



CITY OF MARSHALL
City Council Meeting
A g e n d a
Tuesday, January 28, 2025 at 5:30 PM
City Hall, 344 West Main Street

OPENING ITEMS

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider Approval of the Minutes from the Meetings Held on January 14

AWARD OF QUOTES

2. Authorization to Purchase (2) Toro 3500-D Striping Mowers for the Parks Department from MTI Distributing of Brooklyn Park, MN and Declare (2) Existing Toro 3500-D Striping Mowers Surplus

CONSENT AGENDA

3. Consider Approval of a Lease Agreement with Lutheran Social Services
4. Consider Request of the Marshall Downtown Business Association for the St. Patrick's Day Parade on Saturday- 03/15/2025
5. Consider Approval of the Bills/Project Payments

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

6. Authorize the Advertisement of Bids for the Revised Proposed Marshall Aquatic Center
7. Project ST-002-2025: Bituminous Overlay Project - Consider Authorization to Advertise for Bids
8. Project AP-011: WPA Hangar Apron & Taxilane Reconstruction Project - Consider Professional Services Agreement with TKDA

COUNCIL REPORTS

9. Commission/Board Liaison Reports
10. Councilmember Individual Items

STAFF REPORTS

11. City Administrator
12. Director of Public Works/City Engineer
13. City Attorney

INFORMATION ONLY

14. Public Housing Minutes
15. Cash and Investments
16. Building Permits

MEETINGS

17. Upcoming Meetings

ADJOURN

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



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|--|
| Presenter: | Mayor Byrnes |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | APPROVAL OF MINUTES |
| Type: | ACTION |
| Subject: | Consider Approval of the Minutes from the Meetings Held on January 14 |
| Background Information: | Enclosed are the minutes from the previous meetings. |
| Fiscal Impact: | |
| Alternative/ Variations: | Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting. |
| Recommendations: | That the minutes from the meetings held on January 14th 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, January 14, 2025**

The work session of the Common Council of the City of Marshall was held January 14, 2025, at City Hall, 344 West Main Street. The meeting was called to order at 4:00 PM by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Amanda Schroeder, Amanda Schwartz, John Alcorn and See Moua-Leske. Absent: James Lozinski. Staff present included: Sharon Hanson, City Administrator; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works/City Engineer; Eric Hanson, Asst. City Engineer; Dean Coudron, Public Ways Supervisor; Preston Stensrud, Park and Rec Supervisor; and Steven Anderson, City Clerk.

City Attorney Presentation on Competitive Bidding

City Attorney Whitmore provided a presentation on the competitive bidding process and the requirements related to Minnesota Statute Section 471.345. During the presentation Whitmore reviewed the dollar threshold amounts, \$175,000 must be competitively bid, \$25,000 - \$175,000 may be competitively bid or by direct negotiation if at least two quotes are received and contracts under \$25,000 can be by quote or through the open market. Whitmore also reviewed the five types of procurement methods that can be used through bidding and that the City of Marshall almost always uses the lowest responsible bidder method. Councilmembers ask for more information on “lowest responsible bidder”, which Whitmore provided further clarification. Staff and council members asked various questions regarding bid submission, rejection and rebidding.

At 4:56 PM Mayor Byrnes adjourned the meeting.

Attest:

City Clerk

Mayor

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, January 14, 2025**

The regular meeting of the Common Council of the City of Marshall was held January 14, 2025, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, See Moua-Leske, John Alcorn, Amanda Schwartz and Amanda Schroeder. Absent: James Lozinski. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Jasmine DeSmet, Community Education Coordinator; Preston Stensrud, Park and Rec Supervisor; and Steven Anderson, City Clerk.

Ceremonial Swearing in of Elected Officials

Clerk Anderson swore in the newly elected Councilmember Amanda Schwartz and re-elected Mayor Robert Byrnes and Councilmember Amanda Schroeder. Councilmember Lozinski was unavailable and had been sworn in separately.

Mayor for a Day

The League of Minnesota Cities and the City of Marshall held a "Mayor for a Day" essay contest open to Fourth, Fifth and Sixth grade students in the area. The essay written by Micah Thor was selected as the winner. Micah read his essay and was presented with a certificate by Mayor Byrnes.

Consider Approval of the Minutes from the Meeting Held on December 17

There were no amendments to the minutes from the meeting held on December 17, 2024.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to approve the minutes from December 17, 2024. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

Director Anderson opened the public hearing by explaining that property owners that were affected by the project had been notified that a hearing would be held on January 14, 2025. The project consisted of reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities would be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. The project also included new water and sewer services to the right-of-way. Other items of work included in the project were pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work. City staff previously invited all property owners in the project area to a project informational meeting that was held on November 21, 2024, in the City Council Chambers.

The engineer's estimate for the construction portion of the project was \$1,146,600. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs, was \$1,463,100. All improvements would 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. No members of the public approached the podium when Mayor Byrnes called for public comment. Mayor Byrnes did note that a super majority of all council members were required to pass the project. Since councilmember Lozinski was absent all present councilmembers would need to vote in the affirmative for the project to pass.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Motion made by Councilmember Alcorn, Seconded by Councilmember Moua-Leske to adopt Resolution 25-005 Ordering the Improvement and Preparation of Plans for ST-012-2025. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to adopt Resolution 25-006 Approving the Plans and Specifications and Ordering Advertisement for Bids for Project ST-012-2025. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Approval of the Consent Agenda

There were no requests to remove an item on the consent agenda for additional discussion.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to approve the items on the consent agenda. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

- Consider Resolution Designating the Official Newspaper
- Consider Resolution Designating the Official Depositories for City Funds for 2025
- Consider Resolution Delegating Authority to the City to Make Electronic Fund Transfers
- Adopt an Annual Election to Set a Micro-Purchase Threshold of \$25,000
- Renewal of Unlicensed Maintenance Electrician Inspection Agreement for 2025-2026
- Consider Approval to Change Regular Meeting Date in November
- Consider Approval for a Raffle Permit for Holy Redeemer Church on February 3, 2025
- Consider Approval of a Temporary Liquor License for the SMSU Foundation for February 8, 2025
- Consider Mayoral Appointment for Councilmembers to Boards/Commissions and Committees
- Consider Approval of the Bills/Project Payments

Selection of City Council President Pro Tempore by City Council

In the event of the absence of the mayor under section 2.06 of the City Charter the Council shall choose from its members a President Pro tempore to hold office. Councilmember Moua-Leske nominated Councilmember Schafer. Mayor Byrnes asked for any additional nominations, and none were heard.

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to elect Councilmember Craig Schafer as President Pro tempore. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schroeder, Councilmember Schwartz. Voting Abstaining: Councilmember Schafer. The motion **Carried. 5-0-1.**

Noticed Closure from Broadmoor Manufactured Home Park 1) Closed Session Pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b) for an Attorney-Client Protected Discussion with the City's Attorney Regarding Threatened Litigation by Schierholz & Associates in Response to City Receipt of the Minnesota Attorney General's Office's Objection to Broadmoor Valley Closure Statement 2) Discussion of Cancellation of Public Hearing

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to move into closed session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b) for an attorney-client protected discussion with the city attorney regarding threatened litigation by Schierholz and Associated in response to City receipt of the Minnesota Attorney General's Office objection to Broadmoor Valley closure statement. Voting Yea: Mayor Byrnes

Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Attorney Whitmore summarized that the city received notice from Paul Schierholz on behalf of Schierholz & Associates of the intent to cease operation of Broadmoor Valley as a manufactured home park as of December 1, 2025. The notice received contained the mandatory language typed in the correct font as required under Minn. Stat. §327C.095 and addressed the topics required by Minn. Stat. § 327C.015. As such, the City had to presume sufficiency of the notice and scheduled a public hearing in accordance with Minn. State 327C on February 18, 2025. On January 8, 2025, the city received a copy of a letter sent from the Office of the Attorney General to Paul Schierholz and Schierholz & Associates, Inc., as well as to his attorneys, notifying Mr. Schierholz that the Attorney General deemed the notice insufficient. The Attorney General based its findings on the fact that the Notice contained the word “unknown” in reference to sites located within a specific distance and alternative parks listed in the notice would become available and at what cost. Schierholz and Associates attorney sent a letter to the City of Marshall in response to the Attorney General letter stating that the Attorney General was overreaching their authority in denying Schierholz and Associates their lawful right and the city could be held liable for canceling the required public hearing. Attorney Whitmore pointed out that Chapter 327 does not give the city authority to determine the lawfulness of closure notice, that authority was specifically given to the Attorney General. Since the Attorney General determined that the closure notice wasn’t sufficient staff would recommend canceling the public hearing. There may be a new closure notice coming and at that time council could set a new public hearing that adheres to the new timeline.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to cancel the public hearing that was scheduled for February 18, 2025, to address the November 18 notice of closure from Schierholz and Associates and to direct staff to inform Minnesota Public Housing of the cancelation. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Consider Approval of Joint Powers Agreement Renewal with Marshall Public Schools

The Join Powers Agreement with the Marshall Public Schools was reviewed annually. During the review the city staff made a few changes, which included updating the Marshall Public Schools organizational chart and removing the by-laws which are now under a separate document. Hanson pointed out that the JPA is unique in Minnesota as only one other city has something similar in place. Marshall Public Schools had already reviewed the document and approved it during their December 16, 2024, board meeting.

Motion made by Councilmember Schroeder, Seconded by Councilmember Alcorn to approve the Joint Powers Agreement renewal with Marshall Public Schools relating to the establishment and operation of a jointly sponsored community education and recreation program and shared facilities use. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. Voting Abstaining: Councilmember Moua-Leske. The motion **Carried. 5-0-1.**

Consider Resolution for 2025 Municipal State Aid Street (MSAS) Funds Advance for Various Projects

The Municipal State Aid Street program provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program was administered by MnDOT’s State Aid for Local Transportation. The MSAS construction account balance as of December 30, 2024, was (\$1,048,755). Because we had “advanced” future years of funding to finance past projects, the city has a negative account balance. The total maximum MSAS advance, set by the Minnesota Commissioner of Transportation was the lesser of \$4,000,000 or five (5) times the City annual construction apportionment. The 2025 City of Marshall annual construction apportionment was estimated at \$918,072, which multiplied by five results in an amount of \$4,590,360. Therefore, the maximum amount of MSAS advance for the City is (\$4,000,000).

Staff recommended a total of \$865,000 in 2025 MSAS disbursements, resulting in total State Aid advance in an amount up to \$995,683 required to be repaid in accordance with the regulations established by MnDOT from future MSAS disbursements

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to adopt Resolution 25-007 requesting an advance of Municipal State Aid System funding in the amount of up to \$995,683. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Authorize to Advertise for Request for Qualifications (RFQ) for Airport Consultant Services for 5-Year CIP Items at Airport

Consultant selection for assistance in the completion of airport projects included in the Capital improvement Plan for the Airport must be performed every 5 years to satisfy Federal Air Administration requirements. The current TKDA Professional Services Agreement would expire on March 10, 2025. Any future Project Authorizations would be subject to going through the consultant selection process and executing a new Professional Services Agreement.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to authorize advertisements for airport consultant services per Federal Air Administration requirements. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Project ST-012-2024: South Whitney Street Reconstruction Project (E College Dr to Jean Ave) - Consider Change Order No. 4 (Final) and Acknowledgement of Final Pay Request (No. 9)

The project consisted of reconstruction of sidewalks, roadways and utility replacement on South Whitney Street from East College Drive to Jean Avenue. All public utilities were replaced, including watermain, sanitary sewer, and storm sewer on South Whitney Street. Other items of work included in the project were pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter, and other minor work. All work had been completed in accordance with the specifications. Change Order No. 4 (Final) resulted in a contract decrease in the amount of (\$5,853.23). Final Pay request No. 9 in the amount of \$77,689.57 resulted in a total contract amount of \$1,607,751.37, a net increase of \$42,044.77 (+2.69%) from the original contract amount of \$1,565,706.60.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to approve Change Order No. 4 (Final) resulting in a contract decrease in the amount of (\$5,853.23) and acknowledge Final Pay Request No. 9 in the amount of \$77,689.57 for the project to D&G Excavating, Inc of Marshall. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

| | |
|------------|---|
| Byrnes | SWRD received their 2021/2022 audit. SWRD had to change auditors and are also working on the 2022/2023 and 2023/2024 audits. |
| Alcorn | No report. |
| Lozinski | Absent. |
| Moua-Leske | DEI Commission submitted a letter to the editor and was contemplating using Consensus Decision Making instead of Roberts Rule of Order. CVB began interviews for a summer intern. |
| Schafer | No report. |

Schroeder No report.

Schwartz No report.

Councilmember Individual Items

Mayor Byrnes reviewed his projects and goals for the upcoming year: Aquatic Center Construction; Comprehensive Park Plan; Bandshell Replacement; Independence Park Pavilion; Highway 19 Reconstruction; Charles/Hill/Minnesota Reconstruction; Legion Field Stormwater Retention Phase 3; Fire Department Aerial Apparatus; MERIT Center Bonding; Industrial Development; Retail Development; Hotel Development; Broadmoor Valley Committee; Affordable Housing; and Home Buyer Assistance.

City Administrator

An update on the city's strategic plan was included in the information only items of the packet.

Director of Public Works/City Engineer

No report.

City Attorney

No report.

Administrative Brief

There were no questions or comments about the Administrative Brief.

Information Only

There were no questions or comments about the Information Only items.

Upcoming Meetings

There were no questions or comments about the Upcoming Meetings.

Adjourn

Motion made by Councilmember Schwartz, Seconded by Councilmember Moua-Leske. Voting Yea: Mayor Byrnes, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Schafer, Councilmember Schroeder, Councilmember Schwartz. The motion **Carried. 6-0.**

Attest:

City Clerk

Mayor

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Presenter: | Preston Stensrud |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | AWARD OF QUOTES |
| Type: | INFO/ACTION |
| Subject: | Authorization to Purchase (2) Toro 3500-D Striping Mowers for the Parks Department from MTI Distributing of Brooklyn Park, MN and declare (2) existing Toro 3500-D Striping Mowers surplus. |
| Background Information: | <p>The replacement of these two Toro mowers are included in the CIP. One was budgeted in 2024, and one is 2025. Both were budgeted at \$32,500 after trade-in allowance.</p> <p>These mowers are critical to maintaining our performance ball fields and allow for lower mower heights and a superior cut than a typical mower.</p> <p>MTI Distributing is the state contract holder for commercial grade Toro turf equipment and are the only dealer that can provide this piece of equipment. The pricing shown is from the 2023 State Contract and MTI has agreed to hold that pricing due to the long lead times on these mowers.</p> <p>Pricing for trade-in and purchase outright are both included in the packet. Staff is confident we can sell equipment for more than trade-in value offered and would like to explore the sale of the two existing units. With the current allowed trade-in, the purchase of both mowers would be under budget. A sale exceeding the pricing of the trade-in would be a cost savings to the City of Marshall.</p> |
| Fiscal Impact: | Cost to purchase both outright would be \$91,601.28 less the sale price of both existing units. |
| Alternative/ Variations: | None Recommended |
| Recommendations: | Authorize the purchase of (2) new Toro 3500-D Mowers for the Parks Department in the amount of \$91,601.28 and declare the (2) existing Toro mowers surplus. |



MTI DISTRIBUTING
4830 Azelia Ave N, Suite 100
Brooklyn Center, MN 55429-3836
Phone: 763-592-5600
www.mtidistributing.com

Acknowledgement

| Ack Date | Taken By | Order # |
|------------------------|----------|------------|
| 7/14/23 | sest | 1396316-00 |
| PO # | Page # | |
| PO Pending from Andy K | 1 of 1 | |

| Bill To | Customer # | 131060 | Ship To | 1 |
|---|------------|--------|--|---|
| Marshall, City of 344 W Main St Marshall, MN 56258-1313 | | | City of Marshall 344 W Main St Marshall, MN 56258-1313 | |

| Notes | | Instructions | |
|--|--------------|--------------|--|
| Preston Stensrud need hoc and contact from Andy K Driver to pick up trade XR-ue10895 Toro GM3500 30807-316000488 \$14,000 | | | |
| Ship Point | Via | Payment | |
| Brooklyn Center, MN | MTI Delivery | Net 30 Days | |

| Line | Product | Description | Order Qty | Qty UM | Unit Price | Amount(Net) |
|------|---------|----------------------|-----------|--------|------------|-------------|
| 1 | 30807 | Groundsmaster 3500-D | 1.00 | E | 45,800.64 | 45,800.64 |

| | | | | | |
|---|-------------|----------------------|------|--------------------|------------|
| 1 | Lines Total | Total Order Quantity | 1.00 | Subtotal | 45,800.64 |
| | | | | Trade-in Allowance | -14,000.00 |
| | | | | Taxes | 0.00 |
| | | | | Total | 31,800.64 |

Title and risk of loss transfers upon FOB shipping point.



Count on it.



MTI DISTRIBUTING
4830 Azelia Ave N, Suite 100
Brooklyn Center, MN 55429-3836
Phone: 763-592-5600
www.mtidistributing.com

Acknowledgement

| Ack Date | Taken By | Order # |
|------------------------|----------|------------|
| 7/14/23 | sest | 1396317-00 |
| PO # | Page # | |
| PO Pending from Andy K | 1 of 1 | |

| Bill To | Customer # | 131060 | Ship To | 1 |
|---|------------|--------|--|---|
| Marshall, City of 344 W Main St Marshall, MN 56258-1313 | | | City of Marshall 344 W Main St Marshall, MN 56258-1313 | |

| Notes | | Instructions | |
|---|--------------|--------------|--|
| Preston Stensrud need hoc and contact from Andy K | | | |
| Ship Point | Via | Payment | |
| Brooklyn Center, MN | MTI Delivery | Net 30 Days | |

| Line | Product | Description | Order Qty | Qty UM | Unit Price | Amount(Net) |
|------|---------|----------------------|-----------|--------|------------|-------------|
| 1 | 30807 | Groundsmaster 3500-D | 1.00 | E | 45,800.64 | 45,800.64 |

| | | | | | |
|---|-------------|----------------------|------|----------|-----------|
| 1 | Lines Total | Total Order Quantity | 1.00 | Subtotal | 45,800.64 |
| | | | | Taxes | 0.00 |
| | | | | Total | 45,800.64 |

Title and risk of loss transfers upon FOB shipping point.



Count on it.

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|---|
| Presenter: | Katie Brusven |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Approval of a Lease Agreement with Lutheran Social Services |
| Background Information: | <p>This Agreement is reviewed and renewed annually with Lutheran Social Services. LSS is a part of the national Meals on Wheels network and uses the Adult Community Center as its main hub for distributing meals to older adults in the Marshall area.</p> <p>LSS would be utilizing the kitchen area of the Adult Community Center and the dining room as a pickup location for volunteers to grab food for delivery. The Adult Community Center Commission met on January 15, 2025 to review the lease agreement and voted to recommend renewal of the lease agreement.</p> |
| Fiscal Impact: | Rental Income for the Adult Community Center |
| Alternative/ Variations: | |
| Recommendations: | To approve the lease agreement with LSS meals. |

**CITY OF MARSHALL
ADULT COMMUNITY CENTER
LEASE AGREEMENT**

THIS AGREEMENT is made and entered into this 15th day of January, 2025 by and between the City of Marshall, Minnesota, (the "City") and Lutheran Social Services, ("LSS"), together (the "Parties").

RECITALS

WHEREAS, the City is the owner of the building located in the City of Marshall and referred to herein as the Adult Community Center;

WHEREAS LSS is organized and exists for the purpose of providing meals for qualifying individuals.

WHEREAS LSS agrees to lease and use a portion of the Adult Community Center for the purpose of installing equipment for the provision of meals and for the preparation and consumption of meals.

NOW THEREFORE, in consideration of the mutual obligations and agreements of the parties herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

GENERAL TERMS AND CONDITIONS

1. **Purpose.** City hereby leases to, and LSS hereby accepts, space within the Adult Community Center, as set forth in Paragraph 4 of this agreement for the following purposes:
 - a. To prepare food for the ongoing nutrition program, and to store and install equipment related to the provision of services for the food program;
 - b. To utilize the designated serving area and consumption area for the patrons of the nutrition program;
 - c. To utilize a designated preparation area to provide meals to be delivered off site; and
 - d. To utilize a designated area to conduct daily administrative tasks and store administrative supplies.
2. **Term.** This lease shall run from January 1 of 2025 and terminating on December 31 of 2025.
3. **Fees.** LSS will pay to the City as rent for said premises the sum of \$475 per month which sum shall include the cost to the City for utility services (gas, water, sewer, garbage, local phone service and electricity). Said amount shall be payable monthly on or before the last day of the month from January 1, 2025 to December 31, 2025. The rental amount provided for in this paragraph may be adjusted upwards by the City upon sixty days notice to LSS such adjustments to be based on increases in the use of utility services.
4. **Allowable Uses.** LSS shall be allowed the following uses of the premises:
 - a. Kitchen - located in the Adult Community Center from the hours of 7:00 a.m. to 1:00 p.m.
 - b. Dining Room - located in the Adult Community Center from the hours of 7:00 a.m. to 12:30 p.m., Monday through Friday. Any other hours of use of the Adult Community Center by LSS shall require prior approval of the Adult Community Center. Adult Community Center maintains their right to utilize the kitchen and dining area or permit use to others during the above-mentioned timeframes with advance communication to both the user and LSS.
 - c. Additional Use Space - LSS may utilize the area adjacent to the dining room and kitchen to store food, administrative supplies and equipment, among other items in support of the kitchen and meal service activities. This area will be shared with the ACC on an as needed basis.
 - d. Proof of Inspections – LSS shall provide the City with a copy of all inspections to which LSS is subject in compliance with state law within ten (10) days of receiving the inspection report.

5. **Building Access.** The City will issue keycards to LSS Staff for entry into the Adult Community Center. LSS staff shall be responsible for lost, unreturned, and/or damaged keycards. The replacement fee shall be \$10.00 dollars per card. Key cards assigned to LSS may only be used by the LSS assigned staff unless the City provides express permission for the transfer in writing. Unauthorized key card transfer is strictly prohibited and will be considered a material breach of this Agreement subject to any applicable remedies. LSS shall be responsible for any costs incurred due to an unauthorized key transfer, including but not limited to re-keying of the premises.
6. **Insurance.** LSS will provide general liability insurance for personal injury and property damage in at least the minimum amount of \$1,000,000 Per Claim, and \$3,000,000 Aggregate. LSS shall list City as "additional insured" on said Policy and shall provide the City with proof of such coverage. LSS shall provide any and all worker's compensation insurance required by law for the coverage of its employees, agents, volunteers and servants. It is specifically understood by and between the parties that all times under this agreement and all employees, agents, volunteers and servants of LSS who participate in the meals program or in any other way authorized by this agreement shall be deemed to be employees of LSS and not of the City of Marshall, for the purpose of determining worker's compensation liability.
7. **Indemnification.** LSS shall defend, indemnify, and hold harmless the City, its officers, employees, contractors, and agents against any and all claims, demands, actions or causes of action of whatsoever kind arising or resulting either directly or indirectly from the use, occupancy, or licensing of the Center by LSS, its sublicensee, contractors, subcontractors, agents, officers, volunteers or employees. To the fullest extent permitted by law and subject to the limit of liabilities establishes in Chapter 466 of the Minnesota Statutes, the City shall defend, indemnify, and hold LSS, its officers, employees, contractors, and agents against any and all claims, demands, actions or causes of action of whatsoever kind arising or resulting either directly or indirectly from Adult Community Center's negligent acts or omissions.
8. **Equipment.** LSS will insure all equipment belonging to them in amounts and under terms sufficient so as to hold the City harmless from any liability loss to said equipment. A complete inventory of equipment provided and used by LSS at the Adult Community Center will be provided to the City at the beginning of the contract period, and any changes thereto will be promptly reported in writing to the City. **City and Third-Party Equipment Use.** LSS shall make its equipment available to the City for use by it or other such persons or organizations as it may designate upon reasonable notice and at such times and under such conditions as the parties may agree to and the circumstances may warrant.
 - a. **Equipment Maintenance and Repair.** Other than as provided in Section b., LSS shall at all times be responsible for the maintenance, repair and replacement of equipment belonging to LSS or belonging to the City and used by LSS. LSS shall keep LSS-owned and City-owned but LSS used equipment in a safe and sanitary condition and shall be responsible for custodial activity associated with and resulting from their meals program. The entire rental area that is used by LSS must be cleaned on a daily basis by LSS after use by LSS. To the extent the City begins renting out the rental area to other individuals or groups, the parties may separately, by mutual consent, agree to an allocation of costs for maintenance, repair and replacement of equipment belonging to the City and used by LSS to decrease LSS responsibility for the entire cost of the maintenance, repair and replacement of equipment belonging to the City and used by LSS.
 - b. **City-Owned Equipment.** LSS may use certain equipment owned by the City of Marshall and included in the list attached as Exhibit A. The City will have responsibility for maintenance or replacement from normal wear and tear of the city -owned equipment listed in Exhibit A, as needed by the City of Marshall. LSS shall be solely responsible for repair or replacement of city owned equipment listed both in Exhibit A and any other city owned equipment used by LSS, when the necessary repair or replacement of the equipment arises out of the negligent use or intentional damage by LSS or their employees, agents, volunteers or representatives. The City shall be

responsible for repair or replacement of LSS owned equipment when the necessary repair or replacement of equipment arises out of the negligent or intentional damage by the City or the ACC, or their employees, agents, volunteers, invitees or other representatives.

- c. **Equipment Security.** In the event the City rents the Adult Community Center Kitchen to a party other than LSS, LSS shall secure their equipment in such a manner as to not be accessible by anyone other than LSS or City Staff. The City is not responsible for any lost, stolen, or damaged LSS equipment not secured prior to third-party rental and use of the kitchen.
9. **Custodial Responsibilities.** The City shall be responsible for and provide necessary and reasonable maintenance and custodial services in and around the Adult Community Center. Spaces used and rented by LSS must be cleaned by LSS employees or volunteers on a daily basis and in compliance with any requirements under LSS' certification from the Department of Health. In those instances when the City has to provide daily custodial service because LSS did not perform daily cleaning after LSS had used the space, then the City will charge LSS an hourly custodial fee of \$55/hour, to be billed only in hour increments.
10. **Applicable Laws, Rules, and Regulations.** LSS leadership and staff shall adhere to all applicable local, state, and federal laws and regulations. LSS leadership and Staff shall adhere to all applicable food safety laws and regulations. LSS leadership and staff shall adhere to the LSS and City Codes of Conduct and Performance and Conduct Standards respectively. If there are conflicts between the LSS and City codes of conduct, LSS Code of Conduct shall control for LSS employees and volunteers.
11. **Assignment and Subletting Prohibited.** LSS may not assign any right, privilege or license conferred by this agreement; nor may it sublet or encumber any portion of the lease premises without first obtaining written consent of the City.
12. **Amendment.** Notwithstanding any other provision hereof, the parties hereto may by mutual consent and in writing agree to modifications and additions hereto.
13. **Termination.** This agreement may be terminated prior to expiration of the term hereof as follows:
 - a. By Mutual written agreement of the Parties; or
 - b. Upon a Material Breach of the Agreement by the other party (the Breaching Party). A material breach occurs when a breach is not cured to the Aggrieved Party's reasonable satisfaction within sixty (60) days after the aggrieved Party provides the Breaching Party with written notice of the breach. In the event either Party gives written notice of breach, the Aggrieved Party alleging the breach may be required by the Breaching Party to specify in writing the exact nature of the alleged breach, specific incidents that support the claim of the alleged breach, and the specific actions that the Aggrieved party alleging the breach deems reasonable and appropriate to cure the alleged breach; or:
 - c. By at Least 60 Days Written Notice. Either party shall provide a minimum of at least 60 days written notice prior to the effective date of termination.
14. **Breach.** In the event of a material breach as outlined in Paragraph 12(c), the Parties may pursue any and all available remedies at law or in equity under the laws of State of Minnesota. All available remedies in this Agreement or by law shall be cumulative, and the exercise of one right or remedy by the applicable party shall not impair its right to exercise any other right or remedy.
15. **Surrender.** In the event the Parties terminate this Agreement with no intent to renew, LSS shall peaceably surrender the leased space and remove all debris and personal property from the leased space. LSS shall not

remove any of the improvements, City-owned appliances, equipment, or fixtures. LSS shall be conclusively deemed to have abandoned any personal property not removed prior to the effective date of the final termination of this Agreement or LSS' surrender of the leased space. The City may dispose of all abandoned debris and personal property. LSS shall be responsible for any disposal costs.

16. **Notice.** Address for any notifications required by this agreement shall be as follows, unless and until written notice of a new address is given by one party to the other:

For City:

Adult Community Center Coordinator
SCC
107 South 4th Street
Marshall, MN 56258
(507) 537-6120

For LSS

LSS
Attn: JC Williams
3101 South Frontage Road Suite 100
Moorhead, MN 56560
(218) 233-7521

17. **Data.** Where applicable, LSS agrees to abide strictly by Chapter 13, Minnesota Government Data Practice Act (MGDPA), and in particular Minn. Stat. §§ 13.05, subd. 6 and 11; and 13.37, subd. 1 (b) and Minn. Stat. §§ 138.17 and 15.17. All of the data created, collected, received, stored, used, maintained, or disseminated by the LSS in performing functions under this Agreement is subject to the requirements of the MGDPA and LSS must comply with those requirements as if it were a governmental entity. If any provision of this Agreement conflicts with the MGDPA or other Minnesota state laws, state law shall control. LSS duties and obligations within this section shall survive the expiration of this Agreement.
18. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
19. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
20. **Waiver.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
21. **Savings Clause.** If a court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.
22. **Rent Abatement.** Except for if caused by the wrongful acts of LSS, if the Premises is rendered unusable by fire or other casualty, and this lease is not terminated, the following conditions shall apply:
- a. **Abatement Period.** LSS shall be entitled to a full abatement of the Base Rent from the date of the casualty event until the City has substantially completed the repair and restoration work at the Premises to enable LSS to prepare, private or offer consumption of meals on-site at the ACC unless the parties mutually agree on a different space in city-controlled property for LSS to use during the repair and restoration.
 - b. **Force Majeure.** In the event that LSS is unable to occupy the premises due to a force majeure event, including but not limited to natural disasters, government-imposed restrictions, or other events beyond LSS' control, LSS shall be entitled to rent abatement for the duration of such event. LSS must notify Adult Community Center in writing within 3 days of the occurrence of the force majeure event to qualify for this additional abatement.

- c. **Premises Unavailable.** If the Premises are not delivered to LSS in a condition suitable for occupancy by the Lease Commencement Date, LSS shall receive a rent abatement equal to one day of Base Rent for each day of delay until the Premises are delivered in a tenantable condition.
- d. **Rent Abatement Documentation.** LSS shall provide the Adult Community Center with any documentation reasonably requested to substantiate the conditions warranting rent abatement, except where such documentation is not feasible due to the nature of the event.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date first written above.

CITY OF MARSHALL, MINNESOTA

Print: _____

By: _____
Mayor, City of Marshall

Date: _____

ATTESTED TO:

City Clerk

Date: 1-15-25

ADULT COMMUNITY CENTER COMMISSION

Print: Darwin A. Leck

By: Darwin A. Leck
Adult Community Center Commission

Date: 1-15-25

LUTHERAN SOCIAL SERVICES

Print: Amy Vajgrt

By: Amy Vajgrt
Authorized Representative

Title: Senior Director Meals

Date: 1.22.25

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Presenter: | Jason Anderson |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Request of the Marshall Downtown Business Association for the St. Patrick's Day Parade on Saturday- 03/15/2025 |
| Background Information: | <p>The City has received a request from the Marshall Downtown Business Association for street closure from 2:00 pm-4:00 pm for the annual St. Patrick's Day Parade on Saturday, March 15, 2025 at 3:00 pm.</p> <p>The parade will start at Main Street & 1st Street (Casey's corner) and proceed west to corner of Main Street & 5th Street (Wooden Nickel corner).</p> <p>The request to Mn/DOT for street closure will be from 2:00 pm to 4:00 pm allowing the Street Department to set up and take down the detour. In addition, the Marshall Police Department has requested that the Chamber provides a minimum of four volunteers to assist with the event. Last year, Marshall Police had 7 officers on duty to assist with the parade.</p> <p>Upon approval of the City Council, the request will be forwarded to Mn/DOT for their consideration and approval.</p> |
| Fiscal Impact: | Staff time. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the Council authorize the annual St. Patrick's Day Parade to be held on Saturday, March 15, 2025, subject to Mn/DOT approval of detour and issuance of permit. |



APPLICATION FOR PERMIT
FOR PRIVATE USE OF
PUBLIC STREETS (RIGHTS-OF-WAY)
AND PARKING LOTS

Applicant Name: Marshall Downtown Business Association
Applicant Address: 317 West Main Street
Contact Person: Mavi Valentin Phone/Cell#: 507-532-4484
Address of Request: West Main Street
Reason for Request: Saint Patrick's Day Parade
Start Date of Request: 03/15/2025 Start Time: 2:00pm am/pm
End Date of Request: 03/15/2025 End Time: 4:00pm am/pm
Brief Description of Area Requested for Private Use/Closure (attach map): _____
Corners of South and North 1st Street and Main Street to corners of South and North 5th Street

Does the request involve Mn/DOT Right-of-Way? Yes ☒ No ☐

The Applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise and to all property, arising out of, resulting from or in any manner connected with the operation of the event.

The Applicant agrees to indemnify the City, its agents and employees from all such claims including, without limiting the generality of the foregoing claims for which the City may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions this paragraph.

The Applicant will be responsible for any damage done to the public property as a result of the event activities, damages payable upon receipt of invoice.

It is the responsibility of the Applicant to install and maintain the appropriate traffic control devices during the closure period. Traffic control devices shall be in conformance with the Minnesota Manual on Uniform Traffic Control Devices, MUTCD.

If the event or private use area occurs within Mn/DOT right-of-way:

1. Participants and event officials will obey all Minnesota Laws pertaining to the use of Highway Rights of Way.
2. The event officials will notify the Minnesota State Patrol of the proposed event and will provide law enforcement officers to control and/or detour trunk highway traffic affected by the event.

1/13/25
Date

Maria Valentin
Signature of Applicant

Digitally signed by Maria Valentin
Date: 2025.01.13 10:13:30 -06'00'

CLICK TO SEND TO PUBLIC WORKS

RECOMMENDATION

Minnesota State Statutes 169.04 states in part that any parade or assemblage on Trunk Highways requires the consent of the Commissioner of Highways (or his delegate). In order to validate this permit, the City must obtain consent from the Commissioner of Highways prior to approval of this permit (a copy of which is attached).

RECOMMENDATION: _____

Special Provisions: _____

Date Director of Public Works/City Engineer

=====

**PERMIT FOR
PRIVATE USE OF PUBLIC STREETS (RIGHTS-OF-WAY)
AND PARKING LOTS**

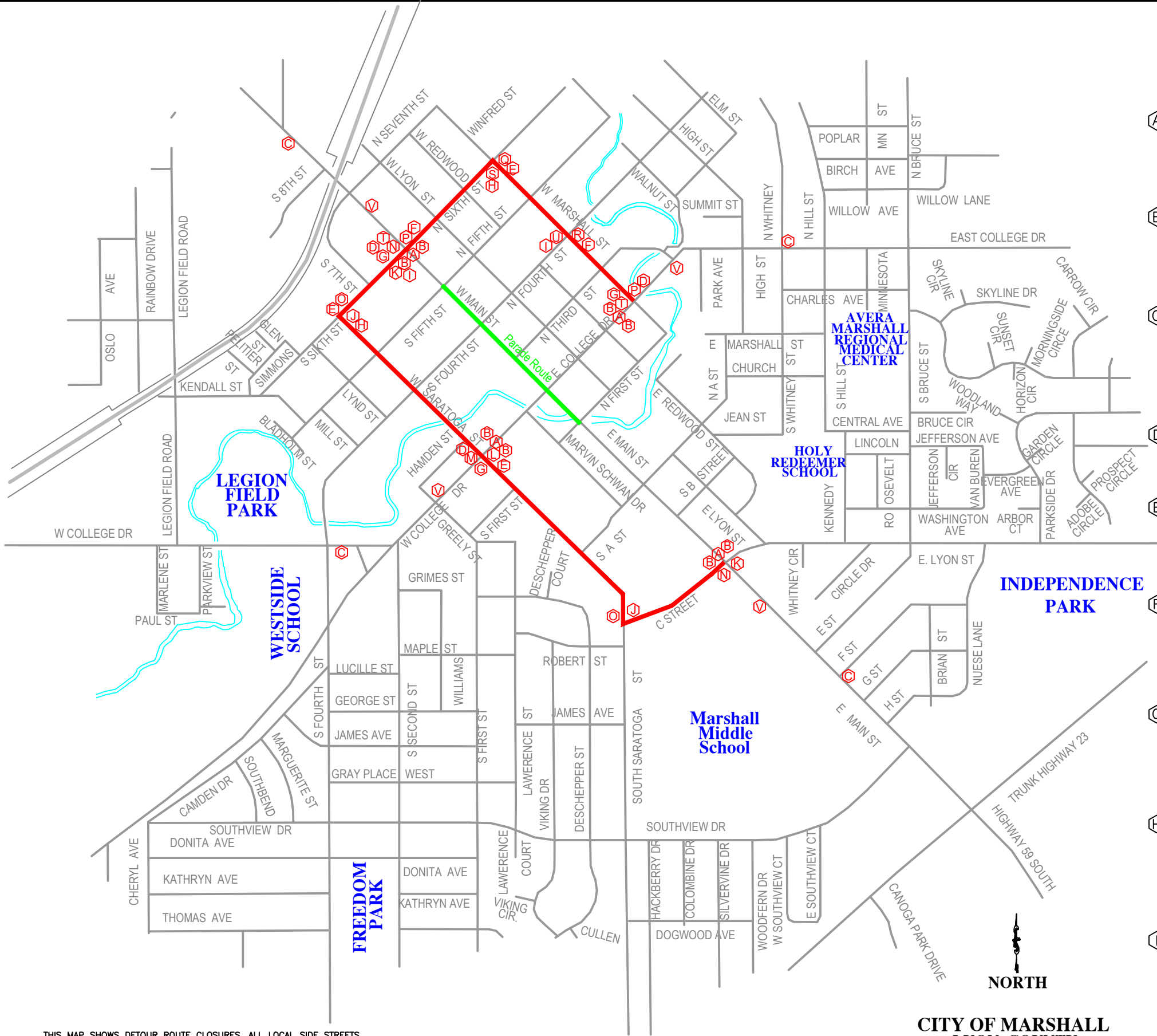
According to Section 62-6 of the Code of Ordinances, permit granted by the Common Council of the City of Marshall this _____ day of _____, 20_____.

ATTEST:

City Clerk Mayor of the City of Marshall, MN

Attachments

Copies to: Director of Public Safety James Marshall
Minnesota Department of Transportation



DETOUR SIGNING PLAN

| | | |
|--|--|--|
| <div>A</div> <div></div> <div>R11-2 G20-2</div> <div>FLASHERS NOT SHOWN</div> | <div>J</div> <div></div> <div>M4-8 M3-1 M1-4-US59 M5-1R</div> | <div>S</div> <div></div> <div>M4-8 M3-2-024BL M1-5M-MN68-024BL M5-1R-021BL</div> |
| <div>B</div> <div></div> <div>G20-2</div> <div>FLASHERS NOT SHOWN</div> | <div>K</div> <div></div> <div>M4-8 M3-1 M1-4-US59 M5-1L</div> | <div>T</div> <div></div> <div>M4-8 M3-2-024BL M1-5M-MN68-024BL M5-1L-021BL</div> |
| <div>C</div> <div></div> <div>W20-2</div> <div>*600' FROM INT.</div> | <div>L</div> <div></div> <div>M4-8 M3-1 M1-4-US59 M6-3</div> | <div>U</div> <div></div> <div>M4-8 M3-2-024BL M1-5M-MN68-024BL M6-3-021BL</div> |
| <div>D</div> <div></div> <div>M4-8 M3-4-024BL M1-5M-MN19-024BL M5-1R-021BL</div> | <div>M</div> <div></div> <div>M4-8 M3-3 M1-4-US59 M6-3</div> | <div>V</div> <div></div> <div>M4-8a *500' FROM INT.</div> |
| <div>E</div> <div></div> <div>M4-8 M3-4-024BL M1-5M-MN19-024BL M5-1L-021BL</div> | <div>N</div> <div></div> <div>M4-8 M3-3 M1-4-US59 M5-1R</div> | |
| <div>F</div> <div></div> <div>M4-8 M3-4-024BL M1-5M-MN19-024BL M6-3-021BL</div> | <div>O</div> <div></div> <div>M4-8 M3-3 M1-4-US59 M5-1L</div> | |
| <div>G</div> <div></div> <div>M4-8 M3-2-024BL M1-5M-MN19-024BL M5-1L-021BL</div> | <div>P</div> <div></div> <div>M4-8 M3-4-024BL M1-5M-MN68-024BL M5-1R-021BL</div> | |
| <div>H</div> <div></div> <div>M4-8 M3-2-024BL M1-5M-MN19-024BL M5-1R-021BL</div> | <div>Q</div> <div></div> <div>M4-8 M3-4-024BL M1-5M-MN68-024BL M5-1L-021BL</div> | |
| <div>I</div> <div></div> <div>M4-8 M3-2-024BL M1-5M-MN19-024BL M6-3-021BL</div> | <div>R</div> <div></div> <div>M4-8 M3-4-024BL M1-5M-MN68-024BL M6-3-021BL</div> | |

THIS MAP SHOWS DETOUR ROUTE CLOSURES. ALL LOCAL SIDE STREETS WILL ALSO BE CLOSED WITH NO TRAFFIC ALLOWED WITHIN CLOSED ROAD

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

ALL NECESSARY TRAFFIC CONTROL DEVICES AND DETOUR DEVICES IN THIS PROJECT SHALL BE THE RESPONSIBILITY OF THE CITY OF MARSHALL. ALL TRAFFIC CONTROL DEVICES SHALL HAVE RETROREFLECTIVE SHEETING.

Item 4.



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

St. Patrick's Day Parade

Detour Plan

| REVISIONS | |
|-----------|-------------|
| DATE | DESCRIPTION |
| | |

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

DATE _____ REGISTRATION NO. 41557

| | |
|--------------------|------------------|
| DATE 02/23/2022 | S.P. NO. |
| DRAWN BY G.J.S. | SHEET Page 21 |

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|--|
| Presenter: | Karla Drown |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider approval of the bills/project payments |
| Background Information: | Staff encourage 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

Check Report

By Vendor Name

Date Range: 01/11/2025 - 01/24/2025

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|----------------------|--|--------------|--------------|-----------------|----------------|------------|
| Bank Code: AP-REG AP | | | | | | |
| 4549 | A & B BUSINESS, INC | 01/15/2025 | EFT | 0.00 | 653.93 | 18917 |
| 4193 | A & C EXCAVATING | 01/17/2025 | Regular | 0.00 | 6,273.40 | 125469 |
| 6940 | ALLIANCE SOURCE TESTING, LLC | 01/24/2025 | EFT | 0.00 | 9,750.00 | 18999 |
| 5959 | ALPHA TRAINING, TACTICS & SALES LLC | 01/24/2025 | EFT | 0.00 | 2,935.88 | 19000 |
| 0578 | AMAZON CAPITAL SERVICES, INC. | 01/17/2025 | EFT | 0.00 | 1,478.84 | 18935 |
| 0578 | AMAZON CAPITAL SERVICES, INC. | 01/24/2025 | EFT | 0.00 | 1,363.95 | 19001 |
| 0581 | AMERICAN ENGINEERING TESTING, INC | 01/24/2025 | EFT | 0.00 | 3,200.00 | 19002 |
| 0658 | AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILI | 01/15/2025 | EFT | 0.00 | 14.20 | 18918 |
| 0658 | AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILI | 01/17/2025 | EFT | 0.00 | 180.15 | 18936 |
| 7395 | AP DESIGN, INC./NICHOLAS J SCHWARZ OR JILI | 01/17/2025 | EFT | 0.00 | 15.97 | 18937 |
| 7190 | AQUATIC INFORMATICS, INC. | 01/24/2025 | Regular | 0.00 | 3,429.00 | 125497 |
| 0630 | ARCTIC GLACIER U.S.A., INC | 01/24/2025 | Regular | 0.00 | 367.84 | 125498 |
| 6883 | AT&T MOBILITY II LLC | 01/17/2025 | Regular | 0.00 | 38.23 | 125470 |
| 7862 | BARRIENTES, SANDRA | 01/24/2025 | Regular | 0.00 | 150.00 | 125499 |
| 0688 | BELLBOY CORPORATION | 01/24/2025 | EFT | 0.00 | 12,003.63 | 19003 |
| 0689 | BEND RITE CUSTOM FABRICATION, INC. | 01/17/2025 | Regular | 0.00 | 2,563.46 | 125471 |
| 0689 | BEND RITE CUSTOM FABRICATION, INC. | 01/24/2025 | Regular | 0.00 | 2,570.95 | 125500 |
| 0699 | BEVERAGE WHOLESALERS, INC. | 01/17/2025 | Regular | 0.00 | 16,600.90 | 125472 |
| 0699 | BEVERAGE WHOLESALERS, INC. | 01/24/2025 | Regular | 0.00 | 23,972.42 | 125501 |
| 7228 | BITCO GENERAL INSURANCE CORPORATION | 01/17/2025 | Regular | 0.00 | 326,172.00 | 125473 |
| 7863 | BLOCK 11 MARSHALL, LLC | 01/24/2025 | Regular | 0.00 | 6,382.48 | 125502 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 10,532.60 | DFT0004716 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 69,685.85 | DFT0004717 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 4,870.60 | DFT0004729 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 1,104.21 | DFT0004730 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 9,427.93 | DFT0004750 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 64,814.65 | DFT0004751 |
| 6909 | BLUE CROSS & BLUE SHIELD OF MINNESOTA | 01/17/2025 | Bank Draft | 0.00 | 11,530.92 | DFT0004781 |
| 6163 | BLUE LINE SHARPENING & SALES | 01/17/2025 | EFT | 0.00 | 1,722.86 | 18938 |
| 0724 | BOLTON & MENK INC | 01/17/2025 | EFT | 0.00 | 15,934.50 | 18939 |
| 0018 | BORDER STATES INDUSTRIES, INC. | 01/17/2025 | EFT | 0.00 | 86.26 | 18940 |
| 0018 | BORDER STATES INDUSTRIES, INC. | 01/24/2025 | EFT | 0.00 | 813.45 | 19004 |
| 2608 | BOTTOM OF THE 9TH, INC | 01/24/2025 | Regular | 0.00 | 100.00 | 125503 |
| 3829 | BRAU BROTHERS | 01/17/2025 | EFT | 0.00 | 723.25 | 18941 |
| 3829 | BRAU BROTHERS | 01/24/2025 | EFT | 0.00 | 440.50 | 19005 |
| 4457 | BREAKTHRU BEVERAGE MINNESOTA WINE & SF | 01/17/2025 | EFT | 0.00 | 1,159.98 | 18942 |
| 4457 | BREAKTHRU BEVERAGE MINNESOTA WINE & SF | 01/24/2025 | EFT | 0.00 | 1,628.02 | 19006 |
| 6539 | BREMER BANK | 01/14/2025 | Regular | 0.00 | 2,993.11 | 125462 |
| 6539 | BREMER BANK | 01/14/2025 | Bank Draft | 0.00 | 2,552.31 | DFT0004773 |
| 5070 | BRODART CO | 01/14/2025 | Regular | 0.00 | 52.46 | 125465 |
| 5696 | BROTHERS FIRE PROTECTION | 01/24/2025 | EFT | 0.00 | 3,165.00 | 19007 |
| 0186 | BRUNSVOLD, QUENTIN | 01/24/2025 | EFT | 0.00 | 239.97 | 19008 |
| 6744 | C&L DISTRIBUTING | 01/24/2025 | EFT | 0.00 | 3,208.57 | 19009 |
| 0802 | CARLSON & STEWART REFRIGERATION, INC. | 01/17/2025 | EFT | 0.00 | 5,563.49 | 18943 |
| 0815 | CATTOOR OIL COMPANY, INC | 01/17/2025 | EFT | 0.00 | 1,002.50 | 18944 |
| 0815 | CATTOOR OIL COMPANY, INC | 01/24/2025 | EFT | 0.00 | 5,883.15 | 19010 |
| 0239 | CAUWELS, ROGER | 01/17/2025 | EFT | 0.00 | 110.00 | 18945 |
| 5351 | CENGAGE LEARNING | 01/15/2025 | EFT | 0.00 | 49.48 | 18919 |
| 2034 | CHANGE FUND | 01/17/2025 | Regular | 0.00 | 375.00 | 125478 |
| 0836 | CHARTER COMMUNICATIONS, LLC | 01/17/2025 | EFT | 0.00 | 61.99 | 18946 |
| 0836 | CHARTER COMMUNICATIONS, LLC | 01/24/2025 | EFT | 0.00 | 111.53 | 19011 |
| 7127 | CIVICPLUS, LLC | 01/24/2025 | EFT | 0.00 | 2,900.00 | 19012 |
| 5733 | CLARITY TELECOM, LLC | 01/15/2025 | EFT | 0.00 | 414.65 | 18920 |
| 5733 | CLARITY TELECOM, LLC | 01/17/2025 | EFT | 0.00 | 2,778.99 | 18947 |

Check Report

Date Range: 01/11/2025 - 01/24/2025

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|--------------------------------------|--------------|--------------|-----------------|----------------|------------|
| 5733 | CLARITY TELECOM, LLC | 01/24/2025 | EFT | 0.00 | 501.61 | 19013 |
| 7183 | CLOVER | 01/13/2025 | Bank Draft | 0.00 | 14.95 | DFT0004774 |
| 0860 | CMI, INC | 01/24/2025 | EFT | 0.00 | 101.58 | 19014 |
| 5513 | COLLABORATIVE SUMMER LIBRARY PROGRAM | 01/15/2025 | EFT | 0.00 | 335.81 | 18921 |
| 7394 | CRESTED RIVER CANNABIS COMPANY | 01/17/2025 | EFT | 0.00 | 2,290.00 | 18948 |
| 5545 | CROW RIVER WINERY | 01/24/2025 | Regular | 0.00 | 508.20 | 125504 |
| 6508 | CROWN UNDERGROUND | 01/24/2025 | Regular | 0.00 | 2,000.00 | 125505 |
| 0919 | CRYSTEEL TRUCK EQUIPMENT INC | 01/17/2025 | EFT | 0.00 | 64.00 | 18949 |
| 0934 | D & G EXCAVATING INC | 01/17/2025 | EFT | 0.00 | 77,689.57 | 18950 |
| 0934 | D & G EXCAVATING INC | 01/24/2025 | EFT | 0.00 | 400.00 | 19015 |
| 3819 | DACOTAH PAPER CO | 01/15/2025 | EFT | 2.58 | 255.36 | 18922 |
| 3819 | DACOTAH PAPER CO | 01/17/2025 | EFT | 17.42 | 1,725.05 | 18951 |
| 3819 | DACOTAH PAPER CO | 01/24/2025 | EFT | 47.53 | 4,704.52 | 19016 |
| 7102 | DAHLHEIMER BEVERAGE | 01/17/2025 | EFT | 0.00 | 1,902.75 | 18952 |
| 0948 | DAKOTA RIGGERS & TOOL SUPPLY INC | 01/24/2025 | EFT | 0.00 | 75.30 | 19017 |
| 0950 | DAKTRONICS INC | 01/17/2025 | EFT | 0.00 | 3,375.00 | 18953 |
| 5031 | DASH MEDICAL GLOVES, LLC | 01/24/2025 | EFT | 0.00 | 173.23 | 19018 |
| 4573 | DEMCO | 01/15/2025 | EFT | 0.00 | 119.97 | 18923 |
| 7657 | DEX SUSTAINABLES INC | 01/17/2025 | Regular | 0.00 | 495.00 | 125479 |
| 0993 | DIRECT DIGITAL CONTROL, INC | 01/17/2025 | EFT | 0.00 | 17,736.00 | 18954 |
| 5731 | DOLL DISTRIBUTING LLC | 01/17/2025 | EFT | 0.00 | 9,567.72 | 18955 |
| 5731 | DOLL DISTRIBUTING LLC | 01/24/2025 | EFT | 0.00 | 13,162.41 | 19019 |
| 7181 | ENTERPRISE FLEET MANAGEMENT TRUST | 01/20/2025 | Bank Draft | 0.00 | 17,529.61 | DFT0004785 |
| 5917 | EQUIPMENT BLADES INC | 01/24/2025 | EFT | 0.00 | 627.52 | 19020 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 41.28 | DFT0004632 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 191.90 | DFT0004633 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 57.92 | DFT0004634 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 41.28 | DFT0004670 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 191.90 | DFT0004671 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 57.92 | DFT0004672 |
| 6700 | EYEMED VISION CARE | 01/16/2025 | Bank Draft | 0.00 | 127.80 | DFT0004749 |
| 1090 | FASTENAL COMPANY | 01/24/2025 | EFT | 0.00 | 374.90 | 19021 |
| 1122 | FLAHERTY & HOOD, P.A. | 01/17/2025 | EFT | 0.00 | 12,500.00 | 18956 |
| 3772 | FRONTIER PRECISION | 01/24/2025 | EFT | 0.00 | 2,781.00 | 19022 |
| 1201 | GRAINGER INC | 01/17/2025 | EFT | 0.00 | 20.61 | 18957 |
| 1201 | GRAINGER INC | 01/24/2025 | EFT | 0.00 | 400.95 | 19023 |
| 1208 | GREAT PLAINS NATURAL GAS COMPANY | 01/24/2025 | Regular | 0.00 | 800.00 | 125506 |
| 6933 | HADRONEX | 01/17/2025 | EFT | 0.00 | 8,560.00 | 18958 |
| 1256 | HAWKINS INC | 01/24/2025 | EFT | 0.00 | 26,973.05 | 19024 |
| 1199 | HEARTLAND TIRE | 01/24/2025 | EFT | 0.00 | 1,195.32 | 19025 |
| 5408 | HERITAGE POINTE PARTNERS LLC | 01/24/2025 | Regular | 0.00 | 23,323.16 | 125507 |
| 1325 | ICMA RETIREMENT TRUST #300877 | 01/17/2025 | EFT | 0.00 | 50.00 | 18959 |
| 1343 | INDEPENDENT LUMBER OF MARSHALL INC | 01/17/2025 | EFT | 0.00 | 4,974.48 | 18960 |
| 4552 | INGRAM LIBRARY SERVICES | 01/15/2025 | EFT | 0.00 | 1,362.22 | 18924 |
| 6936 | INTEGRITY EMPLOYEE BENEFITS, LLC | 01/24/2025 | EFT | 0.00 | 3,300.00 | 19026 |
| 1358 | INTERNAL REVENUE SERVICE | 01/17/2025 | Bank Draft | 0.00 | 31,336.42 | DFT0004768 |
| 1358 | INTERNAL REVENUE SERVICE | 01/17/2025 | Bank Draft | 0.00 | 24,637.36 | DFT0004769 |
| 1358 | INTERNAL REVENUE SERVICE | 01/17/2025 | Bank Draft | 0.00 | 9,648.96 | DFT0004770 |
| 6540 | INTERNATIONAL CHEMTEx, LLC | 01/24/2025 | EFT | 0.00 | 1,055.13 | 19027 |
| 2064 | JOHN DEERE FINANCIAL | 01/24/2025 | EFT | 0.00 | 261.09 | 19028 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 01/17/2025 | EFT | 0.00 | 7,223.80 | 18961 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 01/24/2025 | EFT | 0.00 | 15,203.26 | 19032 |
| 2036 | JOHNSON BROTHERS LIQUOR COMPANY | 01/17/2025 | EFT | 0.00 | 4,528.90 | 18963 |
| 2036 | JOHNSON BROTHERS LIQUOR COMPANY | 01/24/2025 | EFT | 0.00 | 17,107.31 | 19031 |
| 2605 | JOHNSON BROTHERS LIQUOR COMPANY | 01/17/2025 | EFT | 0.00 | 1,243.92 | 18962 |
| 2605 | JOHNSON BROTHERS LIQUOR COMPANY | 01/24/2025 | EFT | 0.00 | 9,139.78 | 19030 |
| 5447 | JOHNSON BROTHERS LIQUOR COMPANY | 01/17/2025 | EFT | 0.00 | 1,027.60 | 18964 |
| 5447 | JOHNSON BROTHERS LIQUOR COMPANY | 01/24/2025 | EFT | 0.00 | 882.25 | 19029 |
| 3717 | JOHNSON, DANIEL | 01/17/2025 | EFT | 0.00 | 179.95 | 18965 |
| 5739 | KELLEHER, KEVIN J | 01/17/2025 | EFT | 0.00 | 295.00 | 18966 |
| 7860 | KELLY, NATASHA | 01/24/2025 | Regular | 0.00 | 500.00 | 125508 |

Check Report

Date Range: 01/11/2025 - 01/24/2025

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|------------|
| 1417 | KENNEDY & GRAVEN, CHARTERED | 01/17/2025 | EFT | 0.00 | 525.00 | 18967 |
| 4140 | KRUSE FORD-LINCOLN-MERCURY, INC | 01/17/2025 | EFT | 0.00 | 423.34 | 18968 |
| 6629 | KURITA AMERICA INC | 01/24/2025 | EFT | 0.00 | 1,665.00 | 19034 |
| 3653 | LANGUAGE LINE SERVICES | 01/17/2025 | EFT | 0.00 | 961.52 | 18969 |
| 6874 | LARSEN, ANITRA | 01/14/2025 | Regular | 0.00 | 99.00 | 125466 |
| 1481 | LEAGUE OF MINNESOTA CITIES | 01/17/2025 | EFT | 0.00 | 16,640.00 | 18970 |
| 7538 | LOCALITY MEDIA, INC | 01/24/2025 | Regular | 0.00 | 840.00 | 125509 |
| 1508 | LOCKWOOD MOTORS INC | 01/17/2025 | EFT | 0.00 | 7.30 | 18971 |
| 3969 | LOUWAGIE, RAYMOND | 01/24/2025 | EFT | 0.00 | 286.00 | 19035 |
| 7360 | LUMEN TECHNOLOGIES/CENTURY LINK | 01/24/2025 | Regular | 0.00 | 1,200.00 | 125510 |
| 3065 | LUTHER, ERIC | 01/17/2025 | EFT | 0.00 | 37.79 | 18972 |
| 1531 | LYON COUNTY AUDITOR-TREASURER | 01/17/2025 | EFT | 0.00 | 621.90 | 18973 |
| 1531 | LYON COUNTY AUDITOR-TREASURER | 01/24/2025 | EFT | 0.00 | 22,394.78 | 19036 |
| 1548 | LYON COUNTY LANDFILL | 01/24/2025 | EFT | 0.00 | 21.66 | 19037 |
| 1555 | LYON-LINCOLN ELECTRIC COOPERATIVE INC | 01/17/2025 | Regular | 0.00 | 49.51 | 125480 |
| 6292 | MADDEN, GALANTER, HANSEN, LLP | 01/24/2025 | EFT | 0.00 | 2,645.46 | 19038 |
| 1604 | MARSHALL AREA CHAMBER OF COMMERCE | 01/17/2025 | EFT | 0.00 | 300.00 | 18974 |
| 1620 | MARSHALL FLORAL | 01/17/2025 | EFT | 0.00 | 50.00 | 18975 |
| 1623 | MARSHALL INDEPENDENT, INC | 01/17/2025 | Regular | 0.00 | 211.00 | 125481 |
| 5813 | MARSHALL LUMBER CO | 01/17/2025 | EFT | 0.00 | 19.58 | 18976 |
| 5813 | MARSHALL LUMBER CO | 01/24/2025 | EFT | 0.00 | 195.95 | 19039 |
| 1631 | MARSHALL MACHINE SHOP INC | 01/24/2025 | EFT | 0.00 | 16.80 | 19040 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 01/15/2025 | EFT | 0.00 | 3,073.31 | 18925 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 01/17/2025 | EFT | 0.00 | 13,075.33 | 18977 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 01/24/2025 | EFT | 0.00 | 2,296.75 | 19041 |
| 1635 | MARSHALL NORTHWEST PIPE FITTINGS INC | 01/17/2025 | EFT | 2.16 | 481.46 | 18978 |
| 1637 | MARSHALL PUBLIC SCHOOLS | 01/17/2025 | EFT | 0.00 | 11,247.21 | 18979 |
| 1637 | MARSHALL PUBLIC SCHOOLS | 01/24/2025 | EFT | 0.00 | 3,515.27 | 19042 |
| 1649 | MARSHALL TRUCK SALVAGE INC. | 01/17/2025 | Regular | 0.00 | 4.50 | 125482 |
| 5139 | MATHESON TRI-GAS INC | 01/17/2025 | EFT | 0.00 | 169.90 | 18980 |
| 7077 | MEDSURETY, LLC | 01/17/2025 | Bank Draft | 0.00 | 11,755.19 | DFT0004762 |
| 7077 | MEDSURETY, LLC | 01/17/2025 | Bank Draft | 0.00 | 7,042.10 | DFT0004767 |
| 7077 | MEDSURETY, LLC | 01/17/2025 | Bank Draft | 0.00 | 229.18 | DFT0004772 |
| 7077 | MEDSURETY, LLC | 01/13/2025 | Bank Draft | 0.00 | 187.20 | DFT0004775 |
| 7077 | MEDSURETY, LLC | 01/13/2025 | Bank Draft | 0.00 | 9,127.80 | DFT0004776 |
| 7077 | MEDSURETY, LLC | 01/13/2025 | Bank Draft | 0.00 | 294.00 | DFT0004777 |
| 7077 | MEDSURETY, LLC | 01/14/2025 | Bank Draft | 0.00 | 994.59 | DFT0004782 |
| 7077 | MEDSURETY, LLC | 01/17/2025 | Bank Draft | 0.00 | 192.00 | DFT0004783 |
| 7077 | MEDSURETY, LLC | 01/17/2025 | Bank Draft | 0.00 | 1,542.49 | DFT0004784 |
| 4980 | MENARDS INC | 01/15/2025 | EFT | 0.00 | 14.95 | 18926 |
| 4980 | MENARDS INC | 01/17/2025 | EFT | 0.00 | 138.79 | 18981 |
| 4980 | MENARDS INC | 01/24/2025 | EFT | 0.00 | 689.02 | 19043 |
| 1859 | MID-STATES ORGANIZED CRIME INFORMATION | 01/17/2025 | EFT | 0.00 | 150.00 | 18982 |
| 5925 | MIDWEST TAPE | 01/15/2025 | EFT | 0.00 | 5,500.00 | 18927 |
| 1757 | MINNESOTA CHILD SUPPORT PAYMENT CENTER | 01/17/2025 | Bank Draft | 0.00 | 414.85 | DFT0004760 |
| 1757 | MINNESOTA CHILD SUPPORT PAYMENT CENTER | 01/17/2025 | Bank Draft | 0.00 | 306.87 | DFT0004761 |
| 0095 | MINNESOTA CITY/COUNTY MANAGERS ASSOCIATION | 01/17/2025 | Regular | 0.00 | 222.41 | 125483 |
| 4095 | MINNESOTA DEPARTMENT OF PUBLIC SAFETY | 01/17/2025 | Regular | 0.00 | 25.00 | 125484 |
| 1818 | MINNESOTA DEPARTMENT OF REVENUE | 01/17/2025 | Bank Draft | 0.00 | 12,923.54 | DFT0004771 |
| 1818 | MINNESOTA DEPARTMENT OF REVENUE | 01/17/2025 | Bank Draft | 0.00 | 78,500.00 | DFT0004780 |
| 1764 | MINNESOTA DEPARTMENT OF EMPLOYMENT | 01/17/2025 | Regular | 0.00 | 149.30 | 125485 |
| 1805 | MINNESOTA MAYORS ASSOCIATION | 01/17/2025 | Regular | 0.00 | 30.00 | 125486 |
| 1808 | MINNESOTA MUNICIPAL UTILITIES ASSOCIATION | 01/24/2025 | EFT | 0.00 | 7,069.00 | 19044 |
| 1658 | MINNESOTA RECREATION AND PARK ASSOCIATION | 01/24/2025 | Regular | 0.00 | 310.00 | 125511 |
| 7180 | MINNESOTA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS | 01/24/2025 | Regular | 0.00 | 380.00 | 125512 |
| 3669 | MINNESOTA STATE RETIREMENT SYSTEM | 01/17/2025 | Bank Draft | 0.00 | 11,944.70 | DFT0004765 |
| 1839 | MINNESOTA VALLEY TESTING LABS INC | 01/24/2025 | EFT | 0.00 | 264.80 | 19045 |
| 6665 | MISTER COOL'S CLOTHING, INC | 01/24/2025 | Regular | 0.00 | 578.32 | 125513 |
| 2512 | NATIONWIDE RETIREMENT | 01/17/2025 | Bank Draft | 0.00 | 100.00 | DFT0004755 |
| 6032 | NELSON, CAROL | 01/24/2025 | Regular | 0.00 | 200.00 | 125514 |
| 4853 | NEMES, PAULA | 01/15/2025 | EFT | 0.00 | 60.30 | 18928 |

Check Report

Date Range: 01/11/2025 - 01/24/2025

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|------------|
| 1938 | NEWMAN SIGNS | 01/17/2025 | EFT | 0.00 | 520.36 | 18983 |
| 1938 | NEWMAN SIGNS | 01/24/2025 | EFT | 0.00 | 22.44 | 19046 |
| 1945 | NORMS GTC | 01/17/2025 | Regular | 0.00 | 659.96 | 125487 |
| 1945 | NORMS GTC | 01/24/2025 | Regular | 0.00 | 120.30 | 125515 |
| 7632 | NOTHING BUT HEMP | 01/17/2025 | EFT | 0.00 | 1,080.00 | 18984 |
| 6463 | OFFICE OF MNIT SERVICES | 01/17/2025 | Regular | 0.00 | 709.62 | 125488 |
| 5891 | ONE OFFICE SOLUTION | 01/15/2025 | EFT | 0.00 | 23.75 | 18929 |
| 5891 | ONE OFFICE SOLUTION | 01/24/2025 | EFT | 0.00 | 87.94 | 19047 |
| 3809 | O'REILLY AUTOMOTIVE STORES, INC | 01/17/2025 | EFT | 0.00 | 8.49 | 18985 |
| 3809 | O'REILLY AUTOMOTIVE STORES, INC | 01/24/2025 | EFT | 0.00 | 792.90 | 19048 |
| 7861 | OWATONNA GYMNASICS CLUB | 01/24/2025 | Regular | 0.00 | 300.00 | 125516 |
| 3597 | PAAPE DISTRIBUTING CO | 01/15/2025 | EFT | 0.00 | 180.00 | 18930 |
| 5205 | PAINTED PRAIRIE VINEYARD, LLC | 01/24/2025 | EFT | 0.00 | 828.00 | 19049 |
| 1243 | PATZERS INC | 01/17/2025 | EFT | 0.00 | 4.80 | 18986 |
| 2019 | PAUSTIS WINE COMPANY | 01/24/2025 | EFT | 0.00 | 1,960.25 | 19050 |
| 5707 | PAYPAL INC | 01/15/2025 | Bank Draft | 0.00 | 29.99 | DFT0004778 |
| 2026 | PEPSI COLA BOTTLING OF PIPESTONE MN INC | 01/17/2025 | EFT | 0.00 | 115.50 | 18987 |
| 2028 | PERA OF MINNESOTA REG | 01/17/2025 | Bank Draft | 0.00 | 63,303.23 | DFT0004763 |
| 7053 | PERFORMANCE FOOD GROUP, INC. | 01/24/2025 | EFT | 0.00 | 38.79 | 19051 |
| 7858 | PETERSEN, LARRY | 01/17/2025 | Regular | 0.00 | 200.00 | 125489 |
| 4548 | PLUM CREEK LIBRARY SYSTEM | 01/15/2025 | EFT | 0.00 | 138.90 | 18931 |
| 2049 | PLUNKETTS PEST CONTROL INC | 01/24/2025 | EFT | 0.00 | 43.50 | 19052 |
| 6166 | PULVER MOTOR SVC, LLC | 01/24/2025 | EFT | 0.00 | 80.00 | 19053 |
| 7322 | QUADIENT FINANCE USA, INC | 01/24/2025 | EFT | 0.00 | 628.82 | 19054 |
| 5965 | R&R SPECIALTIES INC | 01/24/2025 | EFT | 0.00 | 730.20 | 19055 |
| 6355 | REVIZE, LLC | 01/24/2025 | EFT | 0.00 | 2,400.00 | 19056 |
| 5940 | RINK SYSTEMS | 01/24/2025 | EFT | 0.00 | 473.00 | 19057 |
| 0707 | ROADSIDE DEVELOPERS INC | 01/14/2025 | Regular | 0.00 | 6,752.88 | 125467 |
| 0707 | ROADSIDE DEVELOPERS INC | 01/24/2025 | Regular | 0.00 | 200.00 | 125517 |
| 5867 | ROUND LAKE VINEYARDS & WINERY | 01/24/2025 | EFT | 0.00 | 150.00 | 19058 |
| 2201 | RUNNING SUPPLY, INC | 01/24/2025 | EFT | 0.00 | 708.56 | 19059 |
| 6286 | SCHWEGMAN'S CLEANERS, LLP | 01/15/2025 | EFT | 0.00 | 89.00 | 18932 |
| 5275 | SEIVERT, EVONNE | 01/17/2025 | Regular | 0.00 | 100.00 | 125490 |
| 4855 | SOUTHERN GLAZER'S WINE AND SPIRITS, LLC | 01/17/2025 | EFT | 0.00 | 12,523.39 | 18988 |
| 4855 | SOUTHERN GLAZER'S WINE AND SPIRITS, LLC | 01/24/2025 | EFT | 0.00 | 21,286.70 | 19060 |
| 2311 | SOUTHWEST GLASS CENTER, INC | 01/17/2025 | EFT | 0.00 | 558.45 | 18989 |
| 3495 | SOUTHWEST MINNESOTA STATE UNIVERSITY | 01/17/2025 | EFT | 0.00 | 1,950.00 | 18990 |
| 3495 | SOUTHWEST MINNESOTA STATE UNIVERSITY | 01/24/2025 | EFT | 0.00 | 250.00 | 19061 |
| 2318 | SOUTHWEST SANITATION INC. | 01/15/2025 | EFT | 0.00 | 142.68 | 18933 |
| 7663 | SPEEDEE DELIVERY SERVICE, INC | 01/24/2025 | Regular | 0.00 | 14.21 | 125518 |
| 7515 | ST. CLOUD STATE UNIVERSITY PACE | 01/17/2025 | Regular | 0.00 | 395.00 | 125491 |
| 7526 | STERICYCLE, INC. | 01/17/2025 | Regular | 0.00 | 133.17 | 125492 |
| 7857 | SUPERIOR CAPITAL HOLDINGS, INC | 01/17/2025 | EFT | 0.00 | 90.00 | 18991 |
| 7857 | SUPERIOR CAPITAL HOLDINGS, INC | 01/24/2025 | EFT | 0.00 | 33,502.58 | 19062 |
| 3315 | SUSSNER CONSTRUCTION | 01/17/2025 | EFT | 0.00 | 48,698.29 | 18992 |
| 1378 | SWANSON, GREGG | 01/17/2025 | EFT | 0.00 | 500.00 | 18993 |
| 1000 | TECH DATA CORPORATION | 01/24/2025 | EFT | 0.00 | 9,105.90 | 19063 |
| 6137 | TEIGS LAWN CARE & LANDSCAPING, LLC | 01/17/2025 | Regular | 0.00 | 325.00 | 125493 |
| 0875 | THE COMPUTER MAN INC | 01/24/2025 | EFT | 0.00 | 1,108.00 | 19064 |
| 6709 | THERMO KING OF SIOUX FALLS INC | 01/24/2025 | EFT | 0.00 | 223.31 | 19065 |
| 2428 | TITAN MACHINERY | 01/24/2025 | EFT | 0.00 | 1,233.28 | 19066 |
| 2429 | TKDA | 01/24/2025 | EFT | 0.00 | 9,740.76 | 19067 |
| 1423 | TRUEDSON, SCOTT | 01/17/2025 | EFT | 0.00 | 200.45 | 18994 |
| 6699 | UNIQUE OPPORTUNITIES MARSHALL, LLC | 01/24/2025 | EFT | 0.00 | 47,032.75 | 19068 |
| 4402 | UPS | 01/17/2025 | Regular | 0.00 | 7.59 | 125494 |
| 7036 | US BANK | 01/24/2025 | EFT | 0.00 | 5,867,477.24 | 19069 |
| 2511 | USA BLUE BOOK | 01/24/2025 | EFT | 0.00 | 74.85 | 19072 |
| 3443 | VALIC DEFERRED COMP | 01/17/2025 | Bank Draft | 0.00 | 1,258.08 | DFT0004756 |
| 3443 | VALIC DEFERRED COMP | 01/17/2025 | Bank Draft | 0.00 | 636.16 | DFT0004757 |
| 6901 | VAN METER INC | 01/17/2025 | EFT | 1.74 | 172.08 | 18995 |
| 4489 | VERIZON WIRELESS | 01/24/2025 | EFT | 0.00 | 1,722.81 | 19073 |

Check Report

Date Range: 01/11/2025 - 01/24/2025

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-------------------------------|--------------|--------------|-----------------|----------------|------------|
| 4489 | VERIZON WIRELESS | 01/24/2025 | EFT | 0.00 | 39.02 | 19074 |
| 4489 | VERIZON WIRELESS | 01/24/2025 | EFT | 0.00 | 440.11 | 19075 |
| 0164 | VESSCO, INC | 01/24/2025 | EFT | 0.00 | 739.27 | 19076 |
| 6694 | VESTIS GROUP, INC. | 01/24/2025 | Regular | 0.00 | 111.87 | 125519 |
| 2538 | VIKING COCA COLA BOTTLING CO. | 01/17/2025 | EFT | 0.00 | 361.25 | 18996 |
| 2538 | VIKING COCA COLA BOTTLING CO. | 01/24/2025 | EFT | 0.00 | 411.50 | 19077 |
| 4594 | VINOCOPIA INC | 01/17/2025 | EFT | 0.00 | 2,628.50 | 18997 |
| 3605 | VOS, HANNA | 01/15/2025 | EFT | 0.00 | 10.05 | 18934 |
| 6085 | VOYA - INVESTORS CHOICE | 01/17/2025 | Bank Draft | 0.00 | 4,917.93 | DFT0004766 |
| 6791 | WALMART | 01/14/2025 | Regular | 0.00 | 77.00 | 125468 |
| 6791 | WALMART | 01/17/2025 | Regular | 0.00 | 114.19 | 125495 |
| 6791 | WALMART | 01/24/2025 | Regular | 0.00 | 125.68 | 125520 |
| 7856 | WELSH, NIKKI | 01/17/2025 | Regular | 0.00 | 40.00 | 125496 |
| 7199 | YSI, INC. | 01/24/2025 | EFT | 0.00 | 1,854.00 | 19078 |
| 6082 | ZEUG, THOMAS | 01/17/2025 | EFT | 0.00 | 485.00 | 18998 |
| 2632 | ZIEGLER INC | 01/24/2025 | EFT | 0.00 | 577.27 | 19079 |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|--------------|---------------------|
| Regular Checks | 90 | 53 | 0.00 | 434,353.12 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 40 | 40 | 0.00 | 464,096.27 |
| EFT's | 313 | 160 | 71.43 | 6,505,845.47 |
| | 443 | 253 | 71.43 | 7,404,294.86 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|------------------|------------------|----------|--------------|
| Regular Checks | 90 | 53 | 0.00 | 434,353.12 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 40 | 40 | 0.00 | 464,096.27 |
| EFT's | 313 | 160 | 71.43 | 6,505,845.47 |
| | 443 | 253 | 71.43 | 7,404,294.86 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|--------|--------------|
| 999 | POOLED CASH FUND | 1/2025 | 7,404,294.86 |
| | | | 7,404,294.86 |

CITY OF MARSHALL, MINNESOTA
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
 1/28/2025

| PROJECT #: | Coding | DATE | CONTRACTOR: | ORIGINAL CONTRACT AMOUNT: | CHANGE ORDERS | CURRENT CONTRACT AMOUNT | 2024 Prior Payments | 2025 Prior Payments | PYMTS THIS MEETING: | RETAINAGE | BALANCE: | PERCENT COMPLETE |
|-------------|-----------------|------------|-------------------------------|---------------------------------|------------------|-------------------------------|------------------------|------------------------|------------------------|-----------|--------------|---------------------|
| CH1 | 494-43300-55120 | 11/12/2019 | City Hall Renovation | Brennan Companies | 5,030,200.00 | 749,360.00 | 5,779,560.00 | | | 11,822.00 | - | 100.00% |
| AP-003 | 482-43400-55120 | 2/13/2024 | SRE Building | Sussner Construction | 2,913,100.00 | | 2,913,100.00 | 1,457,511.41 | | 48,698.29 | 79,274.20 | 54.43% |
| ST-012-2024 | 482-43300-55170 | 2/27/2024 | S Whitney (E College to Jean) | D & G Excavating | 1,565,706.60 | 42,044.77 | 1,607,751.37 | 1,530,061.80 | 77,689.57 | - | - | 100.00% |
| ST-010 | 482-43300-55170 | 4/23/2024 | Lyon Circle Reconstruction | A&C Excavating, LLC | 161,580.80 | (13,663.24) | 147,917.56 | 120,029.86 | 12,307.10 | 6,273.40 | 1,400.10 | 94.65% |
| AP-008 | | 12/17/2024 | Instrument Landing System | Werner Bros. Inc. | 360,306.00 | | 360,306.00 | | | | 360,306.00 | 0.00% |
| | | | | | 10,030,893.40 | 777,741.53 | 10,808,634.93 | 3,107,603.07 | 54,971.69 | 92,496.30 | 1,695,829.20 | |

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|--------------------------------|---|
| Presenter: | City Staff Introduction, Stockwell and Contegrity to Give Overview of Project and Request to Advertise |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Authorize the Advertisement of Bids for the Revised Proposed Marshall Aquatic Center |
| Background Information: | <p>The Marshall pool has been studied since the early 1930's. Each time, the debate centered on cost, type of facility and amenities. In 1935 the City Council discussed over the course of several years whether to accept funds from the Works Progress Administration (WPA) to build a bathhouse, pool and bandshell. At that time, it meant a city cost-share amount of \$14,252 with the remainder coming from WPA funds. Following debate at multiple City Council meetings and a successful 1936 referendum, in 1937 the WPA project was finally supported. That 1937 main pool is still in use today, however with its known faults and making it one of the oldest pools in Minnesota.</p> <p>In 1968 when a referendum was held and voted down to update the bathhouse and the swimming facilities, the city was presented with notices from the MN Department of Health informing the city of pool violations that still needed to be corrected. Within two years, the city was obligated to update both the pool and the bathhouse.</p> <p>A successful 1987 referendum to update the pool gutter system and decking was effective, but only to the basic operations of the pool. Not long after, city officials were still discussing additional needs and amenities necessary for the aquatic center to remain relevant.</p> <p>In 2008 further debate, including split Council votes, as to the extent of upgrading and improving to correct deficiencies of the aquatic center, ultimately led to a pared down repair project.</p> <p>In 2018, the city studied the current aquatic center. It was found that the current aquatic center has many deficiencies. The structures of both the lap/general use-pool and diving pool have significant cracking and structural deterioration at the gutter joint, internal expansion joints, and wall to floor joints. City staff has documented that the lap/general-use pool and diving pool are currently losing water due to leaks at a rate of 12,000 to 15,000 gallons per day. This is an extreme amount of water loss for a pool vessel. The existing bath house and concessions building suffers from many conditions typical of a building more than 50 years old. It has numerous code compliance issues and many of the building components are inadequate, function poorly or are decayed beyond reasonable repair. The building also has numerous issues in how it serves the users and presents itself to the public. Many areas of the building do not meet the American with Disabilities Act. The mechanical and electrical systems have deteriorated and are in need of repair. Water line breaks are common and waste lines are failing. There is a significant problem of sewer gas entering the shower area of the building and staff have made a makeshift repair that needs replacement. The staff has had to make many repairs to the plumbing systems and these repairs are exposed and add to the poor appearance of the building. Exhaust fans are old and inadequate and provide poor ventilation within spaces.</p> |

An October 2021 community survey, when respondents were asked an open-ended question to identify additional recreation amenities and programs that the city could offer, the most common responses were related to swimming pools and water parks. The former topic covered responses related specifically to swimming pools and swimming lessons, while the “water park” topic included references to things like splash pads, water slides, and other water features outside of swimming pools. Furthermore, over 90% of survey respondents reinforced the notion that parks are an essential component for quality of life and attracting individuals to live in and visit the Marshall community.

Concepts for the new aquatic center building program were developed with input from city staff and stakeholders. Participants expressed their desire for items such as increased opportunities for younger children, new amenities, an improved bath house, a concessions area in view of the pool area, a splash pad, and more shade. The building program includes aquatic elements that can accommodate a wide age range and program spaces (changing rooms, concessions, and additional parking) that better serve patrons and staff.

A key part of the community survey was garnering public input regarding different funding options the City of Marshall is exploring to help pay for current or new amenities. The community’s reaction to an extension of the current sales tax was generally good, with a 74% positive response rate. The city is requesting a sales tax extension - it does not raise taxes. If the sales tax extension fails, a property levy increase would mean a 19% increase in the levy or more. The question of whether to fund the construction of a new aquatic center would be placed on a general election ballot question and the voters of Marshall would be able to vote on the approval of the extension of the sales tax to pay for the new aquatic center.

In May of 2021, the City Council authorized Stockwell Engineering to predesign and provide a schematic design for a new Marshall aquatics center.

In 2022, with key support from our local legislators, Senator Dahms and Representative Swedzinski, special legislation that would have enabled Marshall to extend the current sales tax at the current rate of 0.5% to pay for the costs of a new aquatic center. Unfortunately, the Legislature adjourned in May of 2022 without passing a tax bill that would have included Marshall’s special sales tax legislation.

In 2023, the city once again approached our legislators and was able to resubmit the 2022 proposed language with updated cost estimates for the aquatic center from late 2022.

On May 24, 2023, Governor Walz signed into legislation Chapter 64, House File 1938 that authorized the City of Marshall to extend the sales and use tax of one-half of one percent if approved by the voters at an election held on November 7, 2023.

In August of 2023, the City Council, contingent on successful November 7, 2023 referendum, authorized Stockwell Engineering to design, prepare construction documents, and bidding documents for the new aquatic center.

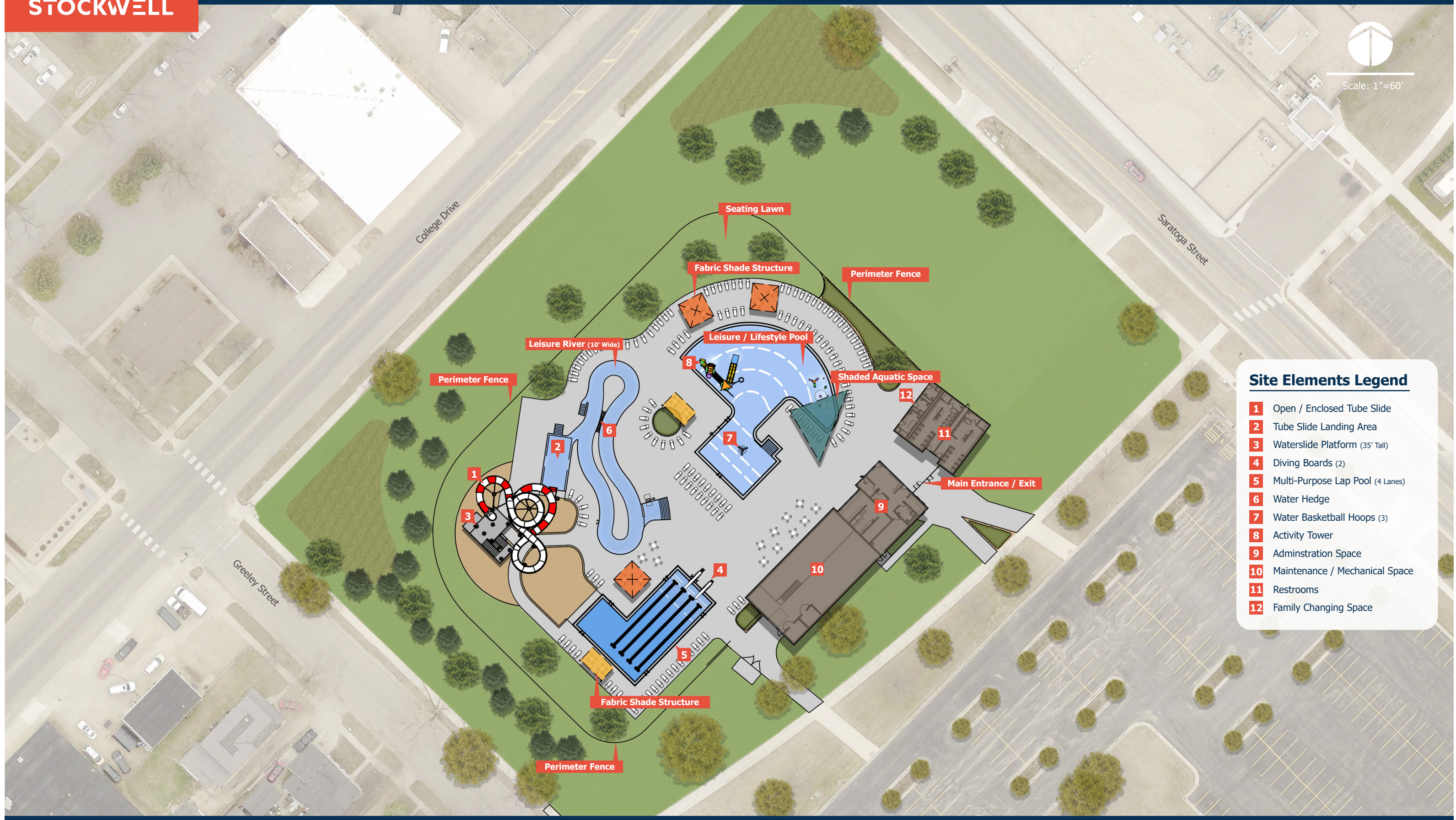
On November 7, 2023, the voters of Marshall were asked the following ballot question:

Shall the City of Marshall be authorized to (a) extend a sales and use tax of one-half of one percent (0.50%) for the purpose of paying the costs of collecting and administering the tax and paying for the construction of a new municipal aquatic center in the City, plus associated bonding costs, including interest on any bonds, and (b) issue its general obligation bonds in an aggregate principal amount not to exceed \$18,370,000, plus the cost of issuing the bonds,

| | |
|-------------------------------------|--|
| | <p>including interest on the bonds, to finance the construction of a new municipal aquatic center in the City?</p> <p>The election result: Yes 1,455 (66.44%) No 735 (33.56%)</p> <p>Following these election results the City Council formed an Aquatic Center Committee to assist Stockwell with design/construction/bidding plans Councilmembers Schafer, Alcorn and Moua Leske have participated on this Committee along with City Staff.</p> <p>In December of 2023, with the intention of offering residents and local businesses sponsorship and special recognition opportunities, a community led <i>Jump In, Make A Splash</i> committee was formed in partnership with the Marshall Community Foundation, and the City of Marshall. The successful referendum held on November 7, 2023, will provide \$18.3 million in funds through the extension of the sales tax in Marshall, but additional commitments will help support further amenities such as a body slide flume, lily pad water walk, climbing wall and more shade structures. All donations are being made to the Marshall Community Foundation, who is serving as the fiscal agent for the project and managing the aquatic center fund. To date, the fundraising committee has reported just over \$600,000 received or pledged towards the new aquatic center.</p> <p>On August 29, 2024, the city opened bids for the Marshall Aquatic Center project. Due to higher than estimated bids being received, at the September 10, 2024, City Council rejected the bids and gave authorization and direction to staff to explore construction management services for the aquatic center.</p> <p>On September 10, 2024, City Council gave authorization and direction to staff to explore construction management services for the aquatic center following rejecting bids due to being approximately \$6 million over engineers estimate.</p> <p>At the September 24, 2024 Council meeting, the Council authorize staff to finalize an agreement with Contegrity Group, Inc.</p> <p>On December 10, 2024, the City Council authorized the redesigned concept plan to move forward.</p> <p>Some upcoming dates:</p> <ul style="list-style-type: none"> • City Council Considers Authorization to Advertise for Bids—January 28th Council Mtg • Stockwell/Contegrity/Staff/Committee to Review 95% Specs and Plans—Jan 30th • Final Bid Docs – Feb 10th • Pre-Bid Meeting – Thursday, February 27th at 10:00 a.m. • Bid Opening – Tuesday, March 11th at 2:00 p.m. • City Council Approval, Tuesday, March 25th @ 5:30 p.m. |
| Fiscal Impact: | See cost estimate |
| Alternative/ Variations: | Do not authorize the Advertisement of Bids for the proposed new Marshall Aquatic Center |
| Recommendations: | Authorize the Advertisement of Bids for the revised new Marshall Aquatic Center |



Scale: 1"=60'



Site Elements Legend

- 1 Open / Enclosed Tube Slide
- 2 Tube Slide Landing Area
- 3 Waterslide Platform (35' Tall)
- 4 Diving Boards (2)
- 5 Multi-Purpose Lap Pool (4 Lanes)
- 6 Water Hedge
- 7 Water Basketball Hoops (3)
- 8 Activity Tower
- 9 Administration Space
- 10 Maintenance / Mechanical Space
- 11 Restrooms
- 12 Family Changing Space

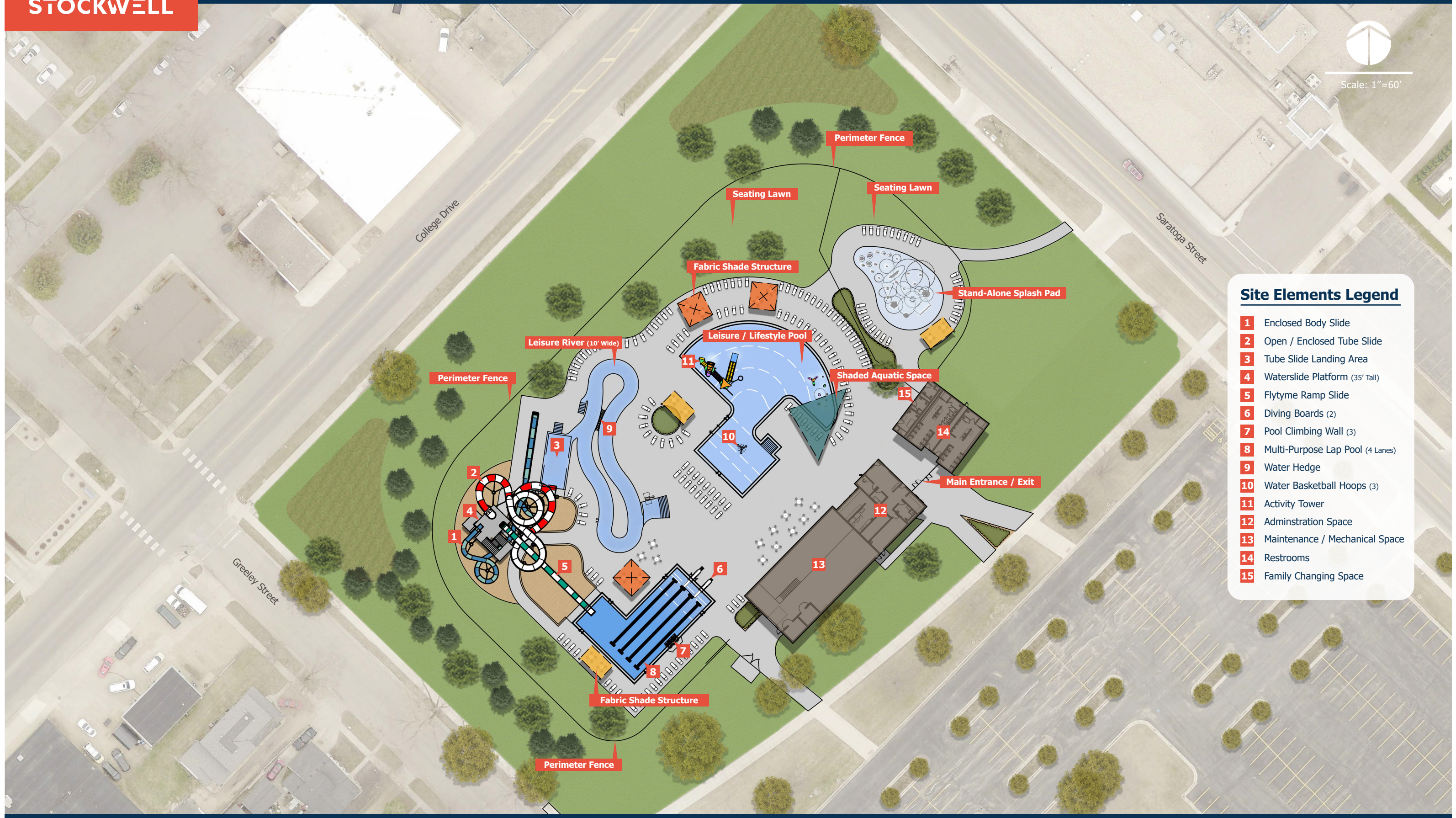
Marshall Aquatic Center

Item 6.

Labeled Illustrative Plan - Base Bid | Marshall, MN



Scale: 1"=60'



Site Elements Legend

- 1 Enclosed Body Slide
- 2 Open / Enclosed Tube Slide
- 3 Tube Slide Landing Area
- 4 Waterslide Platform (35' Tall)
- 5 Flytyme Ramp Slide
- 6 Diving Boards (2)
- 7 Pool Climbing Wall (3)
- 8 Multi-Purpose Lap Pool (4 Lanes)
- 9 Water Hedge
- 10 Water Basketball Hoops (3)
- 11 Activity Tower
- 12 Administration Space
- 13 Maintenance / Mechanical Space
- 14 Restrooms
- 15 Family Changing Space

Marshall Aquatic Center

Item 6.

Labeled Illustrative Plan - Alternates | Marshall, MN

Marshall Aquatic Center

Budget - Revised Concept Estimate



December 10, 2024

| CATEGORY OF WORK | | Budget |
|------------------|----------|------------------------|
| Site | Estimate | \$2,849,438.00 |
| Building | Estimate | \$3,406,674.34 |
| Aquatics | Estimate | \$7,900,000.00 |
| TOTALS | | \$14,156,112.34 |

Contingency

| | | |
|-------------------------------|------------------------|----------------|
| Design/Bid/Market Fluctuation | Budget 4.0% | \$566,244.49 |
| Construction | Budget 3.0% | \$424,683.37 |
| General Conditions | Budget/Estimate | \$847,621.63 |
| CM Fee | Contegrity Group, Inc. | \$429,000.00 |
| Architect & Engineer Fee | Architect - Design | \$1,360,300.00 |
| Architect & Engineer Fee | Architect - CA | \$870,000.00 |

CONSTRUCTION TOTAL: \$18,653,961.83

Owner Items

| | | |
|--|--------|--------------|
| Owner Furnished (furniture/float/etc.) | Budget | \$200,000.00 |
| Site PA & Sound System | Budget | \$75,000.00 |
| Concessions Equipment | Budget | \$60,000.00 |
| Owner - Previous Expenditures | | TBD |

ESTIMATED PROJECT TOTAL: \$18,988,961.83

Project Budget \$18,370,000.00

Amount **Over/Under Budget** **\$618,961.83**

Notes:

* ESTIMATE IS BASED ON AN OPEN COMPETITIVE BID ENVIRONMENT INCLUDING MANUFACTURERS AND SUPPLIERS.

* LIQUIDATED DAMAGES ARE NOT ACCOUNTED FOR IN THIS ESTIMATE

* ESTIMATE IS BASED ON HISTORICAL VALUES AND IS AN APPROXIMATION OF CONSTRUCTION COSTS FOR WORK BEGINNING IN SPRING OF 25

* GENERAL CONDITIONS (Owner Budget) are for items such as; Site Fencing, Portable Toilets, Dumpsters, Office Trailer, Plan Reproduction, Mailing Fees, Temp Signage, Temp Power, Temp Heat/Cool, Special Inspections/Testing, Builders Risk Insurance, Temp Enclosures, Safety Barricades, Fire Protection, Moving Expense, Final Cleaning, Temp Storage, On Site Supervision & permits.

ADVERTISEMENT FOR BID

PROJECT IDENTIFICATION: Sealed bid proposals will be received in accordance with the construction contract documents, as prepared by Stockwell Engineers for:

Name of Project: Marshall Aquatic Center – Site Improvements
Address of Project: 101 West Saratoga Street, Marshall, MN 56258

The work will be accomplished through multiple contracts with City of Marshall, with Contegrity Group Inc. acting as the Construction Manager. The following categories of work will be bid (subject to change): **Earthwork/Utilities, Concrete, Precast Concrete, Masonry, Carpentry, Roofing, Aluminum Frame & Glazing, Acoustical Treatments, Painting, Aquatics, Mechanical/Plumbing/HVAC and Electrical.**

Material Only Categories: Steel Supply, Standard Doors/Frames/Hardware & Specialties.

BID TIME: Bids will be received at the City of Marshall City Hall, Attn: Eric Hanson, 344 W Main Street, Marshall, MN 56258, until **2:00 PM** on **Tuesday, March 11th, 2025**. All late bids received will be returned unopened to the submitter. **No faxed or electronic bids will be accepted.**

BID LOCATION: Sealed Bid Proposals for the **Marshall Aquatic Center – Site Improvements** construction work to be provided in accordance with the construction contract documents, as prepared by Stockwell Engineers will be received at the City of Marshall City Hall, Attn: Eric Hanson, 344 W Main Street, Marshall, MN 56258 until the date and time as stated above. Bids will then be publicly opened and read aloud. **No faxed or electronic bids will be accepted. Sealed bid envelopes shall be marked with the Bidder's Name and Category of Work being bid.**

EXAMINATION OF DOCUMENTS: Contract Documents for this construction work may be examined in the City of Marshall City Hall, Minnesota Builder's Exchange, Builder's Exchanges listed: Albert Lea, Rochester, Southwest, Willmar, Fargo-Moorhead, Grand Forks, Aberdeen, and Sioux Falls Builder's Exchanges, Dodge Data and Analytics, and Construct Connect; Stockwell Engineers, 801 North Phillips Ave, Ste 100, Sioux Falls, MN 57104; and Contegrity Group, Inc., 101 First Street SE, Little Falls, MN 56345.

BID DOCUMENTS: Bid documents will be available to contractors on or about February 11th. Documents can be ordered online from Contegrity Group, Inc by visiting their plan room at www.cgiplanroom.com. To order paper printed documents; a refundable plan deposit check in the amount of \$600.00 per printed set, made payable to City of Marshall and a separate non-refundable check in the amount of \$40.00 per set made payable to Contegrity Group, Inc. will be required for mailing fees. **Electronic downloads of bidding documents can be acquired for free online.** No partial sets of bidding documents will be issued. Plan deposit will be returned upon receipt of all bidding documents returned in useable condition within (20) days after the date bids have been received. Plan documents are to be returned to Contegrity Group, Inc., 101 1st Street SE, Little Falls, MN 56345.

PRE-BID CONFERENCE: A pre-bid conference for all interested contractors will be held on **Thursday, February 27th, 2025, at 10:00 AM** at the City of Marshall Council Chambers, 344 W Main Street, Marshall, MN 56258.

BID SECURITY: Each bid shall be accompanied by a certified check, cashier's check, or corporate surety bond in an amount equal to five (5%) percent of the base bid, as bid security.

If awarded a contract, each successful Bidder shall be required to furnish both Performance and Payment Bonds covering the faithful performance of the contract and the payment of all obligations arising under such contract. Such bonds shall be the latest edition of the AIA Document A312/CM, in the amount equal to 100% payment. If the contract is less than \$175,000 an irrevocable Letter of Credit from a financial institution will be acceptable under the same terms and conditions of Performance & Payment Bonds.

The City of Marshall reserves the right to reject any or all bids received and to waive any informalities and irregularities in the bidding.

Bids may not be withdrawn or modified except as set forth in the A701-2018 Instructions to Bidders, as modified.

CITY OF MARSHALL AGENDA ITEM REPORT

| Presenter: | Jason Anderson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|---|--------|---------|-----------------------------|------------------------------------|------------------------------|-------------------|---------------------------|-------------------|-----------------------------|----------------------------------|------------------------|-----------------------------------|-------------------------|-------------------------------------|-----------------------------|----------------------------------|-----------------------------|--------------------------------------|---------------------------|--------------------------------------|----------------------------|---------------------------------|----------------------------|-------------------------------------|---------------------------------------|---------------------------------|-------------------------|--|-------------------|---------|--------------------------------|-------------------------------------|--------------------------|-------------------------------------|------------------------------|-------------------------------------|
| Meeting Date: | Tuesday, January 28, 2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category: | CONSENT AGENDA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type: | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject: | Project ST-002-2025: Bituminous Overlay Project - Consider Authorization to Advertise for Bids | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Background Information: | <p>Current project estimate for mill and overlay is \$622,200, including all streets shown below (excluding "Alternate Streets") and ADA sidewalk ramp work. The 2025 Capital budget includes \$650,000 for this project.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Street</th><th style="text-align: center;">From-To</th></tr> </thead> <tbody> <tr><td>Southview Court (Edge Mill)</td><td>Southview Drive to Southview Drive</td></tr> <tr><td>DeSchepper Court (Edge Mill)</td><td>DeSchepper Street</td></tr> <tr><td>DeSchepper Court Leveling</td><td>DeSchepper Street</td></tr> <tr><td>Commerce Circle (Edge Mill)</td><td>Carlson Street to Carlson Street</td></tr> <tr><td>Mall Street (Mill All)</td><td>Jewett Street to Mall Parking lot</td></tr> <tr><td>Mall Street (Edge Mill)</td><td>Mall Parking Lot to Clinic Driveway</td></tr> <tr><td>Jefferson Avenue (Mill All)</td><td>Bruce Street to Van Buren Street</td></tr> <tr><td>Jefferson Circle (Mill All)</td><td>Jefferson Avenue to Jefferson Avenue</td></tr> <tr><td>Jefferson Circle Leveling</td><td>Jefferson Avenue to Jefferson Avenue</td></tr> <tr><td>Lawrence Street (Mill All)</td><td>Maple Street to Southview Drive</td></tr> <tr><td>Gray Place West (Mill All)</td><td>South 1st Street to Lawrence Street</td></tr> <tr><td>Marvin Schwan Memorial Dr. (Mill All)</td><td>W. College Drive to S. A Street</td></tr> <tr><td>S.1st Street (Mill All)</td><td>E. Main Street to Marvin Schwan Memorial Drive</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Alternate Streets</th><th style="text-align: center;">From-To</th></tr> </thead> <tbody> <tr><td>Continental Street (Edge Mill)</td><td>Saratoga Street to Thunderbird Road</td></tr> <tr><td>Denali Street (Mill All)</td><td>Saratoga Street to Thunderbird Road</td></tr> <tr><td>Thunderbird Road (Edge Mill)</td><td>Continental Street to east dead end</td></tr> </tbody> </table> <p>At the Public Improvement/Transportation Committee meeting on 01/23/2025, motion by Lozinski, second by Alcorn, to recommend to City Council to authorize to advertise for bids for Project ST-002-2025. All voted in favor. Motion passed 3:0.</p> | Street | From-To | Southview Court (Edge Mill) | Southview Drive to Southview Drive | DeSchepper Court (Edge Mill) | DeSchepper Street | DeSchepper Court Leveling | DeSchepper Street | Commerce Circle (Edge Mill) | Carlson Street to Carlson Street | Mall Street (Mill All) | Jewett Street to Mall Parking lot | Mall Street (Edge Mill) | Mall Parking Lot to Clinic Driveway | Jefferson Avenue (Mill All) | Bruce Street to Van Buren Street | Jefferson Circle (Mill All) | Jefferson Avenue to Jefferson Avenue | Jefferson Circle Leveling | Jefferson Avenue to Jefferson Avenue | Lawrence Street (Mill All) | Maple Street to Southview Drive | Gray Place West (Mill All) | South 1st Street to Lawrence Street | Marvin Schwan Memorial Dr. (Mill All) | W. College Drive to S. A Street | S.1st Street (Mill All) | E. Main Street to Marvin Schwan Memorial Drive | Alternate Streets | From-To | Continental Street (Edge Mill) | Saratoga Street to Thunderbird Road | Denali Street (Mill All) | Saratoga Street to Thunderbird Road | Thunderbird Road (Edge Mill) | Continental Street to east dead end |
| Street | From-To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Southview Court (Edge Mill) | Southview Drive to Southview Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DeSchepper Court (Edge Mill) | DeSchepper Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DeSchepper Court Leveling | DeSchepper Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commerce Circle (Edge Mill) | Carlson Street to Carlson Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mall Street (Mill All) | Jewett Street to Mall Parking lot | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mall Street (Edge Mill) | Mall Parking Lot to Clinic Driveway | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jefferson Avenue (Mill All) | Bruce Street to Van Buren Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jefferson Circle (Mill All) | Jefferson Avenue to Jefferson Avenue | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jefferson Circle Leveling | Jefferson Avenue to Jefferson Avenue | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lawrence Street (Mill All) | Maple Street to Southview Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gray Place West (Mill All) | South 1st Street to Lawrence Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Marvin Schwan Memorial Dr. (Mill All) | W. College Drive to S. A Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S.1st Street (Mill All) | E. Main Street to Marvin Schwan Memorial Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternate Streets | From-To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Continental Street (Edge Mill) | Saratoga Street to Thunderbird Road | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Denali Street (Mill All) | Saratoga Street to Thunderbird Road | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thunderbird Road (Edge Mill) | Continental Street to east dead end | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fiscal Impact: | Included in project descriptions above. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternative/ Variations: | No alternative actions recommended. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recommendations: | that the Council authorize advertisement for bids for Project ST-002-2025: Bituminous Overlay Project. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

State Of Minnesota
City of Marshall, Minnesota
Project Number ST-002-2025

Construction Plans for Bituminous Overlays & Pedestrian Ramp Improvements within the City of Marshall

INDEX

| SHEET NO. | DESCRIPTION |
|-----------|-------------------------------|
| 1 | Title Sheet |
| 2-3 | Estimated Quantity Sheet |
| 4 | Construction Notes Sheet |
| 5 | Detail Sheet |
| 6-12 | ADA / Curb Repair Plan Sheets |
| 13-22 | MNDOT Standard Plan Sheets |

LEGEND

| | |
|---------------------------|---------------------|
| ALIGNMENT STATIONS | |
| GAS LINE | — GAS — GAS — GAS — |
| COMMUNICATION LINE | — CCM — CCM — CCM — |
| FIBER LINE | — FB — FB — FB — |
| UNDERGROUND POWER | — UGP — UGP — UGP — |
| 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 | ⊙ |

SPECIFICATION REFERENCE

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE SUPPLEMENTAL SPECIFICATIONS DATED SEPTEMBER 2022 SHALL GOVERN

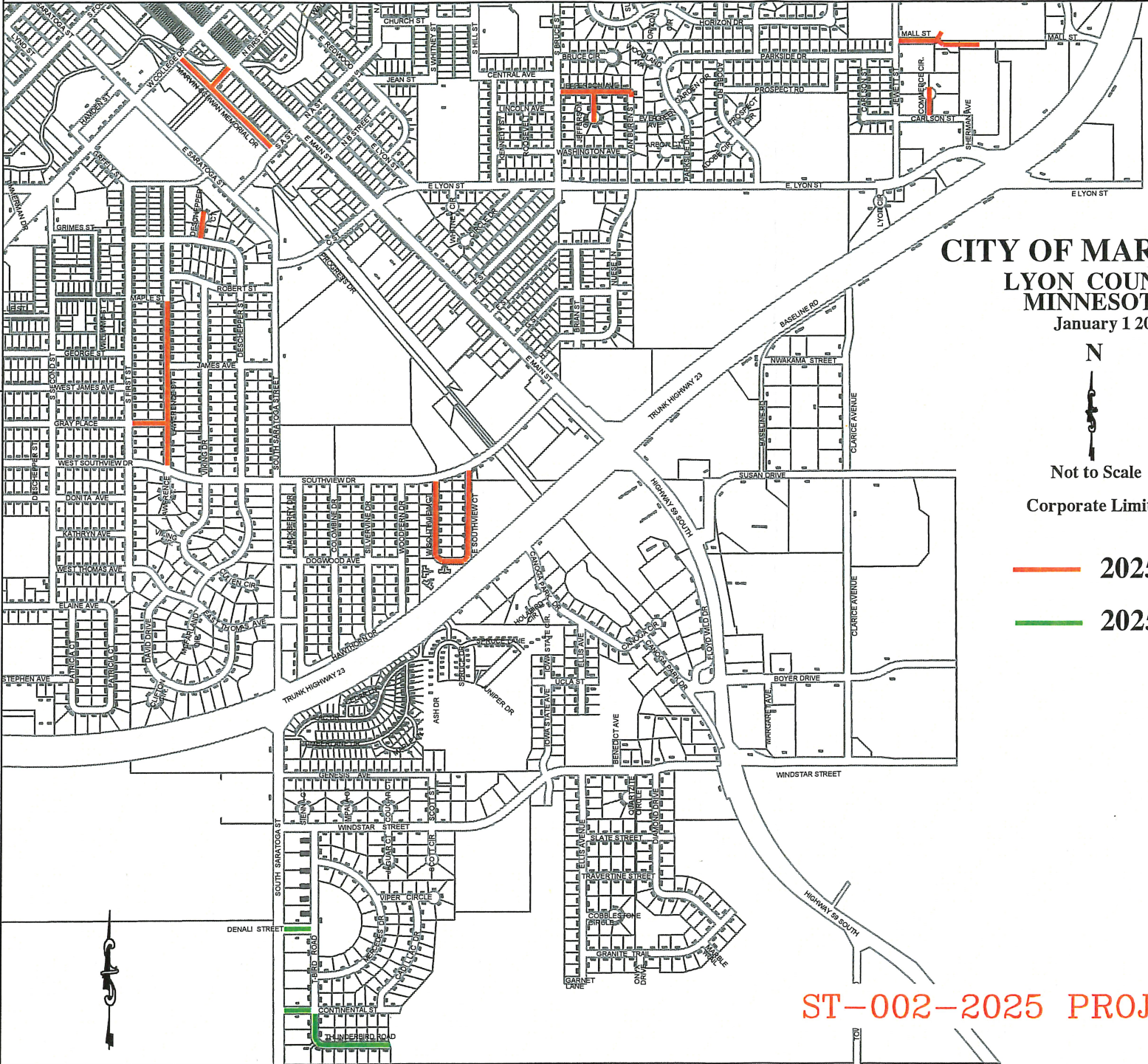
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS.

DESIGN DATA
DESIGN SPEED 30 MPH
STOPPING SIGHT DISTANCE BASED ON
3.5' HEIGHT OF EYE
0.5' HEIGHT OF OBJECT

SCALES

| | |
|----------------|---------|
| PLAN | 1"=20' |
| PROFILE | NA |
| INDEX MAP | 1"=100' |
| GENERAL LAYOUT | 1"=20' |



CITY OF MARSHALL
LYON COUNTY
MINNESOTA
January 1 2025

N

Not to Scale

Corporate Limits

2025 Overlay List
2025 Alternate List

ST-002-2025 PROJECT AREA

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: 01/01/2025
REG NO 53322

DESIGNED BY: JAR
DRAWN BY: JAR
APPROVED BY: JRA
SCALE:

| DATE | REVISIONS | INIT. |
|------|-----------|-------|
| | | |
| | | |
| | | |
| | | |

MARSHALL

ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

2025 BITUMINOUS OVERLAYS
TITLE SHEET

| | |
|---------------------------------|----------------------|
| CITY PROJECT NO. ST-002-2025 | DATE 01/01/2025 |
| STATE AID PROJECT NO. | SHEET NO. 1 OF 22 |

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|--------------------------------|---|
| Presenter: | Jason Anderson |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Project AP-011: WPA Hangar Apron & Taxilane Reconstruction Project - Consider Professional Services Agreement with TKDA |
| Background Information: | <p>The existing WPA Hangar Apron and Taxilane pavements are 30 years old and have reached the end of their useful life. The pavement is in poor condition with distress types summarized as alligator cracking, transverse cracking, patching, and surface weathering. The pavement requires full reconstruction to continue safely serving airport operations. The Project will reconstruct 8,830 SY of Taxilane D, Taxilane H and the WPA Hangar Apron pavement and also includes grading & drainage improvements, pavement markings, aircraft tie-downs, and turf establishment.</p> <p>The airport CIP includes this project in the budget for \$750,000 in total cost (including State and Federal share of project expenses). Current estimated funding share for this project is \$135,000 Federal, \$427,500 State, and \$187,500 local. TKDA will be creating construction cost estimates for concrete and bituminous surfacing for City consideration.</p> <p>Pursuant to the Professional Services Agreement dated March 10, 2020, TKDA is hereby authorized to proceed with the engineering services in connection with the WPA Hangar Apron & Taxilane Reconstruction Project at Airport. Under said agreement, this individual project requires Council approval of the attached individual proposal. This item was presented to the Airport Commission at the meeting on 01/07/2025.</p> |
| Fiscal Impact: | Compensation to TKDA for services provided as described in Section II of the attached proposal shall be on an hourly time basis in an amount not-to-exceed \$70,500.00. Costs will be covered with local funds until a future date when federal and state grants can be acquired to reimburse our expenditures at the prescribed project funding split. The exact funding split is not final, it is pending FAA review of plans. State funding split is 70-30 and federal funding split is 95-5, with federal funding also dependent upon available Airport Improvement Plan (AIP) and Airport Infrastructure Grant (AIG-Bipartisan Infrastructure Law) funds. |
| Alternative/Variations: | No alternative actions are recommended. |
| Recommendations: | that the Council authorize execution of the attached Professional Services Agreement with TKDA for project formulation and design phase services of the WPA Hangar Apron & Taxilane Reconstruction Project in an amount not-to-exceed \$70,500.00. |

January 23, 2025

Mr. Jason R. Anderson, PE
Director of Public Works/City Engineer
City of Marshall
344 West Main Street
Marshall, MN 56258

Re: Proposal for Professional Engineering Services
WPA Hangar Apron & Taxilane Reconstruction – Formulation and Design Phases
Southwest Minnesota Regional Airport (MML)

Dear Mr. Anderson:

Pursuant to our Professional Services Agreement dated March 10, 2020, TKDA is hereby authorized to proceed with the Engineering Services in connection with the **WPA Hangar Apron & Taxilane Reconstruction Project at the Southwest Minnesota Regional Airport (MML)** hereinafter called the Project. Hereinafter, **City of Marshall** is referred to as the OWNER.

I. PROJECT DESCRIPTION

The existing WPA Hangar Apron and Taxilane pavements are 30 years old and have reached the end of their useful life. The pavement is in poor condition with distress types summarized as alligator cracking, transverse cracking, patching, and surface weathering. The pavement requires full reconstruction to continue safely serving airport operations. The Project will reconstruct 8,830 SY of Taxilane D, Taxilane H and the WPA Hangar Apron pavement and also includes grading & drainage improvements, pavement markings, aircraft tie-downs, and turf establishment.

The OWNER has requested that TKDA provide engineering assistance for the Project. Engineering design will consist of the following, to be completed as one construction project, funded through the Federal (FAA), State (MnDOT Aeronautics) and Local funding sources:

- Part A – Project Formulation Phase Services
- Part B – Design & Bidding Phase Services

Part C and Part D services for Construction Phase and Grant Closeout Phase services will be provided under a separate Authorization upon completion of Bidding Phase.

II. SERVICES TO BE PROVIDED BY TKDA

Based on TKDA's understanding of the Project, we propose to provide the following Planning and Civil Engineering services:

A. Project Formulation

1. Conduct Site Visit to evaluate and document existing conditions (1 trip by Project Manager).
2. Develop Project Scope and Schedule with OWNER.
3. Prepare Preliminary Cost Estimate for Funding.
4. Develop eligibility exhibits depicting project scope and coordinate with the OWNER, MnDOT Aeronautics, and the FAA regarding the eligible Project scope, cost and schedule resulting from the preliminary scope and cost estimate.
5. Prepare and coordinate with the FAA Airport District Office (ADO) to obtain a Categorical Exclusion under the requirements of FAA Order 5050.4B, Airport Environmental Handbook, and Minnesota Statutes Chapter 4410, Airport Quality Board Environmental Review.
6. Prepare and submit to MnDOT Aeronautics and the FAA, the FAA AIP Grant Pre-Application Package in accordance with FAA Airports District Office requirements.

7. Assist OWNER with Project-specific Capital Improvement Program (CIP) updates. Provide CIP information to MnDOT Aeronautics and the FAA.
8. Conduct Project kickoff meeting attended by design team.
9. Obtain topographic survey of the Project area and develop topographic base maps in AutoCAD.
10. Coordinate with subconsultant for geotechnical investigation (6 soil borings to 10-ft depth).

B. Design Phase Services

1. Prepare final project scope and schedule for design.
2. Conduct up to two (2) coordination meetings with FAA and MnDOT during design (virtual).
3. Attend one (1) design coordination meeting with OWNER at airport.
4. Complete pavement designs for both rigid and flexible pavements.
 - a. Determine aircraft fleet and operations to develop traffic mix.
 - b. Evaluate design with FAARFIELD 2.1.1 software in accordance with FAA AC 150/5320-6G.
5. Develop surface grading and drainage design in conformance with FAA and local standards
6. Prepare 60% Plans.
7. Prepare 60% Specifications.
8. Prepare Preliminary Cost Estimate.
9. Prepare Engineer's Design Report.
10. Prepare 90% Plans.
11. Prepare 90% Specifications.
12. Submit 90% Documents to FAA ADO.
13. Prepare Final (100%) Plans for Bidding.
14. Prepare Final (100%) Specifications for Bidding.
15. Prepare Final Cost Estimate.
16. Complete Quality Control Review of Final Plans and Specifications.
17. Prepare Construction Safety and Phasing Plan (CSPP) and 7460-1 airspace permit for submittal to the FAA ADO.
18. Prepare Advertisement for Bids.
19. Prepare Bid Package and post electronically for bidding on QuestCDN.
20. Provide Bidding Assistance to Contractors.
21. Conduct Pre-bid Conference.
22. Issue Addenda.
23. Prepare Bid Results and submit to OWNER and FAA.
24. Prepare Recommendation for Contract Award.

III. ADDITIONAL SERVICES

If authorized in writing by the OWNER, we will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Time and Materials basis and such billings shall be over and above any maximum amounts set forth in this Proposal.

- A. Environmental Assessments other than CATEX.
- B. Professional Land Surveyor Services, other than those listed in SECTION II.
- C. Additional Site visits to Marshall, other than those required for services listed in SECTION II.
- D. Airport Layout Plan (ALP) Updates
- E. Grant closeout services.
- F. Construction phase engineering or testing services.

IV. OWNER RESPONSIBILITIES

These responsibilities shall be as set forth in Article 9 of the Professional Services Agreement and as further described or clarified hereinbelow:

- A. Designate one individual to act as a representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project. This individual shall be identified in the signature block area of this Proposal.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II.
- C. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.

V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of your written acceptance of this Proposal and estimate to complete SECTION II services within six (6) months.

VI. COMPENSATION

Compensation to TKDA for services provided as described in SECTION II of this Proposal shall be on an Hourly Time basis in an amount not to exceed **\$70,500**, as summarized below. Our detailed Project Fee Estimate is attached.

| | |
|-------------------------------------|--------------------|
| Section II.A: Project Formulation | \$20,000.00 |
| Section II.B: Design Phase Services | \$50,500.00 |
| Total Not to Exceed Amount | \$70,500.00 |

Payment shall be made in accordance with Article 4 of our Agreement.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

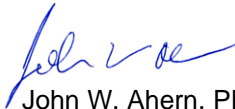
VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Proposal. We agree this letter will constitute an authorization under our Professional Services Agreement upon signature by an authorized official of the City of Marshall and the return of a signed original to us. This Proposal will be open for acceptance for **60** days, unless the provisions herein are changed by us in writing prior to that time. Please feel free to contact Dan Sherer directly at 651.219.2224 or daniel.sherer@tkda.com if you have any questions.

Sincerely,



Daniel A. Sherer, PE
Project Manager



John W. Ahern, PE
Vice President–Aviation

Attachments: Project Fee Estimate
2025 Rate Sheet
AET Proposal

ACCEPTED FOR CITY OF MARSHALL

By: _____
Signature Printed Name/Title Date

OWNER DESIGNATED REPRESENTATIVE:

Name/Title Phone Email

DAS:JWA:dad

Project Fee Estimate

| Client: | | City of Marshall | | | | | | | Date: | | 1/23/2025 | |
|-----------------------------|--|---------------------------------------|---------------------|-------------------|------------------------|-----------------|------------------|----------|----------|-------------|---------------|--|
| Project: | | WPA Hangar Apron & Taxilanes - Design | | | | | | | By: | | DAS | |
| Task | Task Description | Estimated Person Hours Required | | | | | | | | Total Hours | Total Dollars | |
| | | Project Manager | Registered Engineer | Graduate Engineer | Engineering Specialist | Airport Planner | Graduate Planner | Surveyor | Admin | | | |
| | Billing Rate/Hr x Multiplier | \$ 238 | \$ 143 | \$ 108 | \$ 136 | \$ 143 | \$ 105 | \$ 98 | \$ 111 | | | |
| A PROJECT FORMULATION PHASE | | | | | | | | | | | | |
| 1 | Conduct Site Visit | | 12 | | | | | | | 12 | \$ 1,716 | |
| 2 | Prepare Project Scope and Schedule | 4 | 4 | | | | | | | 8 | \$ 1,524 | |
| 3 | Prepare Preliminary Cost Estimate | 2 | 4 | 4 | | | | | | 10 | \$ 1,480 | |
| 4 | Develop Eligibility Exhibits | 2 | | 4 | | 2 | 4 | | | 12 | \$ 1,614 | |
| 5 | Environmental Categorical Exclusion | | 4 | | | | | | | 4 | \$ 572 | |
| 6 | Grant Pre-Application Package | 2 | 4 | | | | | | | 6 | \$ 1,048 | |
| 7 | Prepare Project-Specific CIP Updates | 1 | 2 | | | | | | | 3 | \$ 524 | |
| 8 | Project Kickoff Meeting | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 7 | \$ 971 | |
| 9 | Topographic Survey and Base Maps | | | 8 | | | | 12 | | 20 | \$ 2,040 | |
| 10 | Coordinate Geotechnical Investigation | | 2 | 2 | | | | | | 4 | \$ 502 | |
| | SUBTOTAL HOURS | 12 | 33 | 19 | 1 | 3 | 5 | 13 | - | 86 | | |
| | SUBTOTAL COST | \$ 2,856 | \$ 4,719 | \$ 2,052 | \$ 136 | \$ 429 | \$ 525 | \$ 1,274 | \$ - | | \$ 11,991 | |
| Expenses: | | | | | | | | | | | | |
| | Travel & Subsistence (TS) | | | | | | | | | | \$ 250 | |
| | Miscellaneous (MI) | | | | | | | | | | \$ - | |
| | Reproduction & Reprographics (RR) | | | | | | | | | | \$ - | |
| | Subconsultant - Geotechnical Investigation | | | | | | | | | | \$ 7,060 | |
| | Subconsultant Mark-up | | | | | | | | | 10% | \$ 706 | |
| | Subtotal Expenses | | | | | | | | | | \$ 8,016 | |
| | Subtotal | | | | | | | | | | \$ 20,007 | |
| | ROUNDED | | | | | | | | | | \$ 20,000 | |
| B DESIGN PHASE | | | | | | | | | | | | |
| 1 | Prepare Final Design Scope and Schedule | 2 | 2 | | | | | | | 4 | \$ 762 | |
| 2 | Agency Coordination / Meetings | 4 | | | | 4 | | | | 8 | \$ 1,524 | |
| 3 | Airport Coordination / Meetings | 8 | | | | | | | | 8 | \$ 1,904 | |
| 4 | Pavement Design | 2 | 8 | | | | | | | 10 | \$ 1,620 | |
| 5 | Grading & Drainage Design | 2 | 8 | 4 | | | | | | 14 | \$ 2,052 | |
| 6 | Prepare 60% Plans | 8 | 20 | 40 | 20 | | | | | 88 | \$ 11,804 | |
| 7 | Prepare 60% Specifications | 4 | 8 | | | | | | 4 | 16 | \$ 2,540 | |
| 8 | Prepare Preliminary Cost Estimate | 2 | 4 | 4 | | | | | | 10 | \$ 1,480 | |
| 9 | Prepare Engineer's Design Report | 4 | 8 | 16 | | | | | | 28 | \$ 3,824 | |
| 10 | Prepare 90% Plans | 4 | 10 | 20 | 10 | | | | | 44 | \$ 5,902 | |
| 11 | Prepare 90% Specifications | 2 | 4 | | | | | | 4 | 10 | \$ 1,492 | |
| 12 | Submit 90% Documents to FAA | | 4 | | | | | | | 4 | \$ 572 | |
| 13 | Prepare Final Plans (100%) | 2 | 4 | 10 | 4 | | | | | 20 | \$ 2,672 | |
| 14 | Prepare Final Specifications (100%) | 2 | 2 | | | | | | 2 | 6 | \$ 984 | |
| 15 | Prepare Final Cost Estimate | 2 | 2 | 2 | | | | | | 6 | \$ 978 | |
| 16 | QC Review | 8 | | | | | | | | 8 | \$ 1,904 | |
| 17 | Prepare CSPP and 7460-1 Permit for FAA Submittal | | 8 | | | | | | | 8 | \$ 1,144 | |
| 18 | Prepare Ad for Bids | 2 | | | | | | | 2 | 4 | \$ 698 | |
| 19 | Prepare Electronic Bidding on QuestCDN | | | | | | | | 2 | 2 | \$ 222 | |
| 20 | Answer Bidding Questions | 4 | 4 | | | | | | | 8 | \$ 1,524 | |
| 21 | Conduct Pre-Bid Conference | 12 | | | | | | | | 12 | \$ 2,856 | |
| 22 | Issue Addenda | 2 | 2 | | | | | | 2 | 6 | \$ 984 | |
| 23 | Prepare Bid Tabulation & Submit to FAA | | 2 | | | | | | | 2 | \$ 286 | |
| 24 | Prepare Recommendation for Award | | 2 | | | | | | | 2 | \$ 286 | |
| | SUBTOTAL HOURS | 76 | 102 | 96 | 34 | 4 | - | - | 16 | 328 | | |
| | SUBTOTAL COST | \$ 18,088 | \$ 14,586 | \$ 10,368 | \$ 4,624 | \$ 572 | \$ - | \$ - | \$ 1,776 | | \$ 50,014 | |
| Expenses: | | | | | | | | | | | | |
| | Travel & Subsistence (TS) | | | | | | | | | | \$ 500 | |
| | Miscellaneous (MI) | | | | | | | | | | \$ - | |
| | Reproduction & Reprographics (RR) | | | | | | | | | | \$ - | |
| | Subconsultant | | | | | | | | | | \$ - | |
| | Subconsultant Mark-up | | | | | | | | | 10% | \$ - | |
| | Subtotal Expenses | | | | | | | | | | \$ 500 | |
| | Subtotal | | | | | | | | | | \$ 50,514 | |
| | ROUNDED | | | | | | | | | | \$ 50,500 | |
| TOTAL | | | | | | | | | | | | |
| | TOTAL (ROUNDED) | | | | | | | | | | \$ 70,521 | |
| | | | | | | | | | | | \$ 70,500 | |



2025 SCHEDULE OF ACTUAL HOURLY RATES

| <u>Classification</u> | <u>Range of Direct Hourly Rates*</u> | | |
|--|--------------------------------------|----|-------------|
| Senior Management (Chief Officer, Vice President, Program Director) | \$ 91.00 | to | \$ 115.00 |
| Senior Professional Staff (Registered Engineer, Architect, Landscape Architect, Scientist, GIS Analyst, Planner, and Technical or Market Manager) | \$ 48.00 | to | \$ 108.00 |
| Radio Car Operator | \$ 42.00 | to | \$ 97.00 |
| Engineering, Architectural, Planning, or GIS Specialist II | \$ 42.00 | to | \$ 97.00 |
| Engineering, Architectural, Planning, or GIS Specialist I | \$ 35.00 | to | \$ 59.00 |
| Professional Staff (Registered Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Certified Interior Designer) | \$ 28.00 | to | \$ 76.00 |
| Graduate Staff (Professional-Track Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Land Surveyor, Scientist, or Interior Designer) | \$ 28.00 | to | \$ 64.00 |
| Technician III | \$ 33.00 | to | \$ 55.00 ** |
| Technician II | \$ 27.00 | to | \$ 43.00 ** |
| Technician I | \$ 19.00 | to | \$ 38.00 ** |
| Administrative Staff (Controls, Accounting) | \$ 29.00 | | \$ 69.00 |

* Rates effective until December 31, 2025.

** For hours worked over 40 hours per week individuals are billed at one and one-half times the above rates.

In addition to hourly charges, TKDA shall be reimbursed for direct expenses actually incurred. Unless otherwise approved by the Client, direct expenses for travel and subsistence will be billed at or up to applicable IRS and US GSA published rates. TKDA shall be reimbursed for subconsultant fees at the amount billed TKDA plus 10%.

Notes:

1. Overhead Costs shall be calculated as the Direct Hourly Rate times an Overhead Multiplier Rate of 165.2%. This is slightly lower than TKDA's MnDOT audited rate.
2. For Hourly Rate Authorizations, Direct Rates will be subject to an Hourly Rate Multiplier of 3.05, which includes Overhead Costs and Fee (Profit).
3. For Hourly Cost Reimbursement Plus Fixed Fee Authorizations, the Fixed Fee shall be 15% of the Direct Salary Costs and Overhead Costs amount initially approved under the Authorization.

January 16, 2025



Mr. Daniel Sherer, PE, ENV SP
TKDA
444 Cedar Street, Suite 1500
Saint Paul, MN 55101
daniel.sherer@tkda.com

RE: Proposal for Geotechnical Services
WPA Hangar Apron Pavement Reconstruction
Southwest Minnesota Regional Airport
Marshall, Minnesota
AET #P-0040078

Dear Mr. Sherer:

American Engineering Testing, Inc. is pleased to submit a proposal for this project. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, a fee schedule, and an estimate of charges for our services.

Purpose

The purpose of this geotechnical work is to explore the subsurface conditions at the site, and based on our characterization of the obtained data, to prepare a geotechnical engineering report presenting comments and recommendations to assist you and your design team in planning and construction.

Project Information

We understand that you are planning to reconstruct the WPA Hangar Apron at the Southwest Minnesota Regional Airport in Marshall, Minnesota. Based on the provided soil boring location plan, the proposed soil boring locations will be performed within existing bituminous or concrete pavement. We understand the proposed apron pavement will be concrete.

Scope of Services

Field Exploration

As requested by you, our subsurface exploration program will consist of the following:

- Perform six (6) standard penetration test borings (ASTM:D1586) to a depth of 10 feet each.
- Seal the boreholes per Minnesota Department of Health requirements.
- Dimension and document boring locations based on the existing surface features. We understand the proposed soil boring locations will be staked or marked prior to performing the Gopher State One Call. We understand the surface elevations will be provided by TKDA.

We have not had an opportunity to observe the project site; we assume that the proposed boring locations will be accessible to our truck mounted equipment. Also, if required, snow removal costs have not been included in this proposal.

We will drill the borings using hollow stem augers or by rotary mud drilling, and sampling by the split-barrel method (ASTM D1586). Our crew will keep field logs noting the methods of drilling and sampling,

the Standard Penetration Values (N-values, “blows per foot”), preliminary soil classification, and observed groundwater levels. Representative portions of recovered samples will be sealed in jars to prevent moisture loss and submitted to our laboratory for review, testing and final classification. We will backfill the boreholes and soundings to comply with the Minnesota Department of Health Regulations.

The apron pavement will be patched with bituminous cold patch. Even after backfilling, some sloughing of the backfill may occur, resulting in a potential tripping hazard to pedestrians. We assume that the property owner will backfill and repair any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with pedestrian injury. Accessing the boring locations may leave ruts in the ground. We assume that property owner will perform any site restoration work. We have not included a fee for site restoration in our cost estimate.

Underground Utilities

Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not currently charge for this service, but they will not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, storm sewer, sprinkler systems, site lighting, and electric and data lines between buildings. **The property owner is responsible for locating all private underground utilities and structures.** Please provide us with any maps, plans and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers.

Laboratory Testing

Our services will include index laboratory testing of selected soil samples to aid in judging engineering properties of the soils. The requested laboratory testing is as follows:

| <u>Test</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Cost</u> |
|---|-----------------|-------------------|-------------------|
| Moisture Content (ASTM:D2216) | 30 | \$19.00 | \$570.00 |
| Moisture Content/Density (ASTM:D7263) | 2 | \$100.00 | \$200.00 |
| Atterberg Limits (ASTM:D4318) | 2 | \$140.00 | \$240.00 |
| Grain Size Distribution w/o hydrometers (ASTM:D422) | 2 | \$110.00 | \$220.00 |
| California Bearing Ratio CBR – 3 points (ASTM:D1883) | 1 | \$827.00 | \$827.00 |
| Grain Size Distribution w/hydrometers (ASTM:D422) | 1 | \$208.00 | \$208.00 |
| Standard Proctor (ASTM:D698) | 1 | \$195.00 | \$195.00 |
| <u>Total Cost</u> | | | \$2,460.00 |



Engineering Report

Upon completion of the drilling and laboratory work, we will prepare a geotechnical report describing the subsurface conditions encountered and presenting our foundation recommendations for subgrade preparation of the apron reconstruction area. The report will also discuss earthwork recommendations and present our geotechnical engineering opinions and recommendations regarding the following:

- Grading procedures to prepare the pavement apron subgrade for concrete pavement support, including comments on the suitability of the on-site soils for reuse as fill.
- Backfilling procedures, including material types and compaction requirements.
- Comments on other items which may affect final performance or constructability, such as frost heave and drainage considerations

The geotechnical engineering report will provide the laboratory testing results, design CBR, and subgrade preparation for concrete pavement. We understand TKDA will design the concrete apron pavement section.

Insurance

For the mutual protection of you and American Engineering Testing, we maintain both general and professional liability insurance. Certificates of such insurance can be provided at your request.

Project Direction

Services we perform on your project will be done under the direction of an experienced geotechnical engineer registered in the State of Minnesota.

Fees

The scope of work defined in this proposal will be performed on a time and materials basis in accordance with the attached schedule of fees. For the scope of work described above, the estimated cost will be as follows:

| <u>Task</u> | <u>Cost</u> |
|--------------------------------------|---------------------|
| Mobilization/Demobilization | In Town - No Charge |
| Clear Utilities/Layout soil borings | \$300.00 |
| Soil Borings and bituminous patching | \$2,100.00 |
| MDH Sealing Record | No Charge |
| Laboratory Testing | \$2,460.00 |
| Report and Project Management | \$2,200.00 |
| TOTAL | \$7,060.00 |

We would not exceed \$7,060.00 without prior authorization. If additional drilling is required for proper soil evaluation it would be charged at a unit rate of \$40/foot.

In the event the scope of our services needs to be revised due to unanticipated conditions or for proper evaluation, we will review such scope adjustments and the associated fees with you and receive your approval before proceeding.

Minnesota Department of Health Fees

Effective July 1, 2019, the Minnesota Department of Health (MDH) has changed the borehole sealing and notification requirements. For sites where borings are drilled to a depth of 15 feet or deeper, all

licensed drilling companies are required by law to grout the boreholes upon completion. For borings 25 feet in depth or deeper all licensed drilling companies must submit written notification to the MDH prior to drilling along with a fee of \$75. Projects that span multiple properties will require multiple notifications. The MDH also requires that a Sealing Record be submitted to the MDH, with a copy to you, after the borings are completed. The above fee estimate for our geotechnical services includes the MDH fee for the proposed scope of drilling; however, because final boring depths can change, for example, due to possible unanticipated poor soil conditions, the final MDH fee (including an administrative charge of \$65 per notification) will be added, if necessary, to our final invoice to you.

The MDH Notification and Sealing Record requires the Property Owner name and mailing address (the Property Owner will also receive a copy of the Sealing Record). Please provide this information below.

Property Owner's name/company name:

Property Owner's mailing address:

Performance Schedule

Weather permitting; we anticipate drilling operations can begin within about 2 to 3 weeks after receiving authorization to proceed. Verbal results of the drilling activities can be obtained shortly after completion of the drilling. We anticipate the geotechnical report can be prepared within about 2 weeks after completion of the field work. We are available to review special schedule needs with you.

Environmental Concerns

This proposal is presented for engineering services to evaluate the structural properties of the soil at the specified site. This proposed does not cover environmental assessment of the site or environmental testing of the soil or groundwater. If you wish to have us provide these additional services, please contact us.

Terms and Conditions

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Master Service Agreement between AET and TKDA, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.

Acceptance

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

We have enclosed with this proposal a copy of the "Environmental/Geotechnical Service Agreement-Terms and Conditions." The terms contained in this attachment are incorporated herein and are an integral part of this contract for professional engineering services.

If you have any questions regarding our services, or need additional information, please do not hesitate to contact us.

Sincerely,
American Engineering Testing, Inc.



Tom James
Manager – Marshall
Phone: 507-532-0771
Fax: 651-659-1379
Email: tjames@teamaet.com



Gregory A. Guyer, PE
Senior Engineer
Phone: 507-387-2222
Fax: 651-659-1379
Email: gguyer@teamaet.com

TJ/GG/as

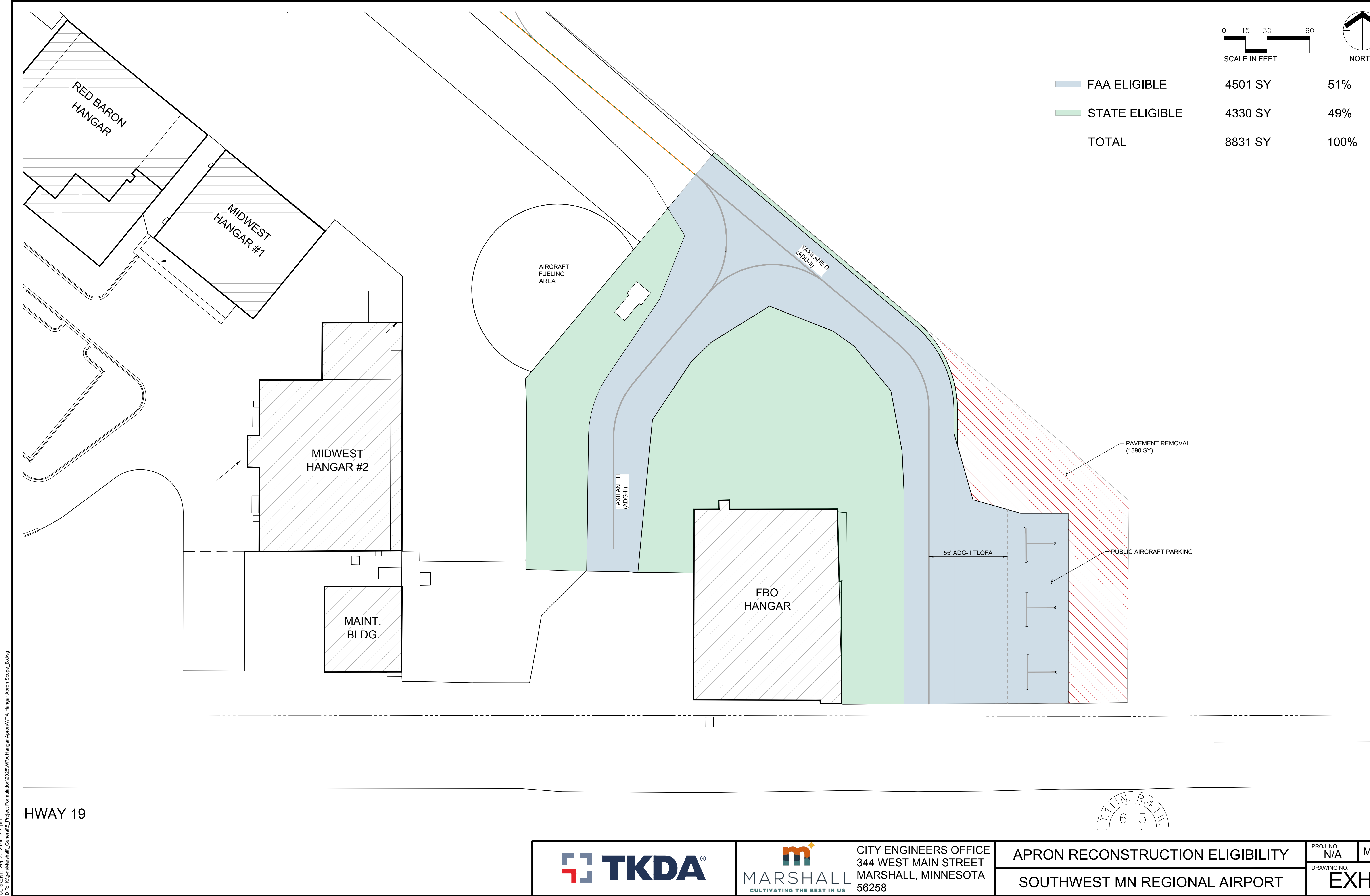
Attachments
Master Service Agreement

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0040078

SIGNATURE: _____
PRINTED NAME: _____
COMPANY: _____
ADDRESS: _____
PHONE NUMBER AND EMAIL: _____
DATE: _____

INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: _____
BILLING/MAILING ADDRESS: _____
AP PHONE NUMBER AND INVOICE EMAIL: _____
P.O. NO./ PROJECT NO.: _____



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|---|
| Presenter: | Mayor Byrnes |
| Meeting Date: | Tuesday, January 28, 2025 |
| Category: | COUNCIL REPORTS |
| Type: | INFO |
| Subject: | Commission/Board Liaison Reports |
| Background Information: | <p>Alcorn – Economic Development Authority, Marshall Area Transit Committee, Public Housing Committee</p> <p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Lozinski –Joint LEC Management Committee, Marshall Municipal Utilities Commission, Police Advisory Board</p> <p>Moua-Leske – Adult Community Center, Convention & Visitors Bureau; Diversity, Equity & Inclusion Commission</p> <p>Schafer – Airport Commission, MERIT Center Commission, SW Amateur Sports Commission, SW MN Emergency Communication Board</p> <p>Schroeder – Economic Development Authority, Joint LEC Management Committee, Planning Commission</p> <p>Schwartz – Cable Commission, Community Services Advisory Board, Library Board</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | |

PUBLIC HOUSING COMMISSION

202 N. FIRST STREET

MARSHALL, MN 56258

January 13, 2025

3:30 P.M Board Meeting

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: December 15th, 2024
4. Reports:
 - A. **One & Two Month** report for Operating Statement for FY 2025
 - B. Accounts Receivable/Payable.
 - C. Occupancy/ Maintenance Report
5. CFP. 2022 – All Items Complete, Payments.
2023 – Walk thru items on patio Doors and East Main Doors.
2024 – Eric here on The 01/07/25 discussed several items.
6. New Business:
 - A. Washer / Dryer Update. Payment. \$ 675.00
 - B. No updates on Sewer Liner, called on 01/07/25.
 - C. Approve Resolution # 25-01, Wage Increase for a Three Year Term.
 - D. Approve Resolution # 25-02, Minnesota Pay Equity Report, ending 12/31/2024
7. Executive Director Items:
8. Commissioner Items:
 - A.
9. Date and Time for Next Regular Meeting, February 10th , 2025. 3:30 p.m.
10. ADJOURN TIME

**PUBLIC HOUSING COMMISSION
OF THE CITY OF MARSHALL
PARKVIEW APARTMENTS**

Minutes of the Meeting of
November 18, 2024

Meeting called to Order: 3:30 P.M. by Vice Chair Reilly.

Members Present: Farrell, Reilly, Knutson, Katz, Rickgarn
Schroeder. Absent: Juarez-Called In.

MOTION by Knutson, seconded by Katz, to approve the minutes of the October 21st, 2024 meeting. All voted in favor, Motion passed.

REPORTS: (No Report) - Month Reports, Operating Statement for FYE 24 was reviewed by the Board. Motion by , second by to approve the Report All voted in Favor, Motion passed.

Account Receivable/Payable: A One-month report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 022196 to # 022241 in the amount of \$ 72,099.32. Motion by Knutson, second by Reilly, to approve the report. All voted in favor.

Occupancy Report: Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included. CFP - 2022-2023. Patio Doors Installed, Working off of Walk Thru Items.

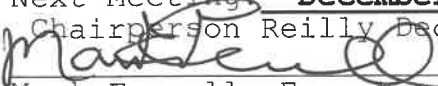
CFP- 2024, Looking over Site Plans for the garages.


New Business:

- A. Washer /Dryer Update-payment. \$ 695.00
- B. Motion by Reilly, second by Knutson to Approve Resolution # 24-13. Approve Family Unit Utility Allowances, effective 12/01/24. This is for Units with Natural Gas only. All voted in Favor, Motion Passed.
- C. Motion by Reilly, second by Knutson, to Approve Resolution # 24-14. Closing out Wells Fargo Checking Acct. and putting those funds into a CD at Minnwest Bank. All Voted in Favor , Motion Passed.
- D. Reviewed a Low Loss Certificate from Insurance Company.
- E. Motion by Reilly, second by Knutson to approve and pay Invoice for Three Deck/stairs at Family Units. All voted in Favor, Motion Passe.
- F. The Board reviewed a Bid to install a Sewer Liner in the Main Sewer Line at Parkview. A second company never turned in a Bid. Motion by Reill, second by Knutson to Approve this Bid on the Contingency of information on the warranty and the earth work performed during winter months. This information will be obtained and passed to the Board. The Board was satisfied by the response from the Liner Company. All voted in Favor of this Motion, Motion passed. All updates will be passed on to the Board.

Next Meeting: December 16th, 2024 3:30 p.m.

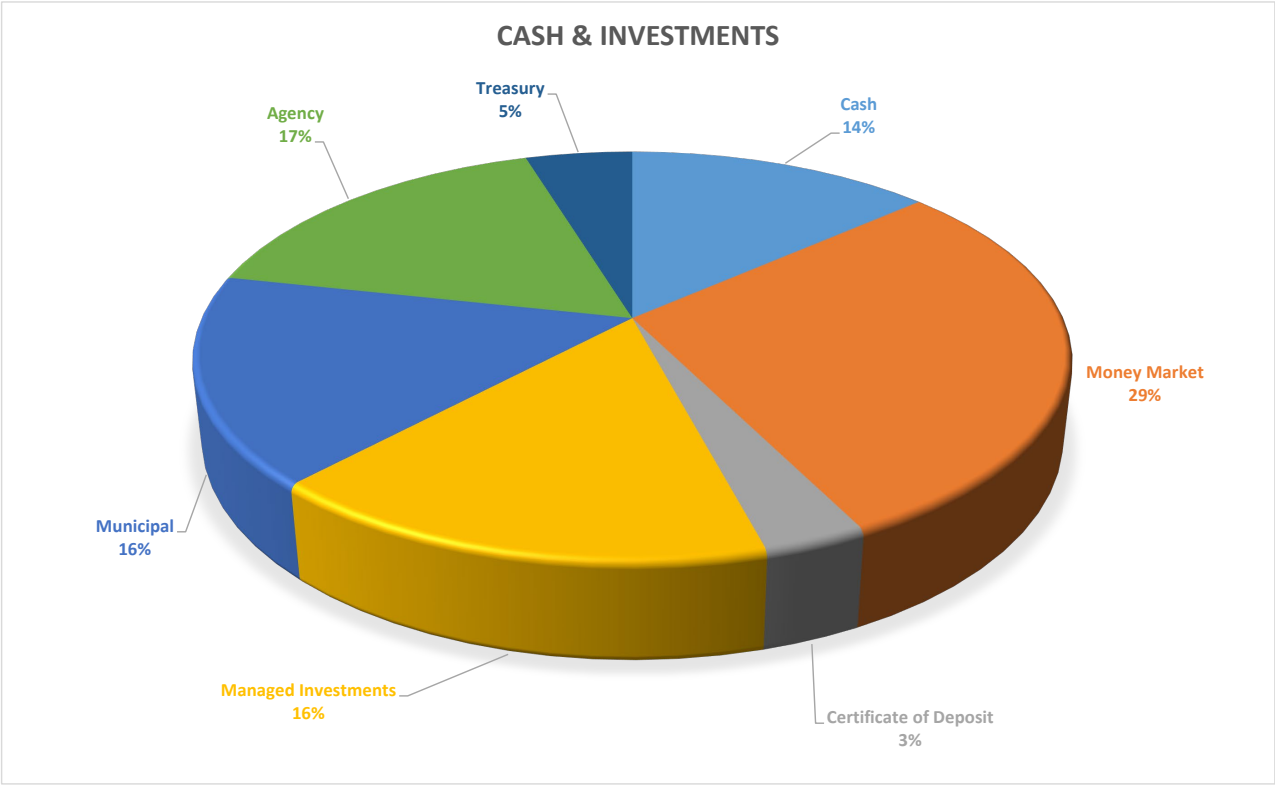
Chairperson Reilly Declared the meeting adjourned at 4:18 p.m.


Mark Farrell, Executive Director


Board Member

City of Marshall, Minnesota
Cash & Investments
12/31/2024

| | Par Value | YTM Rate |
|--|----------------------|--------------------------|
| CASH & INVESTMENTS: | | |
| Checking - Bremer | 7,147,251.27 | 0.00% |
| Money Market - US Bank | 6,322,608.82 | 4.56% |
| Money Market - Wells Fargo | 925,929.44 | 4.37% |
| Money Market - 4M | 8,188,374.16 | 4.56% |
| Agency - 4M | 3,355,000.00 | 4.33% |
| Certificate of Deposit - Wells Fargo | 735,000.00 | 5.32% Average |
| Investment Portfolio - General Fund | 2,812,491.61 | |
| Investment Portfolio - WW/SW Capital Reserve | 3,749,972.54 | |
| Investment Portfolio - Endowment Fund | 1,985,593.58 | |
| Municipal - US Bank | 8,710,000.00 | 4.41% Average |
| Certificate of Deposit - US Bank | 990,000.00 | 4.54% Average |
| Agency - US Bank | 5,585,000.00 | 5.01% Average |
| Treasury - US Bank | 2,500,000.00 | 4.19% Average |
| TOTAL CASH & INVESTMENTS | 53,007,221.42 | 4.12% Average YTM |





Permit List - Build/Plumb/HVAC/Sign - For Council

| Applicant Name | Location | Description of Work | Valuation | Approved Date |
|-------------------------------|------------------|---|-----------|---------------|
| ARMSTRONG/NEAL & ANNA/JT | 507 1ST ST S | Interior Remodeling - ANY Work Inside, Except Fireplace | 6000.00 | 01/21/2025 |
| C&C CUSTOM INTERIORS LLC | 617 THOMAS AVE W | Interior Remodeling - ANY Work Inside, Except Fireplace | 10000.00 | 01/17/2025 |
| Jeremy Swenson | 409 WHITNEY ST S | Plumbing - New bathroom, Piping replacement | 2200.00 | 01/21/2025 |
| Jeremy Swenson | 104 CIRCLE DR | Plumbing - Bathroom remodeling, Piping replacement | 3000.00 | 01/21/2025 |
| Kevin V Goslar | 100 E ST | Plumbing - Water heater | 1250.00 | 01/09/2025 |
| LAYLE FRENCH CONSTRUCTION INC | 602 5TH ST N | Windows | 1800.00 | 01/14/2025 |
| Marah Hart | 206 WHITNEY ST S | Interior Remodeling - ANY Work Inside, Except Fireplace | 1000.00 | 01/09/2025 |
| Mathew Henry Coequyt | 507 1ST ST S | Plumbing - Laundry remodeling, New bathroom | 8500.00 | 01/21/2025 |
| SCHNOOR/MATTHEW | 906 CHERYL AVE | Occupancy/Use Change | 3000.00 | 01/17/2025 |



Upcoming Meetings

January

- 01/28 Ways and Means Meeting, 9:00 AM, City Hall
 - 01/28 Work Session, 4:00 PM, City Hall
 - 01/28 Regular Meeting, 5:30 PM, City Hall
-

February

- 02/11 Commission Interviews, 4:30 PM, City Hall
- 02/11 Regular Meeting, 5:30 PM, City Hall
- 02/25 Regular Meeting, 5:30 PM, City Hall

2025 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 14, 2025
2. January 28, 2025

February

1. February 11, 2025
2. February 25, 2025

March

1. March 11, 2025
2. March 25, 2025

April

1. April 8, 2025
2. April 22, 2025

May

1. May 13, 2025
2. May 27, 2025

June

1. June 10, 2025
2. June 24, 2025

July

1. July 8, 2025
2. July 22, 2025

August

1. August 12, 2025
2. August 26, 2025

September

1. September 9, 2025
2. September 23, 2025

October

1. October 14, 2025
2. October 28, 2025

November

1. Monday, November 10, 2025
2. November 25, 2025

December

1. December 9, 2025
2. December 23, 2025

2025 Uniform Election Dates

- February 11, 2025
- March 04, 2025
- April 08, 2025
- May 13, 2025
- August 12, 2025
- November 04, 2025

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.