



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

Tuesday, February 22, 2022 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 regular meeting and work session held on February 8, 2022.

AWARD OF BIDS

2. Project ST-001-2022: Chip Sealing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).
3. Project ST-004: Halbur Road Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of TaxExempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

CONSENT AGENDA

4. Frontline Warning Systems (outdoor warning sirens) contract with the City of Marshall.
5. Consider authorization to declare vehicle as surplus property for the Marshall Police Department.
6. Block 11 Redevelopment – Transfer of Land to the Housing and Redevelopment Authority.
7. Project ST-006: RRFB School Pedestrian Crossing Improvements Project - Consider Resolution Authorizing Entering into MnDOT Agreement No. 1049268 (TH 19/College Drive and Whitney Street).
8. Consider approval of the bills/project payments.

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

9. Consider Proposal from Bueltel-Moseng Land Surveying for Survey of the Marshall Flood Control Project property.
10. Consider Resolution Establishing and Revoking Municipal State Aid Streets.
11. Consider acceptance of the Classification and Compensation Study Report by Gallagher Human Resources and Compensation Consulting practice and approve implementation for non-union employees.

COUNCIL REPORTS

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

STAFF REPORTS

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

INFORMATION ONLY

17. Information Only

MEETINGS

18. 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

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

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, February 08, 2022**

The regular meeting of the Common Council of the City of Marshall was held February 8, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer (5:32 P.M.), Steve Meister, Don Edblom, John DeCramer, Russ Labat, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Jim Marshall, Director of Public Safety ;Lauren Deutz, Economic Development Director; Karla Drown, Finance Director; Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/ Assistant Zoning Administrator, and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

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

Consider approval of the minutes from the regular meeting held on January 25, 2022.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister that the minutes from the regular meeting held on January 25, 2022 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

At 5:32 P.M., Councilmember Schafer joined the meeting.

Project Z82: North 1st Street / West Redwood Street / West Marshall Street Reconstruction Project - 1) Public Hearing on Assessment; 2) Consider Resolution Adopting Assessment.

The following is a breakdown of the proposed project funding. The costs shown below include 16% for engineering and administrative costs, for a total project cost of \$1,226,760.56.

Wastewater Fund	\$161,451
MMU	\$271,687
Surface Water Management Utility	\$210,851
City Participation (Ad Valorem)	\$304,316
<u>Assessed to Property Owners</u>	<u>\$278,455</u>
Total Project Amount	\$1,226,760

Per the current Fee Schedule, the assessment interest rate is calculated using the most recent bond interest rate and adding 2% for administrative costs. The 2021 GO Bond interest rate was 0.80% plus 2% results in a 2.80% assessment interest rate.

The term of the assessment repayment is proposed by staff to be 8 years. The City has no formal written policy on the term but has followed an administrative past practice to generally match the assessment repayment to the bond repayment term assuming a typical reconstruction project with assessments reaching near the maximum of the residential assessment rate. If the assessment is substantially higher in cases such as commercial assessments the term may be appropriate to increase. Alternatively, on smaller assessment projects consideration could be made to shorten the assessment term. One other item to note is that if

additional principal is paid each year the interest is recalculated annually to address the payments. Therefore, there is no penalty for individuals to repay on a more accelerated schedule if they so choose.

Motion made by Councilmember DeCramer, Seconded by Councilmember Edblom that the Council close the public hearing on assessments for Project Z82: North 1st Street / West Redwood Street / West Marshall Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 22-027, SECOND SERIES, which is the "Resolution Adopting Assessment" for Project Z82: North 1st Street / West Redwood Street / West Marshall Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project ST-002-2022: Bituminous Overlay on Various City Streets – Consider Resolution Accepting Bid (Awarding Contract).

This project consists of street mill and overlay project. Attached is the plan cover sheet that identifies each street that is scheduled to receive a mill and overlay treatment. Streets include:

Street	From-To
Westwood Drive (Mill All)	Country Club Drive to County Road 7
Ridgeway Road (Mill All)	Westwood Drive to Englewood Road
Englewood Road (Mill All)	Pinehurst Road to South dead end
Pinehurst Road (Mill All)	Cumberland Road to South dead end
Cumberland Road (Mill All)	Westwood Drive to South dead end
Adobe Road (Mill All)	East Lyon Street to Parkside Drive
Adobe Circle (Mill All)	All
Adobe Circle	Leveling for island removal
Prospect Circle (Mill All)	All
Prospect Circle	Leveling for island removal
Prospect Road (Mill All)	Adobe Road to Parkside Drive
Carlson Street (Mill All)	Parkside Drive to Jewett Street
Erie Ave (Mill All)	North of Erie Street (CR 33)

On February 2, 2022, bids were received for the above-referenced project. Two bids were received as shown on the attached Resolution Accepting Bid. The low bid was from Duininck, Inc., of Prinsburg, Minnesota, in the amount of \$560,573.35. In addition to the listed city streets, staff bid the majority of the Wastewater Treatment Facility (WWTF) ring road as an alternate. The Wastewater Department included \$60,000 in the Capital Improvement Plan (CIP) for this work. This alternate was proposed at \$53,442.50

The engineer's estimate for the project base bid was \$621,779, of which, \$94,802 was estimated for ADA sidewalk ramp or curb and gutter replacement work. \$685,000 has been included in the 2022 budget or funded as follows:

\$625,000	2022 budget for bituminous overlay on various city streets and will be funded under Account #495-43300-55170 (Public Improvement Revolving Fund-Street Department-Infrastructure)
\$60,000	WWTF 2022 capital improvement budget

The "Resolution Accepting Bid" awarding the contract to Duininck, Inc., of Prinsburg, Minnesota, in the amount of \$560,573.35, with a maximum of \$625,000.00. Staff intends to add an additional street or complete additional ADA sidewalk ramp work as funds are available, not to exceed \$625,000 for City streets and \$60,000 for Wastewater. Rainbow Drive from Madrid Street to the south has been identified as a likely street to be added to the overlay list.

Motion made by Councilmember Lozinski, Seconded by Councilmember Edblom that the Council adopt RESOLUTION NUMBER 22-022, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with Duininck, Inc., of Prinsburg, Minnesota, for the above-referenced project in the amount of \$560,573.35, with a maximum of \$625,000.00 for City streets and \$60,000 for Wastewater. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Passed. 6-1**

Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of TaxExempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

This project consists of reconstruction and utility replacement on South 1st Street from George Street to Greeley Street, on Greeley Street from West College Drive to Saratoga Street, and on Williams Street from Maple Street to George Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb & gutter, new 5-ft. sidewalk on one or both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.

On February 4, 2022, bids were received for the above-referenced project. Five bids were received as shown on the attached Resolution Accepting Bid. The low bid was from R&G Construction Co. of Marshall, Minnesota, in the amount of \$1,647,498.69. The engineer's estimate was approximately \$1,823,100.

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

The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$2,006,653.40.

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

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

Councilmember Labat commented that he would support the bid but stated he did not support the placement of the sidewalk along 1 block on the east side of the project area.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 22-023, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 22-024, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with R&G Construction Co. of Marshall, Minnesota, in the amount of \$1,647,498.69 for Project ST-003: South 1st Street/Greeley Street/Williams Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider Approval of the Consent Agenda

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

Approval of the 2022-2023 Township Fire Contract Rates.

Approval of Resolution Number 22-025, a Resolution Calling Public Hearings on Street Reconstruction Plan, Tax Abatements, and Issuance of GO Bonds

Approval of a LG220 Application for Exempt Permit for United Way of Southwest Minnesota.

Approval of a Tobacco License for Family Grocery Store.

Approval for the Wastewater Treatment Facilities Improvement Project – Consider Payment of Invoice 0283353 to Bolton & Menk, Inc.

Approval of a Lease Agreement between Vishay Hirel Systems LLC and the City of Marshall.

Approval of the bills/project payments

Project ST-006: RRFB School Pedestrian Crossing Improvements Project - Consider Authorization to Advertise for Bids.

Project ST-006: Rectangular Rapid Flashing Beacon (RRFB) School Pedestrian Crossing Improvements Project proposes the following improvements for select locations at the Marshall Middle School, Southview Elementary School, Parkside Elementary School, and True Light Christian School:

- Sidewalk ramp improvements and associated sidewalk improvements where necessary for ADA-compliance.
- Speed limit flasher system (DSD): includes a posted speed limit when flashing and a radar feedback sign to display driver speed. The DSD install will identify the school zone area on either side of the school crossing area, as well as identify the speed limit when the zone is in effect. The power requirements will be met with a solar array and battery.
- Pedestrian crosswalk flasher system (RRFB): includes a crosswalk sign with a pedestrian-activated rectangular rapid flashing beacon (RRFB). The crosswalk flasher system will be installed at select locations where the schools prefer to see crossing occur. The power requirements will be met with a solar array and battery.
- Concrete refuge island (median): because all locations have a two-way left turn lane (TWLTL) striping configuration, city staff believes it is prudent to install center islands for pedestrian refuge and safety. This also allows for a crosswalk flasher system (RRFB) to be installed in the center of the road in addition to behind perimeter curbs; this further attracts a driver's attention. The True Light Christian School location is the only location that is not proposed to receive a median with this project. MnDOT will install in 2025 with the College Drive Reconstruction project.

The project is included in the 2022 capital improvement plan (CIP). The City was awarded a Transportation Alternatives Grant (TA Grant) in the amount of \$339,840 for this project. The TA Grant consists of an 80-20 split; the local matching dollars are to be split by each participating school and the City of Marshall.

At the Public Improvement/Transportation Committee meeting on November 22, 2021, motion by Lozinski, seconded by Labat to recommend approval of the project to the City Council. All voted in favor.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister that the City Council authorize the advertisement for bids for Project ST-006: Rectangular Rapid Flashing Beacon (RRFB) School Pedestrian Crossing Improvements Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project - Consider authorization to request for proposals for Intersection Control Evaluation (ICE) and Project ST-009 consultant services.

The above-referenced project is currently identified for 2023 in the City Capital Improvement Plan (CIP). The project limits include:

- W. Lyon Street (E. College Drive to N. 5th Street)
- N. 3rd Street (W. Main Street to W. Redwood Street).

The proposed project includes the complete reconstruction of the street, curb, sidewalk, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement and utilities are in poor condition and City staff believes a reconstruction is necessary.

Brad Meulebroeck has expressed interest in making changes to the function of N. 3rd Street between W. Main Street and W. Lyon Street. After discussion with staff, his request would include Council considering of the following:

- Remove the signal light at the intersection of N. 3rd Street (City) and W. Main Street (MnDOT). This signal is currently owned and operated by MnDOT, and any changes would need to be approved by MnDOT Traffic.
- In lieu of traffic signal, the addition of an enhanced pedestrian crossing at the intersection of N. 3rd Street and W. Main Street, including a pedestrian refuge island and Rectangular Rapid Flashing Beacon (RRFB) signage. As this installation would be in MnDOT Right-of-Way, this installation would need to be approved by MnDOT Traffic.
- Reconfiguration of N. 3rd Street from the existing two-way travel into a one-way street moving from Main Street to Lyon Street.
- Narrowing of N. 3rd Street to accommodate several additional features including but not limited to landscaping, string lighting, artwork, and sitting areas.

Staff has also considered the possibility of including some aesthetic and/or landscaping/hardscaping upgrades to the remaining blocks of the downtown project. Some of these upgrades may or may not include planter boxes, vegetative strips along the curb and at corners, and tree planting.

With the scheduled timeline of construction in 2023, staff would like the Council to provide authorization to continue forward with the aid of an engineering consultant. Any proposed changes to W. Main Street/3rd intersection will require an Intersection Control Evaluation (ICE) report and coordination with the MnDOT District 8 office. Aesthetic features would likely require the services of a landscape architect to assist with the scoping and design of included features.

At the Public Improvement/Transportation Committee meeting on January 25, 2022, there was a consensus from the Committee for staff to have further discussion with the Downtown Business Association and request a letter of support. City staff intends to take this step in the coming weeks.

The purpose for this item coming to Council now is to receive full Council consideration for staff's process moving forward. If Council is agreeable to exploring the option of removing the traffic signal at Main/3rd Street, City staff believes that we need to begin this process as soon as possible. Staff is hopeful that changes could be made in 2023 if Council desired, but we are not entirely certain of MnDOT's timeframe for review, approval, and cost participation.

Further, hiring a firm to help with aesthetic options will be critical if the downtown business community or City Council want these types of enhancements. City staff would plan to work with the Downtown Business Association and Chamber to help us manage input.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council authorize staff to request for proposals for ICE report at Main/3rd and consultant services for downtown aesthetic improvements. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Labat. The motion **Passed. 5-2**

Project ST-023: W. Lyon Street (College to 1st) Reconstruction Project - Consider Resolution Ordering Preparation of Report on Improvement.

The project limits include W. Lyon Street (E. College Drive to N. 1st Street). The proposed project was originally included in the scope of the Z82 (N. 1st/Redwood/Marshall) Reconstruction Project constructed in 2021. In consideration of the unknown status regarding the potential development of the Block 11 property, the block of W. Lyon Street between E. College Drive and N. 1st Street was removed from the scope of the project. The intention was to bring this project forward once development of the Block 11 property was anticipated to ensure that the proposed street and utility reconstruction would adequately serve the Block 11 development. After discussion with City EDA staff, construction on the first phase of the redevelopment is still a possibility for the 2022 construction season.

The proposed project includes complete reconstruction of the street, curb, driveways, water system, and sanitary sewer collection system. This project will tie into the proposed limits of the MnDOT College Drive Reconstruction project (2025) on the northwest end and into where the Z82 Reconstruction project finished in 2021 on the other end. This block does not currently have water main. MMU has expressed their desire to extend new 6" PVC water main from N. 1st Street (stubbed out with the Z82 project) to E. College Drive to complete a water main loop. There is no existing sanitary sewer under this block also. The reconstruction project would install new PVC main, with new PVC services to adjacent vacant lot(s) for potential future development. Storm water would likely not be required on this project as this block is serviced by the new storm water facilities at N. 1st Street and E. College Drive.

City staff met with PI/T on January 25, 2022 to discuss the proposed layout and construction materials for this project. Once prepared, the Feasibility Report will include layouts and proposed materials to be used for construction. At this time, staff is identifying a street width for W. Lyon Street of 58-FT as measured from back of curb; this is 2 feet wider than the existing width of 56- FT. The additional width would provide for two 13-FT travel lanes and two 15.5-FT rows of 45° angle parking stalls. City staff is also proposing concrete surfacing at this time, but this will be reviewed and identified in the Feasibility Report.

Beginning the assessment project process by calling for this Feasibility Report does not guarantee or commit the City to completing a construction project. The purpose of beginning this process is to ensure that the City is ready to complete construction project in 2022 if the City Council determines the project is required. All improvements are proposed to be assessed according to the current Special Assessment Policy or Policy amended prior to certification of assessments including, but not limited to, Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.

Motion made by Councilmember Lozinski, Seconded by Councilmember Edblom that the Council adopt RESOLUTION NUMBER 22-026, which is the "Resolution Ordering Preparation of Report on Improvement" for Project ST-023: W. Lyon Street (College to 1st) Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

Consider Proposal from SRF Consulting Group, Inc. for Design of City Utilities in MnDOT's 2025 College Drive Reconstruction Project.

For consideration is a proposal from SRF Consulting Group, Inc. (SRF) for professional services for the design of watermain and sanitary sewer relocations along TH 19 (College Drive). The design includes the relocation of approximately 2,800 feet of watermain and 3,600 feet of sanitary sewer in various segments along the proposed MnDOT TH 19 corridor. Scope of Services is shown in Attachment B of the enclosed proposal.

This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022. Motion by Labat, seconded by Lozinski to recommend Council authorize execution of the attached SRF "Proposal for Professional Services for Watermain and Sanitary Relocation Design" associated with MnDOT's 2025 College Drive Reconstruction Project for a not-to-exceed amount of \$62,598. All voted in favor. Motion passed 3:0.

The proposal is for services as described for a not-to-exceed amount of \$62,598. This proposal did not include possible project expansion into the Bruce Street intersection. If the project scope changes, contract adjustments may be required. Costs for these services will be paid by MMU and the Wastewater Department.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer that the Council authorize execution of the attached SRF "Proposal for Professional Services for Watermain and Sanitary Relocation Design" associated with MnDOT's 2025 College Drive Reconstruction Project for a not-to-exceed amount of \$62,598. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Passed. 6-1**

Authorization to Advance Rental Ordinance by Obtaining Landlord Input

Several months ago, the City received a complaint about a VRBO rental property in town. The current ordinance does not address short-term rentals, such as VRBO's and Airbnb's. At the Council meeting discussing the situation, staff received direction to develop an ordinance addressing the short-term rentals. However, at the Legislation and Ordinance Committee meeting discussing the first draft, it was suggested that short-term rentals should be handled similar to most other cities, which regulate them through a rental ordinance along with other rental properties.

The City of Marshall is the only city among comparable cities (and one of very few cities of similar size in the State of Minnesota) that does not have a rental ordinance. It is home to a four-year college, which increases demand for rental properties, and with 44% of the population renting, Marshall is near the top of the list for such percentage in Minnesota. The City has a Housing Code that has been in place for several decades, but it is enforced on a complaint basis only without regular inspections.

The ordinance currently presented for consideration is generally based on similar ordinances from comparable cities. However, its main feature is that it does not introduce any new requirements and uses the existing Housing Code as a reference instead of creating a list of the new requirements. Further, a list of specific building features that would be inspected has been created (see attached) to limit the subjective factor of specific inspectors doing inspections. This list is limited to life safety features and a few obvious livability items, such as working toilets. It is staff's opinion that practically all multiple family rental buildings would meet all requirements with few exceptions. However, some single-family rentals may have to do some work. Additionally, some responsibilities, such as maintaining smoke alarms (except changing batteries every year).

will be placed on tenants rather than landlords. Short-term rentals are addressed as a separate section within this Ordinance. Staff would also recommend amending the ordinance by allowing renting to more than three unrelated adults with a Conditional Use Permit, which would expand rental opportunities for college students living in single family houses.

The proposed process for implementing this ordinance may include several phases and may be done in collaboration with our Fire Department. The City may start with voluntary registration and consider reducing or waiving a fee for this step as an incentive. Inspections will be conducted by current Community Planning department staff as time permits, mostly in the wintertime. All properties passing inspections will be issued a compliance certificate that they will be able to use as a marketing and promotional tool. The City will keep a list of certified properties and will be able to provide it upon request to prospective tenants or post on the City's website.

After a certain period, registration shall become mandatory. Again, inspections will be conducted as time permits by existing staff. At this stage, enforcement will be limited with ample time given to correct violations (with few exceptions for low cost and high danger items, such as smoke and CO alarms). Non-compliant properties will be permitted to continue operations until compliance will be required for issuing a license necessary for continuing operations as a rental property. The timeframe for implementation may be stretched for several years. Additional flexibility may be achieved by starting with certain types of properties and extending implementation to other types at a later stage.

The license term is currently proposed to be three years. The fee determination is currently open, but it will be based on actual time estimate for inspections and will be within the range of rental fees of comparable cities. Staff will discuss fees with the Ways and Means Committee at a later date.

The current ordinance was presented to the Legislation and Ordinance Committee in December and received generally positive review. Staff suggests that this draft be discussed with local landlords/property owners prior to presenting a final draft to the Council for introduction. Landlords' input, just like input from all interested parties, would be a valuable tool for finalizing this Ordinance.

At this time, staff is seeking Council's approval to continue forward with the proposed ordinance and proposed inspection list as written. Staff understands that the Council may wish to adjust some ordinance or inspection list language at a later date and/or incorporate some landlord input. As mentioned above, fees will be discussed later, but they will be comparable to other cities. The purpose of this Council authorization is to obtain Council approval to call for a meeting with our community's landlords.

Motion made by Councilmember Meister, Seconded by Councilmember DeCramer Staff recommends that the Council directs staff to seek input from local landlords for further development of the City Rental Ordinance before presenting a final draft to the Council committees and the full Council for Ordinance introduction. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

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

Community Service Advisory Board:

Sue Versaevel to an unexpired term set to expire 2/28/2025

Raphael Onyeaghala to an unexpired term set to expire 2/28/2025

Library Board:

Anne Marie Vorbach to an expired unexpired term set to expire 12/31/2023

Motion made by Councilmember Meister, Seconded by Councilmember Schafer To approve the appointments to the various boards, commissions, bureaus and authorities. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Commission/Board Liaison Reports

Byrnes Fire Relief Association met to review the performance of the fund. The fund has performed well with approximately 11% return.

Schafer Airport Commission met and reviewed the repairs made to the Arrival/ Departure building and discussed future needs regarding refueling operations.

Meister No Report

Edblom No Report

DeCramer Diversity, Equity, and Inclusion Commission reviewed the upcoming World Café event with the Facilitator.

Labat No Report

Lozinski No Report

Councilmember Individual Items

Councilmember Meister asked for residents to take the opportunity with the warm weather to clear sidewalks.

Councilmember Edblom discussed the various openings to boards and commissions.

Councilmember DeCramer commented on Minnesota Housing grant to Broadmoor Valley. Member DeCramer stated that the grant submitted by Broadmoor Valley incorrectly stated on the application that the City of Marshall is considering assisting Broadmoor Valley with funding. The City of Marshall did not see the grant application and was not asked to assist with any funding.

Mayor Byrnes discussed the opening of the state legislative session and the number of items up for consideration that could affect the region. Byrnes commented that these items will call for advocacy from the City Council and Administrative staff.

City Administrator

City Administrator Sharon Hanson commented on a new City Committee for the Marshall Aquatic Center Committee. A future agenda item that the Committee will discuss is creating an advocacy group to discuss the advocate for the aquatic center.

Director of Public Works

Director of Public Works/ City Engineer reminded the council that the open house for the comprehensive plan will take place on Wednesday, February 16 from 4 – 6 PM. Director Anderson commented that both City and MMU staff have begun to meet to discuss the utility needs for Broadmoor Valley.

City Attorney

City Attorney, Dennis Simpson provided an update on various ongoing items including conversations with the Minnesota Department of Agriculture continues to review the action plan for Helena Chemical, the Minnesota Department of Labor and Industry regarding repair vs. replacement/removal of manufacture homes at Broadmoor Valley and with the Minnesota Housing Finance Agency regarding the grant awarded to Broadmoor Valley and the requirements and scope of work of the grant. Attorney Simpson also spoke with the Minnesota Boundary Adjustment Agency regarding future annexation.

Administrative Reports

There were no questions on the Administrative Brief.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 6:32 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Meister to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, February 08, 2022**

The work session of the Common Council of the City of Marshall was held February 8, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 6:47 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Don Edblom, John DeCramer, Russ Labat, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator and Human Resource Manager, Sheila Dubs.

Closed Special Meeting pursuant to Minn. Stat. §13D.03, subd. 1(b) to consider strategy for union negotiations.

At 6:47 P.M., Motion by Councilmember Lozinski, Seconded by Councilmember Edblom to adjourn into closed session pursuant to Minn. Stat. §13D.03, subd. 1(b) to consider strategy for union negotiations. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

At 7:54 P.M., the City Council reconvened from Close Session.

Adjourn

At 7:55 P.M., Motion by Councilmember Schafer, Seconded by Councilmember Lozinski to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Mayor

Attest:

City Administrator

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022																																																		
Category:	AWARD OF BIDS																																																		
Type:	ACTION																																																		
Subject:	Project ST-001-2022: Chip Sealing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).																																																		
Background Information:	<p>Bids were received on February 16, 2022 for the above-referenced project. Five bids were received as shown on the attached resolution awarding contract. The apparent low bid was received from Pearson Bros., Inc of Hanover, Minnesota, in the amount of \$222,455.10. The 2022 budget for this project is \$210,581. City staff will work with the contractor to reduce the project quantity below the budgeted amount. At this point in time, staff has identified Jewett Street as a likely candidate for removal from the project.</p> <p>The project estimate is \$203,949 for proposed streets, and \$37,787 for proposed alternate streets. Attached is a map showing the proposed affected street segments (proposed red, alternates green).</p> <table border="1" data-bbox="373 877 1385 1459"> <thead> <tr> <th>Proposed Streets</th><th>From-To</th></tr> </thead> <tbody> <tr><td>Paris Road</td><td>Legion Field Road to London Road</td></tr> <tr><td>London Road</td><td>Channel Parkway to Madrid Street</td></tr> <tr><td>Athens Avenue</td><td>Madrid Street to Paris Road</td></tr> <tr><td>Oslo Avenue</td><td>Madrid Street to Dublin Street</td></tr> <tr><td>Rainbow Drive</td><td>Madrid Street to Paris Road</td></tr> <tr><td>Dublin Street</td><td>Rainbow Drive to London Road</td></tr> <tr><td>North 1st Street</td><td>Main Street to Marshall Street</td></tr> <tr><td>Marshall Street</td><td>1st Street to E. College Drive</td></tr> <tr><td>Redwood Street</td><td>1st Street to E. College Drive</td></tr> <tr><td>James Street</td><td>S. 4th Street to Camden Drive</td></tr> <tr><td>Camden Drive</td><td>S. 4th Street to James Avenue</td></tr> <tr><td>South Bruce Street</td><td>E. College Drive to E. Lyon Street</td></tr> <tr><td>East Lyon Street</td><td>E. Main Street to T.H. 23</td></tr> <tr><td>Southview Drive</td><td>S. 4th Street to Overlay by Hy-Vee Driveway</td></tr> <tr><td>Birch Street</td><td>N. Bruce Street to Mustang Trail</td></tr> <tr><td>North Bruce Street</td><td>E. College Drive to 636' North of Emerald Ct</td></tr> <tr><td>Country Club Drive</td><td>S. 4th Street to 316' W. of Westwood Drive</td></tr> <tr><td>Jewett Street</td><td>E. College Drive to E. Lyon Street</td></tr> </tbody> </table> <table border="1" data-bbox="373 1491 1385 1675"> <thead> <tr> <th>Proposed Alternate Streets</th><th>From-To</th></tr> </thead> <tbody> <tr><td>West Marshall Street</td><td>3rd Street to 7th Street</td></tr> <tr><td>South 4th Street</td><td>W. Main Street to W. College Drive</td></tr> <tr><td>West Saratoga Street</td><td>S. 4th Street to Bridge</td></tr> <tr><td>Genesis Avenue</td><td>Saratoga Street to Scott Street</td></tr> <tr><td>South 6th Street</td><td>W. Main Street to Saratoga Street</td></tr> </tbody> </table>	Proposed Streets	From-To	Paris Road	Legion Field Road to London Road	London Road	Channel Parkway to Madrid Street	Athens Avenue	Madrid Street to Paris Road	Oslo Avenue	Madrid Street to Dublin Street	Rainbow Drive	Madrid Street to Paris Road	Dublin Street	Rainbow Drive to London Road	North 1st Street	Main Street to Marshall Street	Marshall Street	1st Street to E. College Drive	Redwood Street	1st Street to E. College Drive	James Street	S. 4th Street to Camden Drive	Camden Drive	S. 4th Street to James Avenue	South Bruce Street	E. College Drive to E. Lyon Street	East Lyon Street	E. Main Street to T.H. 23	Southview Drive	S. 4th Street to Overlay by Hy-Vee Driveway	Birch Street	N. Bruce Street to Mustang Trail	North Bruce Street	E. College Drive to 636' North of Emerald Ct	Country Club Drive	S. 4th Street to 316' W. of Westwood Drive	Jewett Street	E. College Drive to E. Lyon Street	Proposed Alternate Streets	From-To	West Marshall Street	3rd Street to 7th Street	South 4th Street	W. Main Street to W. College Drive	West Saratoga Street	S. 4th Street to Bridge	Genesis Avenue	Saratoga Street to Scott Street	South 6th Street	W. Main Street to Saratoga Street
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Fiscal Impact:	The 2022 budget for this project is \$210,581. This budget includes \$160,000.00 in Street 2022 budget (line item 101-43300-53425), \$28,298 in MSAS funds, and \$22,283 received from penalties assessed on last year's Z88 MSAS Overlay project.																																																		
Alternatives:	No alternative actions recommended.																																																		

Recommendations:	that the Council adopt RESOLUTION NUMBER 22-028, which is the “Resolution Accepting Bid (Award Contract)” for Project Z50-2021: Bituminous Chip Sealing on Various City Streets to Pearson Bros., Inc of Hanover, Minnesota, for an amount not-to-exceed the budgeted amount of \$210,581.
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RESOLUTION NUMBER 22-028

RESOLUTION ACCEPTING BID (AWARD CONTRACT)

WHEREAS, pursuant to an advertisement for bids for Project ST-001-2022: Chip Sealing on Various City Streets, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement for bids:

Bidder	Amount
Pearson Bros., Inc. Hanover, MN	\$222,455.10
Allied Blacktop Company Maple Grove, MN	249,789.48
Asphalt Surface Technologies Corp. St. Cloud, MN	\$251,050.88
Morris Sealcoat & Trucking, Inc. Morris, MN	\$264,945.10
Asphalt Preservation Company Inc. Detroit Lakes, MN	\$285,533.77

AND WHEREAS, it appears that Pearson Bros., Inc of Hanover, Minnesota, is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract Pearson Bros., Inc of Hanover, Minnesota, for an amount not-to-exceed the budgeted amount of \$210,581 according to the plans and specifications on file in the office of the City Clerk.

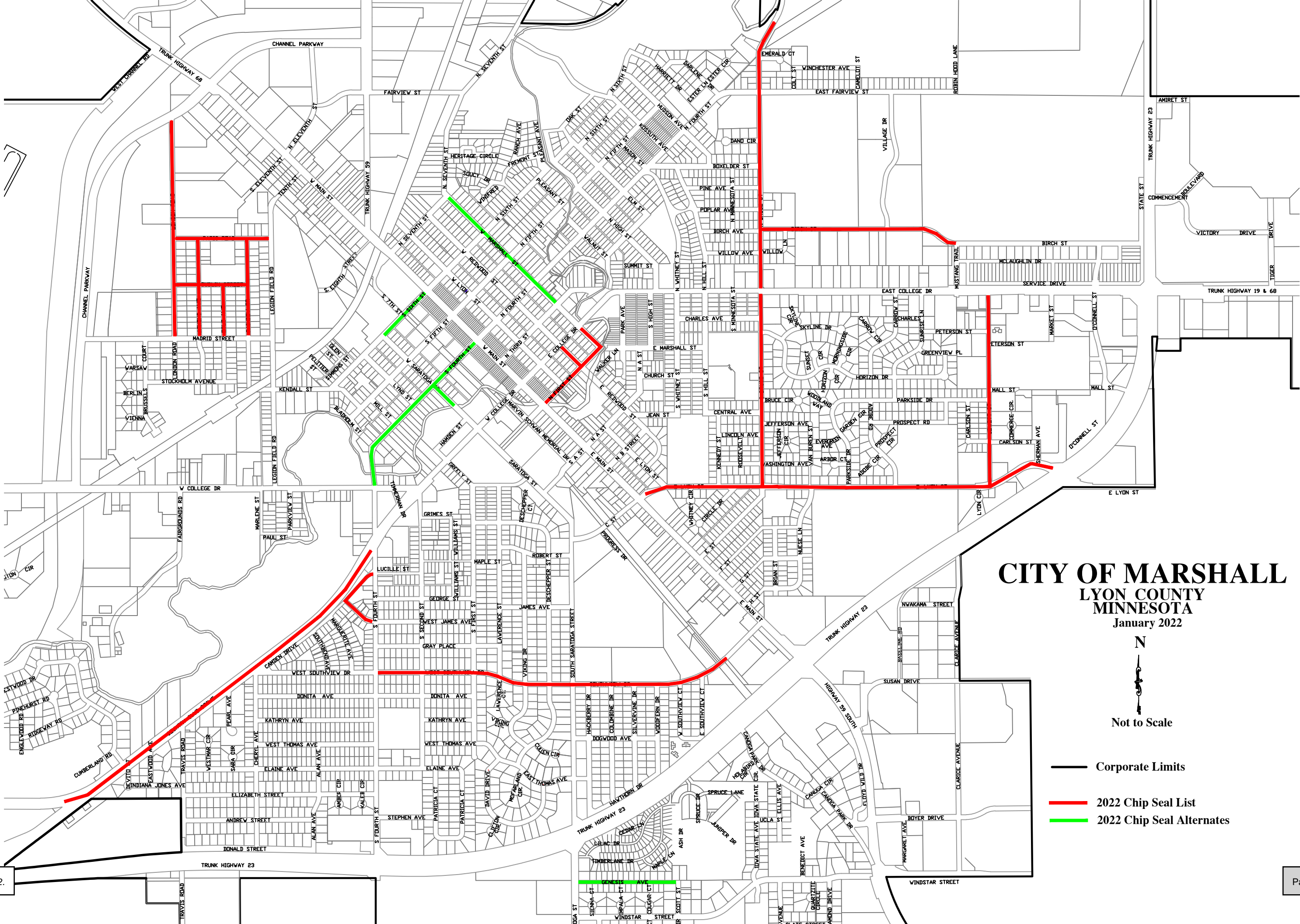
Passed and adopted by the Council this 22nd day of February, 2022.

Mayor

ATTEST:

City Clerk

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



CITY OF MARSHALL
LYON COUNTY
MINNESOTA
January 2022

N

Not to Scale

- Corporate Limits
- 2022 Chip Seal List
- 2022 Chip Seal Alternates

CITY OF MARSHALL
AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Project ST-004: Halbur Road Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).
Background Information:	<p>This project consists of: reconstruction and utility replacement on Halbur Road from Michigan Street to Erie Road (CR 33); sanitary sewer and storm sewer will be replaced with a concrete paved surfacing. This project will also include new curb & gutter, driveway aprons, and sewer services to the right-of-way.</p> <p>On February 16, 2022, bids were received for the above-referenced project. Four bids were received as shown on the attached Resolution Accepting Bid. The low bid was from Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$1,142,009.72. The engineer's estimate for the construction portion of the project is \$1,177,466.</p>
Fiscal Impact:	<p>The proposed project is included in the 2022 capital improvement plan (CIP) for complete reconstruction of the street, curb, driveways, storm water system, and sanitary sewer collection system.</p> <p>The above-referenced project, or a portion thereof, may be financed by the sale of bonds with repayment coming from assessments and Debt Service Fund Levy. It is required that action be authorized by City Council via Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.</p> <p>Attached is the "Resolution Accepting Bid" awarding the contract to Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$1,142,009.72.</p> <p>The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$1,390,967.84.</p> <p>All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation.</p> <p>The financing and cost participation will be forthcoming and addressed at the time of the Resolution Declaring Cost to be Assessed.</p>
Alternatives:	No alternative actions recommended.
Recommendations:	<p>Recommendation No. 1 that the Council adopt RESOLUTION NUMBER 22-029, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project ST-004: Halbur Road Reconstruction Project.</p> <p>Recommendation No. 2 that the Council adopt RESOLUTION NUMBER 22-030 which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$1,142,009.72 for Project ST-004: Halbur Road Reconstruction Project.</p>

RESOLUTION NUMBER 22-029

**DECLARATION OF OFFICIAL INTENT
REGARDING THE REIMBURSEMENT OF EXPENDITURES
WITH THE PROCEEDS OF TAX-EXEMPT BONDS**

WHEREAS, under regulations adopted by the Secretary of the Treasury of the United States of America, the City of Marshall, Minnesota (the "City") is required to make a declaration of its official intent prior to making a capital expenditure, if it intends to be reimbursed for such capital expenditure at a future date from the proceeds of a tax-exempt bond; and

WHEREAS, the City intends to make capital expenditures with respect to the project described below and also intends to reimburse the fund or account described below from which the capital expenditure will be initially paid from the proceeds of an issue of tax-exempt bonds issued at a future date.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City as follows:

1. A general functional description of the project for which the expenditures to be reimbursed are paid is set forth below:

PROJECT ST-004: HALBUR ROAD RECONSTRUCTION PROJECT -- This project consists of: reconstruction and utility replacement on Halbur Road from Michigan Street to Erie Road (CR 33); sanitary sewer and storm sewer will be replaced with a concrete paved surfacing. This project will also include new curb & gutter, driveway aprons, and sewer services to the right-of-way.

The principal amount of debt expected to be issued for the project referred to above will not exceed \$1,425,000.

2. The fund or account from which the expenditures to be reimbursed are to be paid and the general functional purpose of the fund or account is set forth below:

Public Improvements Projects Fund

3. The City reasonably expects to reimburse the expenditures referred to above with the proceeds of tax-exempt bonds.
4. This statement of the official intent of the City is a declaration of official intent under the regulations adopted by the Secretary of the Treasury of the United States of America.

Passed and adopted by the City Council this 22nd day of February, 2022.

ATTEST:

City Clerk

Mayor

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

RESOLUTION NUMBER 22-030
RESOLUTION ACCEPTING BID (AWARD CONTRACT)

WHEREAS, pursuant to an advertisement for bids for the following project:

PROJECT ST-004: HALBUR ROAD RECONSTRUCTION PROJECT -- This project consists of: reconstruction and utility replacement on Halbur Road from Michigan Street to Erie Road (CR 33); sanitary sewer and storm sewer will be replaced with a concrete paved surfacing. This project will also include new curb & gutter, driveway aprons, and sewer services to the right-of-way.

bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Bid Amount
Duininck, Inc. Prinsburg, MN	\$1,142,009.72
R&G Construction Co. Marshall, MN	\$1,148,866.72
Kuechle Underground, Inc. Kimball, MN	\$1,229,866.62
Hulstein Excavating Inc. Edgerton, MN	\$1,283,596.77

AND WHEREAS, it appears that Duininck, Inc. of Prinsburg, Minnesota, is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$1,142,009.72, in the name of the City of Marshall for the above referenced project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

Passed and adopted by the City Council this 22nd day of February, 2022.

ATTEST:

City Clerk

Mayor

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



DESIGNED BY: J.L.D.
DRAWN BY: J.L.D.
Item 3.
1"=##'

DATE	REVISIONS	INIT.



MARSHALL

ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

Halbur Road Reconstruction Project
Project Area

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 00/00/21	LICENSE NO. 53322

CITY PROJECT NO. ST-004	DATE 11/4/2021
STATE AID PROJECT NO.	SH Page 22

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Frontline Warning Systems (outdoor warning sirens) contract with the City of Marshall.
Background Information:	<p>This request is for the City Council to consider the renewal of the service contract for the city's outdoor warning system. This contract is with Frontline Warning Systems and would begin from date of acceptance. A copy of the contract and quote are attached.</p> <p>The City of Marshall utilizes outdoor warning sirens to provide critical public outdoor emergency warning. This equipment must be well maintained to be working when needed. Frontline Warning Systems of Monticello, MN has conducted the maintenance and service to our outdoor warning sirens for many years. This company is the exclusive vendor for this product and most familiar with keeping this crucial system working.</p> <p>The annual service and maintenance for our outdoor siren system is a planned expense in our Emergency Management budget.</p>
Fiscal Impact:	<p>The cost for this maintenance agreement is \$3,100; which includes \$3,000 for a \$250 per siren cost for our twelve (12) outdoor warning sirens and \$100 to check the base station to activate the sirens.</p> <p>This expense has been planned for in the Emergency Management budget.</p>
Alternative/ Variations:	
Recommendations:	Approve the annual service contract with Frontline Warning Systems for service and maintenance of the city's outdoor warning sirens.

Frontline Warning Systems

Frontline Plus Fire & Rescue
DBA/Frontline Warning Systems
8004 Aetna Avenue NE
Monticello, MN 55362

Phone #
763-295-3650

frontlineplus@tds.net
www.frontlinewarningsystems.com

Invoice

Date	Invoice #
2/3/2022	13579

Bill To
City Of Marshall C/O Emergency Manager 611 West Main St Marshall, Mn. 56258-0477

Ship To
City Of Marshall Dir of Public Safety 344 W. Main St. Marshall, Mn. 56258-0477 507-537-7000 ext.200

P.O. No.	Terms	Due Date	Rep	Ship Via	FOB	FLP/PO#
Siren Service	Net 30 Days	2/28/2022		AS LISTED		
Item	Description	Qty	Rate	Amount		
SIREN SERVICE CO...	This invoice is for FY2022 siren service & maintenance. Annual Siren Contract Service Agreement; To service siren/s as specified in contract between Front Line Plus and city listed. This service agreement will be effective Jan 1, 2021 and will expire on December 31st, 2021.	12	250.00	3,000.00		
Base Station Service	Annual Base Station Contract Service Agreement; Inspection within Manufacture Warranty Period. Inspect Base Station, applicable reports, update call keys as/if requested, inspect entire station and provide written report. Any batteries, parts or Out-of-Service repairs will be invoiced separately on as as-needed basis.	1	100.00	100.00		
PLEASE PAY FROM THIS INVOICE. Thank You					Subtotal	\$3,100.00
Customer is responsible for any local and state sales tax that may apply.					Sales Tax (6.875%)	\$0.00
					Total	\$3,100.00
					Balance Due	\$3,100.00



8004 Aetna Ave NE Monticello, MN 55362

1-800-879-3177

763-295-3650 (fax)

frontlineplus@tds.net

www.frontlinewarningsystems.com

Annual Service Proposal and Contract for Whelen Outdoor Warning Sirens.

Effective January 1, 2022

Frontline Warning Systems, Inc. of Monticello, Minnesota hereby proposes the following contract for users of Whelen Mass Warning Products.

To ensure quality operation and longevity of Whelen Warning Products, it is necessary to perform inspection and maintenance of siren systems. This includes maintenance of the batteries, cabinet assembly, electronics, and other components of the siren system.

As a factory authorized service outlet, Frontline Warning Systems proposes to perform this work prior to Severe Weather season to ensure reliable operation.

Frontline will perform maintenance duties twice during the year under this contract to the owner and/or operator of each individual siren. This contract will carry an annual fee for each Whelen Siren. The included official quotation will be the total price, including batteries and/or other parts. One Spring Service (pre-season) and one Fall Service (post-season) will be completed.

The specific dates that maintenance is to be completed upon will ultimately be under the authority and convenience of Frontline, but will be within appropriate seasons, including prior to severe weather season respectfully. Frontline will coordinate these dates with each user. If specific service dates are desired, please coordinate these with Frontline as early as possible.

In addition, Frontline will gather, record, and store records of maintenance for each individual siren site that carries a service contract. These records will be made exclusively available to the owner/operator of each site. These records will not be shared unless requested and will only be shared with personnel authorized by the siren's owner/operator. This will be a complete maintenance contract only. Frontline Warning Systems will perform maintenance duties as outlined in the Whelen operation and installation manuals by the factory. Replacement batteries, repair of individual components, component

replacement, upgrades or other expenses are not included in this contract. This contract, under no conditions, will cover damages incurred by acts of God, vandalism, misuse, abuse, or improper operation. Charges for a bucket truck (including mobilization/travel charges) are not included unless specifically allowed for under payment terms.

If non-critical components fail, Frontline will notify the end user. A separate purchase order may be issued for those repairs. Components (such as batteries or other critical components) that have failed and have taken the siren completely off-line at the time of inspection will be replaced immediately at market price unless otherwise dictated at the time of contract acceptance.

Under this contract, Frontline Warning Systems will be available for a 48 hour response time on system failures. If a siren that is under contract fails, a representative from Frontline will be on-site within 48 hours to inspect, repair, or service accordingly. Also while under contract, there will be no trip charge issued for this response. This does not apply to failures as a result of non-replacement of items suggested during pre-season inspection.

This contract applies exclusively to customers (owners and operators) of Whelen products. In a siren system that has sirens of different manufacturers, only the Whelen sirens will be maintained under this contract. A separate contract may be issued for other sirens.

The purchaser of this contract will be billed for the annual contract prior to March 1st, 2022. The amount billed will be affected upon the total number of sirens requested for maintenance. Each individual siren will carry a charge as listed above; this is a one-time charge per siren per year for year of 2022. With an authorized signature on this form, the contract will begin from date of acceptance or January 1, 2022 (whichever is earlier) and will end December 31st, 2022. The purchaser will be billed before the first maintenance service is performed. If Frontline Warning Systems fails to perform maintenance service or becomes unable to perform duties, the pro-rated amount will be refunded to the purchaser.

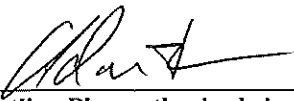
A copy of this document with an invoice will be provided to the purchaser of this contract. This contract will be re-invoiced prior to March 1st, 2023 when the customer can choose to renew or cancel the contract.

Authorized signature

Date

Position or title

12 - Marshfield
Siren/s Location (city)


Frontline Plus authorized signature

2-3-2022
Date

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization to declare vehicle as surplus property for the Marshall Police Department.
Background Information:	This vehicle has been abandoned or seized by the Marshall Police Department and has gone through the notification processes and required periods for disposal.
Fiscal Impact:	This vehicle will be auctioned on-line at the state site, sold, or will be taken to Alters for disposal.
Alternative/ Variations:	
Recommendations:	That this vehicle be declared as surplus property by the City of Marshall.

21-7116	07 Dodge Durango	FFU 995	1D8HB58228F133918	Forf (Co Atty)
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CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Block 11 Redevelopment
Background Information:	<p>City of Marshall is presently the owner of property to be redeveloped within Block 11. City owned property includes Lots 1 through 5, and Lots 15 through 20, all in Block 11, Original Plat to the City of Marshall, Lyon County, Minnesota. Pursuant to Marshall City Charter, the City of Marshall can only sell property for developmental purposes pursuant to ordinance. The development of an ordinance and transfer of property can be a lengthy cumbersome process. It is proposed that the City of Marshall would convey City of Marshall property to the Housing and Redevelopment Authority in and for the City of Marshall. City of Marshall can transfer property pursuant to interagency transfer without ordinance pursuant to Minnesota Statutes Ch. 471.64. It is proposed that the HRA would subsequently transfer property for redevelopment. The HRA would then be in charge of managing the development of the property and overseeing the Tax Increment Financing District and the receipt and distribution of TIF funds and the development of the property over a period of time.</p>
Fiscal Impact:	There is no financial obligation by City of Marshall or HRA concerning the transfer of property.
Alternative/ Variations:	None
Recommendations:	It is proposed that the City authorize the Mayor and City Clerk to execute the attached Deed transferring property as proposed.

RESOLUTION NUMBER 22-031

**RESOLUTION AUTHORIZING TRANSFER OF CITY OWNED REAL PROPERTY TO
HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF MARSHALL.**

WHEREAS, the City of Marshall, Minnesota, is the owner of certain property located in the City and described as follow: Lots 1 through 5, Block 11, Original Plat to the City of Marshall, Lyon County, Minnesota, and Lots 15 through 20, Block 11, Original Plat to the City of Marshall, Lyon County, Minnesota; and

WHEREAS, the City proposes to transfer the above-described property to the Housing and Redevelopment Authority in and for the City of Marshall, Minnesota; and

WHEREAS, the City of Marshall is authorized to transfer property to any political subdivision of the state of Minnesota, without regard to statutory of charter provisions ;and

WHEREAS, prior to the conveyance of real property from the City to the Authority, it is not required and that a public hearing be held for the transfer of said property.

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

1. That the recitals as set forth above are herein incorporated into and made a part hereof;
2. That the Mayor and City Clerk are hereby authorized to execute the deed transferring said property from the City of Marshall to the Housing and Redevelopment Authority in and for the City of Marshall, Minnesota.

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

Robert J. Byrnes, Mayor

ATTEST:

Kyle Box, City Clerk

Its: Mayor

By:

Kyle Box
Its: City Clerk

STATE OF MINNESOTA)
)ss
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this ____ day of _____ 2022, by Robert J. Byrnes Kyle Box, Mayor and City Clerk of the City of Marshall, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should be sent to (Include name and address of Grantee):

City of Marshall
344 W. Main St.
Marshall, MN 56258

THIS INSTRUMENT WAS DRAFTED BY:

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

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Project ST-006: RRFB School Pedestrian Crossing Improvements Project - Consider Resolution Authorizing Entering into MnDOT Agreement No. 1049268 (TH 19/College Drive and Whitney Street).
Background Information:	<p>Project ST-006: Rectangular Rapid Flashing Beacon (RRFB) School Pedestrian Crossing Improvements Project proposes the following improvements for select locations at the Marshall Middle School, Southview Elementary School, Parkside Elementary School, and True Light Christian School:</p> <ul style="list-style-type: none"> - Sidewalk ramp improvements and associated sidewalk improvements where necessary for ADA-compliance. - Speed limit flasher system (DSD): includes a posted speed limit when flashing and a radar feedback sign to display driver speed. The DSD install will identify the school zone area on either side of the school crossing area, as well as identify the speed limit when the zone is in effect. The power requirements will be met with a solar array and battery. - Pedestrian crosswalk flasher system (RRFB): includes a crosswalk sign with a pedestrian-activated rectangular rapid flashing beacon (RRFB). The crosswalk flasher system will be installed at select locations where the schools prefer to see crossing occur. The power requirements will be met with a solar array and battery. - Concrete refuge island (median): because all locations have a two-way left turn lane (TWLTL) striping configuration, city staff believes it is prudent to install center islands for pedestrian refuge and safety. This also allows for a crosswalk flasher system (RRFB) to be installed in the center of the road in addition to behind perimeter curbs; this further attracts a driver's attention. The True Light Christian School location is the only location that is not proposed to receive a median with this project. MnDOT will install in 2025 with the College Drive Reconstruction project. <p>MnDOT requires a Cooperative Agreement to be signed by the City in order to receive a MnDOT permit to install the signage systems identified above on MnDOT right of way. The Cooperative Agreement is included in the Council packet. The agreement clarifies ownership and maintenance responsibilities for each party. To briefly summarize the agreement, the City will be responsible for the infrastructure in its entirety, including maintenance and operations of the equipment and signage.</p>
Fiscal Impact:	No direct fiscal impact for entering the agreement. City will be responsible for all install and ongoing maintenance and operations of the RRFB crossing and dynamic speed signage.

Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council adopt Resolution 22-XXX, which is the “Resolution Authorizing Entering into MnDOT Agreement No. 1049268” to provide for Rapid Rectangular Flashing Beacon ("Pedestrian Crosswalk Flasher System") construction and maintenance by the City upon, along, and adjacent to Trunk Highway No. 19 at Whitney Street, the limits of which are defined in said Agreement.

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF MARSHALL
COOPERATIVE CONSTRUCTION
AGREEMENT**

Control Section:	<u>4905</u>
Trunk Highway Number (T.H.):	<u>19=014</u>
State Aid Project Number (S.A.P.):	<u>139-591-001</u>
City Project Number (C.P.):	<u>ST-006</u>

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Marshall, acting through its City Council ("City").

Recitals

1. The City will perform Rapid Rectangular Flashing Beacon ("Pedestrian Crosswalk Flasher System") construction and other associated construction upon, along, and adjacent to Trunk Highway No. 19 (East College Drive) at Whitney Street according to City-prepared plans, specifications, and special provisions designated by the City as City Project No. ST-006 and by the State and the City as State Aid Project No. 139-591-001 ("Project"); and
2. The City requests the State allow the construction of the Pedestrian Crosswalk Flasher System and the State is willing to allow said construction; and
3. The City will provide ownership and ongoing maintenance of the new Pedestrian Crosswalk Flasher System; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 5. Pedestrian Crosswalk Flasher System Power, Ownership, Operation, Maintenance and Compliance; 8. Liability; Worker Compensation Claims; Insurance; 11. State Audits; 12. Government Data Practices; 13. Governing Law; Jurisdiction; Venue; and 15. Force Majeure.
- 1.4. **Plans, Specifications, and Special Provisions.** City-approved plans, specifications, and special provisions designated by the City as City Project No. ST-006 and by the State and the City as State Aid Project

No. 139-591-001 are on file in the office of the City's Engineer and incorporated into this Agreement by reference ("Project Plans").

2. Right-of-Way Use

- 2.1. *Limited Right to Occupy.*** The State grants to the City (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the City (or its contractors or consultants) for revoking this right of occupancy.
- 2.2. *State Access; Suspension of Work; Remedial Measures.*** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the City or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may direct the City (and its contractor) to take such remedial measures as the State deems necessary. The State may require the City (and its contractors and consultants) to suspend their operations until suitable remedial action plans are approved and implemented. The State will have no liability to the City (or its contractors or consultants) for exercising its rights under this provision.
- 2.3. *Traffic Control; Worker Safety.*** While the City (and its contractors and consultants) are occupying the State's Trunk Highway Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City, contractor, and consultant personnel occupying the State's Trunk Highway Right-of-Way must be provided with required reflective clothing and hats.
- 2.4. *State Ownership of Improvements.*** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the City's contractor with respect to such improvements (if any) will flow to the State. The City will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the City's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the City will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the City's consultants and contractors.

3. Contract Award and Construction

3.1. *Direction, Supervision, and Inspection of Construction.*

- A.** The contract construction will be under the direction of the City and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The City will give the District Engineer at Willmar five days notice of its intention to start the contract construction.

-2-

- B. Responsibility for the control of materials for the contract construction will be on the City and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction".

3.2. Completion of Construction. The City will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate City official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

3.3. Compliance with Laws, Ordinances, and Regulations. The City will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the City will not require the contractor to follow local ordinances or to obtain local permits.

4. Right-of-Way; Easements; Permits

4.1. The City will, without cost or expense to the State, obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction.

4.2. The City will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.

4.3. The City will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

5. Pedestrian Crosswalk Flasher System Power, Ownership, Operation, Maintenance and Compliance

Power, ownership, operation, maintenance, and compliance responsibilities will be as follows for the new Pedestrian Crosswalk Flasher System on Trunk Highway No. 19 at Whitney Street:

5.1. Power. The flasher system is solar powered and will have no upfront hookup or ongoing power costs. If the systems are replaced in the future, any upfront and/or ongoing costs associated with providing power to the systems are the responsibility of the City. The City will own and be responsible for the solar panel to operate the flasher system.

5.2. Ownership, Operation and Maintenance. Upon completion of this project, the City will own the Pedestrian Crosswalk Flasher System. The City will operate and maintain the Pedestrian Crosswalk Flasher System, perform all Gopher State One Call locating, and be responsible for future system replacement, all at the City's cost and expense. The maintenance includes, but is not limited to: snow, ice, and debris removal of the pedestrian landings and ramps, associated signing, crosswalk pavement markings, and lighting without cost or expense to the State. The City will perform all system maintenance in a timely manner.

5.3. Compliance. The City will also be responsible for replacement or upgrades to meet compliance of current and future ADA requirements without cost or expense to the State. If the City fails to comply with the maintenance terms or ADA requirements, or if a safety issue develops, the State may require the City to remove the Pedestrian Crosswalk Flasher System or the State may remove it at the City's cost.

5.4. Right-of-Way Access. The City will submit to the State form "Application for Miscellaneous Work on Trunk Highway Right-of-Way" (Form 1723) in order to perform T.H. 19 pedestrian crosswalk marking maintenance as described in Article 5.2.

6. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

6.1. The State's Authorized Representative will be:

Name, Title: Malaki Ruranika, Cooperative Agreements Engineer (or successor)
 Address: 395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
 Telephone: (651) 366-4634
 E-Mail: malaki.ruranika@state.mn.us

6.2. The City's Authorized Representative will be:

Name, Title: Kyle Box, City Clerk (or successor)
 Address: 344 West Main Street, Marshall, MN 56258
 Telephone: (507) 537-6775
 E-Mail: kyle.box@ci.marshall.mn.us

7. Assignment; Amendments; Waiver; Contract Complete

- 7.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 7.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability; Worker Compensation Claims; Insurance

- 8.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).
- 8.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
- 8.3.** The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

9. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

10. Title VI/Non-discrimination Assurances

The City agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. The City will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of the City's compliance with this provision. The City must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making City staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

11. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

12. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

13. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

14.1. By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

14.2. Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment or the provision of the services covered here. Termination must be by written or fax notice to the City. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

14.3. Suspension. In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement.

15. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

CITY OF MARSHALL

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CITY OF MARSHALL

RESOLUTION NUMBER 22-032

IT IS RESOLVED that the City of Marshall enter into MnDOT Agreement No. 1049268 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for Rapid Rectangular Flashing Beacon ("Pedestrian Crosswalk Flasher System") construction and maintenance by the City upon, along, and adjacent to Trunk Highway No. 19 at Whitney Street, the limits of which are defined in said Agreement.

IT IS FURTHER RESOLVED that the Mayor and the City Clerk
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Marshall at an authorized meeting held on the 22nd day of February, 2022, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2022

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)

CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 02/11/2022 - 02/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	02/11/2022	EFT	0.00	2,174.37	8860
4549	A & B BUSINESS, INC	02/16/2022	EFT	0.00	463.60	8921
6734	ABM EQUIPMENT & SUPPLY, LLC	02/18/2022	Regular	0.00	616.07	120761
5813	ACE HOME & HARDWARE	02/11/2022	EFT	0.00	820.46	8861
5813	ACE HOME & HARDWARE	02/18/2022	EFT	0.00	621.60	8935
6128	ACTION CO LLC	02/11/2022	EFT	0.00	933.24	8862
6412	AG PLUS COOPERATIVE	02/11/2022	EFT	0.00	617.56	8863
0578	AMAZON CAPITAL SERVICES	02/11/2022	EFT	0.00	516.08	8864
0578	AMAZON CAPITAL SERVICES	02/18/2022	EFT	0.00	297.54	8936
4570	AMAZON	02/15/2022	Regular	0.00	1,179.46	120747
3761	AMERICAN BOTTLING CO.	02/11/2022	Regular	0.00	103.40	120713
0581	AMERICAN ENGINEERING TESTING INC	02/11/2022	EFT	0.00	2,050.00	8865
5837	ANDERSON, JASON	02/11/2022	EFT	0.00	137.80	8866
5837	ANDERSON, JASON	02/18/2022	EFT	0.00	80.00	8937
0658	AP DESIGN	02/16/2022	EFT	0.00	428.00	8922
5447	ARTISAN BEER COMPANY	02/11/2022	Regular	0.00	601.25	120714
5447	ARTISAN BEER COMPANY	02/18/2022	Regular	0.00	874.75	120762
2340	BAKER TILLY MUNICIPAL ADVISORS, LLC	02/11/2022	EFT	0.00	6,818.14	8867
5327	BAUMANN, ADAM	02/11/2022	EFT	0.00	10.00	8868
5327	BAUMANN, ADAM	02/18/2022	EFT	0.00	30.00	8938
0688	BELLBOY CORPORATION	02/18/2022	EFT	0.00	3,713.53	8939
0689	BEND RITE FABRICATION INC	02/11/2022	Regular	0.00	119.54	120715
0689	BEND RITE FABRICATION INC	02/18/2022	Regular	0.00	8,645.60	120763
6471	BERGANKDV LTD	02/18/2022	EFT	0.00	5,000.00	8940
0699	BEVERAGE WHOLESALERS	02/11/2022	Regular	0.00	11,289.95	120716
0699	BEVERAGE WHOLESALERS	02/18/2022	Regular	0.00	22,829.88	120764
0724	BOLTON & MENK INC	02/11/2022	EFT	0.00	3,370.25	8869
0726	BORCHS SPORTING GOODS	02/11/2022	EFT	0.00	232.00	8870
0018	BORDER STATES ELECTRIC SUPPLY	02/11/2022	EFT	0.00	784.36	8871
6439	BOTHUN, BRIAN	02/18/2022	EFT	0.00	9,248.40	8941
6231	BOX, KYLE	02/18/2022	EFT	0.00	30.00	8942
4457	BREAKTHRU BEVERAGE	02/11/2022	Regular	0.00	12,060.30	120717
4457	BREAKTHRU BEVERAGE	02/18/2022	Regular	0.00	8,386.91	120765
6539	BREMER BANK CC	02/15/2022	Regular	0.00	1,541.56	120751
3568	BRUNSVOLD, QUENTIN	02/18/2022	EFT	0.00	92.62	8943
0378	BUYSSE, JASON	02/18/2022	EFT	0.00	30.00	8944
0380	CALLENS, DAVID	02/18/2022	EFT	0.00	30.00	8945
6791	CAPITAL ONE	02/11/2022	Regular	0.00	273.66	120718
6791	CAPITAL ONE	02/18/2022	Regular	0.00	74.22	120766
0802	CARLSON & STEWART REFRIG INC	02/11/2022	EFT	0.00	3,799.34	8872
0815	CATTOOR OIL COMPANY INC	02/11/2022	EFT	0.00	3,016.20	8873
0815	CATTOOR OIL COMPANY INC	02/18/2022	EFT	0.00	33.12	8946
0818	CAUWELS, ROGER	02/18/2022	EFT	0.00	30.00	8947
4599	CEF SAFETY SERVICES	02/11/2022	Regular	0.00	1,800.00	120719
5351	CENGAGE LEARNING	02/16/2022	EFT	0.00	38.92	8923
0836	CHARTER COMMUNICATIONS	02/11/2022	EFT	0.00	102.48	8874
0836	CHARTER COMMUNICATIONS	02/11/2022	EFT	0.00	11.99	8875
6262	CHARTWELLS DINING SVC	02/11/2022	Regular	0.00	2,984.46	120720
5733	CLARITY TELECOM, LLC	02/16/2022	EFT	0.00	914.02	8924
5733	CLARITY TELECOM, LLC	02/18/2022	EFT	0.00	1,118.39	8948
5121	COLE PAPERS INC	02/18/2022	EFT	0.00	1,850.45	8949
0875	COMPUTER MAN INC	02/11/2022	EFT	0.00	2,361.50	8876
0875	COMPUTER MAN INC	02/16/2022	EFT	0.00	149.99	8925
0384	COUDRON, DEAN	02/18/2022	EFT	0.00	30.00	8950

Council Check Report

Date Range: 02/11/2022 - 02/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6294	CREDIT BUREAU OF ALEXANDRIA	02/18/2022	Regular	0.00	35.00	120767
0920	CULLIGAN WATER CONDITIONING OF MARSHALL	02/11/2022	Regular	0.00	70.00	120721
0934	D & G EXCAVATING INC	02/11/2022	EFT	0.00	4,140.00	8877
3819	DACOTAH PAPER CO	02/16/2022	EFT	0.00	210.71	8926
3819	DACOTAH PAPER CO	02/18/2022	EFT	0.00	429.34	8951
3845	DAKOTA FLUID POWER INC.	02/18/2022	EFT	0.00	211.25	8952
6537	DEHN, JESSIE	02/11/2022	EFT	0.00	92.00	8878
6537	DEHN, JESSIE	02/18/2022	EFT	0.00	70.00	8953
4573	DEMCO	02/15/2022	Regular	0.00	374.62	120752
5126	DESAER, ANDREW	02/18/2022	EFT	0.00	466.98	8954
6472	DEUTZ, LAUREN	02/18/2022	EFT	0.00	80.00	8955
5994	DISTRIBUTED WEBSITE CORP	02/18/2022	EFT	0.00	7,885.00	8956
5731	DOLL DISTRIBUTING	02/11/2022	EFT	0.00	8,653.01	8879
5731	DOLL DISTRIBUTING	02/18/2022	EFT	0.00	17,202.13	8957
1016	DRIVER & VEHICLE SERVICES RENEWAL	02/15/2022	Regular	0.00	19.25	120753
5984	DROWN, KARLA	02/11/2022	EFT	0.00	14.98	8880
1035	ECOLAB PEST ELIMINATION SERVICES	02/11/2022	EFT	0.00	288.25	8881
4753	ENTERPRISE LEASING CO	02/11/2022	EFT	0.00	206.14	8882
1090	FASTENAL COMPANY	02/11/2022	EFT	0.00	692.85	8883
1090	FASTENAL COMPANY	02/18/2022	EFT	0.00	69.98	8958
1122	FLAHERTY & HOOD, P.A.	02/18/2022	Regular	0.00	8,750.00	120768
1126	FLEXIBLE PIPE TOOL COMPANY	02/18/2022	EFT	0.00	1,174.20	8959
6758	GAG SHEET METAL INC	02/11/2022	Regular	0.00	51,879.00	120722
1158	GALLS INC	02/11/2022	EFT	0.00	126.74	8884
6421	GMNP	02/11/2022	Regular	0.00	1,500.00	120723
6478	GOPHER STATE ONE CALL	02/11/2022	EFT	0.00	17.55	8885
1201	GRAINGER INC	02/11/2022	EFT	0.00	18.92	8886
6127	GRANDVIEW VALLEY WINERY, INC	02/18/2022	Regular	0.00	1,584.00	120769
6269	HANSON, SHARON	02/11/2022	EFT	0.00	31.09	8887
1256	HAWKINS INC	02/18/2022	EFT	0.00	7,093.83	8960
1271	HENLE PRINTING COMPANY	02/11/2022	EFT	0.00	1,123.70	8888
1271	HENLE PRINTING COMPANY	02/16/2022	EFT	0.00	57.85	8927
5515	HOFFMANN, RYAN	02/18/2022	EFT	0.00	30.00	8961
6948	HURCO TECHNOLOGIES, INC.	02/18/2022	Regular	0.00	154.03	120770
1311	HYVEE FOOD STORES INC	02/11/2022	Regular	0.00	27.94	120724
1325	ICMA RETIREMENT TRUST #300877	02/18/2022	Regular	0.00	50.00	120771
5546	INDIAN ISLAND WINERY	02/18/2022	Regular	0.00	129.12	120772
4552	INGRAM LIBRARY SERVICES	02/16/2022	EFT	0.00	2,809.37	8928
6536	INNOVATIVE OFFICE SOLUTIONS, LLC	02/11/2022	Regular	0.00	597.51	120725
6536	INNOVATIVE OFFICE SOLUTIONS, LLC	02/15/2022	Regular	0.00	25.92	120754
6536	INNOVATIVE OFFICE SOLUTIONS, LLC	02/18/2022	Regular	0.00	33.79	120773
3554	INTERNATIONAL CODE COUNCIL, INC	02/18/2022	Regular	0.00	900.00	120774
1371	J.J. KELLER & ASSOCIATES, INC.	02/11/2022	Regular	0.00	146.29	120726
6946	JACOBY, ZACHARY	02/11/2022	EFT	0.00	175.00	8889
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/11/2022	Regular	0.00	19,802.89	120727
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/18/2022	Regular	0.00	7,851.12	120775
6199	JONES, DAVID	02/18/2022	Regular	0.00	175.00	120777
1417	KENNEDY & GRAVEN, CHARTERED	02/11/2022	EFT	0.00	180.00	8890
3564	KESTELOOT ENTERPRISES, INC	02/11/2022	EFT	0.00	589.20	8891
0450	KOPITSKI, JASON	02/18/2022	EFT	0.00	30.00	8962
5377	KRUK, CHRISTOPHER	02/18/2022	EFT	0.00	30.00	8963
4140	KRUSE FORD-LINCOLN-MERCURY, INC	02/18/2022	Regular	0.00	69.92	120778
6629	KURITA AMERICA INC	02/18/2022	EFT	0.00	4,446.00	8964
5138	L & A SYSTEMS, LLC	02/18/2022	EFT	0.00	420.92	8965
1457	LAKE SUPERIOR COLLEGE	02/11/2022	Regular	0.00	210.00	120729
3653	LANGUAGE LINE SERVICES	02/18/2022	EFT	0.00	385.70	8966
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	02/11/2022	Regular	0.00	780.00	120730
6183	LEE, JERRED	02/18/2022	EFT	0.00	30.00	8967
1507	LOCHER BROTHERS INC	02/18/2022	EFT	0.00	983.70	8968
1508	LOCKWOOD MOTORS INC.	02/11/2022	Regular	0.00	16.74	120731
1508	LOCKWOOD MOTORS INC.	02/18/2022	Regular	0.00	376.84	120779

Council Check Report

Date Range: 02/11/2022 - 02/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6949	LUCKOW, LEAH	02/18/2022	Regular	0.00	233.39	120780
6323	LUTHER, ERIC	02/18/2022	EFT	0.00	30.00	8969
1531	LYON COUNTY AUDITOR-TREASURER	02/18/2022	EFT	0.00	3,915.73	8970
1545	LYON COUNTY HIGHWAY DEPARTMENT	02/16/2022	EFT	0.00	34.87	8929
1548	LYON COUNTY LANDFILL	02/11/2022	EFT	0.00	3.00	8892
1552	LYON COUNTY RECORDER	02/11/2022	EFT	0.00	218.70	8893
1553	LYON COUNTY SHERIFF'S DEPT.	02/18/2022	Regular	0.00	5.00	120781
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC	02/11/2022	Regular	0.00	41.08	120732
1565	MACQUEEN EQUIPMENT INC.	02/11/2022	EFT	0.00	55.16	8894
1565	MACQUEEN EQUIPMENT INC.	02/18/2022	EFT	0.00	7,008.09	8971
6292	MADDEN, GALANTER, HANSEN, LLP	02/18/2022	EFT	0.00	420.47	8972
1604	MARSHALL AREA CHAMBER OF COMMERCE	02/11/2022	EFT	0.00	890.56	8895
1604	MARSHALL AREA CHAMBER OF COMMERCE	02/18/2022	EFT	0.00	20.00	8973
4874	MARSHALL GIRL'S BASKETBAL BOOSTERS	02/11/2022	Regular	0.00	669.37	120733
1623	MARSHALL INDEPENDENT, INC	02/15/2022	Regular	0.00	204.00	120755
1623	MARSHALL INDEPENDENT, INC	02/18/2022	Regular	0.00	3,273.51	120782
0460	MARSHALL JAMES	02/18/2022	EFT	0.00	80.00	8974
1631	MARSHALL MACHINE SHOP INC	02/11/2022	EFT	0.00	145.72	8896
1633	MARSHALL MUNICIPAL UTILITIES	02/11/2022	EFT	0.00	92,241.30	8897
1633	MARSHALL MUNICIPAL UTILITIES	02/16/2022	EFT	0.00	3,381.93	8930
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	02/11/2022	EFT	0.00	76.89	8902
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	02/18/2022	EFT	0.00	137.85	8975
3545	MARSHALL RADIO	02/11/2022	EFT	0.00	2,100.00	8903
3545	MARSHALL RADIO	02/18/2022	EFT	0.00	300.00	8976
1649	MARSHALL TRUCK SALVAGE INC.	02/11/2022	Regular	0.00	14.64	120734
5139	MATHESON TRI-GAS INC	02/11/2022	Regular	0.00	71.41	120735
5139	MATHESON TRI-GAS INC	02/18/2022	Regular	0.00	422.14	120784
1794	MEI TOTAL ELEVATOR SOLUTIONS	02/11/2022	EFT	0.00	2,277.00	8904
6025	MELLENTIN, CODY	02/18/2022	EFT	0.00	30.00	8977
4980	MENARDS INC	02/11/2022	Regular	0.00	73.02	120736
4980	MENARDS INC	02/15/2022	Regular	0.00	5.08	120756
4980	MENARDS INC	02/18/2022	Regular	0.00	172.43	120785
3971	MEULEBROECK, ANDY	02/18/2022	EFT	0.00	30.00	8978
6428	MIDWEST SPEAKERS BUREAU	02/18/2022	Regular	0.00	758.00	120786
5925	MIDWEST TAPE	02/16/2022	EFT	0.00	12,000.00	8931
1813	MN POLLUTION CONTROL AGENCY	02/11/2022	Regular	0.00	46.00	120737
1864	MONTES ELECTRIC INC	02/18/2022	Regular	0.00	668.87	120787
1903	NARTEC, INC	02/18/2022	EFT	0.00	101.99	8979
1945	NORMS GTC	02/11/2022	Regular	0.00	204.47	120738
1945	NORMS GTC	02/18/2022	Regular	0.00	452.31	120788
1986	NORTH CENTRAL INTERNATIONAL, INC	02/11/2022	EFT	0.00	328.66	8905
6299	OBEL, CHRISTINA	02/16/2022	EFT	0.00	32.48	8932
6463	OFFICE OF MNIT SERVICES	02/18/2022	Regular	0.00	695.15	120790
5891	ONE OFFICE SOLUTION	02/11/2022	EFT	0.00	54.73	8906
5891	ONE OFFICE SOLUTION	02/18/2022	EFT	0.00	57.07	8980
6947	PARKSON CORPORATION	02/11/2022	Regular	0.00	395.19	120739
2019	PAUSTIS WINE COMPANY	02/11/2022	Regular	0.00	5,074.00	120740
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	02/11/2022	EFT	0.00	46.33	8907
2034	PETTY CASH	02/11/2022	Regular	0.00	120.00	120741
2034	PETTY CASH	02/11/2022	Regular	0.00	120.00	120746
2036	PHILLIPS WINE AND SPIRITS INC	02/11/2022	Regular	0.00	14,640.60	120742
2036	PHILLIPS WINE AND SPIRITS INC	02/18/2022	Regular	0.00	8,920.94	120791
4548	PLUM CREEK LIBRARY SYSTEM	02/15/2022	Regular	0.00	42,965.00	120757
3557	POMP'S TIRE SERVICE, INC.	02/18/2022	EFT	0.00	1,470.38	8981
4531	POPULAR SUBSCRIPTION SERVICE	02/15/2022	Regular	0.00	34.99	120758
0477	PRZYBILLA, SCOTT	02/18/2022	EFT	0.00	30.00	8982
6166	PULVER MOTOR SVC, LLC	02/11/2022	EFT	0.00	1,125.00	8908
6166	PULVER MOTOR SVC, LLC	02/18/2022	EFT	0.00	250.63	8983
2096	QUARNSTROM & DOERING, PA	02/18/2022	EFT	0.00	6,616.00	8984
5965	R&R SPECIALTIES OF WISCONSIN INC	02/11/2022	EFT	0.00	1,461.45	8909
4826	RIEKE, BENJAMIN	02/18/2022	EFT	0.00	30.00	8985

Council Check Report

Date Range: 02/11/2022 - 02/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2186	ROGGE EXCAVATING	02/11/2022	Regular	0.00	420.00	120744
0481	ROKEH, JASON	02/18/2022	EFT	0.00	30.00	8986
6684	ROLLING FORKS VINEYARDS, LLC	02/18/2022	EFT	0.00	334.32	8987
2201	RUNNINGS SUPPLY INC	02/18/2022	EFT	0.00	128.24	8988
5556	SANDGREN, KAYLYNN	02/18/2022	EFT	0.00	30.00	8989
6286	SCHWEGMAN'S CLEANERS, LLP	02/15/2022	Regular	0.00	102.75	120759
3687	SHETEK ENVIRONMENTAL LEARNING CENTER	02/18/2022	Regular	0.00	79.25	120793
6251	SHRED RIGHT	02/11/2022	EFT	0.00	15.00	8910
2284	SIRCHIE	02/18/2022	EFT	0.00	170.48	8990
3495	SMSU	02/11/2022	EFT	0.00	2,700.00	8911
4855	SOUTHERN GLAZER'S OF MN	02/11/2022	EFT	0.00	10,385.46	8912
4855	SOUTHERN GLAZER'S OF MN	02/18/2022	EFT	0.00	9,904.98	8991
2311	SOUTHWEST GLASS CENTER	02/18/2022	EFT	0.00	333.35	8992
2318	SOUTHWEST SANITATION INC.	02/11/2022	EFT	0.00	2,199.93	8913
2318	SOUTHWEST SANITATION INC.	02/16/2022	EFT	0.00	83.42	8933
5922	SRF CONSULTING GROUP, INC.	02/18/2022	Regular	0.00	4,102.23	120794
0491	ST AUBIN, GREGORY	02/18/2022	EFT	0.00	30.00	8993
5823	STAN MORGAN & ASSOCIATES, INC	02/18/2022	Regular	0.00	663.44	120795
3808	STELTER, GEOFFREY	02/18/2022	EFT	0.00	30.00	8994
4134	STENSRUD, PRESTON	02/18/2022	EFT	0.00	30.00	8995
2373	STREICHERS	02/18/2022	EFT	0.00	48.96	8996
4385	STUART C IRBY CO.	02/11/2022	EFT	0.00	56.45	8914
5555	SW EMERGENCY COMMUNICATIONS BOARD	02/18/2022	Regular	0.00	1,986.00	120796
6427	SWALBOSKI, BRIAN	02/11/2022	EFT	0.00	399.66	8915
0495	SWANSON, GREGG	02/18/2022	EFT	0.00	30.00	8997
0147	TAHER FOOD SERVICE	02/18/2022	Regular	0.00	190.00	120797
6137	TEIGS LAWN CARE & LANDSCAPING, LLC	02/18/2022	Regular	0.00	2,395.00	120798
4338	THERMAL PROCESSING SYSTEMS, INC	02/18/2022	Regular	0.00	28,154.08	120806
2428	TITAN MACHINERY	02/11/2022	EFT	0.00	616.00	8916
2429	TKDA	02/18/2022	EFT	0.00	3,500.00	8998
6156	TRUE BRANDS	02/18/2022	EFT	0.00	372.85	8999
3342	TRUEDSON, SCOTT	02/11/2022	EFT	0.00	100.00	8917
3342	TRUEDSON, SCOTT	02/18/2022	EFT	0.00	30.00	9000
6126	UNITED COMMUNITY ACTION PARTNERSHIP	02/18/2022	EFT	0.00	5,543.00	9001
6092	VANDERMILLEN, SCOTT	02/18/2022	EFT	0.00	80.00	9002
0512	VANLEEUEWE, SARA J.	02/18/2022	EFT	0.00	70.00	9003
4489	VERIZON WIRELESS	02/11/2022	EFT	0.00	35.01	8918
4489	VERIZON WIRELESS	02/16/2022	EFT	0.00	59.26	8934
2538	VIKING COCA COLA BOTTLING COMPANY	02/11/2022	EFT	0.00	237.85	8919
2538	VIKING COCA COLA BOTTLING COMPANY	02/18/2022	EFT	0.00	346.15	9004
4594	VINOCUPIA	02/18/2022	EFT	0.00	5,111.58	9005
6950	WATERVILLE FOOD AND ICE, INC.	02/18/2022	Regular	0.00	184.37	120807
0518	WENKER, JEFFREY	02/18/2022	EFT	0.00	30.00	9006
5288	WEST CENTRAL COMMUNICATIONS, INC	02/18/2022	EFT	0.00	567.00	9007
2605	WINE MERCHANTS	02/11/2022	Regular	0.00	278.70	120745
2605	WINE MERCHANTS	02/18/2022	Regular	0.00	3,713.38	120808
6379	WINEBOW	02/18/2022	EFT	0.00	2,632.50	9008
2624	YMCA	02/18/2022	Regular	0.00	105.00	120809
2632	ZIEGLER INC	02/11/2022	EFT	0.00	1,660.87	8920
2632	ZIEGLER INC	02/18/2022	EFT	0.00	425.26	9009

Council Check Report

Date Range: 02/11/2022 - 02/22/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6511	ZOOBEAN, INC	02/15/2022	Regular	0.00	949.00	120760

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	220	81	0.00	292,543.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	296	146	0.00	297,811.91
	516	227	0.00	590,355.69

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	220	81	0.00	292,543.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	296	146	0.00	297,811.91
	516	227	0.00	590,355.69

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	2/2022	590,355.69
			590,355.69

CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
2/22/2022

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	2022 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00	(26,609.74)	14,047,690.26	4,099,265.87	6,918,924.06	3,029,500.33		-	-
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	695,744.00	5,725,944.00		3,039,722.04	2,661,221.93		15,664.80	9,335.23
Z83	479-43300-55170	2/23/2021	James Ave/Camden Dr Reconstruction	Kuechle Underground	849,244.50		849,244.50			779,179.36		41,009.44	29,055.70
Z88	479-43300-55170	4/13/2021	State Aid Overlay	Duininck, Inc	1,924,600.45	31,330.31	1,955,930.76			1,859,801.49		-	96,129.27
PK-001	401-45200-55130	8/25/2021	Independence Park Trail Replacement	A & C Excavating, LLC	375,659.10		375,659.10			109,320.20		5,753.70	260,585.20
SWM-007	630-49600-55170	10/12/2021	Independence Park Pond Forebay Expansion	Towne & Country Excavating LLC	229,255.50		229,255.50						229,255.50
AP-005	101-43400-55120	10/12/2021	A/D Building Roof Repair	Gag Sheet Metal, Inc.	37,200.00	45,399.00	82,599.00		51,879.00	30,720.00			-
ST-002	495-43300-55170	2/8/2022	Bituminous Overlay on Various City Streets	Duininck, Inc	560,573.35		560,573.35						560,573.35
ST-003	480-43300-55170	2/8/2022	1st/Greeley/Williams Reconstruction	R & G Construction Co.	1,647,498.69		1,647,498.69						1,647,498.69
ST-001	101-43300-53425	2/22/2022	Chip Seals										
ST-004	480-43300-55170	2/22/2022	Halbur Road Reconstruction										
				24,728,531.59	745,863.57	25,474,395.16	4,099,265.87	9,958,646.10	8,490,902.31		0.00	62,427.94	2,832,432.94

PERCENT
COMPLETE

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Proposal from Bueltel-Moseng Land Surveying for Survey of the Marshall Flood Control Project property.
Background Information:	<p>Bueltel-Moseng has provided a proposal for surveying services for determination and location of select property points of the Flood Control Project, both levee and diversion channel property and easements. The survey would include setting property pins (where applicable) and setting stakes at requested locations along the Flood Control Project.</p> <p>The flood control project is very important to the City of Marshall, and it is imperative that all adjacent property owners understand where their properties end. According to the US Army Corps of Engineers national levee database, roughly \$1.26B dollars of property value is protected by our flood control project, including at least 2,101 buildings. There are numerous locations along the flood control project properties where adjacent property owners have planted trees, placed sheds, planted gardens, and parked trailers on city property. Any installation on City property should require City permission.</p> <p>Staff is proposing that the survey be completed to better identify to adjacent property owners the actual locations of Flood Control Property, as determined by a licensed land surveyor. This would allow staff the option to install posts at selected points to indicate property boundaries. The posts could be outfitted with placards that state "City Flood Control Property" or something similar.</p> <p>At locations where the City has easement, as opposed to fee estate, staff would not recommend posts but rather annual notifications to those property owners about the presence of the Flood Control easement.</p> <p>The purpose of hiring a licensed land surveyor to complete this work in lieu of city staff working to find property lines is to be certain that locations are accurate and defensible to the adjacent property owners.</p> <p>This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022, with a recommendation to the City Council for approval of the attached Buettel proposal for survey services associated with the Flood Control Project for a not-to-exceed amount of \$9,000. The PI/T Committee was also supportive of City staff installing posts and placards to permanently identify flood control project.</p>

Fiscal Impact:	The proposal is for services as described for a not-to-exceed amount of \$9,000. The cost would be funded using the Surface Water Utility.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council approve the attached proposal for survey services associated with the Flood Control Project with Bueltel-Moseng Land Surveying of Marshall, Minnesota, for a not-to-exceed amount of \$9,000.



Bueltel-Moseng Land Surveying, Inc.

SERVING THE AREA SINCE 1976

Daniel L. Bueltel, PLS
dan@bmsurveys.com

P.O. Box 32 • 902 West College Dr.
Marshall, MN 56258 • (507) 532-9043
Website: www.bmsurveys.com

Alec Bueltel, L.S.I.T
alec@bmsurveys.com

February 2, 2022

Jessie Dehn, P.E.
Assistant City Engineer
City of Marshall
344 W. Main St.
Marshall, MN 56258

Re: estimate for Flood Control Levee Survey staking

Dear Jesse:

My estimated cost to stake set permanent markers along the fee title parcels, set lath along the easement parcels, and provide a CAD file compiling all the easements and fee title parcels will be \$9000.

Let me know if you have any question concerning this estimate.

Sincerely,

Daniel Bueltel, PLS

Buetel Survey Points Request

SCHROEDER
09-007004-0

AHLERS
11-012010-0
2631 225TH AVE

SCHOOLMEESTER
11-012008-0
2627 225TH AVE

WENDEL
11-012006-0
2626 225TH AVE

MARSHALL
11-012003-1

MARSHALL
27-602001-0

FISCHER
11-012003-0

PARSONS
09-007024-0
2618 231ST AVE

EYE
11-012007-0
2643 RIVER RD

BERKENPAS
11-013010-0
91 RIVER RD

- = Property Points
- = Easement(?) Points

All point locations are generally located. May be adjusted based on exact corners, fit, etc.

Item 9.



SCHROEDER
09-007004-0

PARSONS
09-007024-0
2618 231ST AVE

HOEFT
09-007027-0

MARSHALL
27-602001-0

SPINNER
09-007022-0
2615 231ST AVE

GRUHOT
09-007023-0
2614 231ST AVE

Redwood River

Marshall

HOEFT
09-007025-0
2322 260TH ST

BOFFERDING
09-007026-0
2326 260TH ST

KIRSH
09-007016-0
2300 260TH ST

ABEL
09-007019-0

231ST AVE

AMESBURY
09-007021-0
2602 231ST AVE

GARRELS
09-007029-0
2318 260TH ST

260TH ST

260TH ST



MARSHALL
27-602001-0

Redwood River

SCHROEDER
09-007033-0
2609 234TH AVE

SCHROEDER
09-007035-1

SANOW
09-007034-0
2608 234TH AVE

REGNIER
09-007035-0
2623 STATE HWY 23

SEQUOIA HOLDINGS LLC
09-007031-0
2621 STATE HWY 23

DEUTZ
09-007001-1

234TH AVE

SCHROEDER
09-007002-1

PEARCY
09-007038-0
2623 CO RD 7

BLOMME
09-007005-4
2627 CO RD 7

SCHMITT
09-007005-0
2631 CO RD 7

MARSHALL
27-602001-0

DEUTZ
09-007001-1

CUMBERLAND RD

7

CO RD 7

Item 9.

SCHROEDER
09-007033-0
2609 234TH AVE

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MARSHALL
27-158001-0

MARSHALL
27-603031-0
DIVERSION CHANNEL

Redwood River

VANDENBROEKE
27-972010-0
1408 WESTWOOD DR

DELIGH
27-972008-0
1500 WESTWOOD DR

ELEN
27-972007-0
1502 WESTWOOD DR

LOVE
27-972006-0
1504 WESTWOOD DR

ORTHAUS
27-972004-0
1508 WESTWOOD DR

HTOO
27-972002-0
1512 WESTWOOD DR

RIESS
27-972038-0
1403 WESTWOOD DR

GUENTHER
27-972036-0
1501 WESTWOOD DR

ROKEH
27-972035-0
1503 WESTWOOD DR

NELSON
27-972033-0
1507 WESTWOOD DR

CARROW
27-973010-0
1403 PINEHURST DR

BAILEY

7

7



19

19

MARSHALL
27-603033-0
DIVERSION CHANNEL

HELENA CHEMICAL COMPANY
27-603019-0
1403 COLLEGE DR W

MARSHALL GOLF CLUB
27-603016-0
800 COUNTRY CLUB DR

Marshall

AIRPORT RD

BURLINGTON CIR

DOOM
27-190005-0

MARSHALL
27-603031-0
DIVERSION CHANNEL

MARSHALL
27-158001-0

LYON COUNTY-A MUNICIPAL
27-245010-2

LYO
27-

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TTOR
-804003-0

CATTOOR
27-804004-0
1304 MAIN ST W

MARSHALL
27-805011-0

Marshall

ELEVENTH STREET, LLC
27-535002-0
211 11TH ST N

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MARSHALL
27-547001-0
800 HWY 59 N

HALL
5011-0

MARSHALL
27-626023-0
DIVERSION CHANNEL

MARSHALL
27-626024-0
DIVERSION CHANNEL

FLINT HILLS RESOURCE
27-252002-0

Marshall

30

CHANNEL PKWY

CHANNEL PKWY

ARMY #59 MN LTD PARTNERSHIP
27-626002-0
702 US HWY 59 N

REINHART FOODSERVICE LLC
27-626004-0
702 FAIRVIEW ST W

ARCHER DANIELS MIDLAND CO
27-626018-0

ARCHER DANIELS MIDLAND CO
27-626035-0
701 7TH ST N



FLINT HILLS RESOURCE PINE BEND
27-626037-0

27-534001-1
901 7TH ST N

HISKEN
06-033011-0
900 7TH ST N

FLINT HILLS RESOURCE PINE BEND
27-252002-0

Marshall

MARSHALL
27-626026-0
DIVERSION CHANNEL

MARSHALL
27-626015-2

DUINICK INC
27-626006-0
705 7TH ST N

BREWERS
27-626015-1
703 7TH ST N

ARCHER DANIELS MIDLAND CO
27-626035-0
701 7TH ST N

NORTH 7TH LLC
27-626016-0

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FLINT HILLS RESOURCE PINE BEND
27-534001-1
901 7TH ST N

BOERBOOM FAMILY TRUST AGREE
06-033004-1
904 7TH ST N

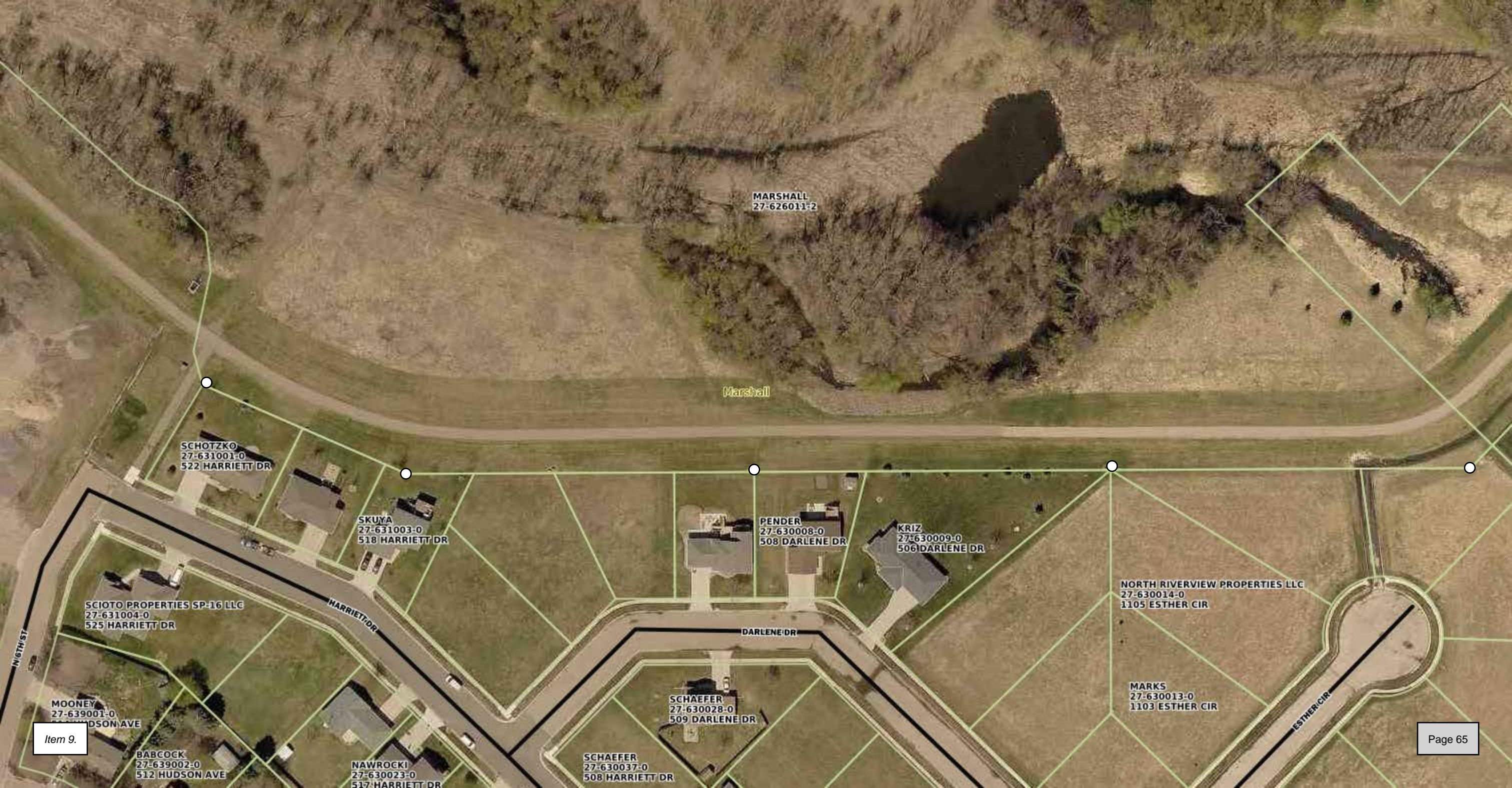
MINNESOTA CORN PROCESSORS
06-033004-0
1000 7TH ST N

HISKEN
06-033011-0
900 7TH ST N

MARSHALL
27-626025-0
DIVERSION CHANNEL

MARSHALL
27-626026-0
DIVERSION CHANNEL

Redwood River



MARSHALL
27-626011-2

Marshall

SCHOTZKO
27-631001-0
522 HARRIETT DR

SKUYA
27-631003-0
518 HARRIETT DR

PENDER
27-630008-0
508 DARLENE DR

KRIZ
27-630009-0
506 DARLENE DR

NORTH RIVERVIEW PROPERTIES LLC
27-630014-0
1105 ESTHER CIR

MARKS
27-630013-0
1103 ESTHER CIR

SCIOTO PROPERTIES SP-16 LLC
27-631004-0
525 HARRIETT DR

MOONEY
27-639001-0
HUDSON AVE

BABCOCK
27-639002-0
512 HUDSON AVE

NAWROCKI
27-630023-0
517 HARRIETT DR

SCHAEFER
27-630037-0
508 HARRIETT DR

SCHAEFER
27-630028-0
509 DARLENE DR

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MARSHALL
27-626011-2

Redwood River

MARSHALL
27-819023-1

Marshall

CARR FARMS PA
27-819023-0
SARATOGA ST S

GREAT PLAINS NATURAL GAS CO
27-626011-0
813 BRUCE N

LUPKES
27-128001-0
1001 EMERALD CT

LUPKES
27-128003-0
1005 EMERALD CT

LUPKES
27-128004-0
1006 EMERALD CT

GREAT PLAINS NATURAL GAS CO
27-162007-0
BRUCE ST N

EMERALD CT

HANSON

Item 9. VERVIEW PROPERTIES LLC
4-0
HER CIR



DE
06-C
285

N BRUCE ST

Redwood River

CARR FARMS PARTNERSHIP
27-819024-0
FAIRVIEW ST E

34

CARR FARMS PARTNERSHIP
27-627001-0
CO RD 67

Marshall

CARR FARMS PARTNERSHIP
27-819023-0
SARATOGA ST S

CORNWALL AVE

AVALLON AVE

KAYS PL

WINCHESTER AVE

CAMELOTIA

EMERALD CT

WINCHESTER AVE

ST

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HIP



BREWERS
27-626015-1
703 7TH ST N

NORTH 7TH LLC
27-626016-0
700 7TH ST N

NORTH 7TH LLC
27-599113-0
500 7TH ST N

Packwood River

Marshall

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CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Resolution Establishing and Revoking Municipal State Aid Streets.
Background Information:	<p>The Municipal State Aid Street program (MSAS) provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program goals are to provide users with a city roadway network that is safe, provides adequate mobility and structural capability, and to provide an integrated transportation network. A city must have a population of at least 5,000 to be included in the MSAS system.</p> <p>Within each eligible city, up to 20% of the local streets may be designated as MSAS. To be designated, the route must:</p> <ul style="list-style-type: none"> - Carry a heavier traffic volume or be classified as a collector or arterial. - Connect points of major traffic interest. - Provide an integrated and coordinated highway and street system. <p>According to the latest Annual Certification of Mileage (2021), the City has 14.10 miles designated as Municipal State Aid Streets. Currently, the City has 1.13 miles available to allocate to the state aid system. To maximize route designations and maximize annual MSAS funding, City staff has spent a lot of time and effort reviewing our system and proposing adjustments to the network. The proposed changes better identify highly traveled routes, routes that are important for connectivity throughout the City, and are congruent with recent work in updating our transportation functional classification map.</p> <p>Below is a listing and enclosed is a map that shows proposed changes to our MSAS system. Any revision to the state aid system must also receive approval from MnDOT's State Aid for Local Transportation. As requested, the new designations (2.315 miles) and the proposed revocations (1.320 miles) would result in a proposed Municipal State Aid system mileage total of 15.10 miles, leaving approximately 0.13 miles available for designation.</p> <p><u>Designation</u></p> <ul style="list-style-type: none"> - West Marshall Street (N. 6th Street/Existing MSAS 103 to N. 7th Street) - 0.133 miles - North 7th Street (N. 7th Street/W. Marshall Street intersection to Kossuth Avenue) - 0.460 miles - West Fairview Street (US 59 to N. 7th Street - 0.231 miles - South 10th Street (Legion Field Road to W. Main Street/MN 68) - 0.159 miles - Legion Field Road (Kendall Street to S. 10th Street) - 0.433 miles - Kendall Street (Legion Field Road to S. 6th Street) - 0.144 miles - South 6th Street (Kendall Street to W. Saratoga Street/Existing MSAS 109) - 0.192 miles - C Street (E. Saratoga Street to US 59/E. Main Street) - 0.206 miles - Susan Drive (US 59/E. Main Street to Clarice Avenue) - 0.357 miles

	<p><u>Revocation</u></p> <ul style="list-style-type: none"> - Southview Drive – MSAS 119 (Country Club Drive/Elaine Avenue to S. 4th Street) - 0.318 miles - Birch Street – MSAS 114 (Mustang Trail to State Street) - 0.463 miles - North O’Connell Street – MSAS 125 (MN 19/E. College Drive to Birch Street) - 0.124 miles - State Street – MSAS 135 (Birch Street to MN 23) - 0.415 miles <p>This item was presented to the Public Improvement/Transportation Committee at their meeting on January 25, 2022, with a recommendation to the City Council to adopt a resolution which revises the City’s Municipal State Aid System (MSAS) routes designated herein.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council adopt RESOLUTION NUMBER 22-____, which is a “Resolution Establishing and Revoking Municipal State Aid Streets” revising the City’s Municipal State Aid System (MSAS) as described herein.

RESOLUTION NUMBER 22- 033

RESOLUTION ESTABLISHING AND REVOKING MUNICIPAL STATE AID STREETS

BE IT RESOLVED that the City of Marshall determines that the streets hereinafter described to be designated and revoked as a Municipal State Aid Street under the provisions of Minnesota Law, as follows:

Designation

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

Revocation

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

Passed and adopted this 22nd day of February, 2022.

City Clerk

Mayor

STATE OF MINNESOTA)

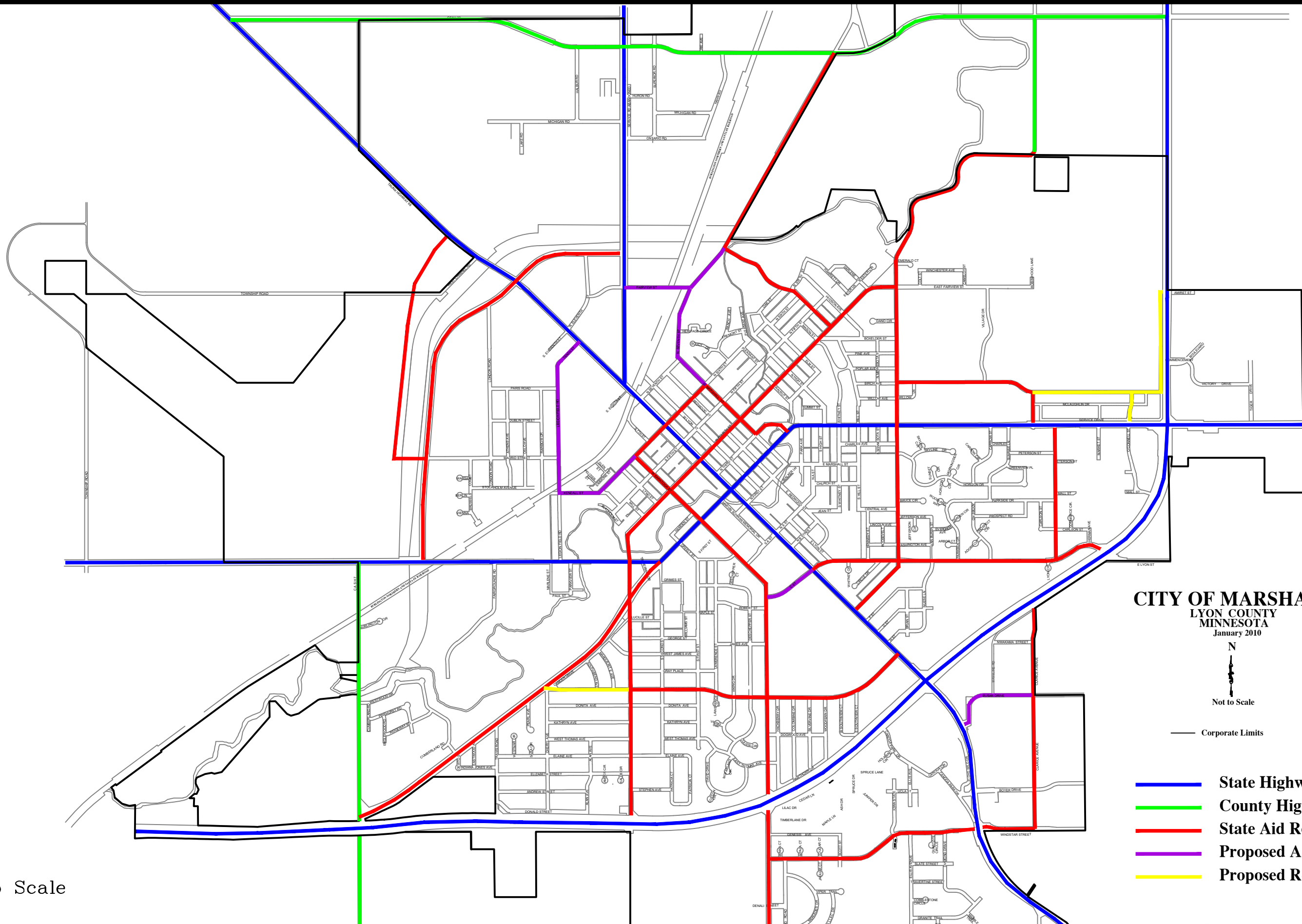
:SS

COUNTY OF LYON)

The undersigned, being the duly qualified City Clerk of the City of Marshall, Minnesota, and as such the custodian of the books and records of said City, hereby certifies and attests that the attached copy of the Resolution Number 22-____, adopted on this _____ day of _____, 20____ is a true and correct copy of the original of said Resolution which is on file and of record in my office.

Kyle Box
City Clerk
City of Marshall

(SEAL)



Not To Scale

Current MSAS Mileage: 14.10 miles

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Proposed MSAS Mileage: 15.10 miles



PUBLIC WORKS DEPT.
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Proposed Revisions to City MSAS
 (with revocations shown)

12/14/2020
 SHEET NO. 1 OF 2
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CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, February 22, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider acceptance of the Classification and Compensation Study Report by Gallagher Human Resources and Compensation Consulting practice and approve implementation for non-union employees
Background Information:	<p>In February 2021, the City Council authorized staff to enter into an agreement with Gallagher Benefit Services, Inc. (Gallagher) to conduct a comprehensive Classification and Compensation Study. The Marshall-Lyon County Library and Public Housing were included in the study. The project studied data from Marshall's 12 comparator cities across 33 benchmark positions. The objectives accomplished through the study are:</p> <ul style="list-style-type: none"> • Development of a classification structure • Evaluation of each job description utilizing the Decision Band Method® (DBM) to ensure proper internal equity and compliance with the MN Pay Equity Act • Collection and review of market salary information to ensure external competitiveness • Development of a pay structure that balances internal equity and external competitiveness, ensuring employees are compensated fairly and equitably <p>Gallagher will present a report of their findings and recommendations in employee meetings on February 24, 2022. All employee presentations will be held virtually, via Zoom. A reconsideration (appeal) process will be afforded to employees for a period of 2-weeks following the all-employee meetings. Any appeals received will be forwarded to Gallagher for reconsideration and final decision. Appeals are limited to reconsideration of proper classification. DBM Ratings and compensation are not appealable.</p> <p>Staff recommend Council accept the Classification and Compensation Study report as presented.</p> <p>Staff recommend the Council approve implementation of the salary structure schedule for non-union employees, using the employee's base pay rate on 12/31/2021, in accordance with the following:</p> <ul style="list-style-type: none"> • effective 01/01/2022 • Placement of employees being compensated below the minimum pay range to Step A. • Placement of employees onto the step closest to the base pay rate. • Maintenance (no change) of wage rates of employees currently being compensated above step J, until such time as the maximum step is above the actual rate of pay. Employees compensated above step J are eligible for wage increases, up to the maximum of the range, at the same time and under the same conditions as granted to other non-union employees.
Fiscal Impact:	Estimated fiscal impact is \$92,968.

Alternative/ Variations:	None recommended.
Recommendations:	Motion to accept the Classification and Compensation Study Report by Gallagher and approve implementation for non-union employees, as presented.

City of Marshall

Classification & Compensation Study

Mike Verdoorn & Megan Olson | February 2022

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Gallagher

Insurance | Risk Management |

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1. Study Background
2. Classification Study
3. Decision Band Method® Overview
4. Compensation Study
5. Salary Structure Development & Implementation
6. Recommendations & Next Steps
7. Ongoing Administration



Background

- City of Marshall (City) contracted with the Public Sector practice within Gallagher's Human Resources and Compensation Consulting practice (Gallagher) to conduct a classification and compensation study.
 - The objectives of the study were to:
 - ≈ Develop a classification structure.
 - ≈ Evaluate City jobs using the Decision Band Method (DBM®) to ensure proper internal equity and compliance with the Local Government Pay Equity Act.
 - ≈ Collect market salary information to ensure external competitiveness.
 - ≈ Build a salary structure that balances internal equity within the City and external competitiveness with the market.



Classification Study

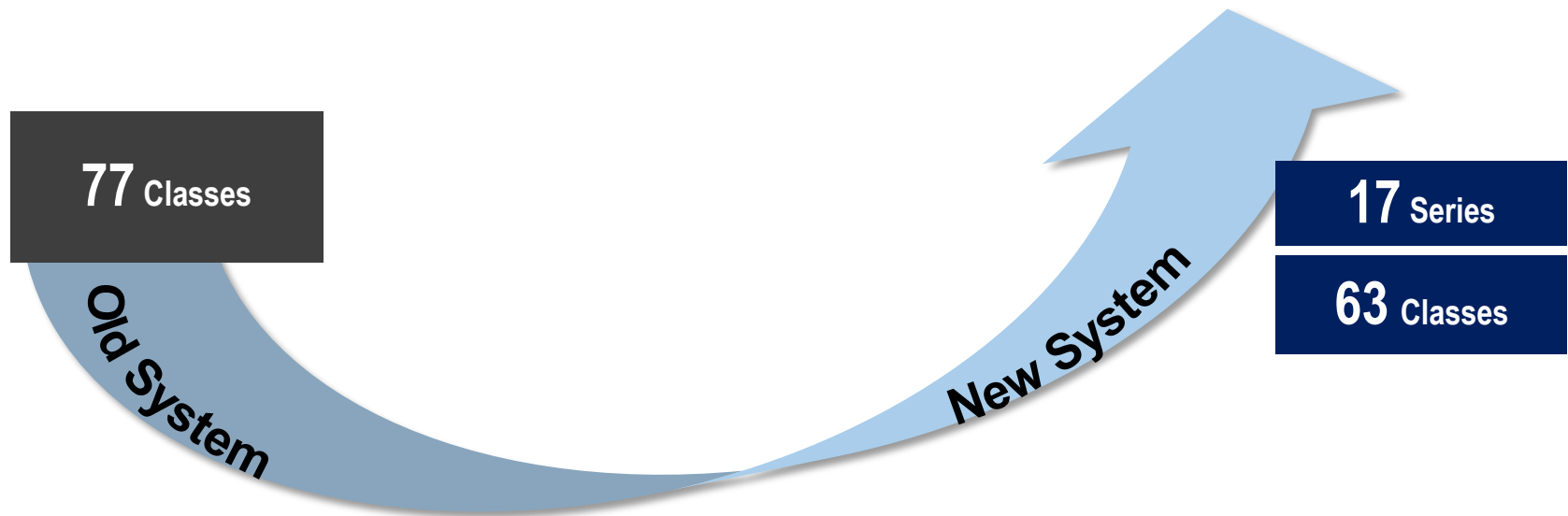
- Reviewed City job descriptions.
 - Job descriptions were confirmed to be an accurate depiction of the work being performed.
- Developed a classification structure to cover all City positions which included:
 - Job Series
 - Classification Title
 - Nature of Work
 - Minimum Qualifications
- Job descriptions were utilized as the basis for the classification structure.
- Classification structure was reviewed by the City.



Classification Study

General Characteristics of Classification Structure

- More streamlined approach to defining classifications (e.g. grouped positions where appropriate).
- Similar “bodies of work” assigned to series regardless of department where work is performed.
- Facilitates visual career path.



Classification Study

- Decision Band Method® (DBM) - formal job evaluation method applied to define:
 - Internal equity
 - Job value hierarchy
 - Assignment to pay grades
 - Evaluation of new or changed jobs
- Primary criteria of evaluation:
 - Decision making
 - Supervision
 - Complexity and difficulty of job responsibilities
- DBM® ratings were assigned to all classifications and reviewed by the City.



Decision Band Method®

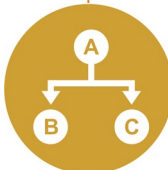
- Premise



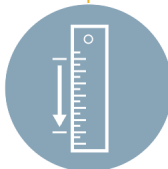
The value of a job should reflect the importance of the job to the organization.



The importance of a job is directly related to the decision-making requirements of the job.



Decision-making is common to all jobs.



Decision-making is measurable.



Decision Band Method® – 3 Step Analysis

STEP 1: Determine appropriate band

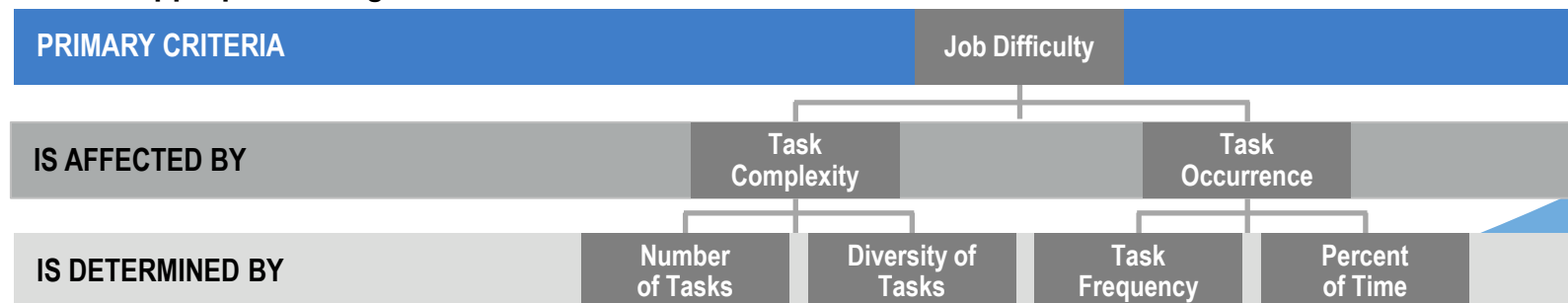
BAND A: Defined	BAND B: Operational	BAND C: Process	BAND D: Interpretive	BAND E: Programming	BAND F: Policy
Determines manner and speed to perform defined steps of an operation	Determines how and when to perform steps of processes	Develops and selects appropriate process to accomplish operations of programs	Interprets programs into operational plans and deploys resources	Plans strategies, programs and allocates resources to meet goals	Determines organization scope, direction, and goals

STEP 2: Determine appropriate grade

Grade Assignment

Jobs with coordinating or supervisory responsibility within the same band are placed in the higher grade
Jobs without this responsibility within the same band are placed in the lower grade

STEP 3: Determine appropriate subgrade





Classification Study

- DBM® ratings were assigned to all 77 classifications titles and reviewed with HR.
- The resulting job evaluation ratings have been summarized and presented to the City Manager and Human Resources for final approval.

Compensation Study

- 33 benchmark jobs, representing 75% of employees, were identified utilizing the following criteria:

Representative of a significant portion of the employee population

Representation across all levels of classifications

Common in the marketplace

Representative of all functional areas within the City

Difficult to recruit and/or where high turnover exists



Compensation Study

- Gallagher conducted a custom market survey to collect compensation data from comparable municipalities in Minnesota.
- Twelve (12) municipalities were identified based upon factors including, but not limited to, geographic location, population, and tax capacity.
- Ten (10) counties were identified to collect comparable Appraiser data.
- Municipalities surveyed are outlined on the following slides.

Compensation Study

Participated (12)	
City of Albert Lea	City of Northfield
City of Fairmont	City of Owatonna
City of Faribault*	City of St. Peter
City of Hutchinson	City of Waseca
City of New Ulm	City of Willmar
City of North Mankato	City of Worthington

Appraisal Data Gathered (10)	
Brown County	Nicollet County
Freeborn County	Nobles County
Lyon County	Rice County
Martin County	Steele County
McLeod County	Waseca County

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provided information for Gallagher to complete the survey on their behalf.

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Gallagher

Insurance | Risk Management | Consulting

Compensation Study

- The data were collected by phone calls and emails to survey participants.
- Upon receiving the participant data, Gallagher staff performed many reviews of the data. Any data issues or questions were resolved through follow-up calls and/or emails.



Compensation Study

- In addition to local data, Gallagher attempted to collect market data from the Economic Research Institute (ERI) for positions with fewer than 5 matches from the custom survey.
- We collected ERI data for two positions: Media Communications Technician and Store Clerk.



Compensation Study

- We collected base pay data of comparator organizations and analyzed the data at the 25th, 50th, and 75th percentile of actual pay and pay ranges.
- Percentiles were calculated using average actual pay:
 - Market 25th percentile is the point where 25% of data falls below and 75% of data falls above.
 - Market 50th percentile (median) is the point where 50% of data falls below and 50% of data falls above.
 - Market 75th percentile is the point where 75% of data falls below and 25% of data falls above.



Compensation Study

- We followed the U.S. Department of Justice and Federal Trade Commission guidelines that require five job matches per job in order to conduct statistical analyses or for drawing conclusions:
 - 31 of 33 positions met this criteria.
 - We had insufficient data for Corporal and Liquor Store Manager positions.



Compensation Study

- We applied geographic differentials to ensure that the data was reflective of the City's labor market and economic conditions.
- We used Economic Research Institute (ERI) to identify the appropriate geographic differences.
- For example, if the geographic differential for the North Central Region is 1.02, data collected representing the North Central Region is increased by 2% to reflect the City's local labor market.



Compensation Study

- We combined data to calculate the 25th, 50th, and 75th percentiles of base salary:
 - Positive (+) figure indicates that the City pays above the market.
 - Negative (-) figure indicates that the City pays below the market.
- We used the following guidelines when determining the competitive nature of current compensation:
 - +/-5% = Highly Competitive
 - +/-5-10% = Competitive
 - +/-10-15% = Possible misalignment with market
 - >15% = Misalignment with market
- Factors such as performance and time in position impact actual salaries and have an impact on the differences between the City and the market actual salaries for individual jobs.



Compensation Study

- The following chart represents an aggregate comparison of all benchmark positions and is not a simple average of the benchmark comparisons:

	50 th Percentile	Range Minimum	Range Midpoint	Range Maximum
% Overall Difference	-2.8%	-9.9%	-8.4%	-7.9%
Market Competitiveness	<i>Highly Competitive</i>	<i>Competitive</i>	<i>Competitive</i>	<i>Competitive</i>

- Results show while the current salaries are highly competitive, the City's current salary ranges are misaligned.
- Using the market data collected and job evaluations Gallagher recommends building a new salary structure.



Gallagher

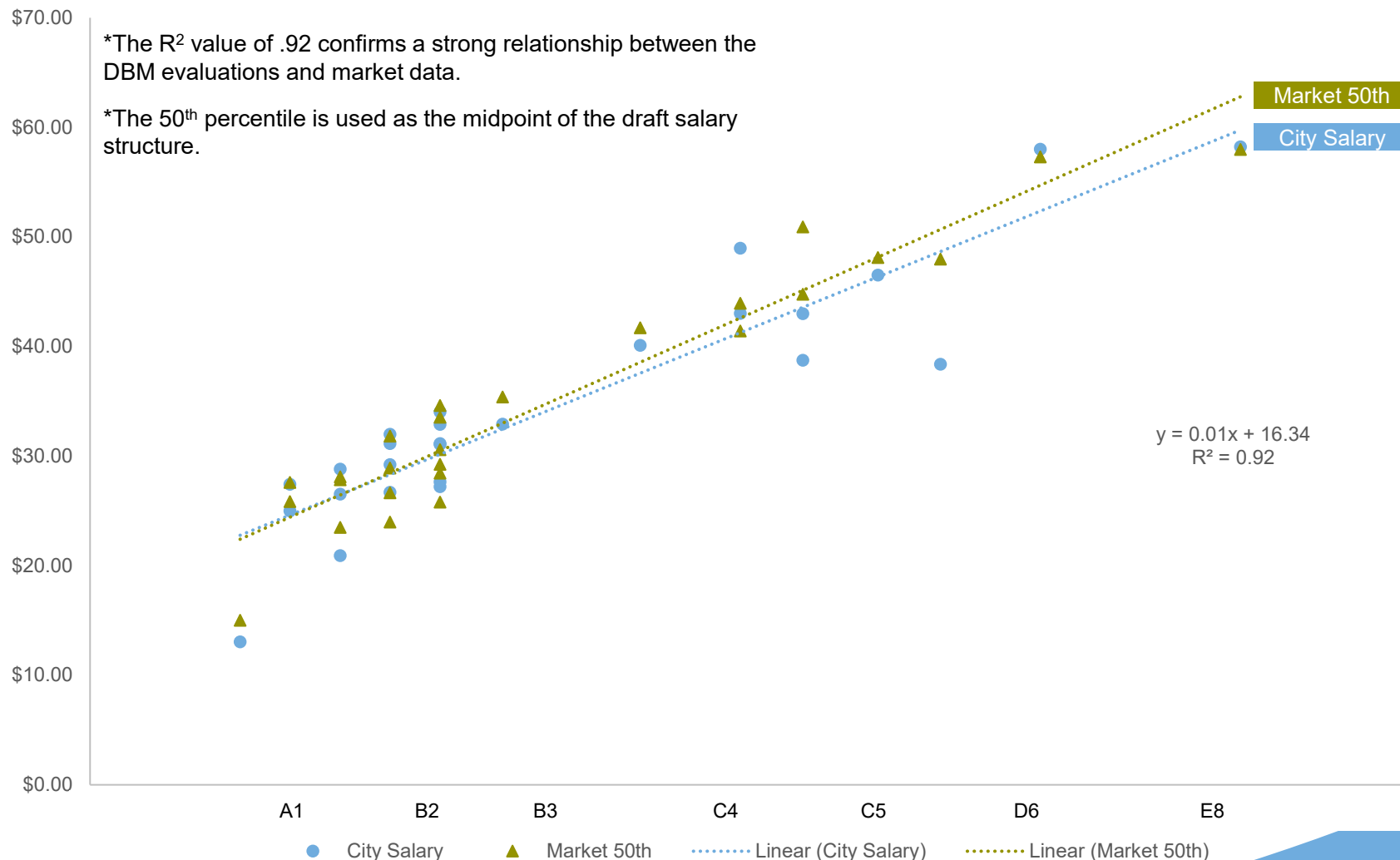
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Compensation Study

- Upon completion of the job evaluation and market data collection phases, Gallagher integrated market and job evaluation data to create the market 50th percentile trend line, which is shown on the following slide.
- The trend line was used as the basis for developing the salary structure.



Salary Structure Development





Salary Structure Development

Proposed Salary Structure				
DBM	Range Minimum	Range Midpoint	Range Maximum	Range Spread
A11	\$14.07	\$16.39	\$18.71	33%
A12	\$16.67	\$19.42	\$22.17	33%
A13	\$19.19	\$22.36	\$25.52	33%
B21	\$22.70	\$26.44	\$30.19	33%
B22	\$24.43	\$28.46	\$32.49	33%
B23	\$26.16	\$30.48	\$34.79	33%
B24/B31	\$28.33	\$33.00	\$37.68	33%
B24/B31-1	\$30.36	\$35.37	\$40.38	33%
B25/B32	\$30.93	\$36.03	\$41.14	33%
B25/B32-1	\$31.88	\$37.14	\$42.40	33%
C41	\$33.10	\$38.56	\$44.02	33%
C41-1	\$35.06	\$40.85	\$46.64	33%
C42	\$34.83	\$40.58	\$46.32	33%
C43	\$36.56	\$42.59	\$48.63	33%
C44/C51	\$38.73	\$45.12	\$51.51	33%
C45/C52	\$41.33	\$48.15	\$54.97	33%
D61	\$43.50	\$50.68	\$57.85	33%
D62	\$45.23	\$52.69	\$60.16	33%
D63	\$46.96	\$54.71	\$62.46	33%
D64/D71	\$48.70	\$56.73	\$64.77	33%
D65/D72	\$50.43	\$58.75	\$67.07	33%
E81	\$53.90	\$62.79	\$71.69	33%
E82	\$55.63	\$64.81	\$73.99	33%
E83	\$57.36	\$66.83	\$76.29	33%
E91	\$59.53	\$69.35	\$79.18	33%
E92	\$62.13	\$72.38	\$82.63	33%
F101	\$64.73	\$75.41	\$86.09	33%



Salary Structure Development

- We created salary structure steps using the following approach:
 - 33% range spread between range minimum and maximum.
 - 10 steps between range minimum and maximum.
 - Approximately 3% between steps.
- The following slide illustrates the recommended salary structure and steps.



Salary Structure Development

Proposed Salary Structure Steps

DBM	A	B	C	D	E	F	G	H	I	J
A11	\$14.07	\$14.53	\$14.99	\$15.46	\$15.92	\$16.39	\$16.97	\$17.55	\$18.13	\$18.71
A12	\$16.67	\$17.22	\$17.77	\$18.32	\$18.87	\$19.42	\$20.11	\$20.80	\$21.49	\$22.17
A13	\$19.19	\$19.82	\$20.46	\$21.09	\$21.72	\$22.36	\$23.15	\$23.94	\$24.73	\$25.52
B21	\$22.70	\$23.45	\$24.20	\$24.95	\$25.69	\$26.44	\$27.38	\$28.32	\$29.25	\$30.19
B22	\$24.43	\$25.24	\$26.04	\$26.85	\$27.65	\$28.46	\$29.47	\$30.48	\$31.48	\$32.49
B23	\$26.16	\$27.02	\$27.89	\$28.75	\$29.61	\$30.48	\$31.56	\$32.64	\$33.72	\$34.79
B24/B31	\$28.33	\$29.26	\$30.20	\$31.13	\$32.07	\$33.00	\$34.17	\$35.34	\$36.51	\$37.68
B24/B31-1	\$30.82	\$31.83	\$32.85	\$33.87	\$34.88	\$35.90	\$37.17	\$38.44	\$39.71	\$40.99
B25/B32	\$30.93	\$31.95	\$32.97	\$33.99	\$35.01	\$36.03	\$37.31	\$38.59	\$39.86	\$41.14
B25/B32-1	\$32.36	\$33.43	\$34.49	\$35.56	\$36.63	\$37.70	\$39.03	\$40.37	\$41.70	\$43.04
C41	\$33.10	\$34.19	\$35.28	\$36.38	\$37.47	\$38.56	\$39.93	\$41.29	\$42.66	\$44.02
C41-1	\$35.59	\$36.77	\$37.94	\$39.12	\$40.29	\$41.47	\$42.93	\$44.40	\$45.87	\$47.34
C42	\$34.83	\$35.98	\$37.13	\$38.28	\$39.43	\$40.58	\$42.01	\$43.45	\$44.89	\$46.32
C43	\$36.56	\$37.77	\$38.98	\$40.18	\$41.39	\$42.59	\$44.10	\$45.61	\$47.12	\$48.63
C44/C51	\$38.73	\$40.01	\$41.29	\$42.56	\$43.84	\$45.12	\$46.72	\$48.32	\$49.91	\$51.51
C45/C52	\$41.33	\$42.69	\$44.06	\$45.42	\$46.79	\$48.15	\$49.86	\$51.56	\$53.26	\$54.97
D61	\$43.50	\$44.93	\$46.37	\$47.81	\$49.24	\$50.68	\$52.47	\$54.27	\$56.06	\$57.85
D62	\$45.23	\$46.72	\$48.22	\$49.71	\$51.20	\$52.69	\$54.56	\$56.43	\$58.29	\$60.16
D63	\$46.96	\$48.51	\$50.06	\$51.61	\$53.16	\$54.71	\$56.65	\$58.59	\$60.52	\$62.46
D64/D71	\$48.70	\$50.31	\$51.91	\$53.52	\$55.13	\$56.73	\$58.74	\$60.75	\$62.76	\$64.77
D65/D72	\$50.43	\$52.10	\$53.76	\$55.42	\$57.09	\$58.75	\$60.83	\$62.91	\$64.99	\$67.07
E81	\$53.90	\$55.68	\$57.46	\$59.24	\$61.01	\$62.79	\$65.02	\$67.24	\$69.46	\$71.69
E82	\$55.63	\$57.47	\$59.30	\$61.14	\$62.97	\$64.81	\$67.11	\$69.40	\$71.69	\$73.99
E83	\$57.36	\$59.26	\$61.15	\$63.04	\$64.93	\$66.83	\$69.19	\$71.56	\$73.93	\$76.29
E91	\$59.53	\$61.50	\$63.46	\$65.42	\$67.39	\$69.35	\$71.81	\$74.27	\$76.72	\$79.18
E92	\$62.13	\$64.18	\$66.23	\$68.28	\$70.33	\$72.38	\$74.95	\$77.51	\$80.07	\$82.63
Item 11. 101	\$64.73	\$66.87	\$69.00	\$71.14	\$73.28	\$75.41	\$78.08	\$80.75	\$83.42	\$86.09



Recommendations

- Adopt the classification structure and DBM® ratings.
- Implement the recommended salary structure.
- Select an implementation option for placing employees into the recommended salary structure.



Next Steps

- Council and employee presentations
- Employee communications
- Appeals process
 - Based upon content of the job. Employees can appeal that they are misclassified based upon a misunderstanding of, or change to, their role.
 - Compensation and DBM® ratings are not appealable.



Ongoing Administration

- Implement ongoing classification administration practices:
 - Continue to review internal alignment and classification of jobs to ensure proper leveling between jobs.
 - The City may perform evaluations internally, or request Gallagher to review and respond to requests or position changes.



Ongoing Administration

- Implement ongoing compensation administration practices:
 - Confirm and communicate long-term strategy for moving employees through the recommended salary structure. Gallagher utilized a step methodology for implementation that can be retained for future employee movement.
 - The salary structure should be adjusted by a structure movement trend factor every year to remain competitive with the market.
 - In addition to adjusting the salary structure each year to keep pace with the market, the City should continue to conduct a comprehensive market compensation study similar to the salary study part of the project at least every three to five years.

Thank you

Mike Verdoorn, mike_verdoorn@ajg.com
Megan Olson, megan_olson@ajg.com

901 Marquette Avenue South, Suite 1900
Minneapolis, MN 55402

Item 11.



Gallagher

Insurance | Risk Management

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CITY OF MARSHALL AGENDA ITEM REPORT

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



BUILDING PERMIT LIST

February 22, 2022

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
GEIHL, AARIC & CHERYL	507 ELIZABETH ST	OTHER	19,000.00
Journey Construction Professionals	1104 COLLEGE DR E	INTERIOR & EXTERIOR REMC	2,200,000.00
Journey Construction Professionals	300 BRUCE ST S	INTERIOR REMODEL	2,200,000.00
Joshua Behnke Construction LLC	501 PAUL ST	INTERIOR & EXTERIOR REMC	22,800.00
Journey Construction Professionals	1521 CARLSON ST	INTERIOR REMODEL	175,000.00
IRMA H DERIVERA, JAVIER I RIVERA &	619 WINIFRED DR	Windows	4,800.00
AMERICAN WATERWORKS	411 HIGH ST N	INTERIOR & EXTERIOR REMC	12,800.00
TRIO PLUMBING & HEATING	602 SOUTHVIEW DR W	HVAC	6,000.00
TRIO PLUMBING & HEATING	616 ELAINE AVE	HVAC	6,000.00
TRIO PLUMBING & HEATING	407 5TH ST S	HVAC	6,000.00
TRIO PLUMBING & HEATING	902 PINE AVE	HVAC	6,000.00
TRIO PLUMBING & HEATING	715 MARGUERITE AVE	HVAC	3,000.00
TRIO PLUMBING & HEATING	617 MARSHALL ST W	HVAC	3,000.00
TRIO PLUMBING & HEATING	210 REDWOOD ST W	HVAC	6,000.00
JAMES LOZINSKI CONSTRUCTION INC.	220 LEGION FIELD RD	DOORS	700.00
GESKE HOME IMPROVEMENT CO.	1004 SILVERVINE DR	WINDOWS / DOORS	6,300.00
CRANER, SANDRA L	510 REDWOOD ST W	OVERHEAD GARAGE DOOR	2,100.00
Your Home Improvement Company	1505 WESTWOOD DR	Windows	7,300.00
GESKE HOME IMPROVEMENT CO.	609 MARSHALL ST W	Windows	2,100.00

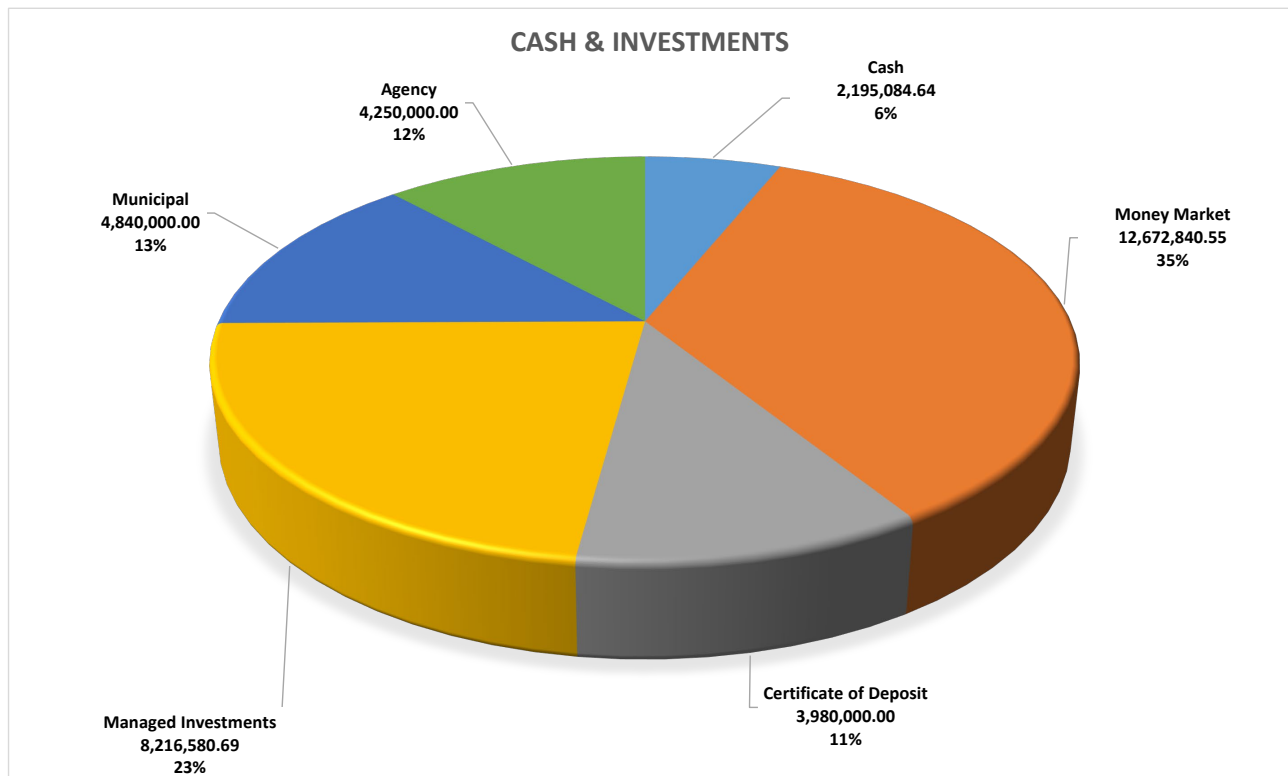


PLUMBING PERMIT LIST
February 22, 2022

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
TRIO PLUMBING & HEATING	110 HIGHWAY 59 N	INTERIOR REMODEL	0.00
LOUWAGIE, CHAD S & JANELLE M	805 VIKING DR	INTERIOR REMODEL	0.00
TRIO PLUMBING & HEATING	404 4TH ST S	WATER HEATER	1,300.00

City of Marshall, Minnesota
Cash & Investments
1/31/2022

	Par	Rate
CASH & INVESTMENTS:		
Checking - Bremer	2,195,084.64	0.00%
Money Market - Bremer	7,431,095.92	0.02%
Money Market - Bank of the West	3,385,314.06	0.10%
Money Market - US Bank	93,657.06	0.03%
Money Market - US Bank (ARP Funds)	737,021.67	0.03%
Money Market - Wells Fargo	1,025,751.84	0.03%
Certificate of Deposit - Bremer	1,000,000.00	0.40%
Certificate of Deposit - Bremer	1,000,000.00	0.40%
Certificate of Deposit - Bremer	1,000,000.00	0.40%
Certificate of Deposit - Wells Fargo	245,000.00	1.80%
Certificate of Deposit - Wells Fargo	245,000.00	1.70%
Investment Portfolio - General Fund	2,710,642.42	
Investment Portfolio - WW/SW Capital Reserve	3,492,166.64	
Investment Portfolio - Endowment Fund	2,013,771.63	
Municipal - US Bank	4,840,000.00	0.21% Average
Certificate of Deposit - US Bank	245,000.00	0.60%
Certificate of Deposit - US Bank	245,000.00	0.60%
Agency - US Bank	4,250,000.00	0.24% Average
TOTAL CASH & INVESTMENTS	36,154,505.88	



MARSHALL-LYON COUNTY LIBRARY
REGULAR BOARD MEETING MINUTES
JANUARY 10TH, 2022

Board Members Present: Linda Baun, Paula Botsford, Russ Labat, Paul Graupmann, Eric DeGroot, and Ruth Bot. Absent: Michael Murray and Saara Raappana. Staff Present: Director Michele A. Leininger, Christine DeGroot, and Paula Nemes. Others Present:

Called to order at 4:00 p.m. by L. Baun, President.

Pledge of Allegiance.

Motion made by E. DeGroot, seconded by R. Labat to adopt the agenda as presented. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

There was discussion on the current bills. P. Graupmann mentioned we should consider applying to the Lyon County ARPA fund to cover the cost of the 2nd Water Bottle Filler. We will send him the estimate from Bisbee that we had received for the water bottle filling stations. Motion made by P. Graupmann, seconded by R. Labat to adopt the Consent Agenda. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

Old Business:

COVID 19 Update: There have been a number of employees that were out in December due to illness. Director Leininger has now required staff to wear mask when in public areas and interacting with other staff. Story time is still in the Children's Department and not in the Community Room. The three services that are on pause haven't reopened, which are: in-home daycare programming, opening the study rooms, and reopening the play area in the Children's Department.

2022 Draft Budget: Two draft budgets were presented. The first budget, has the entire amount of \$12,451 coming out of the reserves fund. The second budget, has \$7001 coming out of the reserves fund and \$5450 from different operating expenses. Motion made by R. Labat, seconded by P. Graupmann to adopt the second draft budget dated 1-4-22. Roll call Vote: Yes- R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No- L. Baun and P. Botsford. The motion passed. Director Leininger did note that with passing the budget the pay increase of 3.5% will go into effect January 3rd, 2022.

2021 Budget Projection: The 2021 Budget Projection was reviewed on what expenses are expected for the remainder of 2021. Director Leininger mentioned the possibility of summer hours. If needed for savings, we could possibly save around \$6500-\$7000 with being open less hours in the evenings and on Saturdays for the three summer months. A spreadsheet of the per capita expenditures on what funding we get from the city and county was distributed. The handout shows that the city citizens pay \$49.04 per person and the county citizens pay \$37.90 per person for the Library. The Marshall-Lyon County Library falls right in the middle of the groups for both Plum Creek and other libraries in the state of similar size for per capita funding.

New Business:

Ongoing Resolutions: Two resolutions were presented. The first was the City of Marshall Ongoing Incurred Cost. The second was the Surplus of Library Materials to the Friends. Motion made by R. Bot, seconded by E. DeGroot for both resolutions. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

Director's Evaluation: The director's evaluation form was reviewed. No changes recommended. It was decided that C. DeGroot would email out the evaluation form to have them returned by email to L. Baun and by paper to C. DeGroot by January 31st. Motion made by E. DeGroot, seconded by P. Graupmann to approve the director's evaluation form. Roll Call Vote: Yes- L. Baun, P. Botsford, R. Labat, P. Graupmann, E. DeGroot, and R. Bot. No: None. The motion passed unanimously.

(R. Bot left the meeting at 5:35 PM.)

Reports:

Director's Report – In late February or March, we will start to review the City/County Contract. There are also 6 policies to review in March. The main two are the Library Board By-Laws and Code of Conduct. At the February meeting, we will have a packet of those 6 policies to be reviewed for the March meeting. For the Strategic Plan, the two most pressing issues are developing the Preservation Lab and programming for the City of Marshall's 150th Anniversary. The two main people that will be overseeing these two projects have been informed of their duties. By the next board meeting, we will have a better idea of a timeline for these events.

Board President Report: The committees list was presented. There were no concerns.

Friends: None.

Plum Creek: None.

Motion by R. Labat, seconded by E. DeGroot to adjourn at 5:40 p.m.

Respectfully Submitted,
Christine DeGroot

2022 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

2022 Uniform Election Dates

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

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

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



Upcoming Meetings

February

- 02/22 Housing and Redevelopment Authority, 5:15 PM, City Hall
 - 02/22 Regular Meeting, 5:30 PM, City Hall
-

March

- 03/08 Regular Meeting, 5:30 PM, City Hall
 - 03/22 Regular Meeting, 5:30 PM, City Hall
-

April

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