm Construction of Marshall, MN submitted the low bid of \$188,886.00 and is recommended for approval. Start date for construction would be in April with a proposed finish date of July 1, 2021.</p> <p>As part of the construction process the City will need to provide sewer and water line connections to the site. Boring and open cut installation were both considered with boring being the most economical route for installation. D&G Excavating, Inc. of Marshall, MN has submitted an estimate for the installation of these lines in the amount of \$19,685.00.</p> <p>The City will also need to get power brought into the proposed area. MMU will do this installation with the City paying for the materials estimated at \$1,000.00.</p> <p>Net cost of this restroom facility and picnic pavilion is \$209,571.00 including construction and utility line installations.</p> <p>\$215,000.00 was budgeted in the 2021 Parks Department CIP for this project.</p>
Fiscal Impact:	\$209,571.00 is included in the 2021 Parks CIP for this project.
Alternative/Variations:	N/A
Recommendations:	Award bid for Construction of Restroom Facility and Picnic Pavilion at Patriot Park to Bladholm Construction in the amount of \$188,886.00 and authorize D&G Excavating, Inc. to move forward with installation of sewer and water lines in the amount of \$19,685.00 at Patriot Park.

BID TABULATION

FOR CONSTRUCTION OF BATHROOM/SHELTER FACILITY AT PATRIOT PARK

DATE: FEBRUARY 17, 2021
TIME: 10:00 A.M.

BIDDER	BID BOND INCLUDED	TOTAL BID	SPECIAL NOTES, IF ANY
Bladholm Construction	X	\$213,836.00	Subtract \$24,950 if City provides sewer and water service. Recommended approval less sewer and water for total bid of \$188,886.00
Sussner Construction	X	\$220,000.00	Subtract \$22,685 if City provides sewer and water service.
D&G Excavation		\$19,685.00	City price to bore in sewer and water line to proposed shelter area, approximately 220' of sewer and water line.



**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 9, 2021
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Project Z50-2021: Chip Sealing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).
Background Information:	<p>Bids were received on March 5, 2021 for the above-referenced project. Five bids were received as shown on the attached resolution awarding contract. The apparent low bid was received from Asphalt Preservation Company Inc. of Detroit Lakes, Minnesota, in the amount of \$122,134.12. The engineer’s estimate for the bituminous chip sealing project is approximately \$138,700.</p> <p>Attached is a map showing the proposed affected street segments.</p>
Fiscal Impact:	The 2021 budget includes \$140,000 for this work.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER 21-020, which is the “Resolution Accepting Bid (Award Contract)” for Project Z50-2021: Bituminous Chip Sealing on Various City Streets to Asphalt Preservation Company Inc. of Detroit Lakes, Minnesota, in the amount of \$122,134.12, with a not-to-exceed expenditure of \$140,000.

RESOLUTION NUMBER 21-020

RESOLUTION ACCEPTING BID (AWARD CONTRACT)

WHEREAS, pursuant to an advertisement for bids for Project Z50-2021: Bituminous Chip Sealing Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement for bids:

Bidder	Amount
Asphalt Preservation Company Inc. Detroit Lakes, MN	\$122,134.12
Asphalt Surface Technologies Corp. St. Cloud, MN	\$126,338.94
Pearson Bros., Inc. Hanover, MN	\$127,257.27
Allied Blacktop Company Maple Grove, MN	\$137,600.23
Bituminous Paving, Inc. Ortonville, MN	\$171,577.29

AND WHEREAS, it appears that Asphalt Preservation Company Inc. of Detroit Lakes, Minnesota, is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Asphalt Preservation Company Inc. of Detroit Lakes, Minnesota, in the name of the City of Marshall for Project Z50-2021, in the amount of \$122,134.12, with a maximum of \$140,000.00 according to the plans and specifications on file in the office of the City Clerk.

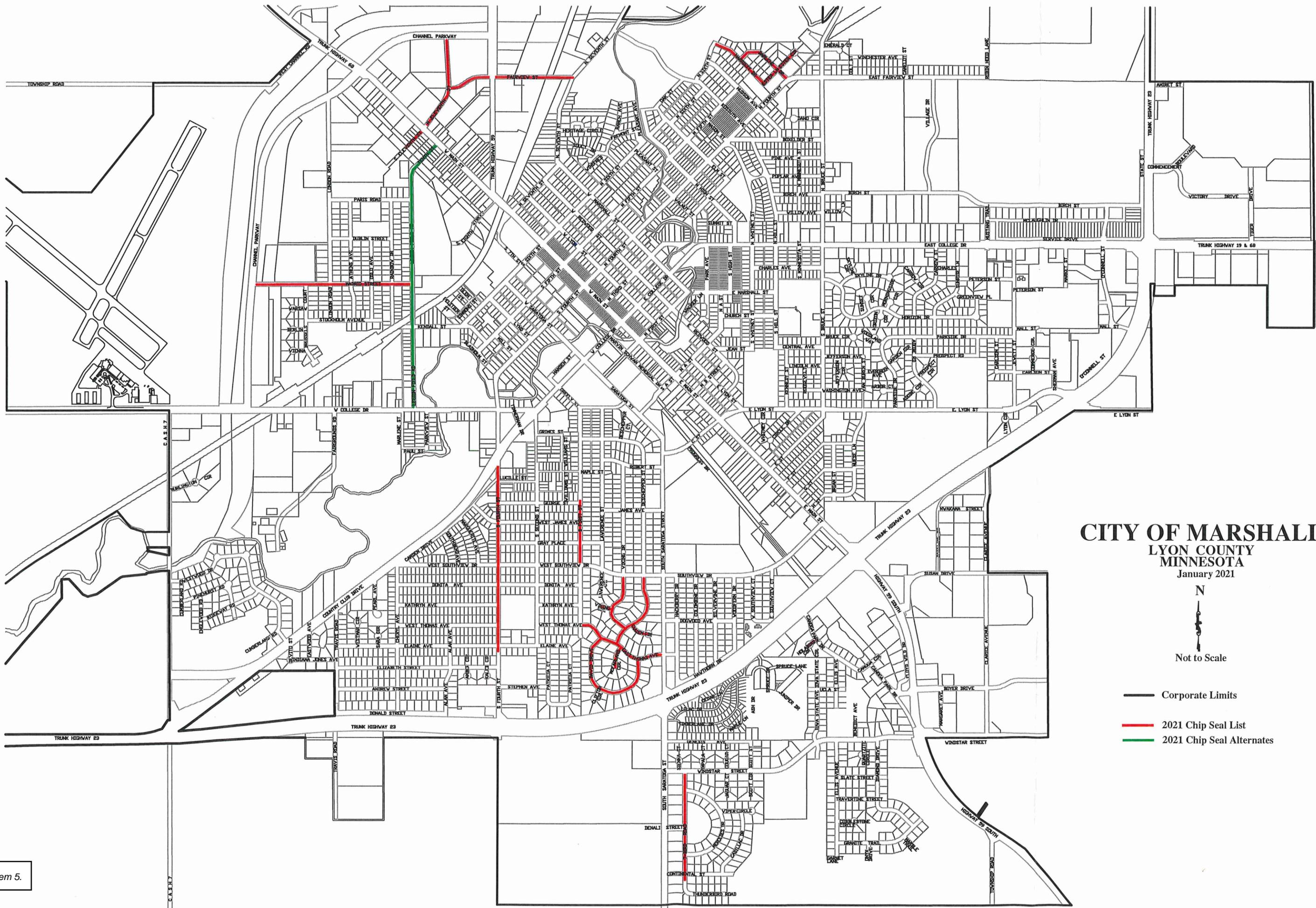
Passed and adopted by the Council this 9th day of March, 2021.

Mayor

ATTEST:

City Clerk

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



CITY OF MARSHALL
LYON COUNTY
MINNESOTA

January 2021

N



Not to Scale

-  Corporate Limits
-  2021 Chip Seal List
-  2021 Chip Seal Alternates



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of a Temporary On-Sale Intoxicating Liquor Licenses for the Convention and Visitors Bureau.
Background Information:	Attached is an application for a Temporary On-Sale Liquor License for the Convention and Visitors Bureau to use at the Red Baron Arena and Expo on March 20, 2021.
Fiscal Impact:	\$30.00
Alternative/ Variations:	None
Recommendations:	To approve a Temporary On-Sale Liquor License for the Convention and Visitors Bureau to use at the Red Baron Arena and Expo, 1651 Victory Dr., on March 20, 2021.



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

Name of organization	Date organized	Tax exempt number
Marshall Convention & Visitor Bureau	Jan 25, 2021	

Address	City	State	Zip Code
118 West College Drive	Marshall	Minnesota	56258

Name of person making application	Business phone	Home phone
Cassi Weiss	507-537-1865	

Date(s) of event	Type of organization
March 20, 2021	<input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Lucas Tietz	Marshall	Minnesota	56258

Organization officer's name	City	State	Zip Code
Kelly Loft	Marshall	Minnesota	56258

Organization officer's name	City	State	Zip Code
		Minnesota	

Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
 Red Baron Arena & Expo
 1651 Victory Drive
 Marshall MN 56258

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

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

APPROVAL

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

Marshall	Date Approved
City or County approving the license	Mar 9, 2021
\$30	3/19/21 - 3/20/21
Fee Amount	Permit Date
	kyle.box@ci.marshall.mn.us
Date Fee Paid	City or County E-mail Address
	507-537-6775
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the sale of alcoholic beverages at the Red Baron Arena in coordination with the Fairbanks Ice Dogs Hockey games.
Background Information:	<p>At the January 12, 2021 City Council meeting, Visit Marshall/ Marshall CVB applied for and received approval to sell alcoholic beverages at the Red Baron Arena on January 21-23, 30-31 and February 3, 19-20 and 26-27 in coordination with the Fairbanks Ice Dogs Hockey games.</p> <p>At this time the Visit Marshall/Marshall CVB are asking for an amendment to that application to include additional dates in coordination with future Ice Dog Hockey games:</p> <p>March 13th March 19th March 26th March 27th April 1st April 2nd April 3rd</p> <p>The original application and related ordinance are attached for review. The vendor supplying the alcoholic beverages is currently licensed by the city of Marshall.</p>
Fiscal Impact:	The applicant has requested that the fees be waived.
Alternative/ Variations:	None recommended.
Recommendations:	To approve the permit with amended dates for Marshall CVB/Fuzzy's Bar in coordination with the Fairbanks Ice Dogs Hockey games.



MARSHALL

CULTIVATING THE BEST IN US

Application Alcoholic Beverages at City-Owned Facilities and Parks License: \$30/Day

(All information requested is required.)

Name of Applicant/ Organization: Visit Marshall

DBA Name (if different): _____

Address: 118 w. College Drive

City/State/Zip: Marshall MN 56258

Phone Number: 507-537-1865

Email Address: Cassi.Weiss@VisitMarshall
mn.com

Description of Event: Fairbanks ice dogs games

Estimated Attendance: 150 (unless limitations go up)

Dates/Time of Event: Jan 21, 22, 23, 30, 31
Feb 3, 19, 20, 26, 27

On-Sale Intoxicating Liquor License Holder: Fuzzy's Bar

Address: 236 w main street

City/State/Zip: Marshall MN 56258

Phone Number: 507-532-6515

Email Address: _____

Required Submittals:

- A Certificate of Liability Insurance
- A Certificate of Compliance Minnesota Workers' Compensation Law form.
- A Completed Form SP:C1
- A Copy of the On-Sale Intoxicating Liquor License Issued by the City of Marshall
- A Consent of the Release of Information

I hereby submit this application for Alcoholic Beverages at City-Owned Facilities and Parks in accordance with the provisions stated in the ordinances of the City of Marshall.

Cassi Weiss
Signature of Applicant

Cassi Weiss
Name (printed)

1-11-21
Date

FEE PAID	PERMIT	APPROVAL	Initials	Date
AMOUNT	DATE			
RECEIPT NO.				
CERT OF INS. REC'D		CITY CLERK		

ARTICLE VI. - ALCOHOLIC BEVERAGES AT CITY-OWNED FACILITIES AND PARKS

Sec. 6-219. - Definitions.

The following definitions shall apply to this section:

Private event shall mean an event at which all attendees are specifically invited and no general or public invitation has been issued, and at which all alcoholic beverages are provided by the sponsoring individual or organization or by the attendee consuming the alcoholic beverage, and at which neither the sponsor nor any other person or entity imposes any direct or indirect charge (including admission charge) or accepts any payment for alcoholic beverages consumed by guests.

Public event shall mean an event for which a general or public invitation has been issued, or at which any direct or indirect charge (including admission charge) is made or payment is accepted for alcoholic beverages.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Sec. 6-220. - Alcoholic beverages at city-owned facilities and parks for private events.

No permit shall be required under this section to dispense alcoholic beverages at a private event. Sponsors of private events shall, however, be subject to all other rules, procedures, and conditions for use of the facility or park. If the attendance at a private event is 500 persons or more, the requirements of subdivision 3(H) of this section shall apply. Security requirements for private events of fewer than 500 persons shall be determined by the community services department in accordance with its policies and procedures with consultation from the director of public safety.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Sec. 6-221. - Alcoholic beverages at city-owned facilities and parks for public events.

In addition to all other rules, procedures, and conditions for use of the facilities or parks, alcoholic beverages may be sold or dispensed at a public event at a city-owned facility or park only if a permit therefor has been granted by the city council; such permit, if granted, shall be issued jointly to the sponsor of the event and the holder of an on-sale intoxicating liquor license issued by the city. The sponsor and the on-sale intoxicating liquor licensee shall both be responsible for adherence to all laws and requirements of this section, including the following:

- (1) *Single event.* Each permit to sell or dispense alcoholic beverages shall be limited to a specific, single event consisting of no more than three days.
- (2) *Qualified sponsor.* The permit to sell or dispense alcoholic beverages shall be granted only upon the application of the sponsoring individual or organization.
- (3) *Rental of city-owned facility or park.* Prior to issuance of a permit under this section, the sponsoring individual or organization must have made arrangements to rent space in the city-owned facility or park for the event.
- (4) *Procedure for application.* Application for a permit to sell or dispense alcoholic beverages shall be made by the sponsoring individual or organization and shall include the following:
 - a. The name, address, and nature of the sponsoring individual or organization.
 - b. A description of the event at which alcoholic beverages will be sold or dispensed, including probable number of people in attendance, dates and hours of sale or dispensing of alcoholic beverages, facts showing compliance with paragraph c. of this subdivision, and such other information as may be required.

- c. The name and address of the holder of an on-sale intoxicating liquor license issued by the city who will sell or dispense alcoholic beverages at the event.
 - d. That the applicant is familiar with all the terms and provisions of this section and will comply with the same.
 - e. Applications shall be accompanied by a fee as determined by ordinance or resolution of the city council for each day of the event during which alcoholic beverages will be sold or dispensed.
- (5) *Dispensing by on-sale licensee.* Alcoholic beverages may be sold or dispensed at the event only by the on-sale liquor licensee named on the permit or its bona fide employees.
- (6) *Prohibitions.* The sale or dispensing of alcoholic beverages shall not be allowed:
- a. To any person who is not attending the event (no uninvited guests at "private events").
 - b. To any minor person as defined by Minnesota Statutes.
 - c. To any person attending or participating in a youth amateur athletic event held on the premises, in which any participant is 18 years of age or younger.
 - d. To any person attending, participating in or in any way being a part of a Minnesota State High School League (MSHSL) related or sponsored function, which includes students of any age, such as athletic or other activities, banquets or celebrations.
- (7) *Insurance.* The sponsoring individual or organization and proposed permit holder shall submit certificates of insurance as required by the city attorney 15 days prior to the event, which shall list the city as a named insured. The level and type of insurance required for an event shall be such as are established by the city attorney on a case-by-case basis depending upon the scope and type of event proposed. In no case shall the limits of insurance be less than that of the city's comprehensive liability policy and the minimum limits prescribed by law for liquor liability insurance.
- (8) *Law enforcement officers.* As determined by the director of public safety, such number of law enforcement officers as the director of public safety may require, or other security personnel as approved by the director of public safety, shall be on duty at the event during all times that alcoholic beverages are sold or dispensed. The sponsoring individual or organization shall be responsible for securing and compensating such law enforcement officers or approved security personnel at the prevailing rates.
- (9) *Hours of sale.* All laws and city Code provisions governing the time when alcoholic beverages may be sold or dispensed shall apply to the sale or dispensing of alcoholic beverages under this section, except that in each instance more restrictive time limitations may be prescribed by the city council.
- (10) *Additional requirements.* The city council may impose additional requirements or conditions on the granting of a permit as it deems reasonable and appropriate.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 20 to Magney Construction, Inc. .; 2) Consider Payment of Invoice 0263289 to Bolton & Menk, Inc.
Background Information:	<p>Attached are invoices as follows for the above-referenced project:</p> <ol style="list-style-type: none"> 1) Application for Payment No. 20 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$\$204,297.04 2) Invoice 0264560 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$20,678.50 <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p>
Fiscal Impact:	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	<p>Recommendation No. 1 that the Council authorize Application for Payment No. 20, per the recommendation of the City’s consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$204,297.04.</p> <p>Recommendation No. 2 that the Council authorize payment of Invoice 0264560 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$20,678.50.</p>



**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

MEMORANDUM

Date: March 1, 2021
To: Bob Van Moer, Wastewater Treatment Superintendent
From: Jon D. Peterson, P.E., Project Engineer
Subject: Wastewater Treatment Facility Improvements – Magney Construction Inc.
Pay Request No. 20
City of Marshall, Minnesota
Project No.: T22.115360

INTRODUCTION

Pay Request No. 20 for the above-referenced project in the amount of \$204,297.04 is being submitted for approval.

DISCUSSION

This pay application covers work completed on the project through February 28, 2021. The Contractor has completed startup of the long-term sludge storage facility and has continued working on electrical installation throughout the facility. ATAD pumps and valves have been replaced, as well as the clarifier sludge pump in the ATAD building. We recommend approval of the attached Request for Payment No. 20.

BUDGET IMPACT

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

ACTION REQUESTED

Approve the attached pay request from Magney Construction Inc. in the total amount of \$204,297.04.

Application for Payment No. 20

To: The City of Marshall, MN

From: Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317

Contract: _____

Project: Wastewater Treatment Facility Improvements

Owners Contract No. _____ Engineer's Project No. T22.115360

Date of this Invoice: 2/26/2021

Invoice Work Period: February 1-28, 2021

1) Original Contract amount	<u>\$14,074,300.00</u>
2) Change Orders to date	<u>\$0.00</u>
3) Revised Contract amount	<u>\$14,074,300.00</u>
4) Value completed to date	<u>\$12,314,473.17</u>
5) Materials stored on site	<u>\$0.00</u>
6) Total Earned to date	<u>\$12,314,473.17</u>
7) Amount retained	<u>\$615,723.66</u>
8) Amount previously paid	<u>\$11,494,452.47</u>
Amount due this Payment	<u>\$204,297.04</u>

Accompanying Documentation:

CONTRACTOR'S Certification:

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

Magney Construction, Inc. (Contractor)

By: 

Project Manager

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Owner: City of Marshall Engineer: Bolton & Menk

By: _____ By:  _____

Date: _____ Date: 3-1-2021

APPLICATION FOR PAYMENT SCHEDULE

Spec.	Pay Application #20	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
0520	Bond & Insurance	\$ 168,892	168,892.00	0.00	0.00	168,892.00	100%	0.00
1000	Mobilization	\$ 696,545	545,926.00	0.00	0.00	545,926.00	78%	150,619.00
1010	Supervision & General Conditions	\$ 276,000	227,000.00	8,167.00	0.00	235,167.00	85%	40,833.00
1020	General Construction Allowance	\$ 250,000	-5,452.73	8,822.52	0.00	3,369.79	1%	246,630.21
1021	Building Permit Allowance	\$ 10,000	7,499.38	0.00	0.00	7,499.38	75%	2,500.62
2060	Demolition of Existing WWTP Facilities:							
	Trickling Filter Pump Station Top	\$ 4,650	0.00	0.00	0.00	0.00	0%	4,650.00
	Trickling Filter Pump Station Pumps/Piping	\$ 3,480	0.00	0.00	0.00	0.00	0%	3,480.00
	Sludge Control Structure	\$ 13,540	13,540.00	0.00	0.00	13,540.00	100%	0.00
	Control Building Pumps and Piping	\$ 5,850	0.00	0.00	0.00	0.00	0%	5,850.00
	Blower Building Blowers and Piping	\$ 6,420	6,420.00	0.00	0.00	6,420.00	100%	0.00
	Trickling Filter Roof/Media/Rotary Distributor	\$ 62,460	62,460.00	0.00	0.00	62,460.00	100%	0.00
	Aeration Equipment and Piping	\$ 17,500	0.00	0.00	0.00	0.00	0%	17,500.00
	Intermediate Clarifier Equipment	\$ 26,417	26,417.00	0.00	0.00	26,417.00	100%	0.00
2140	Dewatering	\$ 19,555	19,555.00	0.00	0.00	19,555.00	100%	0.00
2210	Finish Grading	\$ 14,320	3,500.00	0.00	0.00	3,500.00	24%	10,820.00
2220	Structure Excavation - Final Clarifier and Splitter Box	\$ 71,200	71,200.00	0.00	0.00	71,200.00	100%	0.00
2221	Structure Excavation - Sludge Storage Structure	\$ 133,600	133,600.00	0.00	0.00	133,600.00	100%	0.00
2220A	Backfill of Structures - Final Clarifier and Splitter Box	\$ 91,500	91,500.00	0.00	0.00	91,500.00	100%	0.00
2221A	Backfill of Structures - Sludge Storage Structure	\$ 172,620	172,120.00	0.00	0.00	172,120.00	100%	500.00
2370	Erosion and Sediment Control	\$ 12,400	10,000.00	0.00	0.00	10,000.00	81%	2,400.00
2550	Site Utilities	\$ 565,333	565,333.00	0.00	0.00	565,333.00	100%	0.00
2551	Bypass Piping	\$ 49,504	0.00	0.00	0.00	0.00	0%	49,504.00
2600	Roads, Walks and Curbs	\$ 22,540	19,000.00	0.00	0.00	19,000.00	84%	3,540.00
2800	Fencing	\$ 12,200	5,500.00	0.00	0.00	5,500.00	45%	6,700.00
2920	Seeding	\$ 6,100	0.00	0.00	0.00	0.00	0%	6,100.00
3200	Rebar - Materials	\$ 678,400	678,400.00	0.00	0.00	678,400.00	100%	0.00
3201	Rebar - Labor	\$ 457,600	454,830.00	0.00	0.00	454,830.00	99%	2,770.00
3300	Concrete Work							
	Clarifier Splitter Structure	\$ 71,760	71,760.00	0.00	0.00	71,760.00	100%	0.00
	Final Clarifier	\$ 214,650	214,650.00	0.00	0.00	214,650.00	100%	0.00
	Control Structure	\$ 29,075	29,071.00	0.00	0.00	29,071.00	100%	4.00
	Sludge Storage Tank	\$ 2,180,839	2,180,839.00	0.00	0.00	2,180,839.00	100%	0.00
	Miscellaneous Concrete	\$ 1,860.00	0.00	0.00	0.00	0.00	0%	1,860.00
3410	Precast Double Tees	\$ 448,980	448,980.00	0.00	0.00	448,980.00	100%	0.00
3411	Precast Hollow Core Planks	W/Double Tees						

APPLICATION FOR PAYMENT SCHEDULE

Spec.	Pay Application #20	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
3460	Precast Non-Architectural Wall Panels	W/Double Tees						
5100	Structural Metals, Misc Metals and Handrail	\$ 456,850	452,224.00	0.00	0.00	452,224.00	99%	4,626.00
5500	Access Hatches	\$ 7,820	7,296.00	0.00	0.00	7,296.00	93%	524.00
7535	Fully Adhered Membrane Roofing & Sheet Metal	\$ 279,400	202,875.00	0.00	0.00	202,875.00	73%	76,525.00
7900	Joint Sealant	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
8110	Hollow Metal Doors, Frames and Hardware	\$ 22,540	21,477.00	0.00	0.00	21,477.00	95%	1,063.00
9960	Painting	\$ 299,000	258,500.00	0.00	0.00	258,500.00	86%	40,500.00
10400	Identifying Devices	\$ 3,690	0.00	0.00	0.00	0.00	0%	3,690.00
11213	Vertical Non-Clog Solids Handling Pumps	\$ 212,600	204,274.04	0.00	0.00	204,274.04	96%	8,325.96
11214	Vertical Turbine Pumps	\$ 143,100	128,990.45	0.00	0.00	128,990.45	90%	14,109.55
11311	Submersible Centrifugal Pumps	\$ 17,400	17,400.00	0.00	0.00	17,400.00	100%	0.00
11312	Replace Vaughan Chopper Pump	\$ 36,400	36,400.00	0.00	0.00	36,400.00	100%	0.00
11316	Progressive Cavity Pumps	\$ 54,750	54,750.00	0.00	0.00	54,750.00	100%	0.00
11321	Grit Separation Equipment	\$ 96,560	96,560.00	0.00	0.00	96,560.00	100%	0.00
11351	Clarifier Equipment - Suction Type Clarifier	\$ 428,500	428,500.00	0.00	0.00	428,500.00	100%	0.00
11365	Gravity Actuated Rotary Distributor	\$ 135,840	135,840.00	0.00	0.00	135,840.00	100%	0.00
11366	Trickling Filter Media	\$ 345,600	345,600.00	0.00	0.00	345,600.00	100%	0.00
11372	Blower Allowance	\$ 650,000	602,549.25	0.00	0.00	602,549.25	93%	47,450.75
11372	Blower System (Positive Displacement w/ Enclosure)	\$ 4,630	4,630.00	0.00	0.00	4,630.00	100%	0.00
11374	Fine Pore Membrane Aeration Equipment	\$ 82,900	25,000.00	0.00	0.00	25,000.00	30%	57,900.00
11376	Hybrid Blower System	\$ 6,800	6,800.00	0.00	0.00	6,800.00	100%	0.00
13126	Circular Tank Covers	\$ 185,300	185,300.00	0.00	0.00	185,300.00	100%	0.00
13262	Long Term Storage Mixing System	\$ 266,500	256,740.00	9,760.00	0.00	266,500.00	100%	0.00
13263	ATAD Equipment Replacement	\$ 140,000	140,000.00	0.00	0.00	140,000.00	100%	0.00
13263	ATAD Equipment Installation	\$ 29,850	0.00	29,850.00	0.00	29,850.00	100%	0.00
13320	Blower Master Control Panel	\$ 900	900.00	0.00	0.00	900.00	100%	0.00
13890	Slide Gates	\$ 10,500	10,500.00	0.00	0.00	10,500.00	100%	0.00
13900	Fiberglass Baffles and Weir Plates	\$ 31,200	31,200.00	0.00	0.00	31,200.00	100%	0.00
14620	Portable Hoist	\$ 9,200	8,982.75	0.00	0.00	8,982.75	98%	217.25
15060	Process Piping - Materials	\$ 307,200	299,199.51	0.00	0.00	299,199.51	97%	8,000.49
15060	Process Piping - Labor	\$ 172,800	162,500.00	0.00	0.00	162,500.00	94%	10,300.00
15100	Valves - Materials	\$ 744,040	744,040.00	0.00	0.00	744,040.00	100%	0.00
15130	Gauges	\$ 1,600	800.00	0.00	0.00	800.00	50%	800.00
15140	Pipe Supports and Anchors	\$ 11,600	8,000.00	0.00	0.00	8,000.00	69%	3,600.00
15150	Stainless Steel Manways w/ Blind Flanges	\$ 34,500	34,500.00	0.00	0.00	34,500.00	100%	0.00
15250	Plumbing	\$ 14,800	12,000.00	1,400.00	0.00	13,400.00	91%	1,400.00
15500	HVAC	\$ 97,800	68,800.00	26,500.00	0.00	95,300.00	97%	2,500.00

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

Date of Application:
 Work Completed Through:

APPLICATION FOR PAYMENT SCHEDULE

Spec.	Pay Application #20	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
16010	Electrical - Mobilization, Permits and Job Overhead	\$ 100,000	74,500.00	10,000.00	0.00	84,500.00	85%	15,500.00
16100	Basic Materials and Methods	\$ 260,575	153,358.00	25,000.00	0.00	178,358.00	68%	82,217.00
16150	Motors	\$ 20,000	13,300.00	0.00	0.00	13,300.00	67%	6,700.00
16400	Electrical Distribution	\$ 83,000	49,855.00	23,150.00	0.00	73,005.00	88%	9,995.00
16900	Starters and Motor Control Centers	\$ 463,000	459,743.00	0.00	0.00	459,743.00	99%	3,257.00
16950	Instrumentation and Controls	\$ 958,165	133,000.00	72,400.00	0.00	205,400.00	21%	752,765.00
16990	Computer Allowance	\$ 50,000	0.00	0.00	0.00	0.00	0%	50,000.00
	Totals	14,074,300.00	12,099,423.65	215,049.52	0.00	12,314,473.17	87%	1,759,826.83
		0.00						
	Original Contract amount		14,074,300.00					
	Change Orders to date		0.00					
	Revised Contract amount		14,074,300.00					
	Value completed to date		12,314,473.17					
	Materials stored on site		0.00					
	Total Earned to date		12,314,473.17					
	Amount retained		615,723.66					
	Amount previously paid		11,494,452.47					
	Amount due this Payment		204,297.04					



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

Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

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

February 15, 2021
 Project No: T22.115360
 Invoice No: 0264560
 Client Account: MARS

Marshall/WWTF Improvements

Marshall WWTF Improvement

Professional Services per Agreement from January 9, 2021 through February 5, 2021:

Construction Services (004)
Professional Services

	Hours	Amount	
Project Management			
Principal	1.00	215.00	
Meetings/Hearing/Presentation			
Principal	73.00	13,870.00	
Computer Aided Drafting			
Technician	8.00	1,120.00	
Contract Admin/Construction Engineering			
Design Engineer	5.00	925.00	
Construction Observation			
Senior Technician	25.00	3,875.00	
Grant/Funding Application			
Specialist	1.50	195.00	
Totals	113.50	20,200.00	
Total Labor			20,200.00

Consultants

Barr Engineering Company		435.00	
Total Consultants	1.10 times	435.00	478.50

Billing Limits

	Current	Prior	To-Date
Total Billings	20,678.50	491,015.28	511,693.78
Limit			900,000.00
Remaining			388,306.22

VENDOR # 0724
INVOICE # 0264560
\$ AMOUNT 20,678.50
DATE 2-15-2021
ACCT & PROJ # 102-49500-55120 W13
DESCRIPTION WWTF Project
SIGNATURE [Signature]

Total this Task \$20,678.50
Total this Invoice \$20,678.50

	Current	Prior	Total	Received	A/R Balance
Invoiced to Date	157.50	91,945.75	92,103.25	91,020.75	1,082.50

Outstanding Invoices

	Date	Balance
Invoice		
25	9/29/2020	925.00
Total		925.00

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Pat Lehnherr, your Barr project manager, at (952) 832-2966 or email at Plenherr@barr.com.

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Project Z78: Storm Structure Outfall Improvements Project - Consider Approval of Plans and Specifications and Ordering Advertisement for Bids.
Background Information:	<p>The purpose of this project is to add stormwater manholes at two different locations to aid city staff with flood fighting operations when we have high water events in County Ditch 70 (CD 70) and the Redwood River Diversion Channel. This project spawned from city staff experience with the high water events of 2018 and 2019.</p> <p><u>S. Saratoga Street:</u> The proposal at this location includes the installation of a storm water manhole on the west side of S. Saratoga Street near the bend of CD 70. The city has a 30" storm water outfall at this location that drains the Carr Estates neighborhood. Staff is also proposing to install an in-line backflow preventer in the stormwater pipe to help prevent CD 70 from backing into the city storm sewer system during high water events.</p> <p><u>Redwood River Diversion Channel:</u> The proposal at this location includes the installation of a storm water manhole just upstream of a 54" storm water outfall into the Diversion Channel. The location of this installation is approximately 775-FT east of US 59, near 800 N US 59. The new manhole will provide city staff with a suitable location to install pumps in the event of high water levels in the Diversion Channel.</p>
Fiscal Impact:	The project cost estimate is \$71,667, including 10% contingency and 16% engineering. The project was originally included in the 2020 CIP. We did not complete the project in 2020 due to US Army Corps of Engineers permitting concerns. The project was carried over into the 2021 CIP and will be funded by the Surface Water Management Utility.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council approve the plans and specifications and authorize advertisement for bids for Project Z78: Storm Structure Outfall Improvements Project.

STATE OF MINNESOTA CITY OF MARSHALL

INDEX

Legend

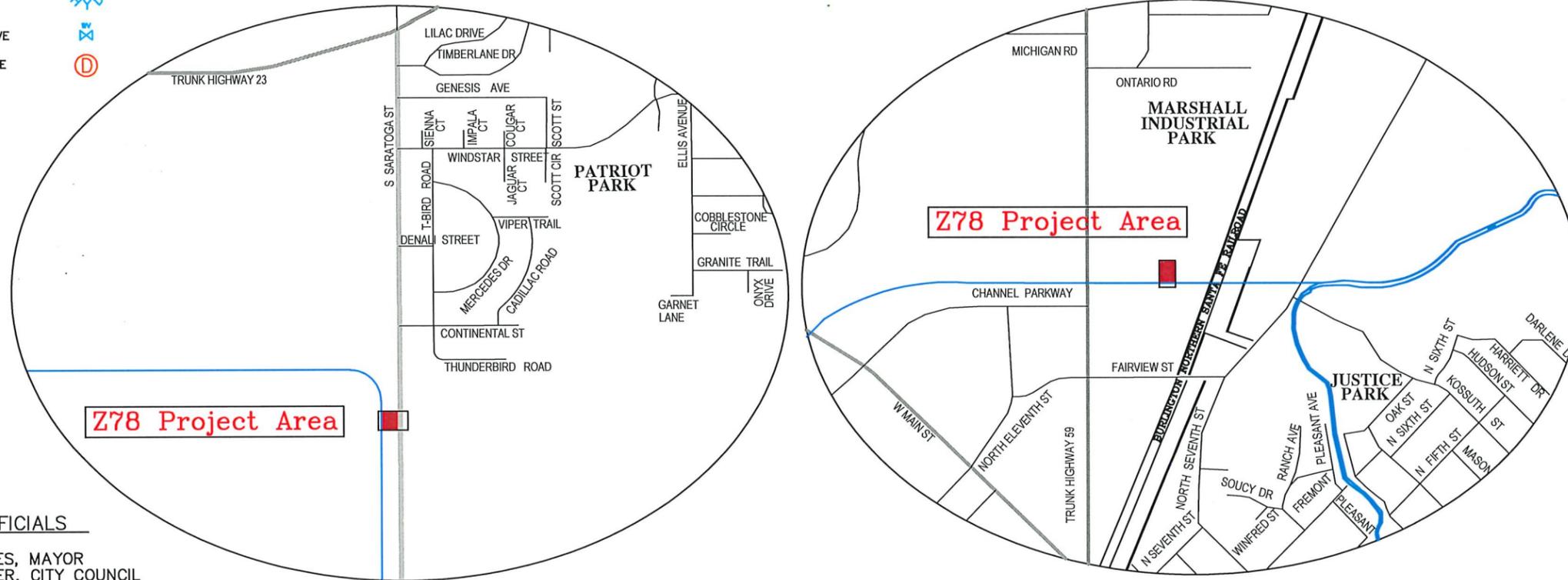
- ALIGNMENT STATIONS 10' →
- EXISTING GAS LINE —
- EXISTING COMMUNICATION LINE —
- EXISTING FIBER LINE —
- EXISTING UNDERGROUND POWER —
- EXISTING STREET LIGHT
- EXISTING CATCH BASIN
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT
- EXISTING WATER VALVE
- NEW STORM MANHOLE

Construction Plans for Z78 – Storm Structure Outfall Improvements
Plans Include the Construction of Two Stormwater Manholes, and One In-line Check Valve.

Work to Take Place at Two Locations. The First is on the West ROW of South Saratoga Street,
485 Feet South of Continental Street.
SECTION 16 T111N, R41W
The Second Location is Along the North Bank of the Redwood River Diversion Channel,
775 Feet East of TH59.
SECTION 33 T112N, R41W

SHEET NO. DESCRIPTION

1. TITLE
2. ESTIMATED QUANTITIES/NOTES
- 3-4. SWPPP
5. CONSTRUCTION DETAILS
6. PLAN & PROFILE



SPECIFICATION REFERENCE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE _____
REG NO 53322
APPROVED: CITY ENGINEER, MARSHALL MINNESOTA

ELECTED OFFICIALS

- ROBERT BYRNES, MAYOR
- STEVEN MEISTER, CITY COUNCIL
- JOHN DECRAMER, CITY COUNCIL
- JAMES LOZINSKI, CITY COUNCIL
- GLENN BAYERKOHLE, CITY COUNCIL
- CRAIG SCHAFER, CITY COUNCIL
- RUSS LABAT, CITY COUNCIL

CITY OF MARSHALL STAFF

- SHARON HANSON, CITY ADMINISTRATOR
- ANNETTE STORM, DIRECTOR OF ADMINISTRATIVE SERVICES
- KARLA, DROWN, FINANCE DIRECTOR
- JASON ANDERSON, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
- GEOFFREY STELTER, SENIOR ENGINEERING SPECIALIST
- JASON ROKEH, ENGINEERING SPECIALIST
- GREGG SWANSON, ENGINEERING SPECIALIST
- JERRIED LEE, ENGINEERING TECHNICIAN
- LONA RAE KONOLD, PUBLIC WORKS ADMIN. ASSISTANT
- ROBERT VANMOER, WASTEWATER TREATMENT SUPERINTENDENT

SCALES

- PLAN 1"=50'
- PROFILE 1"=5'
- INDEX MAP 1"=100'
- GENERAL LAYOUT 1"=50'

Item 9.



NOT TO SCALE

City of Marshall Proj. No. Z78

REVISIONS	DATE	DRAWN BY
		JRL

Sheet No. 1 of 6

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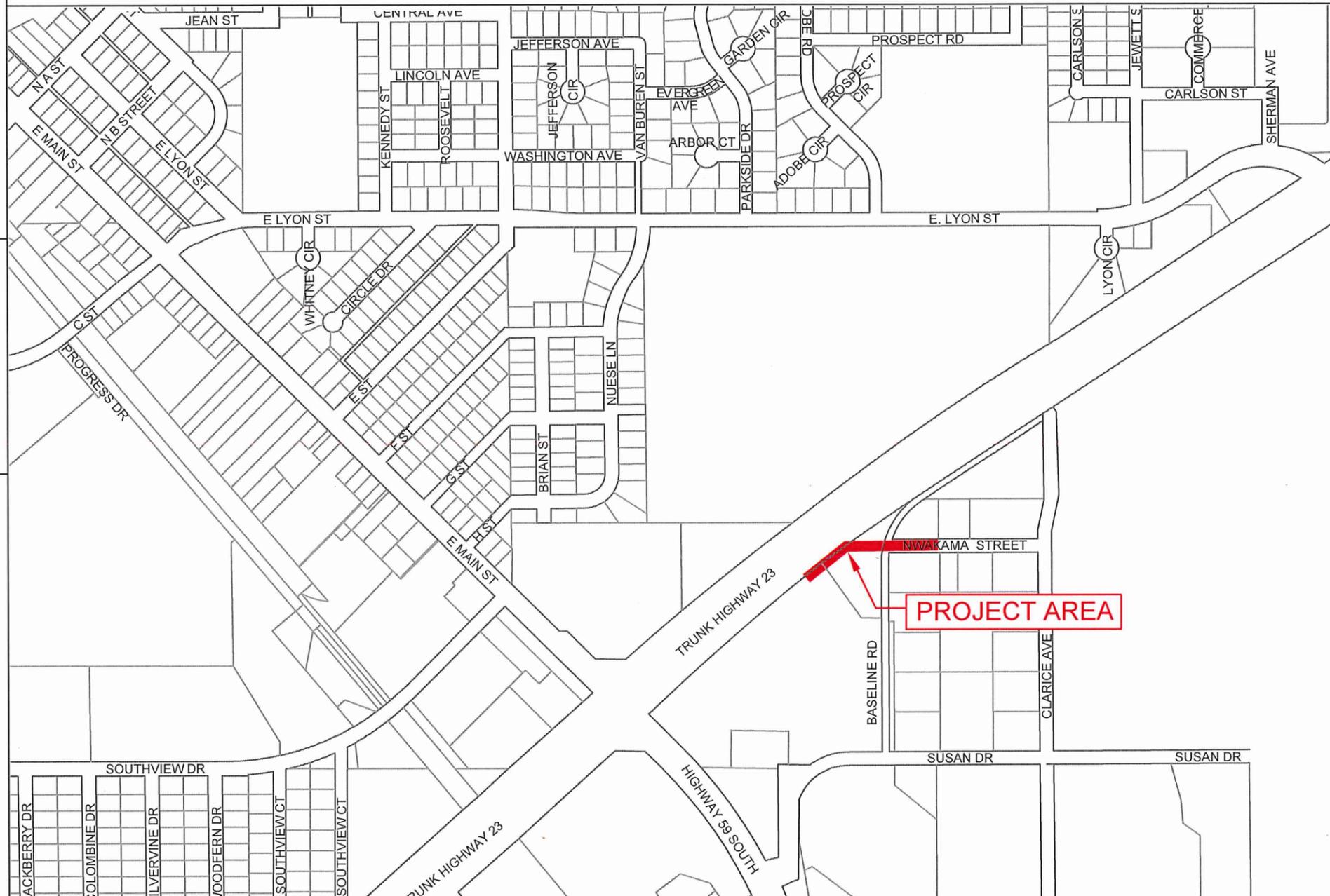
**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Project Z80: TH23 / Independence Park Sewer Realignment Project - Consider Approval of Plans and Specifications and Order Advertisement for Bids.
Background Information:	<p>The project consists of sanitary and storm sewer improvements along the Runnings Pond and extending into Nwakama Street. Currently, the sanitary and storm sewer at the south pond in Independence Park is in poor condition. This project would re-route the sanitary sewer main to connect to the existing sewer main under Nwakama Street. The project would also include replacement of the outlet of the Runnings Pond and reconnect to the existing storm sewer.</p> <p>This memo is intended to introduce the project and authorize staff to advertise for bids. Staff is suggesting an April 6, 2021 bid opening date and staff will bring an award recommendation to Council at the April 13, 2021 meeting.</p>
Fiscal Impact:	The engineer's estimate for the construction portion of the project is \$152,420. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$194,488. This project is identified in the 2021 CIP.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council approve the plans and specifications and authorize advertisement for bids for Project Z80: TH23 / Independence Park Sewer Realignment Project.

State Of Minnesota City of Marshall, Minnesota Project Number Z80

Construction Plans for Sanitary Sewer, Curb and Gutter, Bituminous Surfacing, and Misc. Work for

T.H.23/Independence Park Sewer Realignment
From T.H. 23 Road Ditch at Runnings Pond
To Nwakama Street
SECTION 10 T111N, R41W



LEGEND

- ALIGNMENT STATIONS
- EXISTING GAS LINE
- EXISTING COMMUNICATION LINE
- EXISTING FIBER LINE
- EXISTING UNDERGROUND POWER
- EXISTING STREET LIGHT
- EXISTING CATCH BASIN
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT
- EXISTING WATER VALVE
- NEW CATCH BASIN
- NEW HYDRANT
- NEW WATER VALVE
- NEW SANITARY MANHOLE
- NEW STORM MANHOLE
- BENCHMARK TOP NUT HYDRANT

INDEX

SHEET NO.	DESCRIPTION
1	Title Sheet
2	Estimated Quantity Sheet
3	Construction Notes/Detail Sheet
4	Typical Section Sheet
5-6	SWPPP Sheets
7-8	Plan and Profile Sheets

SPECIFICATION REFERENCE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS.

PROJECT LENGTH

GROSS LENGTH NWAKAMA ST. 240 FEET 0.05 MILES

EXCEPTIONS 0 FEET 0 MILES

DESIGN DATA
DESIGN SPEED 30 MPH

STOPPING SIGHT DISTANCE BASED ON
3.5' HEIGHT OF EYE
0.5' HEIGHT OF OBJECT

SCALES

PLAN 1"=30'

PROFILE 1"=5'

INDEX MAP 1"=100'

GENERAL LAYOUT 1"=50'

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSE PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

APPROVED: CITY ENGINEER, MARSHALL MINNESOTA DATE: 02/12/2024
REG NO 53322

DESIGNED BY: <i>Item 10.</i>	DATE	REVISIONS	INIT.
APPROVED BY:			
SCALE:			

ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

T.H. 23/INDEPENDENCE SANITARY

TITLE SHEET

CITY PROJECT NO. Z80	DATE 02/12/2024
STATE AID PROJECT NO.	SHEET NO. 1 OF 8

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
Background Information:	These vehicles have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.
Fiscal Impact:	These vehicles will be auctioned on-line at the state site, sold or will be taken to Alters for disposal.
Alternative/ Variations:	
Recommendations:	That these vehicles be declared as surplus property by the City of Marshall.

21-147	01 Hyundai Elantra	CXZ 492	KMHDN45D81U183031	Abandoned
21-156	03 Buick LeSabre	780 XMR	1G4HP52K33U119647	Abandoned

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 9, 2021
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Authorization of acceptance of a Hazardous Materials Emergency Preparedness (HMEP) Grant for the Southwest Chemical Assessment Team and to authorize the Director of Public Safety Jim Marshall to administer the grant.
Background Information:	<p>The Southwest Minnesota Chemical Assessment Team (CAT) is the hazardous materials response team for both the City of Marshall and the 14 counties of West-Central and South-West Minnesota. The team is funded through a state grant that provides for all operating expenses.</p> <p>Hazardous materials spills are fortunately rare events, but when they do occur, they require a rapid response. The CAT Team is designed to support and supplement local fire departments within our region and provide guidance and direction to what the response should be to any hazardous material. A significant amount of continued training is needed to ensure the CAT Team can respond to these critical incidents.</p> <p>The City of Marshall has been awarded a Hazardous Materials Emergency Preparedness grant (HMEP) that supplements these training requirements of CAT members. This grant will fund the required advanced training that will be given specifically to the Southwest Chemical Assessment Team for Hazmat (Technician & Operations) training.</p> <p>All matching requirements of the HMEP grant will come through the operating dollars of the SW MN CAT team. A copy of the Grant Agreement is attached.</p>
Fiscal Impact:	The grant is for \$19,222.00, with a match requirement of \$4,805.00.
Alternative/Variations:	None
Recommendations:	Consider acceptance of a HMEP Grant for the Southwest MN Chemical Assessment Team and to authorize the Director of Public Safety Jim Marshall to administer the grant.



Minnesota Department of Public Safety (“State”) State Fire Marshal Division 445 Minnesota Street, Suite 145 St. Paul, Minnesota 55101-2190	Grant Program: 2019 Hazardous Materials Emergency Preparedness Grant Contract Agreement No.: A-HMEP-2019-MARSHACI-038
Grantee: City of Marshall 344 West Main Street Marshall, MN 56258-1313	Grant Contract Agreement Term: Effective Date: 02/25/2021 Expiration Date: 06/30/2021
Grantee’s Authorized Representative: Marshall Division of Public Safety ATTN: Jim Marshall – Director of Public Safety 611 West Main Street Marshall, MN 56258 Phone: 507-929-6300 E-Mail: jim.marshall@ci.marshall.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 19,222.00 Matching Requirement \$ 4,805.00
State’s Authorized Representative: Tom McDonough State Fire Marshal Division 445 Minnesota St., Suite 145 St. Paul, Minnesota 55101-2190 Phone: 651-201-7225 E-Mail: Tom.McDonough@state.mn.us	Federal Funding: CFDA 20.703 FAIN: 693JK31940023HMEP State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2019 Hazardous Materials Emergency Preparedness Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at State Fire Marshal Division, 445 Minnesota Street, Suite 145, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2019 Hazardous Materials Emergency Preparedness Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-HMEP-2019-MARSHACI-038 / PO# 3000071994

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

2019 (HMEP) Hazardous Materials Emergency Preparedness

Budget Summary (Report)

Organization:
Marshall, City of

EXHIBIT A
A-HMEP-2019-MARSHACI-038

Training: HazMat Ops/Technician NFPA 472		
Budget Category	Award	Match
(TRNG) Instructor Costs		
Instructor Costs	\$12,420.00	\$3,105.00
Total	\$12,420.00	\$3,105.00
(TRNG) Equipment, Supplies & Materials		
Training Equipment and Supplies for OPS 472 and TECH 472	\$6,802.00	\$1,700.00
Total	\$6,802.00	\$1,700.00
Total	\$19,222.00	\$4,805.00



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 9, 2021
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: 02/26/2021 - 03/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
0544	AB VACUUM CENTER	03/05/2021	Regular	0.00	122.93	118438
6734	ABM EQUIPMENT & SUPPLY, LLC	02/26/2021	Regular	0.00	577.57	118376
5813	ACE HOME & HARDWARE	02/26/2021	Regular	0.00	130.18	118377
5813	ACE HOME & HARDWARE	03/05/2021	Regular	0.00	316.30	118439
6128	ACTION CO LLC	02/26/2021	EFT	0.00	200.00	6176
6128	ACTION CO LLC	03/05/2021	EFT	0.00	399.00	6208
0560	AFSCME COUNCIL 65	03/05/2021	EFT	0.00	1,327.10	6209
0578	AMAZON CAPITAL SERVICES	02/26/2021	EFT	0.00	192.98	6177
0578	AMAZON CAPITAL SERVICES	03/05/2021	EFT	0.00	194.18	6210
3761	AMERICAN BOTTLING CO.	02/26/2021	Regular	0.00	94.32	118378
0583	AMERICAN FAMILY LIFE ASSURANCE CO	03/05/2021	EFT	0.00	1,865.68	6211
6741	AMERIPUMPS	03/05/2021	Regular	0.00	1,052.67	118440
5837	ANDERSON, JASON	03/05/2021	EFT	0.00	80.00	6212
6507	ANDERSON, KARIN	03/05/2021	Regular	0.00	900.00	118441
0658	AP DESIGN	03/05/2021	EFT	0.00	230.54	6213
0630	ARCTIC GLACIER	02/26/2021	Regular	0.00	69.67	118379
0629	ARNOLD MOTOR SUPPLY	02/26/2021	Regular	0.00	12.83	118380
5447	ARTISAN BEER COMPANY	02/26/2021	Regular	0.00	152.60	118381
5447	ARTISAN BEER COMPANY	03/05/2021	Regular	0.00	1,157.20	118442
6731	AUFENTHIE, CHARLES	02/26/2021	Regular	0.00	40.07	118382
0656	AVERA MARSHALL REGIONAL MED CTR	03/05/2021	Regular	0.00	364.00	118443
2340	BAKER TILLY MUNICIPAL ADVISORS, LLC	02/26/2021	EFT	0.00	3,200.00	6178
5327	BAUMANN, ADAM	03/05/2021	EFT	0.00	30.00	6214
6288	BECKLER, AMANDA	03/05/2021	Regular	0.00	45.10	118444
0688	BELLBOY CORPORATION	03/05/2021	EFT	0.00	6,285.23	6215
0689	BEND RITE FABRICATION INC	02/26/2021	Regular	0.00	112.50	118383
0689	BEND RITE FABRICATION INC	03/05/2021	Regular	0.00	51.51	118445
0699	BEVERAGE WHOLESALERS	02/26/2021	Regular	0.00	25,078.51	118384
0699	BEVERAGE WHOLESALERS	03/05/2021	Regular	0.00	28,035.93	118446
0704	BIKE SHOP	02/26/2021	Regular	0.00	75.00	118385
6163	BLUE LINE SHARPENING & SALES	03/05/2021	EFT	0.00	627.36	6216
0724	BOLTON & MENK INC	02/26/2021	EFT	0.00	4,790.00	6179
0726	BORCHS SPORTING GOODS	03/05/2021	EFT	0.00	150.00	6217
4506	BOT, JOSEPH	03/05/2021	EFT	0.00	696.00	6218
6231	BOX, KYLE	03/05/2021	EFT	0.00	30.00	6219
4457	BREAKTHRU BEVERAGE	02/26/2021	Regular	0.00	4,738.42	118386
4457	BREAKTHRU BEVERAGE	03/05/2021	Regular	0.00	7,693.16	118447
3568	BRUNSVOLD, QUENTIN	03/05/2021	EFT	0.00	30.00	6220
0378	BUYSSE, JASON	03/05/2021	EFT	0.00	30.00	6221
4236	C.E. SIGNS & DESIGNS	02/26/2021	Regular	0.00	122.06	118387
0380	CALLENS, DAVID	03/05/2021	EFT	0.00	30.00	6222
0799	CARLOS CREEK WINERY	02/26/2021	Regular	0.00	603.00	118388
0802	CARLSON & STEWART REFRIG INC	02/26/2021	EFT	0.00	3,813.16	6180
0802	CARLSON & STEWART REFRIG INC	03/05/2021	EFT	0.00	553.35	6223
0815	CATTOOR OIL COMPANY INC	02/26/2021	EFT	0.00	7.77	6181
0815	CATTOOR OIL COMPANY INC	03/05/2021	EFT	0.00	9.78	6224
0818	CAUWELS, ROGER	03/05/2021	EFT	0.00	30.00	6225
0384	COUDRON, DEAN	03/05/2021	EFT	0.00	30.00	6226
0919	CRYTEEL	02/26/2021	EFT	0.00	401.79	6182
3819	DACOTA PAPER CO	02/26/2021	Regular	0.00	1,523.22	118389
3819	DACOTA PAPER CO	03/05/2021	Regular	0.00	212.68	118448
6537	DEHN, JESSIE	03/05/2021	EFT	0.00	70.00	6227
0966	DELTA DENTAL OF MINNESOTA	02/26/2021	Bank Draft	0.00	1,173.84	DFT0000689
0975	DEPUTY REGISTRAR #32	03/05/2021	Regular	0.00	267.25	118449

Council Check Report

Date Range: 02/26/2021 - 03/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6472	DEUTZ, LAUREN	03/05/2021	EFT	0.00	80.00	6228
0993	DIRECT DIGITAL CONTROL LLC	02/26/2021	Regular	0.00	3,173.00	118390
5994	DISTRIBUTED WEBSITE CORP	02/26/2021	Regular	0.00	7,885.00	118391
5994	DISTRIBUTED WEBSITE CORP	03/05/2021	Regular	0.00	300.00	118450
5731	DOLL DISTRIBUTING	02/26/2021	EFT	0.00	11,437.90	6183
5731	DOLL DISTRIBUTING	03/05/2021	EFT	0.00	7,866.60	6229
1035	ECOLAB PEST ELIMINATION SERVICES	02/26/2021	EFT	0.00	288.25	6184
4333	ECONOMIC DEVELOPMENT ASSOC. OF MN	03/05/2021	Regular	0.00	295.00	118451
6700	EYEMED VISION CARE	03/05/2021	Regular	0.00	406.28	118452
1090	FASTENAL COMPANY	02/26/2021	EFT	0.00	518.69	6185
1090	FASTENAL COMPANY	03/05/2021	EFT	0.00	3.14	6230
5289	FRANZ REPROGRAPHICS	03/05/2021	Regular	0.00	328.00	118454
6456	FREMMING, TRAVIS	03/05/2021	Regular	0.00	400.00	118455
1149	FRONTLINE PLUS FIRE & RESCUE	03/05/2021	EFT	0.00	3,100.00	6231
1158	GALLS INC	02/26/2021	EFT	0.00	308.74	6186
3679	GENERAL REPAIR SERVICE	02/26/2021	Regular	0.00	586.80	118392
6424	GITCH GEAR, LLC	02/26/2021	Regular	0.00	68.00	118393
6478	GOPHER STATE ONE CALL	03/05/2021	EFT	0.00	24.30	6232
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES	03/05/2021	Regular	0.00	24.00	118456
1201	GRAINGER INC	02/26/2021	EFT	0.00	20.18	6187
1201	GRAINGER INC	03/05/2021	EFT	0.00	10.56	6233
3760	GROWMARK INC.	03/05/2021	EFT	0.00	973.15	6234
1230	HACH COMPANY	03/05/2021	Regular	0.00	2,306.00	118457
1243	HARDWARE HANK	02/26/2021	EFT	0.00	119.99	6188
1256	HAWKINS INC	02/26/2021	Regular	0.00	5,807.58	118394
1256	HAWKINS INC	03/05/2021	Regular	0.00	5,783.93	118458
6429	HEALY AWARDS, INC	03/05/2021	Regular	0.00	92.82	118459
1271	HENLE PRINTING COMPANY	03/05/2021	EFT	0.00	484.85	6235
5515	HOFFMANN, RYAN	03/05/2021	EFT	0.00	30.00	6236
6324	HOOK, MATT	03/05/2021	EFT	0.00	50.00	6237
6740	HSER, MUHSER	03/05/2021	Regular	0.00	20.00	118460
1311	HYVEE FOOD STORES INC	03/05/2021	Regular	0.00	850.00	118461
1325	ICMA RETIREMENT TRUST #300877	02/26/2021	Regular	0.00	50.00	118395
1325	ICMA RETIREMENT TRUST #300877	03/05/2021	Regular	0.00	50.00	118462
1358	INTERNAL REVENUE SERVICE	03/05/2021	Bank Draft	0.00	26,135.20	DFT0000704
1358	INTERNAL REVENUE SERVICE	03/05/2021	Bank Draft	0.00	24,335.26	DFT0000705
1358	INTERNAL REVENUE SERVICE	03/05/2021	Bank Draft	0.00	8,045.48	DFT0000706
6540	INTERNATIONAL CHEMTEX, LLC	03/05/2021	EFT	0.00	415.30	6238
1365	IRONBROOK PARTNERS	02/26/2021	Regular	0.00	11,260.00	118396
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/26/2021	Regular	0.00	11,371.93	118397
1399	JOHNSON BROTHERS LIQUOR COMPANY	03/05/2021	Regular	0.00	13,504.94	118463
6199	JONES, DAVID	03/05/2021	Regular	0.00	175.00	118465
3564	KESTELOOT ENTERPRISES, INC	02/26/2021	EFT	0.00	546.69	6189
5095	KIBBLE EQUIPMENT	02/26/2021	EFT	0.00	195.44	6190
5095	KIBBLE EQUIPMENT	03/05/2021	EFT	0.00	487.81	6239
0450	KOPITSKI, JASON	03/05/2021	EFT	0.00	30.00	6240
5377	KRUK, CHRISTOPHER	03/05/2021	EFT	0.00	30.00	6241
4140	KRUSE FORD-LINCOLN-MERCURY, INC	02/26/2021	Regular	0.00	653.70	118400
1459	LAKELAND ENGINEERING EQUIPMENT COMPANY	02/26/2021	Regular	0.00	1,127.23	118401
1480	LAW ENFORCEMENT LABOR SERVICE INC	03/05/2021	EFT	0.00	1,270.00	6242
6183	LEE, JERRED	03/05/2021	EFT	0.00	30.00	6243
5606	LEGALSHIELD	03/05/2021	Regular	0.00	101.65	118466
1507	LOCHER BROTHERS INC	02/26/2021	EFT	0.00	413.35	6191
1507	LOCHER BROTHERS INC	03/05/2021	EFT	0.00	1,071.90	6244
1508	LOCKWOOD MOTORS INC.	02/26/2021	Regular	0.00	160.00	118402
6323	LUTHER, ERIC	03/05/2021	EFT	0.00	30.00	6245
1565	MACQUEEN EQUIPMENT INC.	02/26/2021	EFT	0.00	976.69	6192
1565	MACQUEEN EQUIPMENT INC.	03/05/2021	EFT	0.00	4,934.73	6246
1570	MADDEN UPHOLSTERY & HOME DECORATING INC	03/05/2021	Regular	0.00	240.00	118467
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	03/05/2021	EFT	0.00	1,062.03	6247
5459	MAGNEY CONSTRUCTION, INC	03/05/2021	Regular	0.00	204,297.04	118468

Council Check Report

Date Range: 02/26/2021 - 03/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1575	MAILBOXES & PARCEL DEPOT	03/05/2021	EFT	0.00	17.60	6248
6236	MANUFACTURERS' NEWS Inc	02/26/2021	Regular	0.00	220.50	118403
1604	MARSHALL AREA CHAMBER OF COMMERCE	03/05/2021	EFT	0.00	3,000.00	6249
1616	MARSHALL CONVENTION & VISITORS BUREAU	03/05/2021	EFT	0.00	5,000.00	6250
1623	MARSHALL INDEPENDENT, INC	02/26/2021	Regular	0.00	17.00	118404
0460	MARSHALL JAMES	03/05/2021	EFT	0.00	80.00	6251
1632	MARSHALL MINI-STORAGE, LLP	02/26/2021	EFT	0.00	72.00	6193
1633	MARSHALL MUNICIPAL UTILITIES	03/05/2021	EFT	0.00	225.63	6252
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	02/26/2021	EFT	0.00	436.00	6194
1649	MARSHALL TRUCK SALVAGE INC.	02/26/2021	Regular	0.00	14.00	118405
6733	MARTI, GEORGE & PAULA	02/26/2021	Regular	0.00	432.00	118406
6733	MARTI, GEORGE & PAULA	03/05/2021	Regular	0.00	186.00	118469
5139	MATHESON TRI-GAS INC	02/26/2021	Regular	0.00	49.10	118407
5139	MATHESON TRI-GAS INC	03/05/2021	Regular	0.00	89.41	118470
1680	MCEA EXECUTIVE OFFICE	03/05/2021	Regular	0.00	120.00	118471
1695	MEIER ELECTRIC INC	02/26/2021	EFT	0.00	120.00	6195
1695	MEIER ELECTRIC INC	03/05/2021	EFT	0.00	120.00	6253
6025	MELLENTHIN, CODY	03/05/2021	EFT	0.00	30.00	6254
4980	MENARDS INC	02/26/2021	Regular	0.00	220.66	118408
4980	MENARDS INC	03/05/2021	Regular	0.00	284.57	118472
3971	MEULEBROECK, ANDY	03/05/2021	EFT	0.00	205.00	6255
1808	MINNESOTA MUNICIPAL UTILITIES ASSOC	03/05/2021	EFT	0.00	5,125.00	6256
3669	MINNESOTA STATE RETIREMENT SYSTEM	03/05/2021	Bank Draft	0.00	7,435.92	DFT0000701
1839	MINNESOTA VALLEY TESTING LABS INC	03/05/2021	EFT	0.00	129.60	6257
1757	MN CHILD SUPPORT PAYMENT CENTER	03/05/2021	Regular	0.00	633.13	118473
6440	MN PEIP-C/O MMB FISCAL SVC	03/05/2021	Regular	0.00	153,697.68	118474
1813	MN POLLUTION CONTROL AGENCY	02/26/2021	EFT	0.00	1,200.00	6196
1818	MN REVENUE	03/05/2021	Bank Draft	0.00	11,222.36	DFT0000707
6742	MOHWINKEL, STEVEN & KNIGGE, JACKI	03/05/2021	Regular	0.00	334.97	118480
1877	MOTION INDUSTRIES INC	03/05/2021	Regular	0.00	120.17	118481
2512	NATIONWIDE RETIREMENT	03/05/2021	Bank Draft	0.00	200.00	DFT0000693
2513	NATIONWIDE RETIREMENT-FIRE	03/05/2021	Bank Draft	0.00	29.98	DFT0000694
1923	NCPERS MN GROUP LIFE INS.	03/05/2021	EFT	0.00	352.00	6258
1938	NEWMAN SIGNS	03/05/2021	EFT	0.00	2,797.49	6259
1945	NORMS GTC	02/26/2021	Regular	0.00	268.00	118409
1945	NORMS GTC	03/05/2021	Regular	0.00	140.00	118482
1986	NORTH CENTRAL INTERNATIONAL, INC	02/26/2021	EFT	0.00	96.35	6197
1946	NORTH CENTRAL LABS	02/26/2021	EFT	0.00	1,066.51	6198
4566	NSI SOLUTIONS	02/26/2021	Regular	0.00	82.00	118411
5891	ONE OFFICE SOLUTION	02/26/2021	EFT	0.00	221.88	6199
5891	ONE OFFICE SOLUTION	03/05/2021	EFT	0.00	368.45	6260
3809	O'REILLY AUTOMOTIVE STORES, INC	02/26/2021	Regular	0.00	21.53	118412
3809	O'REILLY AUTOMOTIVE STORES, INC	03/05/2021	Regular	0.00	56.83	118483
6132	ORMBERG, JASON	02/26/2021	Regular	0.00	20.00	118413
2019	PAUSTIS WINE COMPANY	02/26/2021	Regular	0.00	3,463.00	118414
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	02/26/2021	EFT	0.00	11.85	6200
2028	PERA OF MINNESOTA REG	03/05/2021	Bank Draft	0.00	53,099.96	DFT0000699
2036	PHILLIPS WINE AND SPIRITS INC	02/26/2021	Regular	0.00	18,087.04	118415
2036	PHILLIPS WINE AND SPIRITS INC	03/05/2021	Regular	0.00	13,329.73	118484
2064	POWERPLAN	03/05/2021	Regular	0.00	223.72	118486
0477	PRZYBILLA, SCOTT	03/05/2021	EFT	0.00	30.00	6261
2096	QUARNSTROM & DOERING, PA	03/05/2021	EFT	0.00	11,674.67	6262
4826	RIEKE, BENJAMIN	03/05/2021	EFT	0.00	30.00	6263
5732	RITE	02/26/2021	Regular	0.00	3,216.94	118418
5964	RM COTTON COMPANY	02/26/2021	Regular	0.00	615.00	118419
0481	ROKEH, JASON	03/05/2021	Regular	0.00	30.00	118487
2201	RUNNINGS SUPPLY INC	02/26/2021	EFT	0.00	320.21	6201
2201	RUNNINGS SUPPLY INC	03/05/2021	EFT	0.00	9.98	6264
6251	SHRED RIGHT	03/05/2021	EFT	0.00	15.00	6265
6735	SMALL LOT COOP, LLC	02/26/2021	Regular	0.00	1,209.84	118420
2288	SMI & HYDRAULICS, INC.	03/05/2021	EFT	0.00	224.14	6266

Council Check Report

Date Range: 02/26/2021 - 03/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3495	SMSU	03/05/2021	EFT	0.00	23,010.75	6267
4855	SOUTHERN GLAZER'S OF MN	02/26/2021	EFT	0.00	7,079.89	6202
4855	SOUTHERN GLAZER'S OF MN	03/05/2021	EFT	0.00	12,202.24	6268
2311	SOUTHWEST GLASS CENTER	02/26/2021	Regular	0.00	166.95	118421
2318	SOUTHWEST SANITATION INC.	02/26/2021	EFT	0.00	2,159.24	6203
0491	ST AUBIN, GREGORY	03/05/2021	EFT	0.00	30.00	6269
3808	STELTER, GEOFFREY	03/05/2021	Regular	0.00	30.00	118488
4134	STENSRUD, PRESTON	03/05/2021	EFT	0.00	30.00	6270
5491	STORM, ANNETTE	03/05/2021	EFT	0.00	80.00	6271
6732	STRAMPE, RYAN & ANGELA	02/26/2021	Regular	0.00	8.28	118422
2373	STREICHERS	03/05/2021	EFT	0.00	200.00	6272
6706	SUN LIFE FINANCIAL	03/05/2021	EFT	0.00	1,599.34	6273
6706	SUN LIFE FINANCIAL	02/26/2021	Regular	0.00	227.48	118423
6706	SUN LIFE FINANCIAL	02/26/2021	Regular	0.00	1,371.86	118434
0495	SWANSON, GREGG	03/05/2021	Regular	0.00	30.00	118489
6137	TEIGS LAWN CARE & LANDSCAPING, LLC	02/26/2021	Regular	0.00	660.00	118424
4722	TRACSYSTEMS, INC.	02/26/2021	EFT	0.00	2,821.20	6204
6156	TRUE BRANDS	03/05/2021	EFT	0.00	705.08	6275
3342	TRUEDSON, SCOTT	03/05/2021	EFT	0.00	30.00	6276
6510	TX CHILD SUPPORT, SDU	02/26/2021	Regular	0.00	209.58	118426
4402	UPS	02/26/2021	Regular	0.00	4.10	118427
6738	US CAD HOLDINGS, LLC	02/26/2021	Regular	0.00	5,737.50	118428
2511	USA BLUE BOOK	03/05/2021	EFT	0.00	73.81	6277
3443	VALIC DEFERRED COMP	03/05/2021	Bank Draft	0.00	1,172.00	DFT0000695
3443	VALIC DEFERRED COMP	03/05/2021	Bank Draft	0.00	59.98	DFT0000696
3443	VALIC DEFERRED COMP	03/05/2021	Bank Draft	0.00	1,650.00	DFT0000697
6739	VAN BERGEN & MARKSON, INC	03/05/2021	Regular	0.00	209.09	118490
6092	VANDERMILLEN, SCOTT	03/05/2021	EFT	0.00	80.00	6278
0512	VANLEEUWE, SARA J.	03/05/2021	EFT	0.00	70.00	6279
0513	VANMOER, ROBERT	03/05/2021	EFT	0.00	199.95	6280
5733	VAST BROADBAND	02/26/2021	Regular	0.00	2,173.83	118429
5733	VAST BROADBAND	03/05/2021	Regular	0.00	1,275.79	118491
6258	VEGA AMERICAS, INC.	02/26/2021	Regular	0.00	1,066.00	118431
4489	VERIZON WIRELESS	02/26/2021	EFT	0.00	1,637.32	6205
6736	VERIZON WIRELESS	02/26/2021	Regular	0.00	134.45	118432
0164	VESSCO, INC	02/26/2021	EFT	0.00	1,605.00	6206
2538	VIKING COCA COLA BOTTLING COMPANY	02/26/2021	EFT	0.00	133.20	6207
2538	VIKING COCA COLA BOTTLING COMPANY	03/05/2021	EFT	0.00	269.95	6281
6085	VOYA - INVESTORS CHOICE	03/05/2021	Bank Draft	0.00	1,585.00	DFT0000702
6737	WAHL, THOMAS L	02/26/2021	Regular	0.00	4,354.81	118433
5700	WATCH GUARD	03/05/2021	Regular	0.00	150.00	118492
0518	WENKER, JEFFREY	03/05/2021	Regular	0.00	30.00	118493
2605	WINE MERCHANTS	03/05/2021	Regular	0.00	206.35	118494
2632	ZIEGLER INC	03/05/2021	EFT	0.00	72.36	6282

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	204	101	0.00	560,095.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	13	13	0.00	136,144.98
EFT's	177	106	0.00	149,182.90
	394	220	0.00	845,423.35

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	204	101	0.00	560,095.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	13	13	0.00	136,144.98
EFT's	177	106	0.00	149,182.90
	394	220	0.00	845,423.35

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	2/2021	167,110.75
999	POOLED CASH FUND	3/2021	678,312.60
			845,423.35

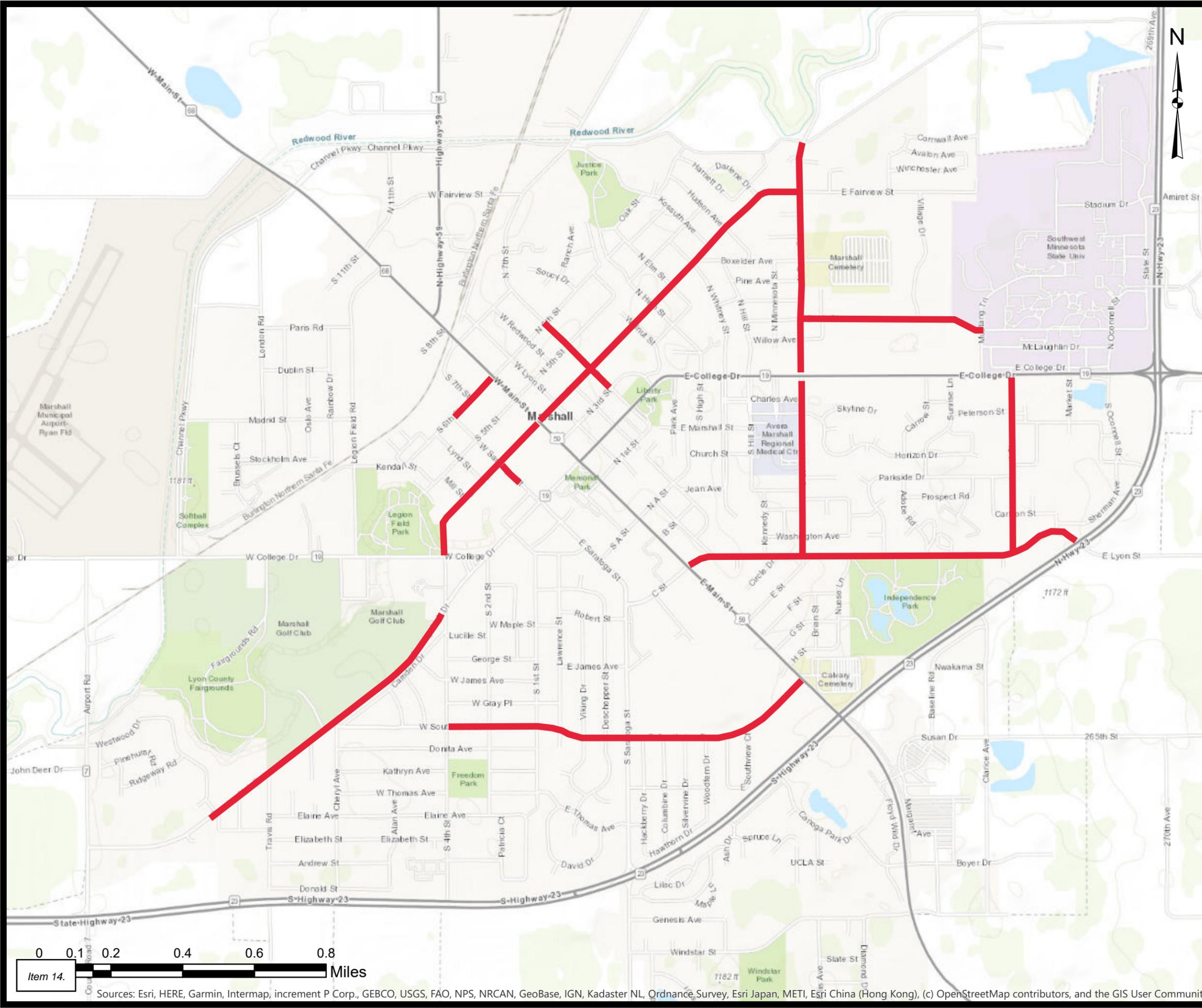
**CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS**

3/9/2021

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE	
602-49500-55120		5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00		14,074,300.00	4,099,265.87	6,918,924.06	476,262.54	204,297.04	615,723.66	1,759,826.83	87.50%
401-43100-55130		8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT)	Hisken Construction Inc.	185,250.15		185,250.15		182,655.20			1,860.30	734.65	99.60%
630-49600-55130		9/24/2019	COE Flood Control 2019 Betterments	U.S. Army Corps of Engineers	190,000.00		190,000.00	150,483.00					39,517.00	79.20%
494-43300-55120		11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	232,733.00	5,262,933.00		3,039,722.04	825,306.39		269,664.65	1,128,239.92	78.56%
476-43300-55170		4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90	10,885.14	2,594,640.04		2,528,408.74			25,539.42	40,691.88	98.43%
476-43300-55170		5/28/2020	S 1st St Reconstruction	Duininck, Inc	617,136.55	5,883.75	622,820.30		562,896.42			29,626.13	30,297.75	95.14%
630-49600-55170		6/23/2020	Legion Field Strom Water Improvements-Phase 1	Towne & Country Excavating LLC	277,943.00	(2,967.25)	274,975.75		257,658.64			2,602.61	14,714.50	94.65%
630-49600-55170		9/8/2020	MERIT Center Outfall Project	Towne & Country Excavating LLC	251,297.00		251,297.00						251,297.00	0.00%
479-43300-55170		2/9/2021	N 1st St/W Redwood St/W Marshall St Reconstruction	D & G Excavating Inc.	1,051,247.90		1,051,247.90						1,051,247.90	0.00%
495-43300-55170		2/23/2021	2021 Bituminous Overlay	Duininck, Inc	625,000.00		625,000.00						625,000.00	0.00%
479-43300-55170		2/23/2021	James Ave/Camden Dr Reconstruction	Kkuechle Underground	849,244.50		849,244.50						849,244.50	0.00%
					<u>25,735,374.00</u>	<u>246,334.64</u>	<u>25,981,708.64</u>	<u>4,249,748.87</u>	<u>13,490,265.10</u>		<u>204,297.04</u>	<u>945,016.77</u>	<u>5,790,811.93</u>	

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z88: 2021 State Aid Overlay Project - Consider Approval of Plans and Specifications and Ordering Advertisement for Bids.
Background Information:	<p>The Municipal State Aid Street (MSAS) program provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program is administered by MnDOT’s State Aid for Local Transportation (SALT). A street may be designated as a MSAS route if it is projected to carry a relatively heavier traffic volume or is functionally classified as a collector or arterial, if is connected points of major interest, and if it provides an integrated and coordinated highway and street system.</p> <p>The City of Marshall receives an annual allotment of funds for our designated MSAS network. In calendar year 2019, we received \$794,804. In 2020, we received \$865,128. In 2021, we will receive \$787,027; the reduction is a direct result of the impacts of COVID-19 on transportation revenues. As discussed at the 2-23-2021 worksession, our current account balance is “advanced” by roughly \$2,887,000.</p> <p>To improve the current condition on a number of MSAS routes while also paying back our ‘advances’ with our annual allotment, City engineering staff is proposing to issue local bonds for this surfacing project with the intent to make bond payments with future MSAS Advances. City engineering staff has reviewed this proposal with SALT and we have their approval to execute this plan. Issuing local bonds and making bond payments with MSAS advances allows the city to slowly improve our MSAS account balance while also making improvements to our MSAS routes and not impacting our levy.</p>
Fiscal Impact:	The current cost project cost estimate is \$2,303,230. No proposed general fund impact. Bonds will be issued locally but coordinated with State Aid Finance. Our MSAS account will be responsible for making the bond payments. Due to our funds already being “advanced” \$2,887,000, we will need to make “advance requests” to SALT annually. It is possible that our “advance request” will be denied. In this event, staff will need to wait until MSAS funds become available to reimburse ourselves.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council approve the plans and specifications and authorize advertisement for bids for Project Z88: 2021 State Aid Overlay Project.



MARSHALL
MINNESOTA

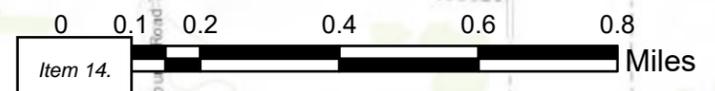
MSAS Overlay Map

List of Streets

- N. 4th St. (Main to Bruce)
- S. 4th St. (College to Main)
- S. 6th St. (Saratoga to Main)
- Birch St. (Bruce to Mustang)
- Bruce St. (Lyon to Camden Bike Trail)
- Country Club Dr. (Westwood to 4th)
- Jewett St. (Lyon to College)
- E. Lyon St. (Main to MN 23)
- Marshall St. (3rd to 6th)
- Southview Dr. (4th to Main)

2/19/2021

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



Meeting Date:	Tuesday, March 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Approval of Two-Way Left Turn Lane (TWLTL) Striping and Resolution for Signage on Lyon Street and Southview Drive.
Background Information:	<p><u>Southview Drive Lane Adjustments</u></p> <p>SEH performed a traffic analysis of the roadway network around the middle school and new elementary school prior to construction of the new elementary school. To better accommodate the future traffic patterns, SEH’s report recommended a two-way left turn lane (TWLTL) striping configuration on Southview Drive.</p> <p>Further, the City of Marshall has received a Federal grant to install Rectangular Rapid Flash Beacons (RRFB’s) and pedestrian refuge islands next to various schools in Marshall. Included in the project will be Dynamic Speed Feedback signs that show a driver’s speed compared to the speed limit. This project is planned for construction in 2022.</p> <p>To accommodate the pedestrian refuge island and better accommodate area travel patterns, City engineering staff would like to propose a two-way left turn lane (TWLTL) striping configuration on E. Southview Drive from S. Saratoga Street to US 59/Main Street. The TWLTL fits well in this area and the existing road width can accommodate this striping pattern with some alterations to the painted on-street bike lanes. From S. Saratoga Street to E. Southview Court, staff is proposing to remove the on-street bike lanes and remove parking on the north side of E. Southview Drive. The new elementary school project includes 8-FT shared use path that will take the place of the painted on-street bike lanes. From E. Southview Court to US 59/Main Street, staff is proposing to remove parking from both sides of the street and to include painted on-street bike lanes.</p> <p><u>East Lyon Street Lane Adjustments</u></p> <p>In 2022, the City will be completing an enhanced pedestrian crossing project on E. Lyon Street adjacent to Adobe Road to provide a safer pedestrian crossing between Independence Park and Parkside Elementary School. The project will incorporate the use of new school zone signage, radar speed signage, a rectangular rapid flashing beacon (RRFB), and a pedestrian refuge island. See attached drawings.</p> <p>To accommodate the pedestrian refuge island and better accommodate area travel patterns, City engineering staff would like to propose a two-way left turn lane (TWLTL) striping configuration on E. Lyon Street from Adobe Road to MN 23. The TWLTL fits well in this area and the existing road width can accommodate this striping pattern and the on-street bike lanes if parking is removed from both sides of E. Lyon Street through this area. Most land uses adjacent to E. Lyon Street through this area to not often utilize on-street parking. There are two residential properties west of Adobe Road that would lose parking directly in front of their homes as a result of the restriping.</p>

	<p>These striping projects have been considered by both Public Improvement/Transportation (PI/T) Committee and Council at various points in time. The E. Southview Drive striping was reviewed by PI/T on August 5, 2020 and City Council on August 11, 2020. The E. Lyon Street striping was reviewed by PI/T on January 8, 2021 and City Council on January 26, 2021. Both PI/T Committee and City Council generally supported these changes but requested City staff to reach out to adjacent property owners to ensure that they were made aware of the upcoming changes.</p> <p>Newsletters were sent to property owners along E. Lyon Street and E. Southview Drive on February 10, 2021. Limited feedback was received, with one property owner from each street reaching out with a question. On E. Lyon Street there was a question about loss of property value due to loss of parking, and on E. Southview Drive there was a question about parking availability in front of their property.</p> <p>Engineering staff is proposing to include traffic marking in our 2021 Municipal State Aid System (MSAS) mill & overlay project. If Council awards a 2021 MSAS Mill & Overlay project, staff will ensure that striping is included with the project.</p> <p>Per City Ordinance Sec. 74-26, staff has included a Council Resolution for City Council consideration in removing parking as required to accommodate the proposed TWLTL striping configurations on E. Lyon Street and E. Southview Drive.</p>
Fiscal Impact:	Cost of traffic marking is proposed to be included in MSAS Mill & Overlay project. Project is to be bonded locally with annual bond payments being requested and advanced from State Aid.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	<p>Recommendation No. 1 That the Council approve the two-way left turn lane striping for E. Lyon Street from approximately 325-FT west of Adobe Road to MN 23 and for E. Southview Drive from S. Saratoga Street to US 59/Main Street.</p> <p>Recommendation No. 2 that the Council adopt RESOLUTION NUMBER 21-021, which is the “Resolution Providing for Control Signage in the City of Marshall” generally described below:</p> <p>“No Parking” signs along Lyon Street and Southview Drive where the street is to be marked with a two-way left turn lane (TWLTL), generally described below:</p> <ol style="list-style-type: none"> 1. East Lyon Street from MN 23 to a point approximately 325-FT west of Adobe Road, as measured from the center of the intersection. 2. East Southview Drive from US59/East Main Street to South Saratoga Street.

RESOLUTION NUMBER 21-021

**RESOLUTION PROVIDING FOR SIGNAGE
IN THE CITY OF MARSHALL**

WHEREAS, City Code Sec. 74-26 provides for traffic control devices and markings; and,

WHEREAS, Sec. 74-26 of the City Code states:

“No device, sign or signal shall be erected or maintained for traffic or parking control unless the council shall first have approved and directed the same, except as otherwise provided in this section”;

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that the Public Works Division shall install “No Parking” signs along Lyon Street and Southview Drive where the street is to be marked with a two-way left turn lane (TWLTL), generally described below:

1. East Lyon Street from MN 23 to a point approximately 325-FT west of Adobe Road, as measured from the center of the intersection.
2. East Southview Drive from US59/East Main Street to South Saratoga Street.

Passed and adopted by the Common Council this 9th day of March, 2021.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

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

Contacts

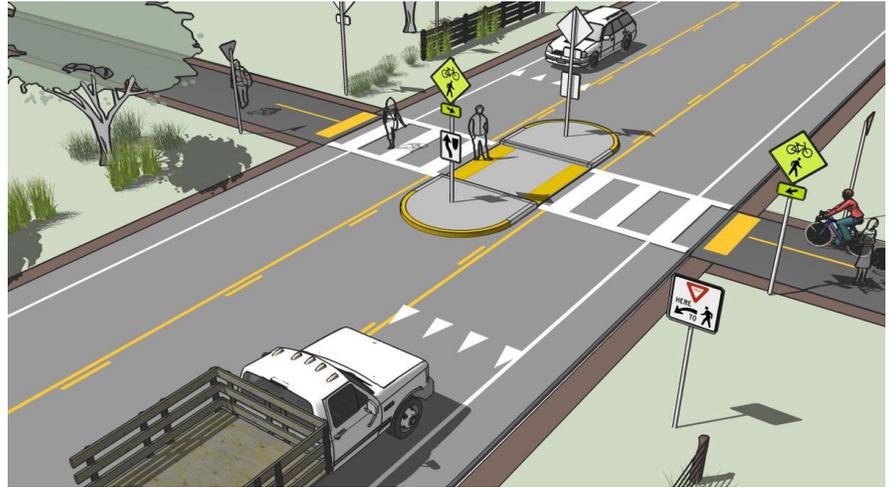
City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258
(507) 537-6773

Jessie Dehn, P.E.
Assistant City Engineer
Jessie.Dehn@ci.marshall.mn.us

Website Updates

Public Works → Engineering
Website
https://ci.marshall.mn.us/public_works/engineering/index.php

Southview Lane Adjustments

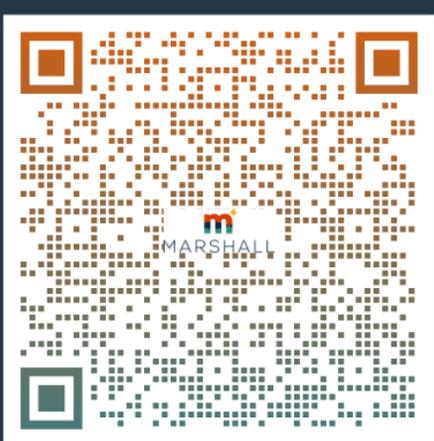


BACKGROUND

The City of Marshall has received a Federal grant to install Rectangular Rapid Flash Beacons (RRFB's) and pedestrian refuge islands, pictured above, next to various schools in Marshall. Included in the project will be Dynamic Speed Feedback signs that show a driver's speed compared to the speed limit. Ideally, Engineering staff aims to improve safety for school-aged children walking and biking to school by providing these improved crossings. This project is planned for construction in 2022.

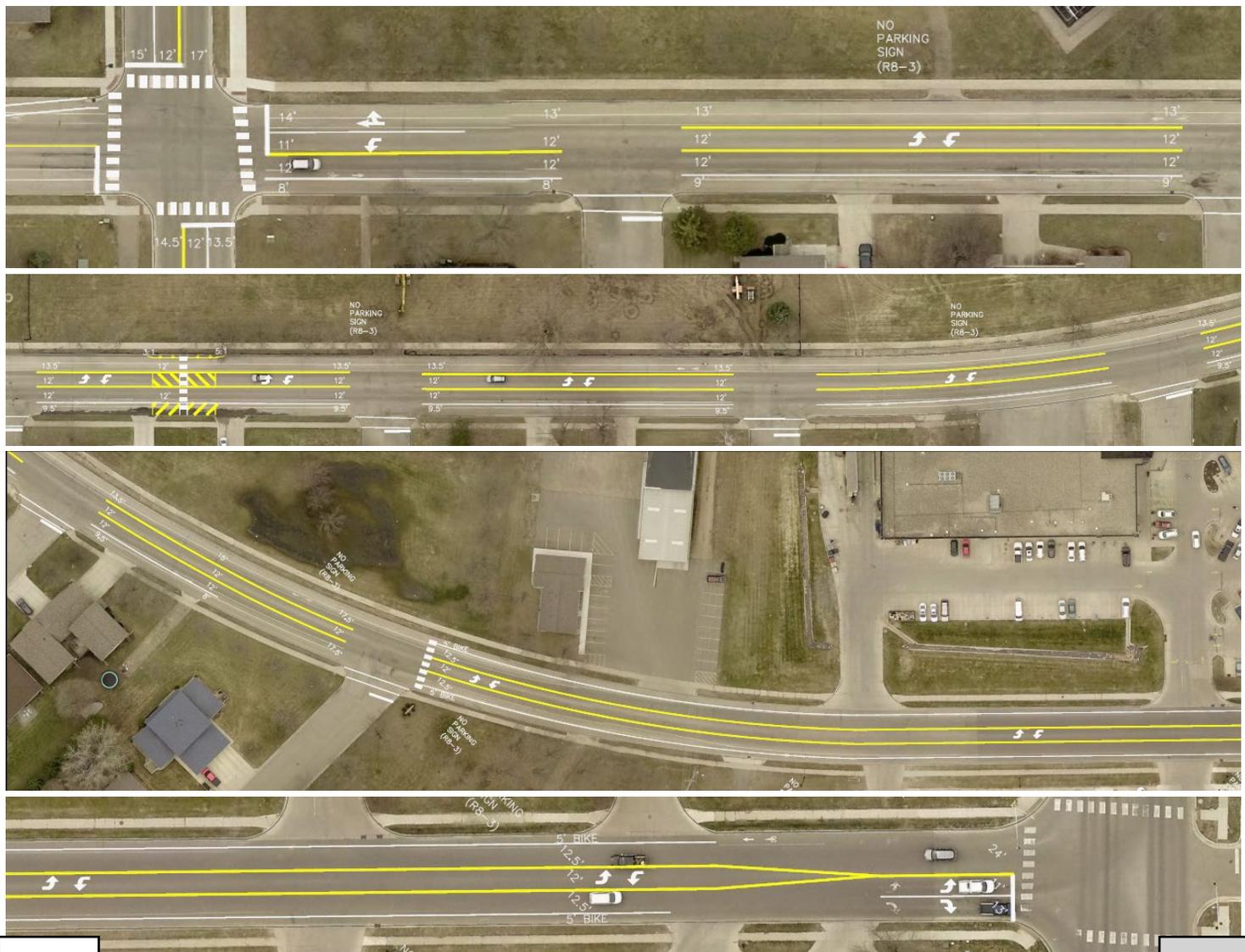
PROPOSED ADJUSTMENTS

In preparation of next year's project, Engineering staff is proposing to make adjustments to the lanes on Southview Drive. Staff is proposing to change the current layout of 2-lanes with bike and parking lanes on both sides into a 3-lane (with center left-turn lane) and a parking lane on the south side of the street. Parking would be removed from the north side of the street as the school will have off-street parking space. Biking will be planned to be off-street on the new widened sidewalk constructed by the new school project. SEH performed a traffic analysis of Southview Drive for the elementary school project and their report also recommends a 3-lane configuration as proposed by Engineering staff.



Scan Me

Engineering staff feels that a 3-lane configuration will accomplish a number of improvements on Southview Drive between Saratoga Street and Main Street. Mainly, this will allow space for the new pedestrian refuge islands to be installed at the new school crossing. By having the island in a center lane, this avoids the need for thru traffic to shift around the island in a 2-lane layout. This will be safer for crossers in the event of distracted drivers or impaired driving conditions where the driver may not be able to shift. Another large benefit for this layout is the ability for left turning traffic to wait in the center turn lane for space to cross opposing traffic. With turning traffic in their own lane, thru traffic will be able to continue their trip without having to wait for turning traffic to clear the lane. This will be very noticeable at the new elementary school, HyVee, Brau Brothers and the strip mall. If there are comments or concerns with the proposed lane layouts, please contact Jessie Dehn, Assistant City Engineer, by e-mail at Jessie.Dehn@ci.marshall.mn.us or by phone at (507) 537-6773. Thank you!



February 9, 2021

RE: SOUTHVIEW DRIVE LANE ADJUSTMENTS

Dear Property Owner:

This letter is being sent to you regarding recommended adjustments to the lanes on Southview Drive between Saratoga and Main Streets. As discussed in the enclosed Flyer, the City has received a Federal grant to install an improved pedestrian crossing between Silvervine and Woodfern Drives. Included in the installation will be Rectangular Rapid Flash Beacons (RRFB's) that have an alternating yellow flasher activated with a push button, pedestrian refuge islands that provide crossers a "mid-point" to shorten the crossing distances, and Dynamic Speed Feedback signs that show a driver's speed compared to the speed limit. This project is programmed for construction next year in 2022.

In preparation for that project, the Engineering staff is recommending making an adjustment the lane configuration of the street in concurrence with the traffic impact analysis performed by the engineering firm Short Elliot Hendrickson (SEH). Currently, the street has 2 travel lanes, bike lanes and parking on both sides of the street. Staff is recommending that Southview be striped into a 3-lane configuration with 2 thru lanes and a center left turn lane. Parking would be removed from the north side of the street adjacent to the new school property as the school will be providing off-street parking in their lot. There will still be parking on the south side of the street. Bike lanes will be removed, and bicyclists will be able to use the new widened sidewalk/trail on the north side of the street that will be installed with the school construction project. Where that new walk ends at Southview Court, bike lanes will be put back onto the street and parking would be removed between Southview Court and Main Street. HyVee and Perkins/Brau Bros./mall properties have adequate off-street parking that on-street is not required or utilized in this area.

Engineering staff is recommending these changes to improve the safety of the pedestrian crossing as well as improve traffic flows by allowing left-turning traffic to have a dedicated lane that does not impede the flow of thru traffic. Please review the information included in the enclosed Flyer as well as the proposed layouts shown. If you have additional questions or concerns with the recommended changes, please contact me by e-mail at Jessie.Dehn@ci.marshall.mn.us or by phone at 507-537-6773. Thank you.

Respectfully,



Jessie Dehn, P.E.
Assistant City Engineer

Enclosures: Flyer to Residents

February 9, 2021

Starla Plueger
600 Southview Drive E
Marshall, MN 56258

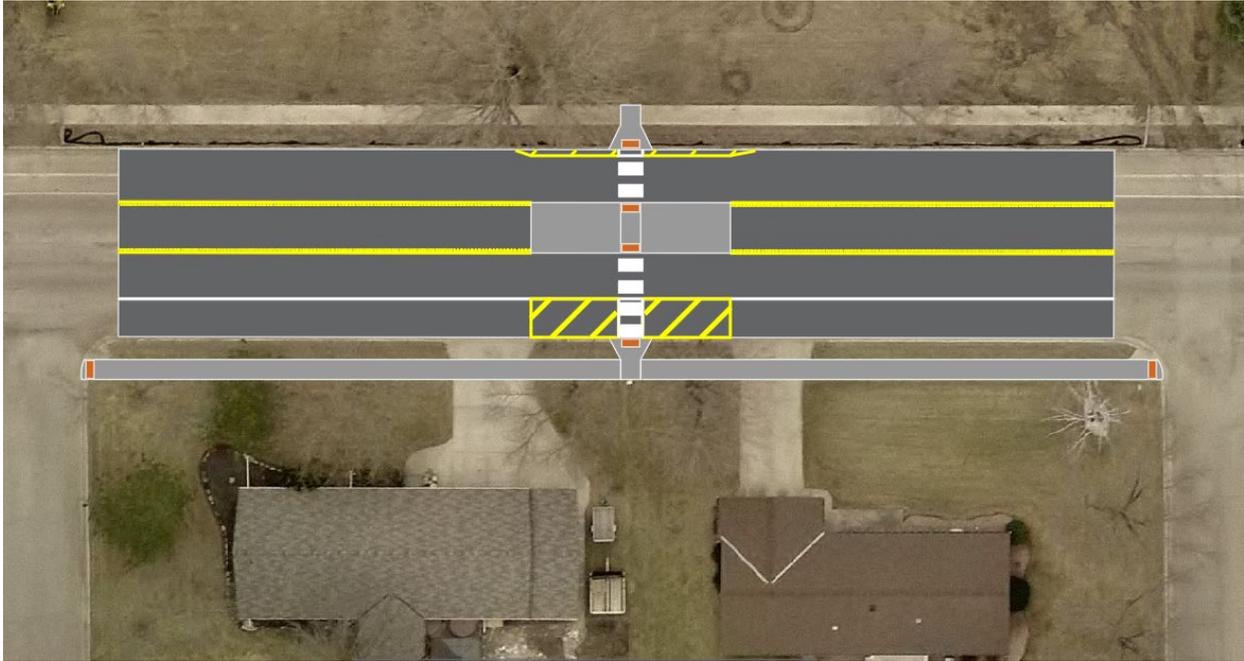
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Due to your property's proximity to the new school, the project would have some minimal impact to the area adjacent to your property. Most notably, the parking lane between your driveway and your neighbor's driveway would be striped out as a "No Parking" area. This is to prevent vehicles from parking across the new crossing location. The sidewalk would also be replaced in front of your property. The City is not planning to assess for this work as the Federal grant will offset a majority of the City's cost to construct the project. As mentioned, there will be several installations included in next year's project. Below are two layout examples that illustrate the work.





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Jessie Dehn, P.E.
Assistant City Engineer

Enclosures: Flyer to Residents

February 9, 2021

James Pingeon
602 Southview Drive E
Marshall, MN 56258

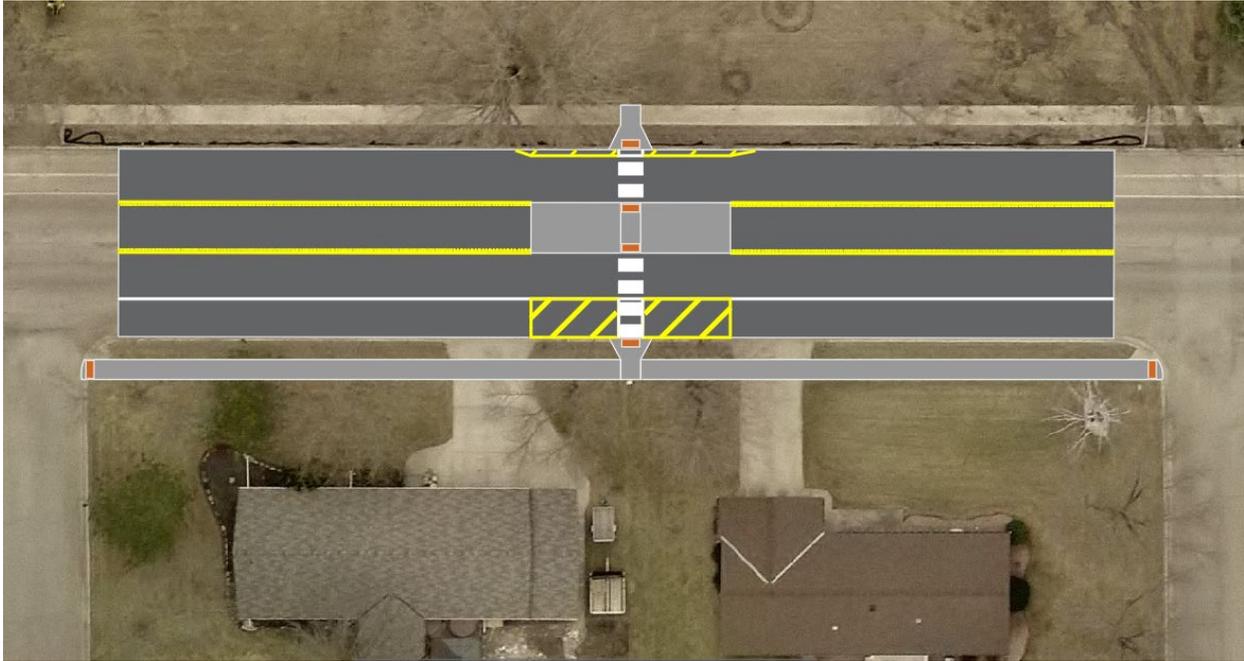
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Respectfully,

Jessie Dehn, P.E.
Assistant City Engineer

Enclosures: Flyer to Residents

Contacts

City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258
(507) 537-6773

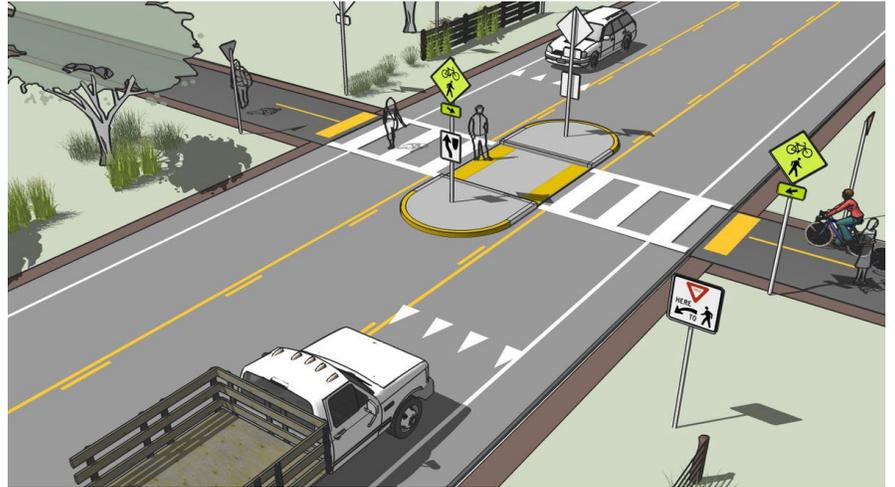
Jessie Dehn, P.E.
Assistant City Engineer
Jessie.Dehn@ci.marshall.mn.us

Website Updates

Public Works → Engineering Website

https://ci.marshall.mn.us/public_works/engineering/index.php

E. Lyon Street Lane Adjustments

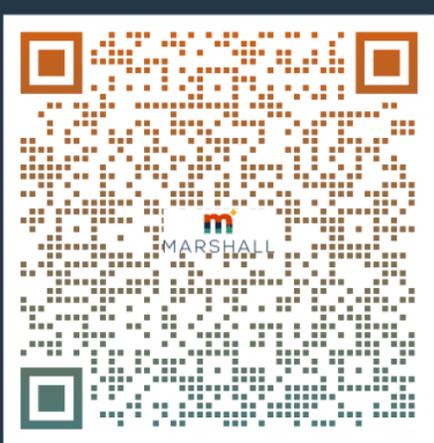


BACKGROUND

The City of Marshall has received a Federal grant to install Rectangular Rapid Flash Beacons (RRFB's) and pedestrian refuge islands, pictured above, next to various schools in Marshall. Included in the project will be Dynamic Speed Feedback signs that show a driver's speed compared to the speed limit. Ideally, Engineering staff aims to improve safety for school-aged children walking and biking to school by providing these improved crossings. This project is planned for construction in 2022.

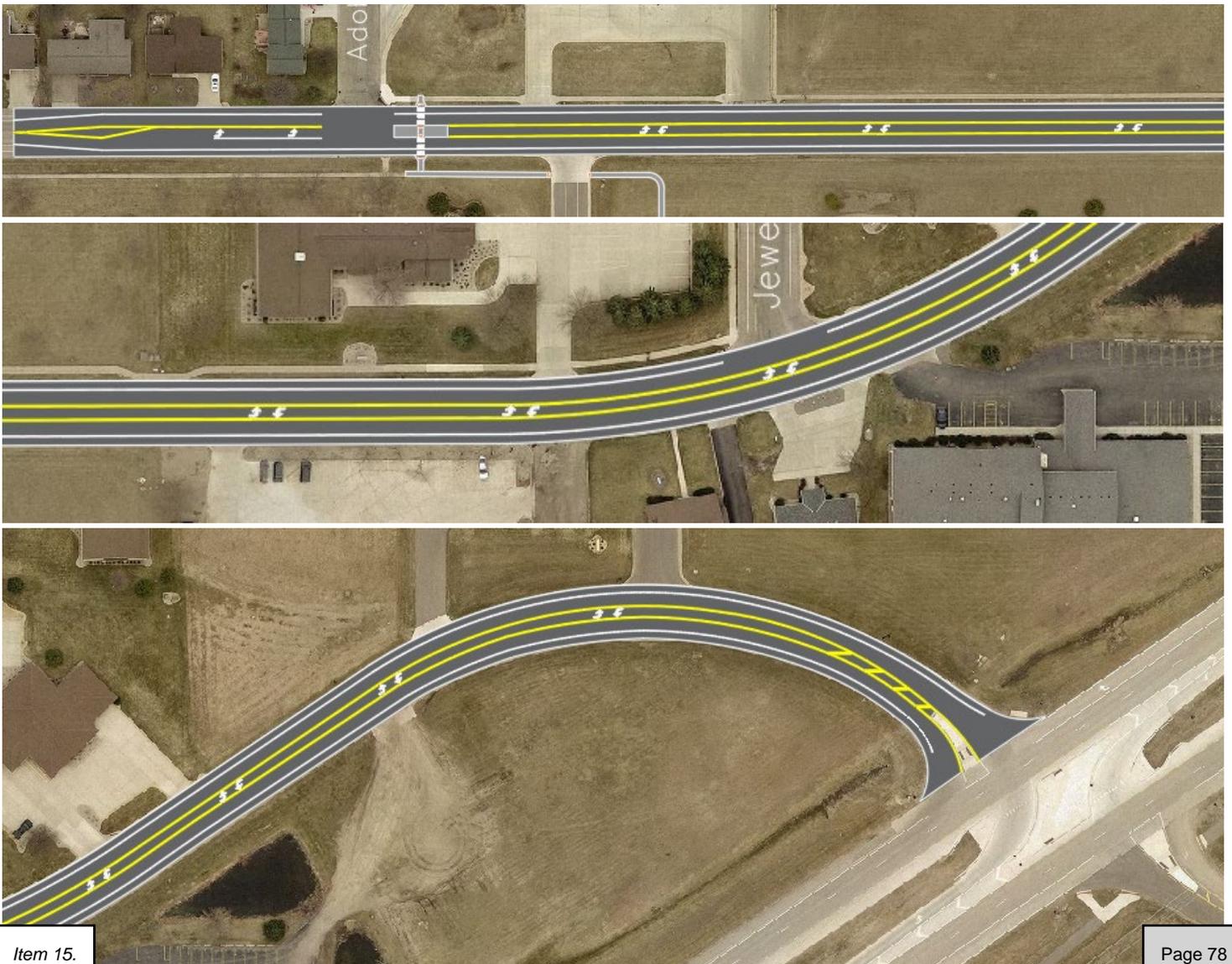
PROPOSED ADJUSTMENTS

In preparation of next year's project, Engineering staff is proposing to make adjustments to the lanes on E. Lyon Street. Currently, the street has 2 driving lanes with bike and parking lanes on both sides. The bike lanes end at Jewett Street where the bike trail continues north. Staff is proposing to change the layout into a 3-lane (with center left-turn lane) with bike lanes on both sides of the street. The bike lanes would be extended to MN Highway 23 where there is an existing crossing that connects to the trail on the east side of the highway. Parking would be removed from both sides of the street as all the adjacent properties east of Adobe Road have off-street parking available currently.



Scan Me

Engineering staff feels that a 3-lane configuration will accomplish a number of improvements on E. Lyon Street between Adobe Road and MN Highway 23. Mainly, this will allow space for the new pedestrian refuge island to be installed at the new school crossing. By having the island in a center lane, this avoids the need for thru traffic to shift around the island in a 2-lane layout. This will be safer for crossers in the event of distracted drivers or impaired driving conditions where the driver may not be able to shift. Another large benefit for this layout is the ability for left turning traffic to wait in the center turn lane for space to cross opposing traffic. With turning traffic in their own lane, thru traffic will be able to continue their trip without having to wait for turning traffic to clear the lane. Extending the bike lanes to the highway will also make use of the crossing at Highway 23 and provide a connection to the bike trail on the other side of the highway. If there are comments or concerns with the proposed lane layouts, please contact Jessie Dehn, Assistant City Engineer, by e-mail at Jessie.Dehn@ci.marshall.mn.us or by phone at (507) 537-6773. Thank you!



February 9, 2021

RE: E. LYON STREET LANE ADJUSTMENTS

Dear Property Owner:

This letter is being sent to you regarding recommended adjustments to the lanes on E. Lyon Street between Adobe Road and MN Highway 23. As discussed in the enclosed Flyer, the City has received a Federal grant to install an improved pedestrian crossing at Parkside Elementary just east of Adobe Road. Included in the installation will be Rectangular Rapid Flash Beacons (RRFB's) that have an alternating yellow flasher activated with a push button, pedestrian refuge islands that provide crossers a "mid-point" to shorten the crossing distances, and Dynamic Speed Feedback signs that show a driver's speed compared to the speed limit. This project is programmed for construction next year in 2022.

In preparation for that project, the Engineering staff is recommending making adjustments to the lane configuration of the street. Currently, the street has 2 travel lanes, bike lanes and parking on both sides of the street. Staff is recommending that Lyon be striped into a 3-lane configuration with 2 thru lanes and a center left turn lane. Parking would be removed from both sides of the street to accommodate the bike lanes that are currently on-street. Included in the changes, the bike lanes that currently end at Jewett Street would be extended to MN Highway 23 to connect to the existing crossing that connects to the bike trail on the east side of the highway.

Although on-street parking would be removed, all of the properties east of Adobe have off-street parking available to accommodate their patrons. However, to transition the street from the 2-lane configuration west of Adobe into the 3-lane configuration east of Adobe, on-street parking would have to be removed from the first couple residences (1215 and 1217) to accommodate the transition. We understand that this may have impacts to your use of the street for additional parking space outside of your driveway. On-street parking would still be available on Adobe Road and on Lyon Street west of the 1213 address. Staff understands that this may create some inconveniences for residents to utilize the street for additional parking.

Engineering staff is recommending these changes to improve the safety of the pedestrian crossing as well as improve traffic flows by allowing left-turning traffic to have a dedicated lane that does not impede the flow of thru traffic. The extension of the bike lanes to Highway 23 also makes a connection to the existing crossing and trail along the highway. Please review the information included in the enclosed Flyer as well as the proposed layouts shown. If you have additional questions or concerns with the recommended changes, please contact me by e-mail at Jessie.Dehn@ci.marshall.mn.us or by phone at 507-537-6773. Thank you.

Respectfully,



Jessie Dehn, P.E.
Assistant City Engineer

Enclosures: Flyer to Residents

February 9, 2021

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Engineering staff is recommending these changes to improve the safety of the pedestrian crossing as well as improve traffic flows by allowing left-turning traffic to have a dedicated lane that does not impede the flow of thru traffic. The extension of the bike lanes to Highway 23 also makes a connection to the existing crossing and trail along the highway. Please review the information included in the enclosed Flyer as well as the proposed layouts shown. If you have additional questions or concerns with the recommended changes, please contact me by e-mail at Jessie.Dehn@ci.marshall.mn.us or by phone at 507-537-6773. Thank you.

Respectfully,



Jessie Dehn, P.E.
Assistant City Engineer

Enclosures: Flyer to Residents



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 9, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.
Background Information:	The City of Marshall has various openings on the Boards, Commission, Bureaus and Authorities. The appointments for consideration are for the Diversity, Equity, and Inclusion Commission
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	approval of appointments to the various boards, commissions, bureaus and authorities.

City of Marshall Boards and Commissions

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

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

Cable Commission	Incumbent	New Applicants
3 openings (2) unexpired terms to expire 5/31/22 (1) unexpired terms to expire 5/31/23 (1) expired term to expire 5/31/21		

Community Services Advisory Board	Incumbent	New Applicants
1 opening (1) unexpired term to expire 2/28/24		

Diversity, Equity, and Inclusion Commission	Incumbent	New Applicants
5 openings (2) expired terms to expire 05/31/23 (3) expired terms to expire 05/31/22		Don Robertson (05/31/23) George Taylor (05/31/22) Joyce Tofte (05/31/22) Marcy Heemeyer (05/31/23) Monica Talamantes (05/31/22)

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

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

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

(1) unexpired term to expire 5/31/23		
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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>Edblom – 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 9, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am finalizing the completion documents for Phase 2 of the Unique Opportunity Development and working towards initiating Phase 3.
- The land sale to BEST TOPSOIL LLC has concluded and land transfer documents have been sent for recording.
- I am working toward the completion of land sale to Border States.
- Criminal prosecution numbers for February are as follows:

February:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution		2	4	1	6	1	3	17	23
Dismissed									
Non-Prosecution	1				1		4	6	2
Refer to County									

ADMINISTRATION

- At this point and time Brennan has indicated that they plan on turning over the building to the city the first week in May. Final punch list, information technology arrangements along with audio visual equipment and furniture installation would be major pieces of work to be completed prior to official move-in. Feel like early June is better forecast of when the City would official move back to City Hall. Recently, a major portion of City Hall furniture was ordered, except the chairs which we are still in the process of finalizing.

- Mayor and staff continue to meet and discuss the MATEC daycare.
- EDA Board meeting, Cultures on the Prairie Conference, staff meetings, Personnel Committee. Various discussions with individuals on economic development. Other work: Miscellaneous phone calls, emails, city hall responses.
- Met with Baker Tilley, Finance staff, Scott VanDerMillen and Mayor regarding pool financing options.
- Met with SWHHS Director regarding COVID vaccinations, Diversity Commission, other county-city related work.
- Met with Mayor, EDA Director and new Avera CEO Debbie Streier.
- Met with Library Director and Dean Coudron regarding geothermal system and issues with HVAC equipment failures. Consensus of the group to have a third-party review of the geothermal system and report back to the group.
- Had a phone call with MNDEED rep regarding BDPI grant and the requirements of BDPI statute.
- EDA Board meeting, Cultures on the Prairie Conference, staff meetings, Personnel Committee. Various discussions with individuals on economic development. Other work: Miscellaneous phone calls, emails, city hall responses.

Economic Development Authority

- Staff is designing new wayfinding signs for downtown.
- Staff is closed on land sale with Action Companies.
- Staff is working with BSE on land purchase and tax abatement.
- Staff is working with two additional companies on tax abatement.
- Staff is in discussion with mall receivership company.
- Staff is in discussion with Block 11 developer.
- Staff is in discussion with two additional developers.
- Staff is in discussion with three potential new businesses.
- Staff is working with management company to send proposal for former Shopko building.
- Staff is working with Studio 1 on video marketing series.
- Staff is meeting with Marshall Public Schools on CTE/workforce development.
- Staff is working with SWIF and Marshall Public Schools on daycare solution.
- Staff is assisting with Comprehensive Plan Proposal review.
- Staff is developing 2020 annual report.

Human Resources

- Staffing update: The City welcomes Amy Aquard on March 9th into the CS/ADM Administrative Assistant position. Staff are also preparing for the spring Firefighter testing process. Applications are also being accepted for a wide variety of seasonal positions in the Community Services and Public Works departments.
- Safety: selected City positions were trained in Respiratory Protection. OSHA requires annual training on this topic for employees who wear respirators.
- Payroll: 1094/1095's have been distributed to employees and filed with the IRS. Payroll has initiated training with selected personnel on using electronic timesheets. This training and rollout will continue, incrementally, until all full and part-time employees have been trained.
- All departments have initiated a review of job descriptions for the Classification and Compensation Study. This review process will take several weeks to complete. A master services

agreement has been signed with Gallagher Benefit Services, Inc. An introductory meeting with Staff will be scheduled within the next two weeks.

Clerk

- Beginning 2021 city technology equipment updates for staff.
 - Equipment is cycled and reused where appropriate every 5-7 years (depending on the specifics of the equipment)
- Continued work with the AV consultant for the City Hall Project.
 - Lectern has been ordered
 - PCs for conference rooms are being reviewed
- Diversity, Equity, and Inclusion Commission continues to meet and build its foundation. Additional appointments are to be considered (both standing and at large) as well as bylaws and technical amendments to the vision, mission statements and guiding principles.

Finance

- **2020 Audit** – Auditors began initial testing and work continues to finalize the 2020 financial reports. The auditors will be back on site the week of April 19th to continue their audit work. The 2020 audit will include the usual financial statements along with two single audits (the PFA funds on the Wastewater upgrades and the other for the CARES Funds received)
- **2021 Bonding** – A public hearing was called at the February 23rd council meeting to begin the 2021 bonding process. Next step will be a public hearing at the March 23rd council to approve the Capital Improvement Plan, Street Reconstruction Plan, and Abatement Area.
- **Policy Work** – Finance staff have begun gathering information from comparable cities on their purchasing policy. Work will continue to update the City’s current purchasing policy and will be brought to the Ways and Means committee in the future for staff and council input on proposed changes.

Assessing

- Staff is wrapping up final edits and proofing values for the 2021 assessment (pay 2022).
- We have received some early appeals from the Commercial sector and are reviewing those.
- Valuation notices are on schedule to be mailed out the week of March 22nd
- Our LBAE informational meeting is scheduled for March 23rd prior to the regular Council Meeting. This will be held in a “hybrid” format, in person meeting is preferred but a zoom call will be set up also.

Liquor Store

- February 2021 Financials: Sales \$445,073 +13%, Customer Count 13,897 (2.5%), Ticket Average \$32.03 +15.46%. Overall a strong month considering February is usually the slowest month of the year for sales. 2020 was leap year with one extra day of sales/customers compared to 2021.
- Staff is continuing the work on cleaning/dusting of display shelves and organization of other areas of the store.
- March Madness sale starts. We have several aggressive sale prices in place to thank our customers for their past years business. Be sure to stop by on March 17th, for our 1st annual St. Patrick’s Day bag sale...save 17% on everything you can put in it.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 300 open job files. UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction but issued temporary Certificates of Occupancy construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.
- Shipping containers ordinance changes are under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Documents received and sent to MnDOT for Final Clearance to close the project.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. has completed construction on this project. The contractor will be returning in spring 2021 to complete final seeding and turf establishment.
- Project Z76: South 1st Street – Duinick has completed the street reconstruction portion of this project including utilities, pavement and driveways. Due to cold weather and schedule constraints, new sidewalk on the west side of the street will be completed in spring 2021.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed work on this project. The Contract will be closed after turf has established in spring 2021.
- Project Z81: MERIT Drainage - Towne & Country to complete work in 2021 (contract end July 30th).
- Project Z82: N. 1st/Redwood/Marshall – D & G Excavating awarded the construction project. Staff will be reaching out to D & G to discuss expected timeline for construction.
- Project Z83: James/Camden – Kuechle Underground awarded the construction project. Staff will be reaching out to Kuechle to discuss expected timeline for construction.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – Staff is completing final revisions to the plans to prepare for solicitation. Advertisement planned for March 12th.
- Project Z88: 2021 State Aid Overlay - Staff is completing final revisions to the plans to prepare for solicitation. Advertisement planned for March 12th.
- RFP for S. 4th St/Country Club Intersection study – Intersection study awarded to SEH, Inc. of Mankato. Staff will be executing an agreement and working with SEH to begin the investigation.
- **Policy Updates**
 - MS4 General Permit

- The new MS4 General Permit application is due in April. Engineering staff is working on preparation of the application including a “renovation” of the existing MS4 program including policies, procedures and ordinances to achieve compliance with the new General Permit requirements.
- Engineering Design Standards (new) – In development
- Driveway Ordinance (update) – In development
- Snow Plowing and Removal Policy (update) – In development

Building Maintenance

-

Street Department

-

Airport/Public Ways Maintenance

-

Wastewater

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney Construction is working on building plumbing, fencing, door replacement, and large ATAD pump and valve replacement.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on year end reporting requirements.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, PFAS, Lake Pepin TMDL.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to nineteen (19) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (6)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other (1)
- The Marshall Fire Department responded to two barn fires in the month of February. Both structures were determined to be total losses. No injuries to firefighters occurred during these responses.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 521 calls for the month of February. Seventy-seven (77) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

OFFICER'S REPORT

- Alarms (12)
- Accidents (26)
- Alcohol involved incidents (1)
- Assaults (4)
- Domestic Assaults (13)
- Burglaries (3)
- Criminal Sexual Conduct (4)
- Damage to Property (5)
- Keys Locked in Vehicles (26)
- Loud Party (4)/ Public Disturbances (10)
- Thefts (19)
- Traffic Related Complaints (51)
- Vandalism (1)
- Warrant Pickups (7)
- Welfare Checks (22)

PERSONNEL/OTHER

- The Marshall Police Department has continued to assist AVERA Regional Medical Center with their vaccination site located on Carlson Street. Officers and CSOs spent 41.25 hours assisting with traffic and logistics at the vaccination site. In addition, officers logged 101.75 hours of time at the AVERA campus related to our partnership agreement.

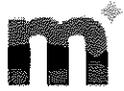
DETECTIVE REPORT

- A case of an ineligible person being in possession of a firearm is under investigation, pending analysis of DNA evidence at the BCA Laboratory. The firearm was found during the execution of a search warrant at a Marshall residence. Drugs were also located during the search. Charges are pending.
- The death of a 32-year old Marshall man is under investigation pending toxicology testing and the postmortem examination.
- A 45-year old Marshall man was arrested for 5th Degree Controlled Substance Crime following a narcotics investigation.
- A 46-year old Marshall woman was arrested following the investigation of a series of thefts from a Marshall business.
- Four cases of identity theft are under investigation. Two of those cases involve fraudulent applications for unemployment benefits.
- The dissemination of a pornographic image of a minor by juveniles was investigated. The case was forwarded to the Lyon County Attorney's Office for consideration of charges.

- A predatory offender violation was investigated. The case was forwarded to the Lyon County Attorney's Office for an arrest warrant.
- A felony case of the issuance of dishonored checks at a Marshall business was investigated and the case was forwarded to the Lyon County Attorney's Office for charges.
- A 25-year old Tracy man was charged with felony mail theft at the completion of an investigation.
- The theft and forgery of a payroll check from a Marshall business was investigated. The case was forwarded to the Lyon County Attorney's Office for charges.
- Four cases of criminal sexual conduct are under investigation.
- Ten cases of theft were reported during the month. Four of those cases have been cleared and six remain under investigation.
- Nineteen child protection cases and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services. One of the child protection cases was forwarded to the Lyon County Attorney's Office for charges against a Marshall man and a Marshall woman for methamphetamine crimes related to children and child endangerment.

EMERGENCY MANAGEMENT

- The Department of Public Safety continues to hold weekly briefings on Fridays with all the CLEO'S (Chief Law Enforcement Officers) in the state. These meetings are conducted at the State Emergency Operations Center and cover a variety of topics related to COVID-19 response and issues related to public safety. These meetings have decreased from twice a week to once a week as positive progress in terms of vaccinations continues.
- Recent meetings with CLEO's regarding the response to upcoming trials in the Metro and possible out-state assistance have continued.



MARSHALL

BUILDING PERMIT LIST
March 09, 2021

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
TUTT CONSTRUCTION, INC.	1303 WESTWOOD DR	INTERIOR REMODEL	19,000.00
GOULD, ROBERT E & CAMMY A	402 SARATOGA ST S	DECK	1,800.00
OTTO RENTALS LLC	1008 HACKBERRY DR	EXTERIOR REMODEL	500.00



MARSHALL

PLUMBING PERMIT LIST
March 09, 2021

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
BISBEE PLUMBING & HEATING	602 SOUCY DR	WATER HEATER	200.00

2021 Regular Council Meeting Dates

2nd and 4th Tuesday of each month

5:30 P.M.

Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 Erie Road

NOTICE: Pursuant to Minnesota State Statute 13D.021

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

January

1. January 12, 2021
2. January 26, 2021

February

1. February 09, 2021
2. February 23, 2021

March

1. March 09, 2021
2. March 23, 2021

April

1. April 13, 2021
2. April 27, 2021

May

1. May 11, 2021
2. May 25, 2021

June

1. June 08, 2021
2. June 22, 2021

July

1. July 13, 2021
2. July 27, 2021

August

1. August 10, 2021
2. August 24, 2021

September

1. September 14, 2021
2. September 28, 2021

October

1. October 12, 2021
2. October 26, 2021

November

1. November 09, 2021
2. November 23, 2021

December

1. December 14, 2021
2. December 28, 2021

2021 Uniform Election Dates

- February 09, 2021
- April 13, 2021
- May 11, 2021
- August 10, 2021
- November 2, 2021

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

- 03/09 Regular Meeting, 5:30 PM, MERIT Center
 - 03/23 Work Session, Pre LBAE, 4:00 PM, MERIT Center
 - 03/23 Regular Meeting, 5:30 PM, MERIT Center
-

April

- 04/13 Regular Meeting, 5:30 PM, MERIT Center
 - 04/19 Local Board of Appeal and Equalization, 5:30 PM, Marshall Lyon County Library
 - 04/27 LBAE Reconvene, 5:00 PM, MERIT Center
 - 04/27 Regular Meeting, 5:30 PM, MERIT Center
-

May

- 05/11 Regular Meeting, 5:30 PM, MERIT Center
- 05/25 Regular Meeting, 5:30 PM, MERIT Center