



**CITY OF MARSHALL  
CITY COUNCIL MEETING  
A G E N D A**

**Tuesday, February 25, 2020 at 4:00 PM  
Professional Development Room - Marshall Middle School, 401 South  
Saratoga Street**

**OPENING ITEMS**

1. Call to Order/Pledge of Allegiance

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

2. Consider approval of the minutes of the regular meeting held on February 11, 2020.

**PUBLIC HEARING**

3. Project Z75 / SAP 139-124-004: South 4<sup>th</sup> Street Reconstruction Project – 1) Public Hearing on Improvement; 2) Resolution Ordering Improvement and Preparation of Plans.

**AWARD OF BIDS**

4. Authorization to Purchase New Commercial Mower for Parks Department.

**CONSENT AGENDA**

5. Consider approval of the amended 2020 and 2021 Employee Wage Schedules
6. Consider Approval Resolution Authorizing Transfer and Closure of Capital Project Fund 413
7. Consider Approval Resolution Authorizing Transfer and Closure of Capital Project Fund 462
8. Call for a Public Hearing Regarding Proposed Property Tax Abatement at 314 Rainbow Dr.
9. Revision of the EMERGENCY OPERATIONS PLAN (EOP), City of Marshall
10. Consider Approval of the 2020-21 Township Fire Contracts.
11. Consider approval of the bills/project payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**NEW BUSINESS**

12. Adopt Resolution Supporting the Construction of a 4-Lane HWY 23 North of Marshall to Green Valley.
13. 2020-2024 Strategic Plan Adoption.
14. WWTF Improvement Project Update.

**COUNCIL REPORTS**

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

**STAFF REPORTS**

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

**INFORMATION ONLY**

20. Information Only

**MEETINGS**

21. Upcoming Meetings

**ADJOURN**

# RULES OF CONDUCT

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes of the regular meeting held on February 11, 2020.
<b>Background Information:</b>	Enclosed are the minutes of the regular meeting held on February 11, 2020.
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
<b>Recommendations:</b>	that the minutes of the regular meeting on February 11, 2020 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 11, 2020

The regular meeting of the Common Council of the City of Marshall was held February 11, 2020 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga 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, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Karla Drown, Finance Director; Jim Marshall, Director of Public Safety; Preston Stensrud, Parks Superintendent; Dave Parsons City Assessor and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

**Consider approval of the minutes of the regular meeting held on January 28, 2020.**

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the minutes of the regular meeting on January 28, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Approval of the Consent Agenda**

Councilmember Lozinski requested that item number 4, Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 7 to Magney Construction, Inc, be removed for discussion.

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

**Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 7 to Magney Construction, Inc.**

As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.

Councilmember Lozinski requested that the item be pulled for an update on the project. A project update was given by Director of Public Works/ City Engineer Jason Anderson.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister that the Council authorize Application for Payment No. 7, per the recommendation of the City's consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$491,312.34. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approval of a Joint Powers Agreement between the State of Minnesota (BCA) and the City of Marshall (MPP)

Approval of the Wastewater Treatment Facilities Improvement Project – 2) Consider Payment of Invoice 0245464 to Bolton & Menk, Inc.

Approval of the Wastewater Treatment Facilities Improvement Project – 3) Consider Payment of Invoice 1301936 to American Engineering Testing, Inc.

Approval of a Temporary On-Sale Intoxicating Liquor Licenses for the Convention and Visitors Bureau.

Approval of the bills/project payments.

**Consider Approval of the Amended Investment Policy**

The current investment policy was adopted on February 24, 2015 and hasn't had any revision since it's inception. Since this policy was put in place, the City has broadened the types of investing that is being done. The current policy is out of date and is restricting how money can be invested.

By updating this policy, it does not mean more aggressive types of investments but gives staff the ability to invest in types of securities that have not been utilized in the past. The policy is specifying additional securities and brokers for investing but has put in rating criteria to safeguard the funds by using only certain rated investments and certified brokers.

The Ways and Means committee met February 3, 2020 and approved the policy to be presented to the full council for final approval.

Annette Storm, Director of Administrative Services, will present the updated policy and the steps taken to ensure compliance with all regulations.

Motion made by Councilmember Labat, Seconded by Councilmember Decramer to approve the Amended Investment Policy and Recommend. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street Reconstruction Project - Consider Resolution Receiving Feasibility Report and Calling Hearing on Improvement.**

This project consists of the following: Reconstruction and utility replacement on South 4th Street from the intersection of Elaine Avenue and South 4th Street to the intersection of Country Club Drive and South 4th Street; Sanitary sewer, watermain, and storm sewer replacement on entire road. This project will also include new curb & gutter, driveway aprons, water services, and sewer services to the right-of-way, a proposed 8' bike path from Kathryn Avenue to Country Club Drive, and new 5' sidewalk on the entire east side.

This Feasibility Report as authorized by the City Council covers the proposed improvements including scope, background/existing conditions, proposed improvements, probable costs, proposed assessments, feasibility and proposed project schedule.

The proposed improvements as described in the report are necessary, cost-effective, and feasible from an engineering standpoint.

The engineer's estimate for the construction portion of the project is \$2,800,000.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$3,580,000.00.

All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Municipal State Aid System (MSAS), Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of each project must include determination of funding sources.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER 4705, SECOND SERIES, which is the Resolution Receiving Feasibility Report and Calling Hearing on Improvement for the above-referenced project and setting the public hearing on improvement date for February 25, 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

**Consider Resolution in Support of HWY 23 Concrete-Pipestone to Russell**

Pipestone County adopted the Resolution on Tuesday January 28 at the Pipestone County Board meeting requesting that in 2024 when MNDot District 8 overlays State Highway 23 between Pipestone and Russell that the project be a concrete overlay versus a bituminous product. Pipestone County is requesting support from the City of Marshall on the resolution.

The action to adopt a Resolution in Support of HWY 23 Concrete- Pipestone to Russell project died due to the lack of a motion.

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

Mayor Byrnes recommended the follow applicants to various boards and commissions.

Community Services Advisory Board

Spencer Vang (MHS) to a term set to expire 5/31/21

Library Board

Aimee Shouse to an unexpired term set to expire 12/31/22

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

**Commission/Board Liaison Reports**

Byrnes            No Report

Schafer            Southwest Amateur Sports Commission discussed the future MABA tournaments and MAHA was awarded the Bantam A regional hockey tournament as well as the mite and mini mite tournament which will bring 48 teams.

Meister           No Report

Bayerkohler Public Housing Commission met and received their audit report.

DeCramer No Report

Labat Library Board met and discussed the security within the building as well as purchasing a dishwasher.

Lozinski No Report

### **Councilmember Individual Items**

Councilmember Schafer discussed sidewalk clean up from the recent snow fall.

Councilmember Meister mentioned that the City should review its bike friendly community status when completing road reconstructions projects and also requested the Legislative and Ordinance Committee meet to discuss a potential urban chicken ordinance.

Councilmember Labat discussed the recent snow event.

Councilmember DeCramer discussed the Cultures on the Prairie Event held at Southwest Minnesota State University.

Mayor Byrnes discussed the Cultures on the Prairie Event and also mentioned the preparation for the City during the spring runoff in regard to the Redwood River.

### **City Administrator**

City Administrator Sharon Hanson mentioned that SMASC will meet with a local soccer group to discuss their needs within Marshall.

Administrator Hanson also provided an update on the City Hall project, branding and the City's strategic plan.

### **Director of Public Works**

Director of Public Works/ City Engineer Jason Anderson summarized the recent snow fall.

### **City Attorney**

City Attorney Dennis Simpson discussed the final sale of property to MMUA, the draft agreement between the City of Marshall and MAHA has been sent to MAHA for approval and the continued work on receiving the appropriate insurance information for the Airport Training Lease.

### **Administrative Brief**

There were no questions on the administrative brief.

### **Information Only**

There were no questions on the information items.

**Upcoming Meetings**

There were no questions on the upcoming meetings.

**Adjourn Meeting**

At 6:25 P.M., Motion made by Councilmember Decramer, Seconded by Councilmember Lozinski to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Attest:

\_\_\_\_\_  
Mayor

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Project Z75 / SAP 139-124-004: South 4 <sup>th</sup> Street Reconstruction Project – 1) Public Hearing on Improvement; 2) Resolution Ordering Improvement and Preparation of Plans.
<b>Background Information:</b>	<p>Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on February 25, 2020. A public presentation will be made followed by any discussion.</p> <p>This project consists of the following: Reconstruction and utility replacement on South 4th Street from the intersection of Elaine Avenue and South 4th Street to the intersection of Country Club Drive and South 4<sup>th</sup> Street; Sanitary sewer, watermain, and storm sewer replacement on entire road. This project will also include new curb &amp; gutter, driveway aprons, water services, and sewer services to the right-of-way, a proposed 8’ bike path along the west side of South 4<sup>th</sup> Street from Elaine Avenue to Country Club Drive, and new 5’ sidewalk on the entire east side of South 4<sup>th</sup> Street.</p> <p>A public informational meeting was held on January 23, 2020 at 5:30 p.m. at Marshall Municipal Utilities. At the public informational meeting, the attached petition was provided to the City opposing sidewalks on the east side of South 4<sup>th</sup> Street.</p> <p>If the City Council decides to proceed with the project, the attached resolution has been prepared ordering the improvement and the preparation of plans.</p>
<b>Fiscal Impact:</b>	The engineer’s estimate for the construction portion of the project is \$2,666,700.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$3,402,700.00. All improvements will be assessed according to the current Special Assessment Policy including, but not limited to, participation from Municipal State Aid System (MSAS), 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.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1 – that the Council close the public hearing on improvement Project Z75 / SAP 139-124-004: South 4<sup>th</sup> Street Reconstruction Project.</p> <p>Recommendation No. 2 – that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Ordering Improvement and Preparation of Plans” for Project Z75 / SAP 139-124-004: South 4<sup>th</sup> Street Reconstruction Project.</p>

**RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES**

**RESOLUTION ORDERING IMPROVEMENT  
AND PREPARATION OF PLANS**

WHEREAS, a resolution of the City Council adopted the 11<sup>th</sup> day of February, 2020, fixed a date for a Council hearing for proposed improvements under the following project:

**PROJECT Z75 / SAP 139-124-004: SOUTH 4TH STREET RECONSTRUCTION PROJECT** - This project consists of the following: Reconstruction and utility replacement on South 4th Street from the intersection of Elaine Avenue and South 4th Street to the intersection of Country Club Drive and South 4<sup>th</sup> Street; Sanitary sewer, watermain, and storm sewer replacement on entire road. This project will also include new curb & gutter, driveway aprons, water services, and sewer services to the right-of-way, a proposed 8' bike path along the west side of South 4<sup>th</sup> Street from Elaine Avenue to Country Club Drive, and new 5' sidewalk on the entire east side of South 4<sup>th</sup> Street.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 25<sup>th</sup> day of February, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution receiving the Feasibility Report adopted the 28<sup>th</sup> day of January, 2020.
3. Jason R. Anderson, P.E. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Passed and adopted by the Council this 25<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

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



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

South 4th Street

Proposed Project Limits

DATE  
11/5/19

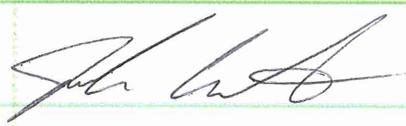
Page 11

1 OF 1

Oppose the 5' sidewalk  
to be added on the  
East side of 4th St.

## Petition to

Petition summary and background	
Action petitioned for	

Printed Name	Signature	Address
Jordan Carstensen		801 S. 4th St.
DACE HOWE	Dace A. Howe	901 S. 4th St.
Dennis Nuese	Dennis Nuese	705 S. 4th St.
Jullo & Irene Kor	Jullo Kor	701 S. 4th
Mary Ann Hanson	Mary Ann Hanson	615 S. 4th St.
	Adam & Tonya Roberts	703 S. 4th St.
Monte Buntser	Monte Buntser	621 S. 4th St.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Authorization to Purchase New Commercial Mower for Parks Department
<b>Background Information:</b>	<p>Specifications for a new mower were presented and approved by the Equipment Review Committee. Also, discussion was had about moving towards replacing mowers every other year to keep them in warranty – will bring info on doing this to Council for discussion/direction.</p> <p>Two bids were received on February 20, 2020. Both bids were very competitive. C &amp; B Operations of Tracy, MN was the low bid with a price of \$25,749.00 after trade. Kibble Equipment of Marshall, MN submitted a bid in the amount of \$25,900.00 after trade. Staff is recommending the bid be awarded to Kibble Equipment of Marshall to keep the purchase in Marshall.</p> <p>\$29,300 was budgeted in the 2020 Parks Department CIP.</p>
<b>Fiscal Impact:</b>	Net cost of \$25,900 after trade.
<b>Alternative/Variations:</b>	N/A
<b>Recommendations:</b>	<b>Recommendation #1:</b> Authorize the purchase of new 1575 John Deere Mower with Cab, 72” Deck and 47” Snow Blower to Kibble Equipment of Marshall, MN in the amount of \$25,900.00

**BID TABULATION**

**PURCHASING – ONE (1) NEW 2019 OR 2020 4-WHEEL DRIVE 72” COMMERCIAL MOWER WITH CAB AND NEW 47” BLOWER  
FOR MARSHALL PARKS DEPARTMENT -- CITY OF MARSHALL, MINNESOTA  
AND  
SELLING – ONE (1) 2012 JOHN DEERE 1445 AND 47” BLOWER**

**DATE: FEBRUARY 20, 2020  
TIME: 10:00 A.M.**

BIDDER	PROPOSAL			COMMENTS
	PROPOSAL A (Vehicle and Trade-In)	PROPOSAL B (Vehicle Only)	PROPOSAL C (Purchase Existing Vehicle Only)	
Kibble Equipment – Marshall	<b>\$25,900.00</b>	<b>\$34,200.00</b>		Recommended for approval to stay local
Lyon County Implement – Tracy	<b>\$25,749.00</b>	<b>\$38,449.00</b>		



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the amended 2020 and 2021 Employee Wage Schedules
<b>Background Information:</b>	<p>At the January 14, 2020 City Council meeting, the Council approved for Staff to proceed with filling the Assistant City Engineer position follow a job description review. The job description was reviewed, revised, and submitted to our Hay pointing consultant for re-evaluation. The results of the Hay pointing are as follows:</p> <p>Current pointing: 588. Proposed pointing: 496.</p> <p>The proposed pointing moves the position to a lower pay band on our wage schedule. Therefore, Staff are requesting Council consideration and approval of the 2020 and 2021 amended wage schedules, reflecting the new pointing for the position. Red-lined copies of the wage schedules are included in your background attachment.</p> <p>Also included in your background attachment is a red-lined job description, showing the amendments that resulted in a lower Hay pointing. Administrator Hanson discussed these proposed amendments in detail with the Personnel Committee at their January 7, 2020 meeting and with the full Council at the January 14, 2020 meeting.</p> <p>Following approval, Staff will proceed with posting, advertisement, and hiring of an Assistant City Engineer.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	That the Council approves the amended 2020 and 2021 Employee Wage Schedules.

# CITY OF MARSHALL WAGE SCHEDULE

## 2020 Wage Schedule FULL-TIME EMPLOYEES

JOB CLASSIFICATION	Points	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Administrator	1142	53.48	57.05	60.61	64.18	67.74	71.31
Dir. of Public Works/City Engineer	920	44.50	47.46	50.43	53.40	56.36	59.33
Director of Community Services	654	43.56	46.46	49.37	52.27	55.18	58.08
Director of Public Safety	864	42.12	44.93	47.74	50.54	53.35	56.16
Director of Administrative Services	830	42.12	44.93	47.74	50.54	53.35	56.16
WWT Facility Superintendent	611	35.57	37.94	40.31	42.68	45.05	47.42
City Assessor	588	35.57	37.94	40.31	42.68	45.05	47.42
Finance Director	588	35.57	37.94	40.31	42.68	45.05	47.42
<b>Assistant City Engineer/Zoning Adm</b>	<b>588</b>	<b>35.57</b>	<b>37.94</b>	<b>40.31</b>	<b>42.68</b>	<b>45.05</b>	<b>47.42</b>
Police Captain	588	35.57	37.94	40.31	42.68	45.05	47.42
Economic Development Director	568	34.83	37.15	39.47	41.80	44.12	46.44
Liquor Store Manager	551	33.09	35.30	37.50	39.71	41.91	44.12
<b>Assistant City Engineer</b>	<b>496</b>	<b>33.09</b>	<b>35.30</b>	<b>37.50</b>	<b>39.71</b>	<b>41.91</b>	<b>44.12</b>
Public Ways Superintendent	496	33.09	35.30	37.50	39.71	41.91	44.12
Human Resource Manager	464	31.22	33.30	35.39	37.47	39.55	41.63
Police Sergeant (C)	421	30.03	31.99	33.94	35.90	37.86	39.82
Parks Superintendent	421	29.40	31.36	33.32	35.28	37.24	39.20
WWT Facility Asst. Superintendent	388	27.87	29.73	31.59	33.44	35.30	37.16
Training Facility Coordinator (MERIT)	382	27.87	29.73	31.59	33.44	35.30	37.16
Senior Engineering Specialist (A)	382	27.87	29.73	31.59	33.44	35.30	37.16
Plans Examiner/Asst Zoning Adm (A)	382	27.87	29.73	31.59	33.44	35.30	37.16
Building Services Coordinator (A)	382	27.87	29.73	31.59	33.44	35.30	37.16
Police Corporal (B)	382	28.28	30.14	32.00	33.86	35.71	37.57
Police Detective (B)	382	28.28	30.14	32.00	33.86	35.71	37.57
Facility Maintenance Supervisor	342	26.54	28.30	30.07	31.84	33.61	35.38
WWT Collection Sys. Asst. Superintendent	329	25.71	27.42	29.14	30.85	32.57	34.28
Lead Maintenance Worker (A)	327	25.71	27.42	29.14	30.85	32.57	34.28
Police Officer (B)	317	25.86	27.56	29.25	30.94	32.65	34.34
Appraiser	310	24.71	26.35	28.00	29.65	31.29	32.94
Media Communications Specialist	308	24.71	26.35	28.00	29.65	31.29	32.94
Adult Community Center Coordinator	298	24.71	26.35	28.00	29.65	31.29	32.94
Executive Assistant	291	24.71	26.35	28.00	29.65	31.29	32.94
Engineering Specialist (A)	289	24.71	26.35	28.00	29.65	31.29	32.94
City Clerk	289	24.71	26.35	28.00	29.65	31.29	32.94
Community Education Coordinator	282	23.24	24.78	26.33	27.88	29.43	30.98
WWT Laboratory Specialist (A)	281	23.24	24.78	26.33	27.88	29.43	30.98
Accounting Specialist	275	23.24	24.78	26.33	27.88	29.43	30.98
Payroll/Benefits Specialist	275	23.24	24.78	26.33	27.88	29.43	30.98
Building Maintenance Supervisor	261	23.24	24.78	26.33	27.88	29.43	30.98
Recreation Coordinator	261	23.24	24.78	26.33	27.88	29.43	30.98
Building Inspector II (A)	257	25.71	27.42	29.14	30.85	32.57	34.28
Assessing Technician	252	22.61	24.12	25.63	27.14	28.64	30.15
WWT Technical Operator (A)	251	23.24	24.78	26.33	27.88	29.43	30.98
Administrative Assistant	247	22.61	24.12	25.63	27.14	28.64	30.15
WWT Plant Operator II (A)	239	22.61	24.12	25.63	27.14	28.64	30.15
WWT Senior Maintenance Operator (A)	238	22.61	24.12	25.63	27.14	28.64	30.15
Mechanic (A)	237	22.61	24.12	25.63	27.14	28.64	30.15
Engineering Technician (A)	215	21.53	22.97	24.40	25.84	27.27	28.71
Building Inspector I (A)	206	22.61	24.12	25.63	27.14	28.64	30.15
Police Records Clerk	203	21.53	22.97	24.40	25.84	27.27	28.71
Senior Maintenance Worker (A)	200	21.53	22.97	24.40	25.84	27.27	28.71
WWT Maintenance Operator (A)	200	21.53	22.97	24.40	25.84	27.27	28.71
Media Production Technician	199	21.53	22.97	24.40	25.84	27.27	28.71
WWT Plant Operator I (A)	192	21.53	22.97	24.40	25.84	27.27	28.71
Maintenance Technician (A)	181	21.53	22.97	24.40	25.84	27.27	28.71
Maintenance Worker (A)	172	19.91	21.24	22.57	23.90	25.22	26.55
Office Assistant/Receptionist	171	19.91	21.24	22.57	23.90	25.22	26.55
Community Service Officer	153	18.98	20.25	21.51	22.78	24.04	25.31
Liquor Sales Associate	149	18.98	20.25	21.51	22.78	24.04	25.31
Building Maintenance Worker	132	18.60	19.84	21.08	22.32	23.56	24.80
Building Custodian (Arena) (A)	119	10.94	11.66	12.39	13.12	13.85	14.58

Union Contract Positions

(A) AFSCME

(B) LELS 190 Patrol

(C) LELS 245 Police Supervisors

2020 Wage Rates

2020 Wage Rates

2020 Wage Rates

Last App

# CITY OF MARSHALL WAGE SCHEDULE

## 2021 Wage Schedule

### FULL-TIME EMPLOYEES

JOB CLASSIFICATION	Points	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Administrator	1142	55.22	58.90	62.59	66.27	69.95	73.63
Dir. of Public Works/City Engineer	920	45.95	49.01	52.07	55.13	58.20	61.26
Director of Community Services	654	44.98	47.98	50.97	53.97	56.97	59.97
Director of Public Safety	864	43.49	46.39	49.29	52.19	55.09	57.99
Director of Administrative Services	830	43.49	46.39	49.29	52.19	55.09	57.99
WWT Facility Superintendent	611	36.72	39.17	41.62	44.06	46.51	48.96
City Assessor	588	36.72	39.17	41.62	44.06	46.51	48.96
Finance Director	588	36.72	39.17	41.62	44.06	46.51	48.96
Assistant City Engineer/Zoning-Adm	588	36.72	39.17	41.62	44.06	46.51	48.96
Police Captain	588	36.72	39.17	41.62	44.06	46.51	48.96
Economic Development Director	568	35.96	38.36	40.76	43.16	45.55	47.95
Liquor Store Manager	551	34.16	36.44	38.72	41.00	43.27	45.55
Assistant City Engineer	496	34.16	36.44	38.72	41.00	43.27	45.55
Public Ways Superintendent	496	34.16	36.44	38.72	41.00	43.27	45.55
Human Resource Manager	464	32.24	34.38	36.53	38.68	40.83	42.98
Police Sergeant (C)	421	31.01	33.03	35.04	37.07	39.09	41.11
Parks Superintendent	421	30.35	32.38	34.40	36.42	38.45	40.47
WWT Facility Asst. Superintendent	388	28.78	30.70	32.61	34.53	36.45	38.37
Training Facility Coordinator (MERIT)	382	28.78	30.70	32.61	34.53	36.45	38.37
Senior Engineering Specialist (A)	382	28.78	30.70	32.61	34.53	36.45	38.37
Plans Examiner/Asst Zoning Adm (A)	382	28.78	30.70	32.61	34.53	36.45	38.37
Building Services Coordinator (A)	382	28.78	30.70	32.61	34.53	36.45	38.37
Police Corporal (B)	382	29.20	31.12	33.04	34.96	36.87	38.79
Police Detective (B)	382	29.20	31.12	33.04	34.96	36.87	38.79
Facility Maintenance Supervisor	342	27.40	29.22	31.05	32.88	34.70	36.53
WWT Collection Sys. Asst. Superintendent	329	26.54	28.31	30.08	31.85	33.62	35.39
Lead Maintenance Worker (A)	327	26.54	28.31	30.08	31.85	33.62	35.39
Police Officer (B)	317	26.70	28.46	30.20	31.95	33.71	35.46
Appraiser	310	25.51	27.21	28.91	30.61	32.31	34.01
Media Communications Specialist	308	25.51	27.21	28.91	30.61	32.31	34.01
Adult Community Center Coordinator	298	25.51	27.21	28.91	30.61	32.31	34.01
Executive Assistant	291	25.51	27.21	28.91	30.61	32.31	34.01
Engineering Specialist (A)	289	25.51	27.21	28.91	30.61	32.31	34.01
City Clerk	289	25.51	27.21	28.91	30.61	32.31	34.01
Community Education Coordinator	282	23.99	25.59	27.19	28.79	30.39	31.99
WWT Laboratory Specialist (A)	281	23.99	25.59	27.19	28.79	30.39	31.99
Accounting Specialist	275	23.99	25.59	27.19	28.79	30.39	31.99
Payroll/Benefits Specialist	275	23.99	25.59	27.19	28.79	30.39	31.99
Building Maintenance Supervisor	261	23.99	25.59	27.19	28.79	30.39	31.99
Recreation Coordinator	261	23.99	25.59	27.19	28.79	30.39	31.99
Building Inspector II (A)	257	26.54	28.31	30.08	31.85	33.62	35.39
Assessing Technician	252	23.35	24.90	26.46	28.02	29.57	31.13
WWT Technical Operator (A)	251	23.99	25.59	27.19	28.79	30.39	31.99
Administrative Assistant	247	23.35	24.90	26.46	28.02	29.57	31.13
WWT Plant Operator II (A)	239	23.35	24.90	26.46	28.02	29.57	31.13
WWT Senior Maintenance Operator (A)	238	23.35	24.90	26.46	28.02	29.57	31.13
Mechanic (A)	237	23.35	24.90	26.46	28.02	29.57	31.13
Engineering Technician (A)	215	22.23	23.71	25.19	26.68	28.16	29.64
Building Inspector I (A)	206	23.35	24.90	26.46	28.02	29.57	31.13
Police Records Clerk	203	22.23	23.71	25.19	26.68	28.16	29.64
Senior Maintenance Worker (A)	200	22.23	23.71	25.19	26.68	28.16	29.64
WWT Maintenance Operator (A)	200	22.23	23.71	25.19	26.68	28.16	29.64
Media Production Technician	199	22.23	23.71	25.19	26.68	28.16	29.64
WWT Plant Operator I (A)	192	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Technician (A)	181	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Worker (A)	172	20.56	21.93	23.30	24.67	26.04	27.41
Office Assistant/Receptionist	171	20.56	21.93	23.30	24.67	26.04	27.41
Community Service Officer	153	19.60	20.90	22.21	23.52	24.82	26.13
Liquor Sales Associate	149	19.60	20.90	22.21	23.52	24.82	26.13
Building Maintenance Worker	132	19.21	20.49	21.77	23.05	24.33	25.61
Building Custodian (Arena) (A)	119	11.29	12.04	12.79	13.55	14.30	15.05

Union Contract Positions  
 (A) AFSCME  
 (B) LELS 190 Patrol  
 (C) LELS 245 Police Supervisors

2021 Wage Rates  
 2021 Wage Rates  
 2021 Wage Rates

**CITY OF MARSHALL**  
**Job Description DRAFT**

POSITION TITLE: Assistant City Engineer/ <del>Zoning Administrator</del>	DATE: <del>9/11/2019</del> 03/13/2018
DIVISION: Public Works/ <del>Community Planning Engineering</del>	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Works-City Engineer/ <del>City Administrator</del>	UNION STATUS: NA

**SUMMARY OF POSITION**

This position manages and oversees the programs and activities of the ~~Community Planning department and~~ Engineering personnel; ~~serve as the Zoning Administrator~~; review and approve plans, develop specifications and bids, direct inspection activities, contribute to the development and coordinate implementation of the City’s capital improvement programs, assists the Director of Public Works with Public Works Division operations management and provides highly responsible and complex administrative support to the Director of Public Works/City Engineer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manage and direct all ~~Community Planning personnel and~~ Engineering personnel, contracted staff, and their activities.
  - a. Establish division goals and regularly monitor their implementation.
  - b. Provide oversight, planning, and direction for staff, and coaches and provides training for assigned employees.
  - c. Enforce City and Departmental policies and work rules.
  - d. Conduct employee performance evaluations and provide for training of employees. Evaluate and recommend employee training opportunities.
  - e. Research equipment, work processes, and procedures that improve staff performance.
  - f. Assist in hiring of permanent and temporary employees within the Department.
  - g. Establish and maintain a work environment to motivate employees and develop and maintain a proper level of employee discipline. Monitor employee performance and recommend discipline as necessary.
2. Provide management responsibility for all services and activities of the ~~Community Planning and~~ Engineering Departments including capital improvements implementation, construction projects and inspections, plan review and ~~contractual and~~ contractual agreements.
  - a. Plan, manage, coordinate and oversee engineering design, contract administration, and construction oversight for capital improvement and maintenance projects, with emphasis on water and storm water utility projects. Review and evaluate work products, methods and procedures. Evaluate work progress and methods in order to ensure maximum efficiency.
  - b. Provide MnDOT with information concerning annual certification of mileage, annual bridge inspection, and annual needs information on State Aid streets.
  - c. Coordinate contracted services relating to assigned work areas, including consulting, oversight, and project review with designers and contractors.
  - d. Develop, review, and approve plans, specifications, designs and related documents, reports and studies for City projects. Allocate resources necessary to oversee and ensure conformance with City requirements.
  - e. Oversee preparation of special assessment calculations, special assessments, and other detailed financial summaries.
  - f. Prepare reports for Director, City Administrator, and City Council as requested.
  - g. Manage review and approval of plans and specifications that require permitting from or coordination with the City. Allocate resources necessary to oversee and ensure conformance with City requirements.
  - h. Provide outreach to project stakeholders relating to improvement projects through the use of effective communications and meetings.
3. Manage the development and implementation of the ~~Community Planning and~~ Engineering Departments’ goals, objectives, policies, and procedures within each service area, and allocate resources to meet appropriate service levels.
  - a. Manage the development and implementation of the City’s Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
  - b. Assist in developing operating and capital budgets, and maintain assigned work areas within established budgets.
  - c. Approve purchases and payroll within assigned work areas.
  - d. Evaluate needs for new facilities and equipment.
  - e. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and reporting relationships. Identify opportunities for improvement, and direct the implementation of

changes to meet goals and objectives.

~~4. Serve as the Zoning Administrator. Maintain general responsibility for compliance and enforcement of related Ordinances and the Minnesota State Building Code.~~

5.4. Provide responsible staff assistance to the Director of Public Works.

- a. Prepare and present staff reports and other necessary correspondence.
- b. Assist in developing, revising, and implementing Department programs, policies, and procedures.
- c. Contributes in developing the City's Capital Improvement Program.
- d. Coordinate service delivery with Public Works maintenance divisions and other City departments. Confers with City staff and advises on construction, maintenance, and repair of infrastructure.
- e. Provide innovative thinking and emphasizes the use of cost effective ideas to improve the productivity, safety, and performance of Public Works divisions.
- f. Serve as liaison for the ~~Community Planning and~~ Engineering Departments with other Public Works Departments, City departments, City Commissions, Marshall Municipal Utilities, outside agencies, and other stakeholders.
- g. Provide information and support to others and coordinate work with other Departments and Divisions, other government agencies, contractors, and other stakeholders.
- h. Respond to complaints, requests for service, and requests for information. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of concerns.
- i. Negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
- j. Assume the duties of the City Engineer in his/her absence.

6-5. Perform other duties as assigned.

7-6. Attendance is an essential function of this position.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Contributes to coordination activities with Community Services, Public Safety, and other City departments through regular meetings and consultations.
2. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
3. Report on work activities with the City Council and applicable Commissions as may be required.
4. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
5. Perform other duties and assumes other responsibilities that are apparent or assigned.

#### **MINIMUM QUALIFICATIONS**

1. Possession of an active Professional Engineer License issued by the State of Minnesota in the Civil Engineering discipline or licensure from another state offering documented reciprocity, and five years of increasingly responsible professional civil engineering, project management, construction management, and/or infrastructure management experience.
2. Excellent technical reasoning and problem solving skills.
3. Ability to communicate effectively both orally and in written form.
4. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
5. Possess a valid Minnesota Driver's License with a good driving history.
6. Successfully complete and pass a thorough criminal background check and reference check process.

#### **DESIRABLE QUALIFICATIONS**

1. Three years of supervisory responsibility of a technical and administrative staff.
2. Two years of experience in construction supervision and project management.
3. Experience in the use of computer-aided design software and extensions for civil engineering design.
4. Experience in the use of software for engineering design (e.g. hydraulic modeling software).
5. Experience in formal plan review.
6. Possession of specialty design certificates (e.g. Construction SWPPP) obtained through formal training.
7. Active involvement in professional organizations associated with the Engineering or Public Works fields.

## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating, permitting, engineering design, construction, and project budgeting and administration.
2. Relevant technical standards and resources and their application, including those developed by FHWA, AASHTO, MN/DOT, AWWA, CEAM, GLUMRB, EPA, and MPCA.
3. Public works operations including:
  - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
  - b. Systems for water distribution, sanitary sewer collection, stormwater drainage, and stormwater treatment and associated maintenance procedures.
  - c. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
4. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
5. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
6. Modern and complex principles and practices of program development and administration.
7. Principles and practices of project management.
8. Principles and techniques of construction cost analysis and estimates.
9. Principles of business and technical letter writing and report preparation.
10. Engineering and business tools, including computerized equipment and software.
11. English usage, spelling, grammar and punctuation.
12. Thorough understanding of personnel rules and regulations including principles of supervision, training and performance evaluation.
13. Knowledge of teaching methods and ability to coach and mentor employees.
14. Principles and practices of effective customer service and communication.

### Skilled in:

1. Analysis, engineering design, project management, and project administration of infrastructure maintenance and improvement projects including utilities, drainage, stormwater management, roadways, signage, and facilities.
2. Technical reasoning and alternatives analysis.
3. Good decision making and judgment.
4. Application of supervisory and employee motivation techniques.
5. Communication of technical ideas to a wide variety of audiences.
6. Providing effective customer service.
7. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

### Ability to:

1. Manage the operations of a modern engineering ~~and building inspection~~ services division.
2. Monitor and oversee multiple complex projects.
3. Coordinate and manage the work of professional and technical personnel.
4. Develop, review and document specifications for capital improvement projects.
5. Administer engineering and construction contracts.
6. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
7. Provide administrative and professional leadership and direction for the Engineering ~~and Building Inspection~~ Departments.
8. Select, supervise, train and evaluate staff.
9. Prepare clear and concise technical reports.
10. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. Research, analyze and evaluate new service delivery methods, procedures and techniques to improve efficiency, safety, and service.

12. Operate various types of field equipment and instrumentation, and office equipment including computers and engineering-related software.
13. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
16. Deal with difficult situations and to bring positive resolutions to conflict.
17. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.
18. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, analyze and review complex specifications and plans, and demonstrate intellectual capabilities
19. Maintain physical condition to meet the activity requirements of the position.

**SUPERVISION EXERCISED**

Supervision of Engineering ~~and Community Planning~~ staff.

**SUPERVISION RECEIVED**

General to limited supervision by the Director of Public Works-City Engineer ~~and City Administrator~~.

**PUBLIC CONTACTS**

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

See attached Physical Requirements and Working Conditions form.

**NON-DISCRIMINATION/EEO POLICY**

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval Resolution Authorizing Transfer and Closure of Capital Project Fund 413
<b>Background Information:</b>	See Resolution
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Authorizing Transfer and Closure of Capital Project Fund 413

RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES

RESOLUTION AUTHORIZING TRANSFER AND CLOSURE OF  
CAPITAL PROJECT FUND 413

WHEREAS, the City Council of the City of Marshall, Minnesota does authorize issuance of General Obligation Bonds to finance infrastructure projects within the City; and

WHEREAS, the City of Marshall adopted Resolution Number 4286, Second Series Awarding the Sale of \$2,810,000 General Obligation Tax Abatement Bonds, Series 2016C; and

WHEREAS, the proceeds from the sale of bonds was for the improvement of baseball fields being constructed as part of the Schwan Regional Amateur Sports Center and pedestrian and bike trails at Camden Regional Park in the City (the “project”); and

WHEREAS, the proceeds from the sale of bonds was deposited into the Capital Project fund 413; and

WHEREAS, the Project has been completed and all contracts have been paid in full; and

WHEREAS, the City of Marshall adopted Resolution Number 4033, Second Series Awarding the Sale of \$15,735,000 General Obligation Tax Abatement Bonds, Series 2014B; and

WHEREAS, the proceeds from the sale of bonds were to finance all or a portion of the costs of the construction of new facilities and improvement to the existing facilities of the MERIT Center, and the construction of new facilities of the Southwest Minnesota Regional Amateur Center; and

WHEREAS, the proceeds from the sale of bonds was deposited into the Capital Project fund 456; and

NOW THEREFORE, BE IT RESOLVED:

1. That the negative balance remaining in Capital Project Fund 413 be transferred from Capital Project Fund 456; and
2. That Capital Project Fund 413 be closed.

Passed and adopted by the Common Council this 25<sup>th</sup> day of February 2020.

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Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

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Kyle Box  
City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval Resolution Authorizing Transfer and Closure of Capital Project Fund 462
<b>Background Information:</b>	See Resolution
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Authorizing Transfer and Closure of Capital Project Fund 462

RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES

RESOLUTION AUTHORIZING TRANSFER AND CLOSURE OF  
CAPITAL PROJECT FUND 462

WHEREAS, the City Council of the City of Marshall, Minnesota does authorize issuance of General Obligation Bonds to finance infrastructure projects within the City; and

WHEREAS, the City of Marshall adopted Resolution Number 4431, Second Series Awarding the Sale of \$4,435,000 General Obligation Bonds, Series 2017B; and

WHEREAS, the proceeds from the sale of bonds were to finance certain street reconstructions, public redevelopment cost identified in the tax increment plan for Tax Increment Financing District 1-14 (hereto referred as the “Projects”) and for the redemption and prepayment of the GO Refunding Bonds, Series 2006C; and

WHEREAS, the proceeds of 3,290,000 from the sale of bonds were deposited into the Capital Project fund 428; and

WHEREAS, the “Projects” have been completed and all contracts have been paid in full; and

WHEREAS, Section 4.02 of Resolution Number 4423, Second Series, requires that when all improvements are completed and paid the balance in the construction fund may be used for any other public use authorized by the Special Law or credited to the Debt Service Fund; and

NOW THEREFORE, BE IT RESOLVED:

1. That the balance remaining in Capital Project Fund 462 be transferred to Debt Service Fund 377; and
2. That Capital Project Fund 462 be closed.

Passed and adopted by the Common Council this 25<sup>th</sup> day of February 2020.

\_\_\_\_\_  
Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

\_\_\_\_\_  
Kyle Box  
City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Call for a Public Hearing Regarding Proposed Property Tax Abatement at 314 Rainbow Dr.
<b>Background Information:</b>	Per M.S 469.1813 sub 5 The governing body of the political subdivision may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To call for a public hearing for the proposed property tax abatement.

CITY OF MARSHALL  
NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENT  
FOR HOME TAX ABATEMENT APPLICANT ANDREA CAYO

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall Minnesota (the “City”), will hold a public hearing at a meeting of the Council beginning at 5:30 p.m., on March 10, 2020 to be held in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street in Marshall, Minnesota, on the request of Home Tax Abatement Applicant that the City abate a portion of property taxes levied by the City in connection with the construction house structure. The property is located within the City and is currently identified as Parcel No. 27-315002-0. The approximate amount of assistance is \$786 over a maximum period of 2 years. The City Council will consider granting a property tax abatement in response to the request.

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

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

Dated: February 29, 2020

/s/Kyle Box  
City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Revision of the EMERGENCY OPERATIONS PLAN (EOP), City of Marshall
<b>Background Information:</b>	<p>In 2009, the City of Marshall adopted the current edition of the City of Marshall’s EMERGENCY OPERATIONS PLAN (EOP). Since the adoption of the EOP in 2009, review of the plan has occurred with the last revision to the official plan being made in 2017.</p> <p>In 2019, city personnel involved in emergency management began the review of the Emergency Operations Plan with the goal to update the EOP to ensure it remains current in language and terminology. Minor changes have been made throughout the EOP. No changes were made to the EOP that would impact or change the responsibilities of positions identified within the original document. In addition to the original changes, some minor corrections have been made since I initially included this in the City Council packet for the February 11<sup>th</sup>, 2020 meeting.</p> <p>Both a red-lined version and a version with “no mark-ups” will be attached for the council’s review.</p>
<b>Fiscal Impact:</b>	<b>NA</b>
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve the revisions made to the EMERGENCY OPERATIONS PLAN in 2020.

# EMERGENCY OPERATIONS PLAN

2009 EDITION



CITY OF MARSHALL, MN

Date of Plan: November 10, 2009

Revised: January 1, 2020

## TABLE OF CONTENTS

CERTIFICATION OF PLAN APPROVAL .....	1
<a href="#">FOREWARD</a> .....	2
<a href="#">BASIC PLAN</a> .....	5
<a href="#">Attachment Index</a> .....	11
<a href="#">ANNEX A - WARNING AND NOTIFICATION</a> .....	16
STANDARD OPERATING GUIDELINES .....	19
<a href="#">Attachment Index</a> .....	20
<a href="#">ANNEX B - DIRECTION AND CONTROL</a> .....	28
<a href="#">Attachment Index</a> .....	31
<a href="#">ANNEX C - PUBLIC INFORMATION</a> .....	214
STANDARD OPERATING GUIDELINES .....	217
<a href="#">Attachment Index</a> .....	217
<a href="#">ANNEX D - SEARCH AND RESCUE</a> .....	223
<a href="#">ANNEX E - HEALTH AND MEDICAL</a> .....	225
<a href="#">ANNEX F - EVACUATION, TRAFFIC CONTROL AND SECURITY</a> .....	229
<a href="#">Attachment Index</a> .....	230
<a href="#">ANNEX G - FIRE PROTECTION</a> .....	237
<a href="#">ANNEX H - DAMAGE ASSESSMENT</a> .....	241
<a href="#">ANNEX I - CONGREGATE CARE</a> .....	245
STANDARD OPERATING GUIDELINES .....	249
<a href="#">Attachment Index</a> .....	250
<a href="#">ANNEX J - DEBRIS CLEARANCE</a> .....	252
<a href="#">ANNEX K - UTILITY RESTORATION</a> .....	256
STANDARD OPERATING GUIDELINES .....	258
<a href="#">Attachment Index</a> .....	259
<a href="#">ANNEX L - Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) /     TERROISM</a> .....	262
<a href="#">Attachment Index</a> .....	265
<a href="#">ANNEX M - MORTUARY/MASS CASUALTY</a> .....	276
<a href="#">GLOSSARY</a> .....	280

## CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan, Annexes and the Standard Operating Guidelines.

\_\_\_\_\_  
City of Marshall Mayor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City of Marshall Director of Public Safety

\_\_\_\_\_  
Date Signed

## **FOREWORD**

The basic purpose of this plan is to provide a guide during emergency operations. The plan is intended to assist key "City" officials and emergency response organizations in carrying out their responsibilities for the protection of life and property under a wide range of emergency conditions. The intention of this plan is to be a natural extension of day-to-day operations.

Although an organization may have the foresight to plan for emergency situations, such planning is of little worth if the planning is not committed to written form. Personnel with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record that can be referred to by anyone as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become their replacements.

## **TRANSFER OF OFFICE**

### **THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:**

City of Marshall, Emergency Management

Upon termination of office by reason of resignation, election, suspension or dismissal, the holder of this document shall transfer it to his/her successor or to the Emergency Management Director.

January 1<sup>st</sup>, 2020  
**Date of Revision**

---

**Copy Number**

---

**Assigned To**

## City of Marshall Emergency Operation Plan supplied to:

- |   |                                 |
|---|---------------------------------|
| 1. Lyon County                            | Emergency Manager               |
| 2. Avera Marshall Regional Medical Center | Safety                          |
| 3. City of Marshall                       | HR Coordinator                  |
| 4. City of Marshall                       | Administration – 3 copies       |
| 5. City of Marshall                       | Assessing                       |
| 6. City of Marshall                       | Community Services              |
| 7. City of Marshall                       | Dir. Of Public Works            |
| 8. City of Marshall                       | Public Safety                   |
| 9. City of Marshall                       | Fire Department                 |
| 10. City of Marshall                      | Police Department               |
| 11. Marshall Public Schools               | Dir. Business Services          |
| 12. Marshall Municipal Utilities          | Plant/Properties Superintendent |
| 13. North Memorial Ambulance              | Manager                         |
| 14. Southwest Minnesota State University  | Public Safety                   |
| 15. City of Marshall                      | Mayor                           |
| 16. City of Marshall                      | Mayor Pro Tem                   |
| 17. City of Marshall                      | Chemical Assessment Team        |
| 18. City of Marshall                      | Finance Department              |

NOTE: Master copies are located at  
Department of Public Safety EOC (MERIT Center) and Finance Department.

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**BASIC PLAN**

**ATTACHMENTS 1 – 2**

I. REASON FOR PLAN

- A. Tornadoes, floods, blizzards and other natural disasters can affect the City. In addition, major disasters, such as plane crashes, explosions, accidental releases of hazardous materials, enemy attack or terrorism, pose a potential threat to public health and safety in Marshall. An emergency plan is needed to ensure proper planning and appropriate response to these hazards.

Figure 4-5 Lyon County Hazard Identification Worksheet

Hazard	Potential Frequency	Spatial Extent	Potential Severity	Risk Level	Hazard Rank
<b>Natural Hazards</b>					
Ice and Ice Storms	Highly Likely	Local	Major	High	High
Agricultural Disease (Animal & Crop)	Likely	Countywide / Local	Major	Average	Moderate
Blizzards / Winter Storms	Highly Likely	Countywide	Major	Average	Moderate
Drought	Occasional	Local	Minor	Average	Moderate
Extreme Temperatures	Likely	Countywide	Major	High	Moderate
Flooding	Highly Likely	Local	Minor	High	Moderate
Tornado / Straight-line Wind	Highly Likely	Local	Major	Average	Moderate
Wildfire	Likely	Local	Limited	Limited	Moderate
Earthquake	Unlikely	Countywide	Limited	Limited	Low
Land Subsidence	Unlikely	Local	Limited	Limited	Low
Summer Storms, Lightning / Hail	Highly Likely	Local	Minor	Average	Low
<b>Technological Hazards</b>					
Public Health and Infectious Disease	Likely	Countywide	Minor	Average	High
Transportation Infrastructure	Highly Likely	Local	Minor	Average	High
Hazardous Materials	Highly Likely	Local	Minor	High	Moderate
Structure Fires	Highly Likely	Local	Minor	Average	Moderate
Dam Failure	Unlikely	Local	Limited	Limited	Low
Meth Lab	Occasional	Local	Major	Limited	Low
Terrorism and Civil Disturbance	Occasional	Local	Limited	Limited	Low
<b>Hazard</b>	<b>Potential Frequency</b>	<b>Spatial Extent</b>	<b>Potential Severity</b>	<b>Risk Level</b>	<b>Hazard Rank</b>
	Highly Likely Likely Occasional Unlikely	Countywide Local	Substantial Major Minor Limited	Very High High Average Limited	High Moderate Low

For Potential Frequency, *Unlikely* if <1% chance in the next 100 years, *Occasional* = 1% and 10% in next year, *Likely*=between 10% and 100% in next year, *Highly Likely*=100% in next year.  
 For Potential Severity, *Limited*=<10% area affected destroyed, *Minor*=10% to 25% area affected, *Major*=25% to 50% area affected, *Substantial*=>50% area affected.  
 Risk Level is subjective ranking by Task Force members based on previous categories.

SRDC, adapted from Minnesota Planning

## II. PURPOSE, FORMAT AND SUMMARY OF PLAN

- A. The City has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, manpower and skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:
1. Maximize the protection of life and property;
  2. Ensure the continuity of government;
  3. Provide support to all areas and political subdivisions in the City which require assistance;
  4. Sustain survivors;
  5. Repair essential facilities and utilities.
- B. The City-wide Emergency Operations Plan (EOP) has two primary parts: all-hazards Basic Plan with 13 supporting annexes and a series of Standard Operating Guidelines (SOGs) as they relate to this EOP.

The Basic Plan focuses primarily on the assignment of emergency responsibilities and on general operations policies. It is directed to those officials who have overall direction and control responsibilities – the City Council members, City senior management and the City Emergency Management Director. The annexes elaborate on the responsibility assignments made in the Basic Plan. The annexes are of primary value to the agency and division/department heads.

The SOGs are detailed procedural documents to be used by the personnel expected to carry out the responsibility assignments contained in the basic plan and annexes.

## III. CORRECTIVE ACTION PLAN

- A. At least once annually, the Emergency Management Director will conduct either training, a functional, table top or full-scale exercise to test the planning and operational components of the general operations plan. Upon the completion of the exercise, a briefing will be held to determine strengths and areas which may need corrective action.

## IV. LEGAL BASIS AND REFERENCES

- A. Federal Laws/Statutes (Listed in Minnesota Emergency Management Director's Handbook - <https://dps.mn.gov/divisions/hsem/training/Pages/directors-handbook.aspx> )
- B. State of Minnesota Laws/Statutes (Chapter 12) (Listed in Minnesota Emergency Management Director's Handbook <https://dps.mn.gov/divisions/hsem/training/Pages/directors-handbook.aspx> )
- C. Local Ordinances/Resolutions ([www.municode.com](http://www.municode.com))

- Marshall City Ordinance Section 2-96 and 2-97, Public Safety/Emergency Mgt.
- Marshall City Resolution Adoption of City of Marshall EOP (Resolution 3315)
- Marshall City Ordinance Section 2-361, 2-362, 2-363 and 2-364, MERIT Center
- Marshall City Ordinance Section 34-1 and 34-2, Fire Code
- Marshall City Ordinance Section 30-1, Air Pollution Control
- Marshall City Ordinance Section 18-1, 18-21, 18-22, 18-23, 18-81 and 18-82, Building Codes
- Marshall City Ordinance Section 42-89, Loud Noises - Fire Warning Systems
- Marshall City Ordinance Section 86-71, 86-72, 86-73, 86-1, 86-2, 86-3, 86-4, 86-5, 86-26, 86-27, 86-28, 86-29, 86-30, 86-46, 86-47, 86-48, 86-49, 86-50, 86-51, 86-71, 86-72, 86-73, 86-131, 86-132, 86-133, 86-134, 86-135, 86-136, 86-137, 86-138, 86-139 and 86-140, Zoning
- Marshall City Ordinance Section 22-191, 22-192, 22-193, 22-194, 22-195, 22-196, 22-197, 22-198 and 22-199, Utilities
- Marshall City Ordinance Section 62-101, 62-102, 62-103, 62-104, 62-105, 62-106, 62-107, 62-108, 62-109, 62-110, 62-111, 62-112, 62-113, 62-114, and 62-1, Permit
- Marshall City Ordinance Section 66-99, 66-103, 66-104, 66-105, 66-71, 66-72 and 66-73, Street Name and Address System
- Marshall City Ordinance Section 86-131, 86-132, 86-133, 86-134, 86-135, 86-136, 86-137, 86-138, 86-139 and 86-140, Planned Unit Development
- Marshall City Ordinance Section 38-93, Mobile Homes
- Marshall City Ordinance Section 74-86, 74-87, 74-88, 74-89, 74-90, 74-91 and 74-92, Vehicle Operation
- Marshall City Ordinance Section 50-23 and 50-1, Collection of Garbage

## V. ORGANIZATION

- A. Existing government is the foundation during emergency situations. That is, government agencies will perform emergency activities related to those activities they perform on a day-to-day basis. City organization and interrelationships are shown on [Attachment 1](#) of this basic plan.

## VI. DIRECTION AND CONTROL

- A. The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. The Emergency Manager as assigned by the mayor is responsible for providing overall direction and control of City government resources involved in the response to a disaster.
- B. The Emergency Management Director or designee will serve as a liaison to the Lyon County Emergency Manager. Direction and control of the City's response to a major disaster will take place from the City of Marshall's Emergency Operation Center (EOC). The primary EOC for the City is the MERIT Center, located at 1001 West Erie Road. The secondary EOC is the Marshall Fire Station located at 201 E Saratoga Street. The On-scene Incident Commander is the ranking or senior officer of the responsible department.

## VII. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City's Emergency Responsibility Assignments, by function, is shown on [Attachment 2](#). The heads of the various City government divisions and other agencies will be responsible for carrying out the assignments shown in this chart. City departments and agencies are expected to develop and maintain any internal SOGs they may need in order to carry out these responsibilities.

Responsibilities have been designated by a code letter: "P," "S" or "C."

1. "P" indicates primary operational responsibility, which means the official or agency is in charge of and responsible to make provisions for that function.
2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
3. "C" indicates coordination responsibility and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-governmental agencies are involved.
4. Only one "P" or "C" can be assigned per function and a minimum of one "S" should be assigned for each function.

#### VIII. EMERGENCY OPERATIONS POLICIES

- A. Protection of life and property during an emergency is the primary goal of government at all levels.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions will coordinate their services to the maximum extent possible and utilize a Unified Command system.
- C. The City Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources must be utilized to the maximum before County, State or Federal assistance can be requested.
- E. Each agency, department or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed injuries to personnel and damage to public facilities and equipment.
- During a major event or disaster such records must be forwarded to the appropriate Incident Command System section leader (planning or finance) or unit (e.g. time unit, resource unit) once the section/unit is established.
- F. Special consideration must be given by the appropriate agency to those facilities which are critical to the municipality.
- G. In the event of a major disaster, the Mayor may declare a local emergency ([Annex B Attachment 3 sample](#)). Such a declaration will invoke necessary portions of this

plan and will permit the City to take such actions as may be required to protect lives, property and the environment. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for public safety.

- H. In situations that require a large response of personnel and equipment, the Incident Commander shall be responsible for establishing necessary staging areas to accommodate and coordinate responding personnel. Generally, staging areas shall not be in the immediate area of the incident, but in the general area adjacent to the scene. Staging areas should be designated by function, (i.e., police, fire, EMS, etc.) Open areas such as parking lots with well-connected routes to the incident scene are desirable. The primary staging area for incidents within the City of Marshall shall be the MERIT Center if the aforementioned criteria are met.

## IX. STATE AND FEDERAL SUPPORT

### A. General

The City Emergency Management Director or designee will be responsible for assisting the City in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the Director will contact the Lyon County Emergency Manager who will contact the Minnesota Homeland Security and Emergency Management (HSEM) Regional Program Coordinator for the city. The Regional Coordinator can provide technical information and assistance, if requested.

If City of Marshall resources have been exhausted, the Mayor or Mayor Pro-Tem shall make a request to the Lyon County Emergency Manager who, in turn, will evaluate the County's resources and will honor the request or request State aid. The request for City assistance will be to the State Emergency Operation Center (EOC). Requests for activation of the National Guard shall be submitted to the Lyon County Sheriff, through the Lyon County Emergency Manager for natural or man-made disaster events, who will forward the request to the State Duty Officer.

### B. Emergency Assistance

1. In the event of a major emergency/disaster which exceeds the resources and capabilities of City and County government and which requires immediate state and/or federal assistance, state or federal support may be obtained by contacting the Lyon County Emergency Manager at 507-929-6615(direct) or 507-537-7000 (dispatch), who in turn will forward the request to the State Duty Officer at 800-422-0798.
2. For hazardous materials incidents within City limits, assistance may be requested from the Southwest Minnesota Chemical Assessment Team (SW MN CAT) by contacting the Lyon County Sheriff's office at 507-537-7000.
3. State Assistance for Hazardous Materials Incidents (beyond the capability of the SWMN CAT) – Support from the Minnesota National Guard 55<sup>th</sup> Civil Support Team (MNG CST), MN State Hazardous Materials Chemical

Assessment and Emergency Response Team(s) can be accessed through the State Duty Officer at 800-422-0798.

- a. When a natural disaster or other major emergency is beyond the capability or resources of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard and also to open the Armory in the City of Marshall for utilization. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:
  1. National Guard assistance will complement, and shall not be a substitute for County and/or City participation in emergency operations. National Guard must be requested by the Sheriff via the State Duty Officer.
  2. If made available, National Guard personnel shall remain under military command at all times, but will support and assist County and/or City forces in the accomplishment of a specific task or tasks.

#### X. PLAN UPDATING AND DISTRIBUTION

- A. For the purpose of this plan, the Emergency Management Director shall serve as the Planning Coordinator. The Director will have overall authority and responsibility for the maintenance of this plan. In the absence of the Emergency Management Director, a member of the Marshall Police Department will be designated as the Emergency Management Coordinator and will assume this responsibility.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs. In order to carry out this task, the Director will request cooperation from City staff.
- C. This plan will be distributed to all City government departments and agencies which have emergency assignments in the event of a major disaster in the City. The Emergency Management Director shall maintain a plan distribution list.

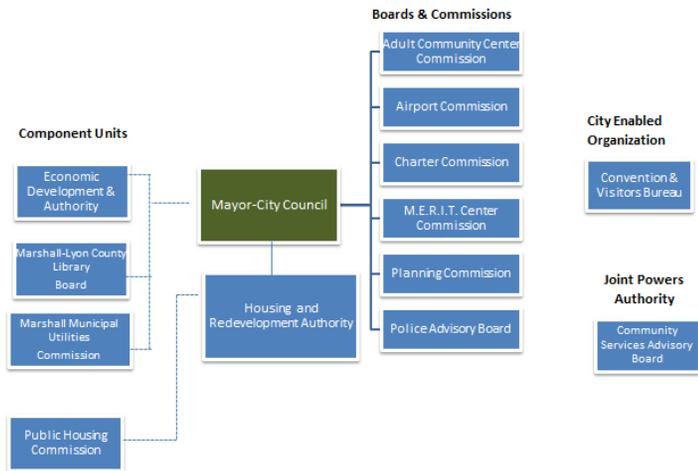
#### XI. ATTACHMENTS

1. City Organizational Structure and Interrelationships
2. Emergency Responsibility Assignments

[Return to Table of Contents](#)

CITY OF MARSHALL – DIVISION STRUCTURE

CITY OF MARSHALL



05/16/2014

*ADMINISTRATION*

Administration	HRA
Assessing	Human Resources
Community Development	Legal
Data Processing	Liquor Store
Duplication	Mayor/City Council
EDA	Motor Pool
Finance/Clerk/Treasurer	Safety
	Transit (Contract Services)

*COMMUNITY SERVICE*

Adult Community Center	Ice Arena
Aquatic Center	Municipal Band
Community Education	Park Development
Community Recreation	Public Access Cable
Community Services Admin.	Youth Development
Driver's Education	

*PUBLIC SAFETY*

Animal Control	Fire
Chemical Assessment Team	M.E.R.I.T.
Emergency Management	Police

*PUBLIC WORKS*

Airport	Planning & Zoning
Building Inspection	Public Ways
Engineering	Street Maintenance
Municipal Building Maint.	Street Lighting
Park Maintenance	Wastewater
	Surface Water Mgt.

# EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary C = Coordinate S = Support

BASIC PLAN [ATTACHMENT 2](#)

Function	Responsible Agency	Code	Remarks
Warning and Notification	Lyon County Sheriff Marshall Police Department Marshall Fire Department	P C S	Radio Notifications, warning siren activation
Direction and Control	Director of Public Safety City Administrator	P S	Staff Support
Public Information	City Administrator HR Coordinator Mayor Mayor Pro-tem Director of Public Safety Media Communications Specialist	P C S S S S	Public Information announcements; press releases; news conference.
Law Enforcement	Marshall Police Department Lyon County Sheriff Mutual Aid Agencies State Agencies Federal Agencies Marshall Fire Department SWMN CAT State Patrol	P S S S S S S S	
Search and Rescue	Marshall Fire Department Marshall Police Department Lyon County Sheriff Marshall Public Works Mutual Aid Agencies North Memorial Ambulance SWMN CAT State Patrol Marshall Community Services	P C S S S S S S S	
Health and Medical	North Memorial Ambulance Marshall Fire Department Southwest Health & Human Services Regional Healthcare Coalition Mutual Aid Agencies American Red Cross Avera Marshal Regional Medical Ctr EMSRB MDH Schools	P S S S S S S S S S	Emergency Medical  Shelters
Evacuation, Traffic Control and Security	Marshall Police Department Lyon County Sheriff Marshall Fire Department UCAP/Southwest Coaches Marshall North Memorial Ambulance Public Works Schools Minnesota State Patrol SMSU Public Safety	P S S S S S S S S	Buses for transportation  Ambulances
Fire Protection	Marshall Fire Department Mutual Aid Agencies	P S	Mutual Aid

## EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary C = Coordinate S = Support

Function	Responsible Agency	Code	Remarks
	Marshall Municipal Utilities	S	Water Supply
Damage Assessment	City Assessor Building Officials City Engineering Police Department American Red Cross Marshall Community Services Region V Emergency Managers	P S S S S S S	
Congregate Care	American Red Cross Animal Control Officers Marshall Community Services MNVOAD Police Department Salvation Army Schools Southwest Health & Human Services Marshall Area Churches Southwest Minnesota State University	P S S S S S S S S S	
Debris Clearance	Marshall Public Works & Parks Dept. Marshall Municipal Utilities Lyon County Highway Private Contractors SWMN CAT MPCA	P C S S S S	Check for hazardous materials
Utility Restoration	Marshall Public Works Marshall Municipal Utilities MnWARN Spectrum Communications Centurylink Communications Vast Broadband Great Plains Natural Gas	P C S S S S S	Minnesota Water Agency Response Network
Radiological and Hazardous Materials Response	Marshall Fire Department SWMN CAT MPCA Avera Marshall Hospital Fire/Mutual Aid Local Public Health MNG - 55 <sup>th</sup> CST	P C C or S S S S S	MPCA roles Support = public safety efforts Coordinate = recovery efforts
Mortuary/Mass Casualty	North Memorial Ambulance Funeral Dir. Mass Fatality Response Red Cross State Mortuary Association Western Mental Health Critical Incident Stress Management	P P C S S S	
Terrorism/WMD	Director of Public Safety – EM Dir. Marshall Police Department Coroner MPCA Marshall Community Services EMS Lyon County GIS	P C S S S S S	

## EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary C = Coordinate S = Support

	Marshall Fire Department	<b>S</b>	
	Public Works Department	<b>S</b>	
	American Red Cross	<b>S</b>	

[Return to Table of Contents](#)

**ANNEX A**

**WARNING AND NOTIFICATION  
STANDARD OPERATING GUIDELINES  
ATTACHMENTS 1 – 6**

I. PURPOSE

Provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II. RESPONSIBILITIES

- A. The Lyon County Sheriff's Department is the Warning Point for Lyon County and the City of Marshall. The Warning Point is responsible for relaying warnings to the Marshall Police Department.

The Marshall Police Department is responsible for:

1. Notifying key City government officials if appropriate
2. Key facilities, institutions and major businesses within the City will receive warning via sirens, CodeRED and NOAA weather radio.

III. OPERATING PROCEDURES

- A. Upon being notified of a warning, the Marshall Police Department/City Warning Official is responsible for:

1. Notifying key City government and private organization officials, as appropriate.
2. Request activation of IPAWS, CodeRED and outdoor warning sirens if appropriate.
3. Notifying local media such as Marshall Radio, Studio 1 TV, digital signage and Social Media if appropriate.

- B. Functional and Access Needs individuals may receive warning by specialized accessible devices, television, closed captioning, sirens, radio and social media.

- C. For a hazardous materials warning generated within a city assure that the Marshall Fire Department has been notified.

1. Facilities in the respective city that are required by either local, state or federal regulation to have a facility plan and identify in that plan the proper procedure for notification to the public. This is generally through the local 911 system.
2. Whenever mass evacuation is necessary for an area:
  - a. Obtain accurate description of area to be evacuated and if appropriate, evacuation routes.
  - b. Report conditions to Lyon County Dispatcher (Warning Point) and consider utilizing outdoor siren PA system for the affected area.
  - c. Request Lyon County Emergency Manager to notify the National Weather Service and request information be transmitted over NOAA weather radio using tone alert.

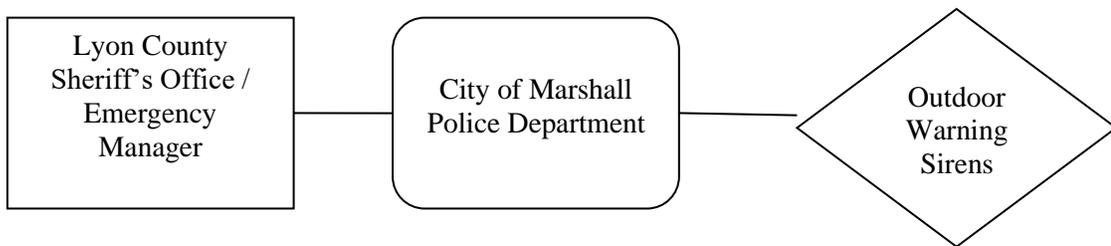
- d. Notify key government officials (per local city SOG).
- e. Notify affected private and/or public facilities (schools, industries, hospitals, nursing homes, etc.) through CodeRED and local media.
- f. Notify the Lyon County Emergency Manager (this can be done through the Lyon County Warning Point).
- g. Those portions of jurisdictions without public warning systems may rely on the media, social media, CodeRED, or mobile public address systems operated by public safety personnel to receive disaster warnings.

3. All other emergencies:

- a. Contact responsible local government official who will advise action to be taken.
- b. Succession of responsibility is Local Emergency Management Director, local ranking police supervisor, and local ranking patrol officer.

IV. ORGANIZATION

The City of Marshall Warning Point is the Law Enforcement Center.



V. SUPPORT DOCUMENTS

- A. The Marshall Notification and Warning Standard Operating Guidelines details the specific notification and warning procedures to be followed by the City Warning Point.

[Return to Table of Contents](#)

## ANNEX A – WARNING AND NOTIFICATION

### STANDARD OPERATING GUIDELINES

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This Standard Operating Guideline (SOG) is intended to provide specific guidance for the proper receipt and dissemination of disaster notifications and warnings.

#### I. General

- A. The Minnesota State Patrol and National Weather Service is responsible for disseminating all watches and warnings to Lyon County.
- B. The City of Marshall Warning Officer is the Marshall City Police Department Shift Supervisor.
- C. The Marshall Warning Point is the Lyon County Sheriff's Dispatch Center.
- D. As backup, warning sirens can be activated at the Marshall Fire Department.

#### II. Actions to be taken by the Police Shift Supervisor when there is an immediate threat to life:

##### A. Weather Emergency

##### 1. Warning received from the Lyon County Dispatch Center:

- a. Acknowledge receipt of the notification to Dispatch.
- b. Notify key City staff members by appropriate means.
- c. Notify the City Emergency Management Director.

##### B. Hazardous Materials Incident or Nuclear Attack

In the event of a release of hazardous materials, notification to persons designated in the emergency plan and to the public that a release has occurred will be conducted consistently with the emergency notification requirements of SARA Title III, Section 304.

For a hazardous materials accident/incident involving the city the following actions should be taken:

- 1. Notify the State Duty Officer: 1-800-422-0798
- 2. Obtain an accurate description of area to be warned/evacuated and if appropriate, evacuation route(s).
- 3. Report conditions to Lyon County Sheriff's Dispatch Center (Warning Point) and consider activating the outdoor warning system for the affected area, including PA message if practical.
- 4. See Hazardous Materials Notification list (see [Annex A Attachment 2](#)).
- 5. Assistance may be requested from the Southwest Minnesota Chemical Assessment Team (SWMN CAT) by contacting the Lyon County Sheriff's office.

## ANNEX A – WARNING AND NOTIFICATION

### STANDARD OPERATING GUIDELINES

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6. State Assistance for Hazardous Materials Incidents (beyond the capability of the SWMN CAT) –can be accessed through the State Duty Officer at 800-422-0798.
  7. Federal Assistance (Hazardous Materials Incidents) – Federal assistance can be accessed through the State Duty Officer at 800-422-0798. This request to the State Duty Officer must be submitted by the Lyon County Emergency Manager.
- C. All other emergencies.
1. Contact the Marshall City Administrator who will advise actions to be taken.
  2. Succession of responsibility is the Director of Public Safety or designee.
- III. Actions to be taken by the City Warning Officer for situations not involving an immediate threat to public safety:
- A. Contact other appropriate local government official, for instructions.
  - B. Notify Lyon County Emergency Manager of the situation.
  - C. Consider use of CodeRED for Public Information/Warning.
- IV. Testing Procedures  
State policy requires that the state, counties, and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month.
- A. Be prepared to receive and acknowledge the TEST warning from the Lyon County Warning Point.
  - B. Test outdoor warning sirens as delineated in municipal warning point SOG.
- V. [Attachments:](#)
1. [Emergency Notifications Checklist](#)
  2. [SARA Title III Hazardous Material Incident Notification List](#)
  3. [Hazardous Materials Incident Report](#)
  4. [Weather Emergency Procedures](#)
  5. [Diagram of Marshall's Warning System](#)
  6. [City of Marshall's Siren Coverage Locations and Map](#)

[Return to Table of Contents](#)

**Key Action Checklist – EMERGENCY NOTIFICATIONS**

Emergency notifications are crucial to alert key personnel to critical events. Generally, the Emergency Management Director and the Police Department are responsible for this in the City of Marshall. The following tasks represent a checklist of these notifications and should be considered in an emergency or disaster situation.

1. Advise the following of the event and what steps have been taken:
  - a. City Emergency Management Director or designee, if not already activated.
  - b. City Administrator and Key EOC Personnel.
  - c. Mayor and appropriate City elected officials.
  - d. Lyon County Emergency Manager.
2. Ensure that all present in the municipal EOC have communications both to staff at their department offices and their staff at the incident.
3. Establish communications with the Command Post, if established.

For all Response Level incidents, the following agencies are to be contacted:

[State Duty Officer:](#) 800-422-0798\*  
[CHEMTREC:](#) 800-424-9300  
[National Response Center:](#) 800-424-8802 or 202-426-2675 or 202-267-2675  
[Army National Guard 55th Civil Support Team\\*](#)

\* The State Duty Officer is responsible for notifying all appropriate State and Federal agencies, therefore, it is essential to keep the State Duty Officer aware of the situation, should it escalate.

**SARA TITLE III HAZARDOUS MATERIALS INCIDENT**

**NOTIFICATION LIST**

I. NOTIFICATIONS AND WARNINGS BY FACILITIES

A. Notifications

Facilities in Marshall are responsible for making the following notifications, in the order listed, in the event of an accidental release which is subject to the reporting requirements of Section 304:

1. Local officials (911).
2. State Emergency Number/State Duty Officer 800-422-0798
3. National Response Center 800-424-8802

B. Warnings

Facilities in Marshall have warning systems in place which they will activate to alert their personnel in the event of an emergency release of hazardous materials.

II. NOTIFICATIONS BY THE COUNTY WARNING POINT

A. Key Officials

B. State Emergency Number/State Duty Officer 800-422-0798

C. "Facilities that may contribute to additional risk" and "facilities at risk" would be Boulder Creek, Boulder Estates, Government Center, Heritage Point Senior Living and the Law Enforcement Center.

**HAZARDOUS MATERIALS INCIDENT REPORT**

DATE _____ TIME _____ AM/PM
-----------------------------

**CONTACT INFORMATION**

Caller's Name: \_\_\_\_\_  
Firm/Agency: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**RESPONSIBLE PARTY**

Contact Person: \_\_\_\_\_  
Firm/Agency: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**INCIDENT SPECIFICS**

Date and Time of Incident: \_\_\_\_\_  
Location of incident (street, city, county): \_\_\_\_\_

Material(s) and quantity: \_\_\_\_\_

Is released material near surface water? Yes No Specify \_\_\_\_\_  
Has the released material been contained? Yes No Specify \_\_\_\_\_  
Evacuation: No Yes Pending Number of people \_\_\_\_\_  
Material released to: Air Water Soil Asphalt/Concrete  
Other (specify) \_\_\_\_\_  
General description of area affected: Urban Rural Residential  
Industrial Commercial  
For fixed facilities, has the material escaped from the facility or facility property?  
Yes No Unknown

**DESCRIPTION OF INCIDENT**

**(Circle as appropriate, AND describe below.)**

Spill / Equip. Malfunct. / Air Release / Dumping / Sewage Bypass / Complaint

\_\_\_\_\_  
\_\_\_\_\_

**IS THIS A BUSINESS OR GOVERNMENT FACILITY REPORTING IN COMPLIANCE WITH SARA TITLE III, SECTION 304? Yes No Unknown**

I. WEATHER EMERGENCY PROCEDURES

**Tornado Watch**

When the National Weather Service (NWS) issues a **Tornado Watch**, it usually covers a large portion of Minnesota and parts of South Dakota and Iowa. This region has the potential for tornado activities. This means that the atmospheric conditions are conducive for stronger thunderstorms, which may have a history of producing tornadoes.

**Severe Thunderstorm Warning**

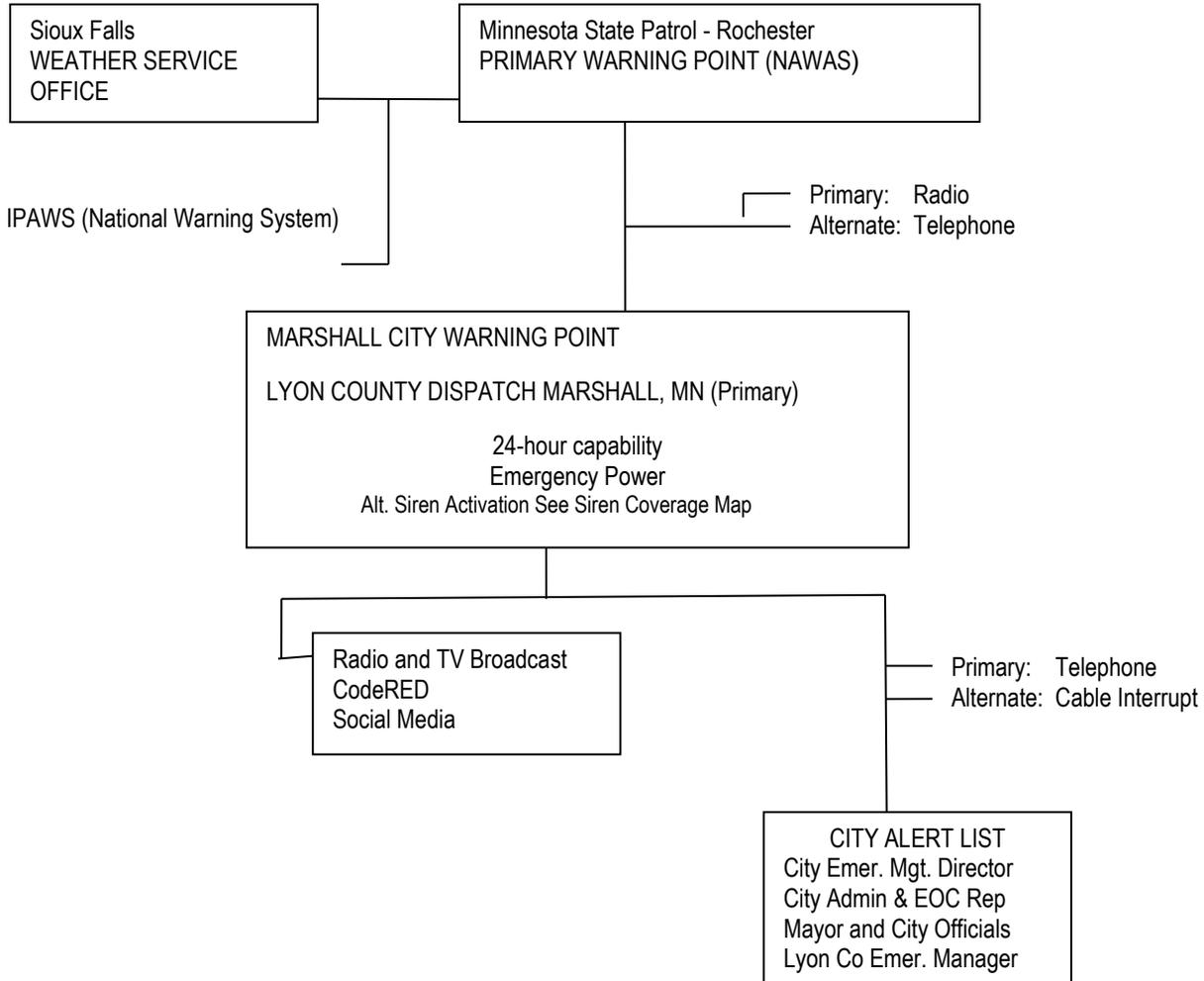
When the National Weather Service (NWS) issues a **Severe Thunderstorm Warning**, a cell of severe weather has developed in portions of Minnesota, South Dakota and Iowa. The warning will always identify specific counties within this warning area. Strong winds, hail, and lightning strikes may occur within these storms, affecting the safety of the general public and property. Lyon County experiences more tornadoes during Severe Thunderstorm Warnings than during Tornado Watches.

**Tornado Warning**

When the National Weather Service (NWS) issues a **Tornado Warning**, specific areas are identified in the statement. If a funnel cloud, straight lines winds, or touch down has occurred or the potential for one has been established, a warning will be issued.

NOTE: Sirens will sound in Marshall if NWS issues a Tornado Warning that includes Marshall or winds over 60 miles per hour when accompanied by a Severe Thunderstorm.

**DIAGRAM OF MARSHALL'S CITY WARNING SYSTEM**

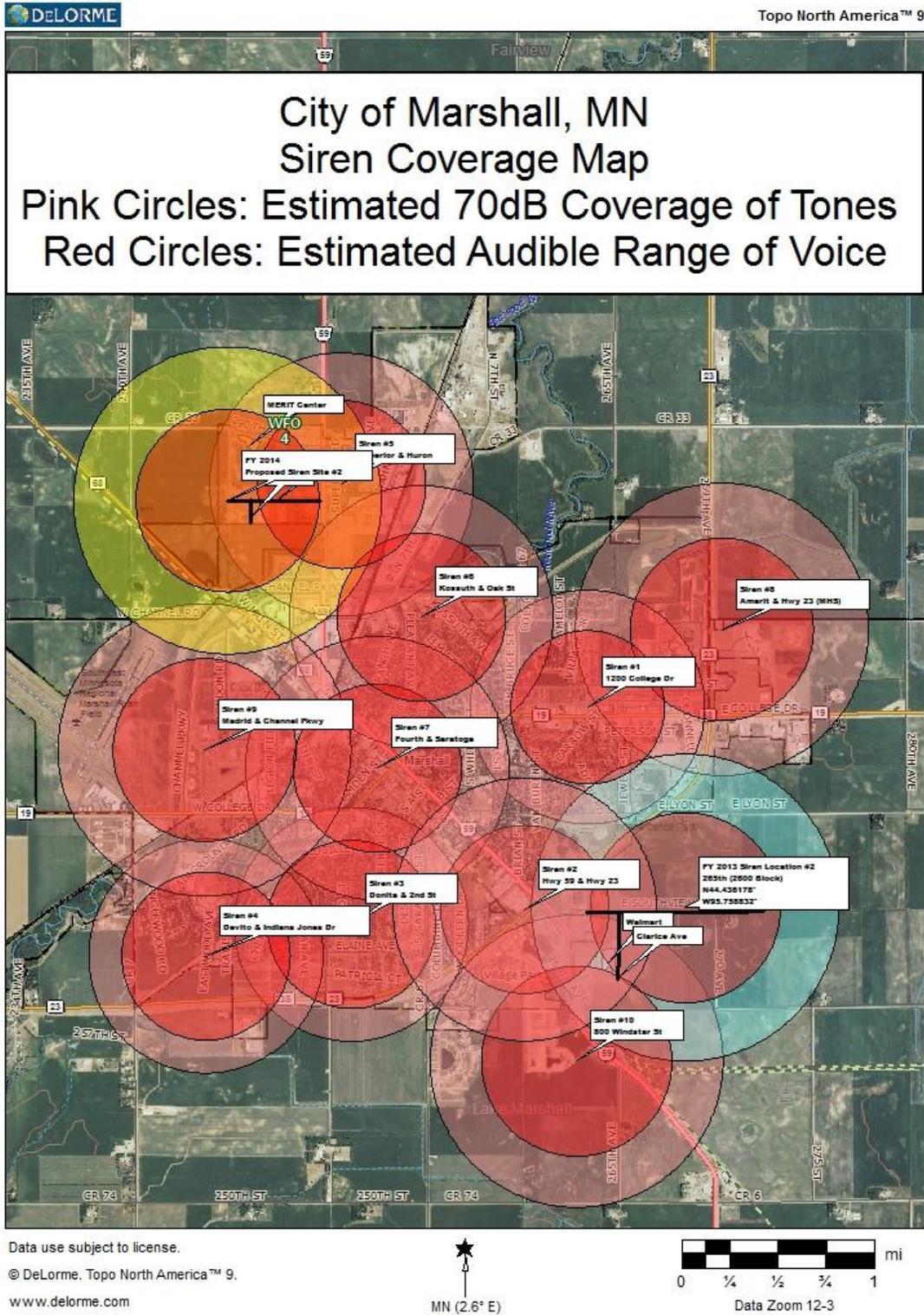


## ANNEX A ATTACHMENT 6

### **Sirens locations in Marshall**

- 1: 1200 College Drive  
N 44\* 27.073  
W 95\* 46.145
- 2: 59 & 23  
N 44\* 26.165  
W 95\* 46.540
- 3: Donita & 2<sup>nd</sup> St.  
N 44\* 26.096  
W 95\* 47.630
- 4: Devito & Indiana Jones Dr.  
N 44\* 25.953  
W 95\* 48.544
5. Superior & Huron  
N 44\* 28.073  
W 95\* 47.692
6. Kossuth & Oak St.  
N 44\* 27.477  
W 95\* 47.190
7. Fourth & Saratoga St.  
N 44\* 26.798  
W 95\* 47.466
8. Tiger Drive & Hwy 23  
N 44\* 27.442  
W 95\* 45.290
9. Madrid & Channel Parkway  
N44\* 26.880  
W95\* 48.555
10. Windstar Park  
N44\* 25.480  
W95\* 46.212
11. 2600 Block of 265<sup>th</sup> St  
N44.436178  
W95.758832

**MARSHALL'S SIREN COVERAGE MAP**  
 (Siren with yellow slated for install 2015)



[Return to Table of Contents](#)

**ANNEX B**

**DIRECTION AND CONTROL**

**ATTACHMENTS 1 - 22**

I. PURPOSE

To describe how direction and control of the City of Marshall response to an emergency, disaster, or major incident will be accomplished. The City of Marshall provides emergency management services to its citizens. These types of events are fluid, dynamic events and no plan will perfectly address every potential issue that will arise, but this plan will provide a general guide for the City of Marshall's emergency response.

II. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

By order of Homeland Security Presidential Directive HSPD-5, the Governor of MN Executive Order 05-02, and the City of Marshall Resolution # 3315 the National Incident Management System (NIMS) has been designated as the basis for all incident management.

III. RESPONSIBILITIES

A. *Mayor:* The Mayor, or chief elected municipal official present, shall be the presiding officer of the Council and shall be recognized for all ceremonial purposes. In time of public danger or emergency, they may, with the consent of the council, take command of the police, maintain order and enforce the law. The Mayor holds other duties as assigned in the City Charter.

1. Mayor
2. Mayor-Pro tem
3. Most senior council member present

B. *City Administrator:* The City Administrator, under the legislative direction of Mayor and City Council as defined by the City Charter, serves as the Chief Administrative Officer of the City including overall management and control of City government resources involved in the response to an emergency, disaster, or major incident. The line of succession to the City Administrator is:

1. City Administrator
2. Senior Division Head
3. Senior Department Head

C. *City Emergency Management Director/Director of Public Safety:* The City Emergency Management Director will serve in a staff capacity to the City Administrator and will coordinate all aspects of the plan. The City Emergency Management Director will serve as liaison with County as well as State agencies for Emergency Management and Public Safety incidents and issues. The line of succession to the City Emergency Management Director is:

1. City Emergency Management Director/Director of Public Safety
2. Highest ranking Police Personnel, certified in Emergency Management
3. Highest ranking Police Personnel, not certified in Emergency Management
4. Certified Emergency Manager on City Staff

IV. CITY OF MARSHALL EMERGENCY OPERATION CENTER (EOC)

Direction and control of response to an emergency, disaster, or major incident, may take place in the City Emergency Operations Center (EOC). The primary EOC for the City of Marshall could also be the EOC for Lyon County and is located in the MERIT Center, 1001 West Erie Road, Marshall. The Marshall Fire Station at 201 E. Saratoga Street will serve as the alternate EOC as deemed appropriate. The Director of Public Safety may designate an alternate location for the EOC as the situation dictates. The Director of Public Safety shall be responsible for notifying all appropriate responders in the event of a change in the EOC.

- A. *Criteria for EOC Activation:* The degree of the Marshall EOC activation will be determined by the severity of the emergency, disaster, or major incident. It may be partially or totally activated. In the event of a major emergency, disaster or incident, EOC personnel would be expected to automatically report to the EOC. However, the Emergency Management Director or designee is responsible for ensuring that the EOC is activated appropriately.
- B. *Staffing of the EOC:* Each department/agency assigned an emergency function represented in the EOC is responsible for ensuring that its representative responds and is familiar with the duties which they are expected to perform at the EOC. They are also responsible for activation of their support staff and any additional specialty equipment they may require.

The City will establish communications with the on-scene command post. The Incident Commander (IC) will be responsible for coordinating the activities at the scene.

Key Action Checklists for each EOC position are attached.

- C. *Security:* When the decision is made to activate the EOC, the on-duty police supervisor or their designee will immediately assess the need for security and assign personnel as needed.

V. COUNTY/STATE INITIAL RESPONSE

- A. If City resources become exhausted or if special resources are required, request county assistance through the Lyon County Emergency Manager.
- B. If assistance is requested, the Lyon County Emergency Manager assists with assessing the situation and makes recommendations.
- C. The County may do the following (to the extent appropriate):
  - 1. Activate the County EOC.
  - 2. Implement the County EOP.
  - 3. Respond with county resources as requested.

4. Activate mutual aid agreements.
  5. Coordinate County resources with City resources.
  6. Notify the Minnesota Homeland Security and Emergency Management (HSEM) Regional Coordinator.
  7. Assist municipality with prioritizing and allocating resources.
- D. If the City and County resources are exhausted, the Lyon County Emergency Manager can request regional or state assistance through the State Duty Officer.
- E. If state assistance is requested, the Lyon County Emergency Manager will assess the event and recommend which personnel, services and equipment shall be made available for response, mitigation or recovery.

## VI. VOLUNTEERS

Volunteers must be registered. All volunteers must sign a waiver before working on behalf of the City of Marshall and work under the direction and supervision of the Operations Chief or his or her designee.

Before leaving, volunteers must return equipment given them by their leaders. Volunteers also must check out before leaving the scene and should acknowledge any injuries or potential injuries that occurred during the performance of their volunteer duties. If a volunteer reports an injury or potential injury, they are treated as an employee of the City of Marshall and regular procedures shall be followed regarding injured employees. See [Attachment 22A](#) for details on worker's compensation for volunteers.

## VII. ATTACHMENTS

1. [ICS Organizational Components](#)
2. [EOC/Command Post Staffing](#)
3. [Key Action Checklist – MAYOR](#)
4. [Key Action Checklist – COMMAND / EMERGENCY MANAGER](#)
5. [Key Action Checklist – LOGISTICS / EMERGENCY MANAGER](#)
6. [Key Action Checklist – FINANCE DIRECTOR/CITY CLERK](#)
7. [Key Action Checklist – PUBLIC WORKS](#)
8. [Key Action Checklist – LAW ENFORCEMENT](#)
9. [Key Action Checklist – PUBLIC INFORMATION OFFICER](#)
10. [Key Action Checklist – FIRE SERVICES](#)
11. [Key Action Checklist – C.A.T. \(HAZMAT\)](#)
12. [Key Action Checklist – INFORMATION TECHNOLOGY](#)
13. [Key Action Checklist – DAMAGE ASSESSMENT](#)
14. [Key Action Checklist – HUMAN SERVICES](#)
15. [Key Action Checklist – EMERGENCY MEDICAL SERVICES](#)
16. [Key Action Checklist – EMERGENCY NOTIFICATIONS](#)
17. [Radio Fleet Map](#)
18. [Command Positions Checklists](#)
  - A. Incident Commander Checklist

- B. Logistics Section Chief Checklist
  - C. Finance/Administration Section Chief Checklist
  - D. Planning Section Chief Checklist
  - E. Operations Section Chief Checklist
  - F. Public Information Officer Checklist
  - G. Liaison Officer Checklist
  - H. Safety Officer Checklist
  - I. Information Technology Support or Technical Specialist Checklist
19. [Logistics Positions Checklists](#)
- A. Logistics Chief Checklist
  - B. Service Branch Director Checklist
  - C. Communications Unit Leader Checklist
  - D. Medical Unit Leader Checklist
  - E. Food Unit Leader Checklist
  - F. Support Branch Director Checklist
  - G. Supplies Unit Leader Checklist
  - H. Facilities Unit Leader Checklist
  - I. Group Support Unit Leader Checklist
20. [Planning Position Checklists](#)
- A. Planning Chief Checklist
  - B. Resources Unit Leader Checklist
  - C. Situation Unit Leader Checklist
  - D. Documentation Unit Leader Checklist
  - E. Demobilization Unit Leader Checklist
21. [Finance/Administration Checklist](#)
- A. Finance/Administrative Chief Checklist
  - B. Time Unit Leader Checklist
  - C. Procurement Unit Leader Checklist
  - D. Compensation/Claims Unit Leader Checklist
  - E. Cost Unit Leader
22. Forms
- A. [Volunteer Forms](#)
  - B. [ICS 201](#)
  - C. [ICS 202](#)
  - D. [ICS 203](#)
  - E. [ICS 204](#)
  - F. [ICS 205](#)
  - G. [ICS 206](#)
  - H. [ICS 207](#)
  - I. [ICS 208](#)
  - J. [ICS 209](#)
  - K. [ICS 211](#)
  - L. [ICS 214](#)
  - M. [ICS 215](#)
  - N. [ICS 215A](#)
  - O. [ICS 221](#)

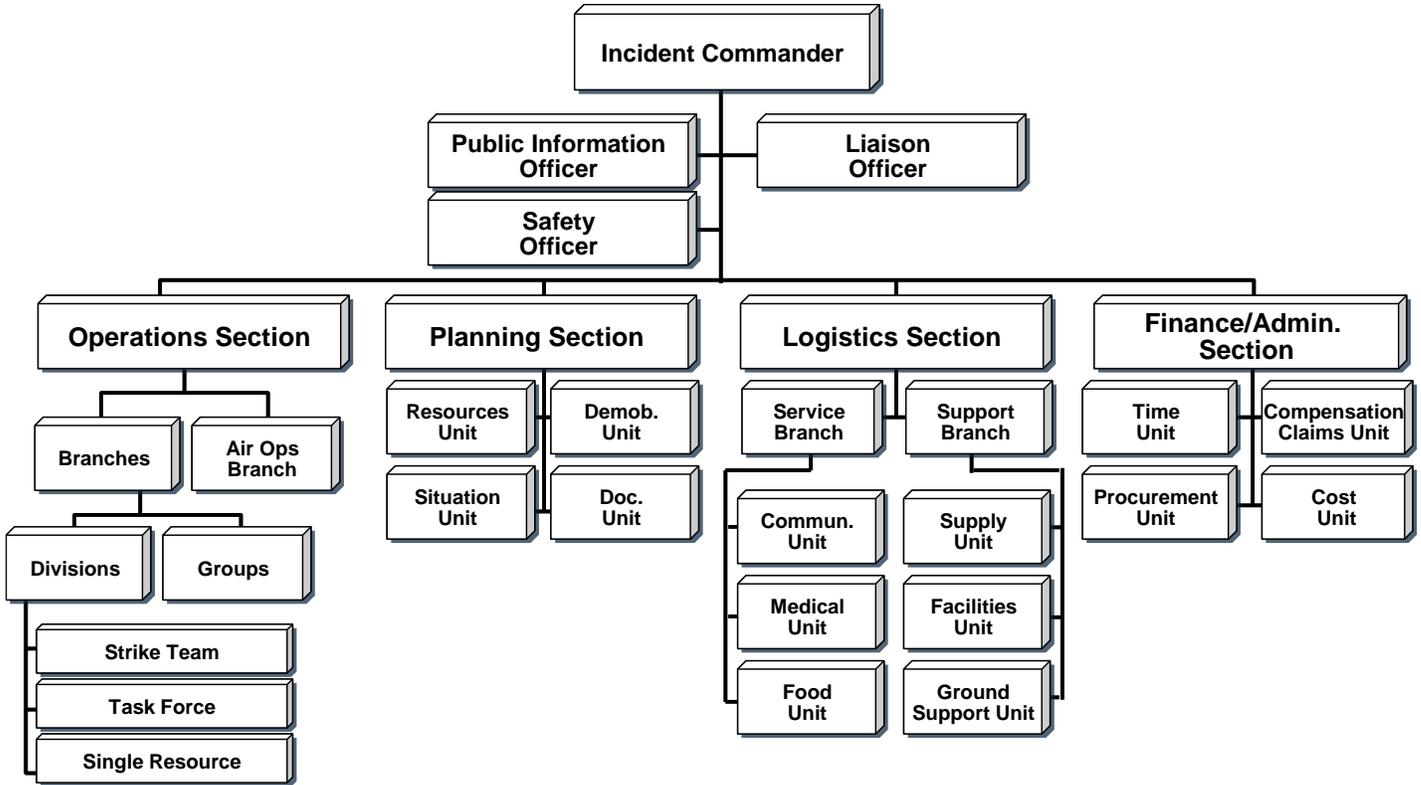
For additional federal forms, visit the following website:

<http://training.fema.gov/EMIWeb/is/ICSResource/PositionChecklists.htm>

<http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm>

[Return to Table of Contents](#)

ICS/NIMS ORGANIZATIONAL COMPONENTS



**Emergency Operation Center (EOC) Potential Staffing**

<b>Command   EOC Manager</b>	--	<b>Emergency Manager</b>
<b>Logistics</b>	--	<b>Emergency Manager</b>
<b>Finance</b>	--	<b>Finance Director/City Clerk</b>
<b>Planning</b>	--	<b>Public Works</b>
<b>Operations</b>	--	<b>Law Enforcement/Fire Dept.</b>
<b>Public Information Officer (PIO)</b>	--	<b>City Administrator/Mayor</b>
<b>Liaison Officer</b>	--	<b>Lyon County Emergency Manager</b>
<b>Safety Officer</b>	--	<b>Safety Officer from Fire/CAT</b>
<b>Information Technology Support</b>	--	<b>MMU Information Technology Specialist Computer Man, Inc. SWHHS Information Technology Media Communications Specialist</b>
<b>Damage Assessment</b>	--	<b>Assessor's Office/Operations Section</b>
<b>Congregate Care/Sheltering</b>	--	<b>Community Services/Red Cross</b>
<b>Staging</b>	--	<b>Fire/EMS/Public Works</b>

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**COMMAND POST (CP) staffing**

**Exists at the base or nearby of operations and typically involves one to four subject experts possibly including fire, law enforcement, communications, liaison, damage assessment, etc.**

**Support personnel - both are dependent on incident and location**

**Key Action Checklist – MAYOR**

The Mayor, or chief elected municipal official present, shall be the presiding officer of the Council and shall be recognized for all ceremonial purposes. In time of public danger or emergency, they may, with the consent of the council, take command of the police, maintain order and enforce the law. The Mayor holds other duties as assigned in the City Charter.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- A. Ensure that the City Emergency Management Director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- B. Report to the EOC/CP.
- C. Consult with City Administrator who serves as Public Information Officer to determine appropriate actions related to Public Information. May serve as spokesperson in certain situations.
- D. Consult with City Administrator to determine if any communication and/or convening of the City Council is appropriate or necessary.
- E. Be ready to issue a declaration of local emergency. (Minnesota Statutes 12.29) Sample declaration is on the next page.
- F. In consultation with the City Administrator, City Emergency Management Director/Coordinator and Lyon County Emergency Manager to determine whether or not county, state or federal assistance should be requested.

**Sample local emergency declaration:**



**City of Marshall**

344 West Main Street  
Marshall, MN 56258  
Phone: 507-537-6760  
Fax: 507-537-6763

**LOCAL DECLARATION OF A STATE OF EMERGENCY**

WHEREAS the City of Marshall, Minnesota, has potential for sustaining severe flooding and losses of a major portion of residential and commercial property on September 24, 2010; and

WHEREAS the City of Marshall is a public entity within the State of Minnesota; and

WHEREAS the following conditions exist in the City of Marshall: Flood waters are rising and approaching residential and commercial properties.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of Marshall, acting on behalf of and for the City of Marshall, declares that a state of emergency exists within the City of Marshall, with all the powers and responsibilities attending thereto as providing by Chapter 12, Minnesota Statutes.

Robert Bynes  
Mayor  
City of Marshall, MN

**Key Action Checklist – COMMAND / EMERGENCY MANAGER**

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- A. Ensure that the designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- B. Report to the EOC/CP.
- C. Ensure that adequate resources are available or being brought in for the emergency operations personnel to have an appropriate response.
- D. Ensure that the Public Information Officer is available and coordinate with them on communications.
- E. Ensure that the Director of Public Works/City Engineer, or designated person, provides initial road clearance or debris removal, or other assistance as deemed necessary.
- F. Ensure that initial damage assessment be completed if appropriate.
- H. Ensure that what is needed to support the emergency operation personnel is coming in, including water, food, waste management, computers, etc.
- I. In consultation with the Finance Director/City Clerk, assure that expedited financial protocols are in place with adequate financial records being kept.

NOTE: Mayor emergency declaration = 72 hours. Council must approve beyond this timeframe.

**Key Action Checklist – LOGISTICS / EMERGENCY MANAGER**

The City EOC Manager or Emergency Management Director designates this position as the person responsible for resources needed for the operational period. The following represents a checklist of actions to be considered for this type of event:

- A. Ensure that City officials and the Lyon County Emergency Manager have been notified, and other appropriate notifications are made.
- B. Report to the City EOC/CP.
- C. Activate the City EOC/CP, if not already done. Make sure that it is fully operational and that the EOC staff has reported/are reporting to it.
- D. Ensure adequate response.
- E. Evaluate available resources, including personnel, along with operations staff, and checking with EOC/CP staff. If determined necessary, take action to obtain the needed resources.
- F. Participate in regular briefings with EOC staff pertaining to the status of the situation. In particular the PIO needs to be given up-to-date information.
- G. Ensure that all division/department/agency heads have begun to keep separate and accurate records.

**Key Action Checklist – FINANCE DIRECTOR/CITY CLERK**

The Finance Director/City Clerk is responsible for assigned activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- A. Report to the EOC/CP.
- B. Assure that adequate authority is given to permit acquisition of equipment and supplies needed to respond to a disaster.
- C. Assign Division/Department Heads an account number to which emergency expenditures may be charged or purchases made.
- D. Record all expenditures for City personnel, equipment, supplies, services, etc. and track resources being used.
- E. Contact the City's insurance providers.
- F. Reference Disaster Funding Summary on next page to aid in decisions for funding.
- G. Upon approval of the EOC Manager/Emergency Management Director, set a budget and present this information at each operational period briefing.



### **Key Action Checklist – PUBLIC WORKS**

The Director of Public Works/City Engineer is responsible for public works activities under the planning section for the City of Marshall. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- A. Ensure that appropriate public works personnel have been alerted and that they report as the situation directs.
- B. Report to the City EOC/CP.
- C. Review the disaster situation with field personnel and report situations to the City Emergency Management Director.
- D. Maintain transportation routes.
- E. If necessary, coordinate flood fighting activities, including: sandbagging, emergency diking, pump operations and clearing blocked drains.
- F. Coordinate with law enforcement travel restrictions/road closures within the City.
- G. Assist with traffic control and access to the affected area.
- H. Assist with urban search and rescue and access to the affected areas as may be needed.
- I. Assist MMU with the shutoff of water and electrical services. Great Plains Natural Gas will shut off any gas that is needed.
- J. As necessary, establish a staging area for public works.
- K. Report public facility damage information to the Damage Assessment Team.
- L. If the County EOC is activated, establish and maintain contact with the County Public Works Director.
- M. Contact Minnesota Water/Wastewater Agency Response Network (MnWARN) if more resources are needed.

### **Key Action Checklist – LAW ENFORCEMENT**

The Marshall Police Department has primary responsibility for law enforcement in the City of Marshall. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

- A. Ensure that appropriate Police Department staff has been notified and that they report as the situation directs. Staffing considerations must include likely commitment of PD personnel as Emergency Manager.
- B. Direct the designated Law Enforcement representative to report to the City EOC/CP.
- C. If additional Law Enforcement personnel are necessary, area Law Enforcement with primary jurisdiction should be notified and then a secondary notification made to those who do not normally respond but will assist on a mutual-aid basis.
- D. Secure the affected area and perform traffic and crowd control. If directed to do so and able to do so, provide security at EOC/CP.
- E. Participate in warning the public as the situation warrants.
- F. Determine the scope of the incident as it pertains to immediate road and travel conditions within the affected area, immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- G. Assume overall responsibility for evacuation of affected areas.
- H. Report the above information to the appropriate Law Enforcement agencies.
- I. If not already done, designate a CP and establish initial command until relieved. Unless Fire or Emergency Medical Services has already done it, establish a staging area in the Municipality.

### **Key Action Checklist – PUBLIC INFORMATION OFFICER**

The City Administrator is responsible for information dissemination activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered for the PIO in an emergency or disaster situation:

- A. The Public Information Officer (PIO), or their designee, will function as the primary point of contact for the news media and provide public information responses. The City Administrator shall consult with the Mayor to determine when the Mayor will make official statements or serve as a spokesman.
- B. Establish a news media briefing site. For a major event, the PIO will also establish a location where media can park and set up television crew vehicles and related equipment.
- C. Maintain communication with the EOC/CP in order to stay abreast of situations.
- D. If the situation escalates and the County EOC is activated, the City PIO will coordinate with the County PIO to prepare news releases.
- E. Conduct press tours of disaster areas as deemed appropriate within the City as the situation stabilizes.
- F. Assist the County in establishing a Joint Information Center if appropriate.
- G. Coordinate with the County to provide relevant, accurate and timely information.
- H. Issue protective action recommendations or public service announcements as directed by the EOC/CP.

NOTE: Reference [Annex B Attachment 18F PIO Checklist](#) and [Annex C – Public Information](#)

### **Key Action Checklist – FIRE SERVICES**

The Marshall Fire Department is responsible for fire services in the City of Marshall. Marshall Fire also has overall responsibility for Hazmat Response in the City of Marshall. The following is a checklist this department should consider in an emergency or disaster situation:

- A. Establish and/or respond to designated staging area, CP or City EOC in consultation with Dispatch or on-scene personnel.
- B. Rescue injured/trapped person(s).
- C. Extinguish any active fires.
- D. Assist Law Enforcement in warning the affected population.
- E. Assist City response by providing a Safety Officer if requested.
- F. Protect critical facilities and resources.
- G. Designate a person to record the arrival and deployment of emergency personnel and equipment.
- H. Assist Law Enforcement with evacuation, if needed.
- I. Assist the City's Public Works Department and utilities with shutting down gas and electric services, if necessary.
- J. Other responsibilities include:
  - 1. Assist with traffic control
  - 2. Assist with debris clearance.
  - 3. If the County EOC is activated, establish and maintain contact with the person representing fire services.
  - 4. If the C.A.T. is needed for a Level A response, provide support to the team.
  - 5. If additional assistance is needed, utilize mutual aid agreements with other fire departments.

**Key Action Checklist – Chemical Assessment Team (CAT) - HAZMAT**

The SWMN CAT is responsible for providing hazardous materials assessment and minor mitigation in the City of Marshall and elsewhere in the state. The CAT may have control of a “warm” or “hot” zone, but the senior Fire officer will have overall control of a HazMat event. The CAT may also be called to assist a general emergency response within the City of Marshall. The following is a checklist this department should consider in an emergency or disaster situation:

- A. Provide assessment of minor mitigation of any HazMat incident within the City of Marshall.
- B. If the event is a HazMat incident or involves hazardous materials establish and/or respond to designated staging area, CP or City EOC as directed by Dispatch or on-scene personnel.
- C. Develop and implement a long-term environmental decontamination plan in accordance with state and federal government agencies.
- D. Assist Law Enforcement or Fire Services, if needed.
- E. Designate a person (who may be someone other than a CAT member) to record the arrival and deployment of emergency personnel and equipment.
- F. If additional personnel are needed, advise logistics to contact the State Duty Officer to request an additional CAT.
- G. Team members may be asked to serve as Safety Officers for any type of emergency event in the City of Marshall.

### **Key Action Checklist – INFORMATION TECHNOLOGY**

Information technology activities for the City of Marshall are provided by:

- Computer Man Inc. – 532-7562
- Lyon County IT – 532-1333
- State of Minnesota

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

- Getting key computers online
- Restore network connectivity for the computers
- Help procure necessary equipment to restore access to key computing resources
- Install software if necessary
- Organize staff to assist others if necessary

Priority list would be:

- Law Enforcement Center
- Fire Department
- Marshall Municipal Utilities
- City Hall
- MERIT Center
- Other

### Key Action Checklist – DAMAGE ASSESSMENT

The City Assessor is responsible for damage assessment activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- A. Report to the City EOC/CP.
- B. Record initial information from first responders such as Law Enforcement, Public Works or Fire Services.
- C. Establish an initial damage assessment team, which can consist of the following, depending upon the scope of the damage and potential team member availability; City building officials, County Assessor, Regional Emergency Managers, trained American Red Cross disaster volunteers, Police/Fire personnel, MAAO (Minnesota Association of Assessing Officers) etc.
  1. Within the first 2 – 4 hours assist Emergency Manager with preliminary Damage Survey Report (DSR) itemizing the following:
    - a. Number of fatalities.
    - b. Number of critical/minor injuries.
    - c. Number of homes/businesses damaged/destroyed.
    - d. Number of transformers/power or telephone lines, poles damaged.
    - e. Number of public facilities such as highways, roads, rail, etc. damaged.
    - f. Number of people who are homeless or in shelters.
  2. Within 8 hours:
    - a. Update items a. – f. above.
    - b. Assist with another DSR, estimating total public and private damage.
    - c. Video tape and or take photos (digital) of major damage.
  3. Within 24 hours:
    - a. Update items a. – f. above.
    - b. Assist with updating DSR.
- D. Provide damage assessment information to the appropriate City officials and the Lyon County Emergency Manager to assist in the preparation of the DSR.
- E. Plot damage assessment information on status boards in the City EOC and locate damage sites on maps in the EOC.
- F. Prepare reports for the Public Information Officer.

NOTE: Reference [Annex H Damage Assessment](#) and [ICS form 209 Block 30](#)

### **Key Action Checklist – HUMAN SERVICES**

The Director of Community Services or designee will serve as the Human Services Coordinator in the City of Marshall and is responsible for human service related activity in the City of Marshall. The Coordinator will organize human service activities with a representative from the Lincoln, Lyon, Murray and Pipestone Social Services. This person will keep the County informed of all human service activities performed, underway or planned within the City. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation:

- A. Coordinate activities of City departments and agencies which provide human service type of services.
- B. Report to the EOC/CP.
- C. Coordinate with the American Red Cross to open and manage shelters in the City. Provide to the City Assessor information regarding the number of homeless people and the number of people in shelters.
- D. Coordinate with Public Health and the Salvation Army.
- E. Work with National Voluntary Organizations Active in Disaster (VOAD). Provide emergency assistance to persons with special needs.
- F. Provide necessary outreach services to citizens affected by emergency or disaster.
- G. With the Emergency Management Director/Coordinator and American Red Cross, distribute emergency literature to disaster victims containing instructions for gaining assistance pertaining to their immediate needs.
- H. Arrange psychological counseling and crisis intervention for disaster victims and emergency response personnel.
- I. If the County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with County Social Services and Western Mental Health Services.

**Key Action Checklist – EMERGENCY MEDICAL SERVICES**

North Memorial Ambulance is the primary EMS for the City of Marshall and the EOC medical liaison. They may also be responsible for transportation of critically injured outside of the City of Marshall. If the situation warrants someone from Avera Marshall Hospital and/or Lincoln, Lyon, Murray and Pipestone County Health will also be included if their staff is available. The following tasks represent a checklist of actions that may be considered for disaster response within the City of Marshall:

- A. Coordinate emergency medical care for victims (hospital and on-scene) and request mutual aid if necessary.
- B. Establish a triage area for victims.
- C. Coordinate medical transportation of victims.
- D. Establish or respond to designated staging area in the City.
- E. Report number of casualties and critical/minor injuries to the Incident Commander.

### **Key Action Checklist – EMERGENCY NOTIFICATIONS**

Emergency notifications are crucial to ensure that critical personnel are aware of the event. Generally, the Emergency Management Director or designee and the Police Department are responsible for this in the City of Marshall. The following tasks represent a checklist of these notifications and should be considered in an emergency or disaster situation (note, see **Annex A – Warning and Notifications** for complete details including public warning protocols):

- A. Warn the following:
  - 1. City Emergency Management Director or designee.
  - 2. Responding Departments
  - 3. City Administrator and Emergency Operations Center Representatives
  - 4. Mayor and appropriate City elected officials
  - 5. Lyon County Emergency Manager
  
- B. Ensure that all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident staff.
  
- C. Establish communications with the Command Post, if established.

Fleet Map

08/13/2014						
	ZONE F1	ZONE F2	ZONE F3	ZONE F4	ZONE TR	
	LY FIRE ZONE 1	LY FIRE ZONE 2	LY FIRE ZONE 3	LY FIRE ZONE 4	LY SITE TRUNKING	
POS						POS
1	LY FIRE	LY FIRE	LY FIRE	A-SOA 1	LY ST MAR	1
2	F-SOA 1	LN FIRE	MU-FIRE	A-SOA 2	LY ST RUS	2
3	F-SOA 2	LN-OPS 2	MU-3	P-SOA 1	LY ST TRA	3
4	LY 4	LN-OPS 3	MU-4	P-SOA 2	LY ST MINN	4
5	LY 5		MU-5	F-SOA 1	MN SITE TR	5
6	LY 6		MU-6	F-SOA 2		6
7	LY 7		MU-ST TK			7
8	LY 8	YM-FIRE	RV-FIRE			8
9	RV-FIRE	YM- OPS 2	RV- 2			9
10	YM-FIRE	YM- OPS 3	RV- 3			10
11	LN-FIRE	YM- OPS 4	RV- 4			11
12	MU-F/E	YM- OPS 5	RV- 5			12
13	PS-F/E	YM CNTY W	RV- 6			13
14	SV CALL 1	F-SOA 1	F-SOA 1			14
15	LY ROAM	F-SOA 2	F-SOA 2			15
16	LY 911-16	LY 911-16	LY 911-16			16

	ZONE E1	ZONE L1	ZONE CH	ZONE IN	ZONE SW	
	LY EMS Zone 1	LY LAW Zone 1	LY County HWY	LY INTEROP ZONE	SV REGION ZONE	
POS						POS
1	LY FIRE	LY LAW 1	LY HWY 1	LY ST MAR	SV CALL1	1
2	EMH-MAR	LY LAW 2	LY HWY 2	LY ST RUS	SV 2	2
3	EMH-TRA	LY LAW3E	LY LDF	LY ST TRA	SV 3	3
4	LY 4	LY 4	A-SOA 1	LY ST MINN	SV 4	4
5	LY 5	LY 5	A-SOA 2	MN SITE T	SV 5	5
6	LY 6	LY 6		LY SCHOOL	SV 6	6
7	LY 7	LY 7			SV 7	7
8	LY 8	LY 8		LY PAGE	SV 8	8
9	EMH GRAN	LY FIRE		LY EVENT	SV 9	9
10	EMH-MONTE	MSP 2300		DYN RGP	SV 10	10
11	EMH-MCMC	MSP C/C	MN DOT MAR MNT	LY EM BTN	SV 11	11
12	EMH-CANBY	MSP CALL	LY PV 1		SV 12	12
13	SMRCC	LY LAW ADM	LY PV 2		SV 13	13
14	MRCXP1	SV-CALL1	SV CALL-1	STAC 13E LAW OR	SV HOSP 14	14
15	LY ROAM	LY ROAM	LY ROAM	STAC 14E LAW OR	SVRE5TAC15	15
16	LY 911-16	LY 911-16	LY 911-16	LY 911-16	SV CALL16	16

	ZONE LX	ZONE L2	ZONE L3	ZONE IC	ZONE NA	
	LY BLR Zone	LY LAW Zone 2	LY LAW Zone 3	MN State INCIDENT CMD	National Comm Channel	
POS						POS
1	SV BLR E1	LY LAW 1	LY LAW 1	S-TAC 1	8CALL90	1
2	SV BLR E2	LY LAW 2	LY LAW 2	S-TAC 2	8CALL90D	2
3	LE TAC 1	LY LAW 3E	LY LAW 3E	S-TAC 3	8TAC91	3
4	LE TAC 2	LY 4	CP LAW	S-TAC 4	8TAC91D	4
5	LE TAC 3	LY 5	CT LAW	L-TAC 1	8TAC92	5
6	LE TAC 4	LY LAW AD	LP LAW	L-TAC 2	8TAC92D	6
7	SV ENC 1	MSP 2300	LN LAW	L-TAC 3	8TAC93	7
8	SV ENC 2	MSP C/C	MU LAW	L-TAC 4	8TAC93D	8
9	SV ENC 3	MSP CALL	NB LAW	F-TAC 1	8TAC94	9
10	SV ENC 4	MU LAW	PS LAW	F-TAC 2	8TAC94D	10
11	BROWN LAW	YM LAW	RV LAW	F-TAC 3	A-SOA 1	11
12	LY LAW 3E	LN LAW	RY LAW	F-TAC 4	A-SOA-2	12
13	RV LAW	RV LAW	RK LAW	E-TAC 1	P-SOA 1	13
14	RV OPS2E	LY SCHOOL	YM LAW	E-TAC 2	P-SOA 2	14
15	LY ROAM	LY ROAM	YM LAW EN	E-TAC 3	F-SOA 1	15
16	LY EM BTN	LY 911	MSP 2300	E-TAC 4	F-SOA 2	16

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**Command**

The following are positions that could be staffed during an extended emergency. Any position not staffed will be the responsibility of the Incident Commander.

<b>Position</b>	<b>Assigned</b>	<b>Time</b>
<b>*<u>Incident Commander/ EOC Chair</u></b>	_____	_____
<b>• <u>Logistics Section Chief</u></b>	_____	_____
<b>*<u>Finance/Administration Section Chief</u></b>	_____	_____
<b>*<u>Planning Section Chief</u></b>	_____	_____
<b><u>Operations Section Chief</u></b>	_____	_____
<b><u>Public Information Officer</u></b>	_____	_____
<b>*<u>Liaison Officer</u></b>	_____	_____
<b>*<u>Safety Officer</u></b>	_____	_____
<b><u>IT Support</u></b>	_____	_____

Individuals marked with an (\*) may be delegated with authority to contact state and federal agencies for assistance. This information should be shared with any state or federal EOC, as soon as possible, to not delay expedience of acquiring assistance.

Any state or federal individuals responding to the emergency need to be directed to the Liaison Officer.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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## Incident Commander Position Checklist

### ANNEX B [ATTACHMENT 18 A](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current Incident Commander and agency administrator.

4. Assess incident situation:

- Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

5. Determine need for, establish, and participate in Unified Command.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:

- Confirm dispatch and arrival times of activated resources.
- Confirm work assignments.

8. Brief staff:

- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.
- Determine the time and location of first Planning Meeting.

## Incident Commander Position Checklist

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration and delegation of authority.

11. Establish parameters for resource requests and releases:

- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.

12. Authorize release of information to the media:

- If operating within a Unified Command, ensure all Incident Commanders approve release.

13. Establish level of planning to be accomplished:

- Written Incident Action Plan (IAP).
- Contingency planning.
- Formal Planning Meeting.

14. Ensure Planning Meetings are conducted as indicated:

### Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	<b>Planning/Operations Section Chiefs</b>
2 Discuss safety issues.	<b>Safety Officer</b>
3 Set/confirm incident objectives.	<b>Incident Commander</b>
4 Plot control lines & Division boundaries.	<b>Operations Section Chief</b>
5 Specify tactics for each Division/Group.	<b>Operations Section Chief</b>
6 Specify resources needed for each Division/Group.	<b>Operations/Planning Section Chiefs</b>
7 Specify facilities and reporting locations.	<b>Operations/Planning/Logistics Section Chiefs</b>
8 Develop resource order.	<b>Logistics Section Chief</b>
9 Consider communications/medical/transportation plans.	<b>Logistics/Planning Section Chiefs</b>
10 Provide financial update.	<b>Finance/Administration Section Chief</b>

## Incident Commander Position Checklist

- 11 Discuss interagency liaison issues.
- 12 Discuss information issues.
- 13 Finalize/approve/implement plan.

**Liaison Officer  
Public Information Officer  
Incident Commander/All**

15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.

16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to declare state of emergency according to agency protocol.

18. Keep agency administrator informed on incident-related problems and progress.

[Return to Table of Contents](#)

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## Logistics Section Chief Checklist

### ANNEX B [ATTACHMENT 18 B](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.



### **Task**

1. Obtain briefing from Incident Commander:

- Review situation and resource status for number of personnel assigned to incident.
- Review current organization.
- Determine which incident facilities have been/should be activated.

2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.

3. Confirm resource ordering process.

4. Assess adequacy of current Incident Communications Plan (ICS Form 205).

5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.

6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:

- Provide summary of emergency situation.
- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

## Logistics Section Chief Checklist

8. Attend Planning Meetings:

### Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

11. Research availability of additional resources.

12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

13. Ensure coordination between Logistics and other Command and General Staff.

14. Ensure general welfare and safety of Section personnel.

## Logistics Section Chief Checklist

15. Provide briefing to relief on current activities and unusual situations.

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

[Return to Table of Contents](#)

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## Finance /Administration Section Chief Checklist

ANNEX B [ATTACHMENT 18 C](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.



### Task



1. Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.



2. Obtain briefing from agency administrator:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints and limitations.

## Finance /Administration Section Chief Checklist

3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for establishing charge codes.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- Is an Incident Business Advisor (IBA) available or the contact information for an agency Financial/Administration representative?
- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

4. Ensure all Sections and the Supply Unit is aware of charge code.

5. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

## Finance /Administration Section Chief Checklist

### Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All



6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.
- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment – Planning Section.
- Daily incident status – Planning Section.
- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies – Supply Unit Leader and Procurement Unit Leader.
- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
- Use agreements – Procurement Unit Leader and local administrative personnel.
- What has been ordered? – Supply Unit Leader.
- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

## Finance /Administration Section Chief Checklist

7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
  - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
  - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.
10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).
11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:
- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
  - Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.
12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
13. Assist Logistics in resource procurement:
- Identify vendors for which open purchase orders or contracts must be established.
  - Negotiate ad hoc contracts.
14. Ensure coordination between Finance/Administration and other Command and General Staff.
15. Coordinate Finance/Administration demobilization.

## Finance /Administration Section Chief Checklist

16. Provide briefing to relief on current activities and unusual events.

17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

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## Planning Section Chief Checklist

### ANNEX B [ATTACHMENT 18 D](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader



### Task

1. Obtain briefing from Incident Commander:

- Determine current resource status (ICS Form 201).
- Determine current situation status/intelligence (ICS Form 201).
- Determine current incident objectives and strategy.
- Determine whether Incident Commander requires a written Incident Action Plan (IAP).
- Determine time and location of first Planning Meeting.
- Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):

- Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
- Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.

## Planning Section Chief Checklist

9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:

### Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

## Planning Section Chief Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.
14. Coordinate preparation of the Safety Message with Safety Officer.
15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
16. Instruct Planning Section Units in distribution of incident information.
17. Provide periodic predictions on incident potential.
18. Establish a weather data collection system, when necessary.
19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
20. Ensure Section has adequate coverage and relief.
21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
22. Ensure preparation of demobilization plan, if appropriate.
23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.
24. Provide briefing to relief on current and unusual situations.
25. Ensure that all staff observe established level of operational security.
26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).
27. Submit all Section documentation to Documentation Unit.

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## Operations Section Chief Checklist

### ANNEX B [ATTACHMENT 18 E](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**

1. Obtain briefing from Incident Commander:
  - Determine incident objectives and recommended strategies.
  - Determine status of current tactical assignments.
  - Identify current organization, location of resources, and assignments.
  - Confirm resource ordering process.
  - Determine location of current Staging Areas and resources assigned there.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
  - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
  - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.

7. Assess life safety:
  - Adjust perimeters, as necessary, to ensure scene security.
  - Evaluate and enforce use of appropriate protective clothing and equipment.
  - Implement and enforce appropriate safety precautions.

## Operations Section Chief Checklist

8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.
- Effectiveness of tactics.
- Desired contingency plans.

9. Determine need and request additional resources.

10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

11. Keep Resources Unit up to date on changes in resource status.

12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.
- Identify specific tactical assignments.
- Identify resources needed to accomplish assignments.

13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- Coordinate media field visits with the Public Information Officer.

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

## Operations Section Chief Checklist

15. Attend Planning Meetings:

### Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

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## Public Information Officer Checklist

ANNEX B [ATTACHMENT 18 F](#)

Reference: [Annex B Attachment 9](#) and [Annex C](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander:
  - Determine current status of Incident (ICS Form 209 or equivalent).
  - Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
  - Determine point of contact for media (scene or Command Post).
  - Determine current media presence.

2. Participate in Administrative Officer's briefing:
  - Determine constraints on information process.
  - Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.

3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

4. Coordinate the development of door-to-door protective action statements with Operations.

5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

### **Sample Initial Information Summary**

We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]*, in the vicinity of *[general location]*. *[Agency personnel]* are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at *[location]*, and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

## Public Information Officer Checklist

- 6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:
  - Joint Information Center (JIC).
  - Field (scene) Information.
  - Internal Information.
- 7. Establish contact with local and national media representatives, as appropriate.
- 8. Establish location of Information Center for media and public away from Command Post.
- 9. Establish schedule for news briefings.
- 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- 13. Obtain approval for information release from Incident Commander:
  - Confirm details to ensure no conflicting information is released.
  - Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.
- 14. Release news to media, and post information in Command Post and other appropriate locations.
- 15. Record all interviews and copy all news releases:
  - Contact media to correct erroneous or misleading information being provided to the public via the media.

## Public Information Officer Checklist

16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.
- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
- Provide standard statement which can be given to general requests for information.

17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:

- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

18. Attend Planning Meetings:

### Sample Planning Meeting Agenda

#### Agenda Item

#### Responsible Party

1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

19. Respond to special requests for information.

20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

21. Confirm the process for the release of information concerning incident-related injuries or deaths.

22. Document all activity on Unit Log (ICS Form 214).

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## Liaison Officer Checklist

### ANNEX B [ATTACHMENT 18 G](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander:

- Obtain summary of incident organization (ICS Forms 201 and 203).
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

## Liaison Officer Checklist

7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings:

### Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

9. Document all activity on Unit Log (ICS Form 214).

## Safety Officer Checklist

### ANNEX B [ATTACHMENT 18 H](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.

2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.

3. Staff and organize function, as appropriate:

- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
- Multiple high-risk operations may require an Assistant Safety Officer at each site.
- Request additional staff through incident chain of command.

4. Identify potentially unsafe acts.

5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.

6. Ensure adequate sanitation and safety in food preparation.

7. Debrief Assistant Safety Officers prior to Planning Meetings.

8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).

9. Participate in Planning and Tactics Meetings:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

10. Attend Planning meetings:

# Safety Officer Checklist

## Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).
- Provide Safety Message (ICS Form 202) and/or approved document.
- Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.

12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander and agency.

13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

14. Document all activity on Unit Log (ICS Form 214).

## IT Support or Technical Specialist Checklist

ANNEX B [ATTACHMENT 18 I](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Incident Commander or Planning Section Chief:
  - Identify Supervisor in organization.
  - Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

5. Document all activity on Unit Log (ICS Form 214).

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**Logistics**

The following are positions that could be staffed during an extended emergency. Any position not staffed will be responsibility of the Section Chief.

<b>Position</b>	<b>Assigned</b>	<b>Time</b>
* <b><u>Logistics Chief</u></b>	_____	_____
* <u>Service Branch Director</u>	_____	_____
<u>Communications Unit Leader</u>	_____	_____
<u>Medical Unit Leader</u>	_____	_____
<u>Food Unit Leader</u>	_____	_____
* <u>Support Branch Director</u>	_____	_____
<u>Supplies Unit Leader</u>	_____	_____
<u>Facilities Unit Leader</u>	_____	_____
<u>Ground Support Unit Leader</u>	_____	_____

Individuals marked with an (\*) may be delegated with authority to contact state and federal agencies for assistance.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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## Logistic Chief Checklist

### ANNEX B [ATTACHMENT 19A](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.



### Task

1. Obtain briefing from Incident Commander:

- Review situation and resource status for number of personnel assigned to incident.
- Review current organization.
- Determine which incident facilities have been/should be activated.

2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.

3. Confirm resource ordering process.

4. Assess adequacy of current Incident Communications Plan (ICS Form 205).

5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.

6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:

- Provide summary of emergency situation.
- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

8. Attend Planning Meetings:

## Logistic Chief Checklist

### Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

11. Research availability of additional resources.

12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

13. Ensure coordination between Logistics and other Command and General Staff.

14. Ensure general welfare and safety of Section personnel.

15. Provide briefing to relief on current activities and unusual situations.

## Logistic Chief Checklist

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

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## Service Branch Director Checklist

### ANNEX B [ATTACHMENT 19 B](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**

1. Obtain briefing from Logistics Section Chief:
  - Determine number of personnel to be fed.
  - Determine communications systems in use.
  - Determine medical support needs of the incident.
  - Confirm personnel already requested for Branch.

2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:
  - Provide summary of emergency situation.
  - Provide summary of the communications, food, and medical needs of the incident.

3. Ensure establishment of effective Incident Communications Plan (ICS Form 205).

4. Ensure that incident personnel receive adequate food and water.

5. Coordinate with Operations to ensure adequate medical support to incident personnel.

6. Participate in organizational meetings of Logistics Section personnel.

7. Coordinate activities of Branch Units.

8. Keep Logistics Section Chief apprised of Branch Activities.

9. Document all activity on Unit Log (ICS Form 214).

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## Communications Unit Leader Checklist

### ANNEX B [ATTACHMENT 19C](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**

1. Obtain briefing from the Logistics Section Chief or Service Branch Director.

2. Organize and staff Unit as appropriate:

- Assign Communications Center Manager and Lead Incident Dispatcher.
- Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.

3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.

4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.

5. Assess Incident Command Post phone load and request additional lines as needed.

6. Prepare and implement Incident Communications Plan (ICS Form 205):

- Obtain current organizational chart.
- Determine most hazardous tactical activity; ensure adequate communications.
- Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
- Determine Command communications needs.
- Determine support communications needs.
- Establish and post any specific procedures for use of Incident Command Post communications equipment.

## Communications Unit Leader Checklist

7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.
- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
- **Do not publicize OUTGOING call lines.**

8. Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.

9. Ensure radio and telephone logs are available and being used.

10. Determine need and research availability of additional nets and systems:

- Order through Supply Unit after approval by Section Chief.
- Federal systems:
- Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.

11. Document malfunctioning communications equipment, facilitate repair.

12. Establish and maintain communications equipment accountability system.

13. Provide technical information, as required, on:

- Adequacy of communications system currently in use.
- Geographic limitation on communications equipment.
- Equipment capabilities.
- Amount and types of equipment available.
- Anticipated problems in the use of communications equipment.

## Communications Unit Leader Checklist

14. Estimate Unit needs for expected operations; order relief personnel.

15. Provide briefing to relief on current activities and unusual situations.

16. Document all activity on Unit Log (ICS Form 214).

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## Medical Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 19D](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task



1. Obtain briefing from Service Branch Director or Logistics Section Chief:

- Obtain information on any injuries that occurred during initial response operations.
- Name and location of Safety Officer.



2. Determine level of emergency medical activities performed prior to activation of Medical Unit:

- Number and location of aid stations.
- Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.
- Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
- Medical supplies needed.



3. Respond to requests for medical treatment and transportation.



4. Request/supervise ambulance support. Order through established Incident chain of command.



5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section.** Plan should include:

- Medical Assembly Area.
- Triage Area.
- Ambulance Traffic Route.
- Landing Zone for Life flight (incident and hospital).
- Aid Station Location(s).
- Hazard specific information (HAZMAT treatment, etc.).
- Closest hospitals.

## Medical Unit Leader Position Checklist

- Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

6. Obtain Safety Officer approval for Medical Plan.

7. Coordinate Medical Plan with local hospitals.

8. Respond to requests for medical aid.

9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.

10. Respond to requests for medical supplies.

11. Prepare medical reports; provide copies to Documentation Unit.

12. Submit reports as directed; provide copies to Documentation Unit Leader.

13. Provide briefing to relief on current activities and unusual circumstances.

14. Document all activity on Unit Log (ICS Form 214).

## Food Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 19E](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Logistics Section Chief or Service Branch Director:

- Determine potential duration of incident.
- Number and location of personnel to be fed.
- Last meal provided.
- Proposed time of next meal.

2. Determine food service requirements for planned and expected operations.

3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).

4. Determine location of working assignment.

5. Ensure sufficient potable water and beverages for all incident personnel.

6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.

7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.

8. Supervise administration of food service agreement, if applicable.

9. Provide copies of receipts, bills to Finance/Administration Section.

10. Let Supply Unit know when food orders are complete.

11. Provide briefing to relief on current activities and unusual situations.

12. Document all activity on Unit Log (ICS Form 214).

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## Support Branch Director Position Checklist

### ANNEX B [ATTACHMENT 19F](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Logistics Section Chief or Service Branch Director:

- Determine potential duration of incident.
- Number and location of personnel to be fed.
- Last meal provided.
- Proposed time of next meal.

2. Determine food service requirements for planned and expected operations.

3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).

4. Determine location of working assignment.

5. Ensure sufficient potable water and beverages for all incident personnel.

6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.

7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.

8. Supervise administration of food service agreement, if applicable.

9. Provide copies of receipts, bills to Finance/Administration Section.

10. Let Supply Unit know when food orders are complete.

11. Provide briefing to relief on current activities and unusual situations.

12. Document all activity on Unit Log (ICS Form 214).

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## Supplies Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 19G](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**



1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Determine charge code for incident.
- Confirm ordering process.
- Assess need for 24-hour staffing.
- Determine scope of supply process.



2. Organize and staff Unit, as appropriate:

- Consider need for "lead agency" representation in ordering process.
- Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).



3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:

- Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.
- Confirm process for coordinating contract related activities with the Procurement Unit.
- Confirm process for emergency purchase orders with Finance Section.



4. Determine type and amount of supplies and equipment on hand and en route:

- Contact Resources Unit to determine resources on order.

## Supplies Unit Leader Position Checklist

5. Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):

- Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
- Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
- Obtain estimated price for resources which expect reimbursement.
- Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

6. Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.

7. Order, receive, distribute, and store supplies and equipment:

- Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
- Relay this information to appropriate staff.

8. Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.

9. Alert Section Chief to changes in resource availability which may affect incident operations.

10. Develop and implement safety and security requirements for supply areas.

11. Review Incident Action Plan (IAP) for information affecting Supply Unit.

12. Maintain inventory of supplies and equipment.

13. Service re-usable equipment.

14. Keep and submit copies of all orders and related documentation to the Documentation Unit.

15. Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.

16. Document all activity on Unit Log (ICS Form 214).

## Facilities Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 19H](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task



1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Expected duration and scope of the incident.
- Facilities already activated.
- Anticipated facility needs.



2. Obtain a copy of the Incident Action Plan (IAP) and determine:

- Location of Incident Command Post.
- Staging Areas.
- Incident Base.
- Supply/Receiving/Distribution Centers.
- Information/Media Briefing Center.
- Other incident facilities.



3. Determine requirements for each facility to be established:

- Sanitation.
- Sleeping.
- Feeding.
- Supply area.
- Medical support.
- Communications needs.
- Security needs.
- Lighting.

## Facilities Unit Leader Position Checklist

4. In cooperation with other incident staff, determine the following requirements for each facility:

- Needed space.
- Specific location.
- Access.
- Parking.
- Security.
- Safety.

5. Plan facility layouts in accordance with above requirements.

6. Coordinate negotiation for rental office or storage space:

- < 60 days - Coordinate with Procurement Unit.
- > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

7. Video or photograph rental office or storage space prior to taking occupancy.

8. Document all activity on Unit Log (ICS Form 214).

## Ground Support Unit Leader Position Checklist

ANNEX B [ATTACHMENT 19I](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:
  - Fueling needs of apparatus on incident.
  - Transportation needed for responders.
  - Location of Supply Unit receiving and distribution point(s).
  - Incident transportation maps and restrictions on transportation routes.
  - Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

2. Staff Unit by the above considerations, as indicated.

3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.

4. Support out-of-service resources according to agreement for mutual aid and rental equipment.

5. Notify Resources Unit of all changes on support and transportation vehicles.

6. Arrange for and activate towing, fueling, maintenance, and repair services.

7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

8. Maintain inventory of support and transportation vehicles.

## Ground Support Unit Leader Position Checklist

9. Provide transportation services:

- Review Incident Action Plan (IAP) for transportation requirements.
- Review inventory for needed resources.
- Request additional resources through Supply Unit. Give type, time needed, and reporting location.
- Schedule use of support vehicles.
- Document mileage, fuel consumption, and other costs.

10. Implement Transportation Plan:

- Determine time-lines.
- Identify types of services required.
- Assign resources required to implement Transportation Plan.

11. Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.

12. Document all activity on Unit Log (ICS Form 214).

**Planning**

The following are positions that could be staffed during an extended emergency. Any position not staffed will be responsibility of the Section Chief.

<b>Position</b>	<b>Assigned</b>	<b>Time</b>
* <b><u>Planning Chief</u></b>	_____	_____
* <b><u>Resources Unit Leader</u></b>	_____	_____
<b><u>Situation Unit Leader</u></b>	_____	_____
<b><u>Documentation Unit Leader</u></b>	_____	_____
<b><u>Demobilization Unit Leader</u></b>	_____	_____

Individuals marked with an (\*) may be delegated with authority to contact state and federal agencies for assistance.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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## Planning Section Chief Checklist

### ANNEX B [ATTACHMENT 20A](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader



### Task

1. Obtain briefing from Incident Commander:
  - Determine current resource status (ICS Form 201).
  - Determine current situation status/intelligence (ICS Form 201).
  - Determine current incident objectives and strategy.
  - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
  - Determine time and location of first Planning Meeting.
  - Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
  - Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
  - Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.

## Planning Section Chief Checklist

9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:

### Sample Planning Meeting Agenda

	<b>Agenda Item</b>	<b>Responsible Party</b>
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

## Planning Section Chief Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.
14. Coordinate preparation of the Safety Message with Safety Officer.
15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
16. Instruct Planning Section Units in distribution of incident information.
17. Provide periodic predictions on incident potential.
18. Establish a weather data collection system, when necessary.
19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
20. Ensure Section has adequate coverage and relief.
21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
22. Ensure preparation of demobilization plan, if appropriate.
23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.
24. Provide briefing to relief on current and unusual situations.
25. Ensure that all staff observe established level of operational security.
26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).
27. Submit all Section documentation to Documentation Unit.

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## Resources Unit Leader Position Checklist

ANNEX B [ATTACHMENT 20B](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish check-in function at incident locations (ICS Form 211).

4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.

5. Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:

- Review ICS Form 201 for resource information.
- Review Check-In List (ICS Form 211).
- Confirm resources assigned to Staging.
- Confirm resources assigned to tactical Operations organization.
- Confirm resources assigned to other Command and General Staff functions.

6. Establish and maintain resource tracking system.

7. Maintain master roster of all resources at the incident:

- Total number of personnel assigned to the incident.
- Total number of resources assigned to each Section and/or Unit.
- Total number of specific equipment/apparatus types.

## Resources Unit Leader Position Checklist

8. Assist in preparation of the Incident Action Plan (IAP):

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).
- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).
- Prepare Organization Assignment List (ICS Form 203).
- Prepare Division/Group Assignment Sheets (ICS Form 204).

9. Participate in Planning Meetings, as assigned.

10. Provide briefing to relief on current and unusual situations.

11. Assist in identification of additional and special resources:

- Other disciplines.
- Technical Specialists.
- Resources needed to implement contingency plans.

12. Document all activity on Unit Log (ICS Form 214).

## Situation Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 20C](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**

1. Obtain briefing from Planning Section Chief.
  - Review ICS Form 201 for incident status.
  - Determine incident objectives and strategy.
  - Determine necessary contingency plans.
  - Identify reporting requirements and schedules-both internal and external to the incident.

2. Organize and staff Unit, as appropriate:
  - Assign Field Observers.
  - Request Technical Specialists, as needed.

3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):
  - Brief Technical Specialists on current incident status.
  - Assign analysis tasks.
  - Notify staff of time lines and format requirements.
  - Monitor progress.

## Situation Unit Leader Position Checklist

4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:

- Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).
- Determine appropriate map displays.
- Review all data for completeness, accuracy, and relevancy prior to posting.
- Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.
- Develop additional displays (weather reports, incident status summaries, etc.), as necessary.
- Ensure displays and maps are kept up to date.

5. Provide photographic services and maps:

- Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.
- Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.
- Ensure photographs are processed at the end of each operational period.
- Request or develop additional and specialized maps as required.
- Provide Incident Map(s) for Incident Action Plan (IAP).

6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

## Situation Unit Leader Position Checklist

7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.

8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.

9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:

- Provide copies to Command and General Staff.
- Forward to agency administrator and to other entities, as directed.

10. Participate in Planning Meetings, as required.

11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.

12. Provide briefing to relief on current and unusual situations.

13. Document all activity on Unit Log (ICS Form 214).

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## Documentation Unit Leader Position Checklist

ANNEX B [ATTACHMENT 20D](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish work area:

- Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.

4. Establish and organize incident files.

5. Establish duplication services, and respond to requests.

6. Determine number needed and duplicate Incident Action Plan (IAP) accordingly.

7. Retain and file duplicate copies of official forms and reports.

8. Accept and file reports and forms submitted by incident personnel.

9. Check the accuracy and completeness of records submitted for files.

10. Ensure that legal restrictions on public and exempt records are observed.

11. Provide briefing to relief on current activities and unusual events.

12. Document all activity on Unit Log (ICS Form 214).

13. Give completed incident files to Planning Section Chief.

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## Demobilization Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 20E](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Planning Section Chief:

- Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:

- Resource tracking system.
- Check-in forms.
- Master resource list.

3. Meet with agency representatives to determine:

- Agencies not requiring formal demobilization.
- Personnel rest and safety needs.
- Coordination procedures with cooperating-assisting agencies.

4. Assess the current and projected resource needs of the Operations Section.

5. Obtain identification of surplus resources and probable release times.

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

8. Determine de-briefing requirements.

9. Establish communications links with off-incident organizations and facilities.

## Demobilization Unit Leader Position Checklist

10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.
- Responsibilities - Specific implementation responsibilities and activities.
- Release Priorities - According to agency and kind and type of resource.
- Release Procedures - Detailed steps and process to be followed.
- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
- Public Information.
  - Finance/Administration.
  - Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
- Incident activity and work load are at the level the agency can reasonably assume.
  - Incident is controlled.
  - On-scene personnel are released except for those needed for final tactical assignments.
- Incident Base is reduced or in the process of being shut down.
  - Planning Section has organized final incident package.
  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
  - Rehabilitation/cleanup accomplished or contracted.
  - Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

## Demobilization Unit Leader Position Checklist

13. Monitor implementation of Demobilization Plan (ICS Form 221).

14. Assist in the coordination of the Demobilization Plan (ICS Form 221).

15. Provide briefing to relief on current activities and unusual events.

16. Document all activity on Unit Log (ICS Form 214).

17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

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**Finance/Administration**

The following are positions that could be staffed during an extended emergency. Any position not staffed will be responsibility of the person next above the outline.

<b>Position</b>	<b>Assigned</b>	<b>Time</b>
<b><u>Finance/Administrative Chief</u></b>	_____	_____
<u>Time Unit Leader</u>	_____	_____
* <u>Procurement Unit Leader</u>	_____	_____
<u>Compensation/Claims Unit Leader</u>	_____	_____
* <u>Cost Unit Leader</u>	_____	_____

Individuals marked with an (\*) may be delegated with authority to contact state and federal agencies for assistance.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

[Return to Table of Contents](#)

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## Time Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 21B](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Finance/Administration Section Chief:
  - Determine incident requirements for time recording.
  - Determine required time-lines for reports.
  - Determine location of timekeeping activity.
  - Determine number of personnel and rental equipment for which time will be kept.

2. Organize and staff Unit, as appropriate.

3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of requirement of a daily record of equipment time.

4. Establish contact with appropriate agency personnel representatives:
  - Determine time-keeping constraints of individual agencies.
  - Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

6. Establish files for time records, as appropriate.

7. Provide for records security.

8. Ensure that all records are complete or current prior to demobilization.

9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

## Time Unit Leader Position Checklist

11. Provide briefing to relief on current activity and unusual events.

12. Document all activity on Unit Log (ICS Form 214).

## Procurement Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 21C](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### **Task**



1. Obtain briefing from Finance/Administration Section Chief:
  - Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
  - Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
  - Determine status of bid process.
  - Determine current vendor list.
  - Determine current blanket Purchase Order (PO) list.
  - Determine time-lines established for reporting cost information.



2. Contact Supply Unit on incident needs and any special procedures or requirements.



3. Prepare and sign offers for rental, as necessary.



4. Develop Incident Procurement Plan. This plan should address/include:
  - Spending caps.
  - Necessary Forms.
  - Identify who has purchasing authority.
  - Process for obtaining approval to exceed caps.
  - Coordination process with Supply Unit.
  - Supply of emergency purchase orders.

## Procurement Unit Leader Position Checklist

- 5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.
- 6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.
- 7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).
- 8. Establish contact with supply vendors, as needed.
- 9. Determine whether additional vendor-service agreements will be necessary.
- 10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.
- 11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.
- 12. Verify all invoices.
- 13. It is imperative that all contractors are accounted for and their time documented:
  - Coordinate with all Sections.
  - It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
  - Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.
- 14. Complete final processing and send documents for payment.
- 15. Maintain final incident receiving documents:
  - Obtain copies of all vendor invoices.
  - Verify that all equipment time records are complete.
  - Maintain comprehensive audit trail for all procurement documents.
  - Check completeness of all data entries on vendor invoices.
  - Compare invoices against procurement documents.
  - Assure that only authorized personnel initiate orders.

### **Procurement Unit Leader Position Checklist**

16. Provide briefing to relief on current activities and unusual events.

17. Document all activity on Unit Log (ICS Form 214).

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## Compensation / Claims Unit Leader Position Checklist

### ANNEX B [ATTACHMENT 21D](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine accidents/injuries to date.
- Determine status of investigations.

2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

3. Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

4. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

5. Ensure that volunteer personnel have been appropriately registered.

6. Ensure written authority for persons requiring medical treatment.

7. Ensure correct billing forms for transmittal to doctor and/or hospital.

8. Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

9. Coordinate with Safety Officer to:

- Provide liaison with Occupational Safety and Health Administration (OSHA).
- Provide analysis of injuries.
- Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

10. Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

11. Provide briefing to relief on current activities and unusual events

12. Document all activity on Unit Log (ICS Form 214).

## Compensation / Claims Unit Leader Position Checklist

### Claims Specialist:

- 1. Work closely with Operations and Planning for information from the field.
- 2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.
- 3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).
- 4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

### Compensation for Injury Specialist:

- 1. Determine accidents/injuries to date.
- 2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.
- 3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.
- 4. Work with local agency representatives to find treatment options for injuries.
- 5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
- 6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.
- 7. Keep informed and report on status of hospitalized personnel.
- 8. Maintain log of all injuries occurring on incident.
- 9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

## Cost Unit Leader Position Checklist

ANNEX B [ATTACHMENT 21E](#)

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



### Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine reporting time-lines.
- Determine standard and special reports required.
- Determine desired report format.

2. Obtain and record all cost data:

- Agency Equipment costs.
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

3. Identify in reports all equipment/personnel requiring payment.

4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.

5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

6. Prepare resources use cost estimates for Planning:

- Make sure estimates are updated with actual costs as they become available.
- Make sure information is provided to Planning according to Planning's schedule.

## Cost Unit Leader Position Checklist

7. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections— use of high cost equipment may have justifications unknown to Finance/Administration.

8. Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:

- Agency, contract, and/or mutual aid equipment costs.
- Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to agency facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

9. Ensure that all cost documents are accurately prepared.

10. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

11. Provide briefing to relief on current activity and unusual events.

12. Document all activity on Unit Log (ICS Form 214).



EMERGENCY MANAGEMENT  
611 West Main Street  
Marshall, MN 56258  
(507) 537-7000

## VOLUNTEER LIABILITY RELEASE FORM

I, \_\_\_\_\_, acknowledge and state the following:

I have chosen to travel to the worksite to volunteer (uncompensated) in response to a disaster or critical event within the City of Marshall.

I understand that this work may entail a risk of physical injury and could involve hard physical labor, heavy lifting and other strenuous activity. I further understand that some activities may take place on ladders and building framing other than at ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project.

In the event that the local disaster response agency arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock-up or security for any items. I will hold them harmless in the event of theft resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations are in effect for the accommodations at the time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold the disaster response agency, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation, and travel and/or lodging associated therewith, including any damage which may be caused by their own negligence.

Print Legal Name: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Person to Contact in Case of Emergency: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_



EMERGENCY MANAGEMENT  
611 West Main Street  
Marshall, MN 56258  
(507) 537-7000

## MINOR PARTICIPANT LIABILITY RELEASE FORM

I, \_\_\_\_\_, acknowledge and state the following:

My son/daughter has chosen to travel to the worksite to volunteer (uncompensated) in response to a disaster or critical event within the City of Marshall.

I understand that this work may entail a risk of physical injury and could involve hard physical labor, heavy lifting and other strenuous activity. I further understand that some activities may take place on ladders and building framing other than at ground level. I certify that my son/daughter is in good health and physically able to perform this type of work.

I understand that my son/daughter is engaging in this project at his/her own risk. My son/daughter assumes all risk and responsibility for any damage or injury to their property or any personal injury they may sustain while involved in this project.

In the event that the local disaster response agency arranges accommodations, my son/daughter understands that the response agency is not responsible or liable for personal effects and property and that they will not provide lock-up or security for any items. My son/daughter and I will hold them harmless in the event of theft resulting from any source or cause. My son/daughter further understands that they are to abide by whatever rules and regulations are in effect for the accommodations at the time.

By signing my son/daughter and my estate and my heirs, release, discharge, indemnify and forever hold the disaster response agency, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my son/daughter participation, and travel and/or lodging associated therewith, including any damage which may be caused by their own negligence.

Print Son/Daughter Legal Name: \_\_\_\_\_

Son/Daughter Signature: \_\_\_\_\_

Print Parent or Guardian Legal Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

# ICS Form 201

ANNEX B [ATTACHMENT 22B](#)

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: HHMM
<b>4. Map/Sketch</b> (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 		
<b>5. Situation Summary and Health and Safety Briefing</b> (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
<b>6. Prepared by:</b> Name: _____ Position/Title: _____		Signature: _____
ICS 201, Page 1		Date/Time: _____



**INCIDENT BRIEFING (ICS 201)**

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: HHMM
<b>9. Current Organization</b> (fill in additional organization as appropriate):		
<pre> graph TD     IC[Incident Commander] --- LO[Liaison Officer]     IC --- SO[Safety Officer]     IC --- PIO[Public Information Officer]     IC --- OSC[Operations Section Chief]     IC --- PSC[Planning Section Chief]     IC --- LSC[Logistics Section Chief]     IC --- FASC[Finance/Admin Section Chief]     </pre>		
<b>6. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____		
<b>ICS 201, Page 3</b>		Date/Time: _____



# ICS Form 201

## ICS 201 Incident Briefing

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

**Notes:**

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Date/Time Initiated</b> • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	<b>Map/Sketch</b> (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology.  If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209).  North should be at the top of page unless noted otherwise.
5	<b>Situation Summary and Health and Safety Briefing</b> (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	<b>Prepared by</b> • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	<b>Current and Planned Objectives</b>	Enter the objectives used on the incident and note any specific problem areas.

# ICS Form 201

Block Number	Block Title	Instructions
8	<b>Current and Planned Actions, Strategies, and Tactics</b> <ul style="list-style-type: none"> <li>• Time</li> <li>• Actions</li> </ul>	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	<b>Current Organization</b> (fill in additional organization as appropriate) <ul style="list-style-type: none"> <li>• Incident Commander(s)</li> <li>• Liaison Officer</li> <li>• Safety Officer</li> <li>• Public Information Officer</li> <li>• Planning Section Chief</li> <li>• Operations Section Chief</li> <li>• Finance/Administration Section Chief</li> <li>• Logistics Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Enter on the organization chart the names of the individuals assigned to each position.</li> <li>• Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.</li> <li>• If Unified Command is being used, split the Incident Commander box.</li> <li>• Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li> </ul>
10	<b>Resource Summary</b>	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

[Return to Forms- Attachment 22](#)

# ICS Form 202

## ATTACHMENT 22C

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

### INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b>	<b>2. Operational Period:</b>	Date From: Date Time From: HHMM	Date To: Date Time To: HHMM
<b>3. Objective(s):</b>			
<b>4. Operational Period Command Emphasis:</b>			
General Situational Awareness			
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b> _____			
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):			
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/>	_____
<input type="checkbox"/> ICS 206		<input type="checkbox"/>	_____
<b>7. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
<b>8. Approved by Incident Commander:</b> Name: _____ Signature: _____			
ICS 202	IAP Page	Date/Time: Date	

# ICS Form 202

## ICS 202 Incident Objectives

**Purpose.** The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

**Preparation.** The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

**Distribution.** The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

**Notes:**

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident. If needed, an incident number can be added.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Objective(s)</b>	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <b>S</b> pecific – Is the wording precise and unambiguous? <b>M</b> easurable – How will achievements be measured? <b>A</b> ction-oriented – Is an action verb used to describe expected accomplishments? <b>R</b> ealistic – Is the outcome achievable with given available resources? <b>T</b> ime-sensitive – What is the timeframe?
4	<b>Operational Period Command Emphasis</b>	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	<b>Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	<b>Approved Site Safety Plan(s) Located At</b>	Enter the location of the approved Site Safety Plan(s).

## ICS Form 202

Block Number	Block Title	Instructions
6	<p><b>Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 203</li> <li><input type="checkbox"/> ICS 204</li> <li><input type="checkbox"/> ICS 205</li> <li><input type="checkbox"/> ICS 205A</li> <li><input type="checkbox"/> ICS 206</li> <li><input type="checkbox"/> ICS 207</li> <li><input type="checkbox"/> ICS 208</li> <li><input type="checkbox"/> Map/Chart</li> <li><input type="checkbox"/> Weather Forecast/Tides/Currents</li> </ul> <p>Other Attachments:</p>	<p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ICS 203 – Organization Assignment List</li> <li><input type="checkbox"/> ICS 204 – Assignment List</li> <li><input type="checkbox"/> ICS 205 – Incident Radio Communications Plan</li> <li><input type="checkbox"/> ICS 205A – Communications List</li> <li><input type="checkbox"/> ICS 206 – Medical Plan</li> <li><input type="checkbox"/> ICS 207 – Incident Organization Chart</li> <li><input type="checkbox"/> ICS 208 – Safety Message/Plan</li> </ul>
7	<p><b>Prepared by</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> </ul>	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>
8	<p><b>Approved by Incident Commander</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	<p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p>

[Return to Forms- Attachment 22](#)

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# ICS Form 203

## ATTACHMENT 22D

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

### ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		<b>Branch</b>			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
<b>4. Agency/Organization Representatives:</b>			Division/Group		
Agency/Organization	Name	Division/Group			
		<b>Branch</b>			
		Branch Director			
		Deputy			
<b>5. Planning Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		<b>Air Operations Branch</b>			
<b>Support Branch</b>		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit					
Ground Support Unit		<b>8. Finance/Administration Section:</b>			
<b>Service Branch</b>		Chief			
Director		Deputy			
Communications Unit		Time Unit			
Medical Unit		Procurement Unit			
Food Unit		Comp/Claims Unit			
		Cost Unit			
<b>9. Prepared by:</b> Name:		Position/Title:		Signature: _____	
ICS 203	IAP Page	Date/Time: Date			

# ICS Form 203

## ICS 203

### Organization Assignment List

**Purpose.** The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

**Preparation.** The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

**Distribution.** The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

**Notes:**

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Incident Commander(s) and Command Staff</b> <ul style="list-style-type: none"> <li>• IC/UCs</li> <li>• Deputy</li> <li>• Safety Officer</li> <li>• Public Information Officer</li> <li>• Liaison Officer</li> </ul>	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	<b>Agency/Organization Representatives</b> <ul style="list-style-type: none"> <li>• Agency/Organization</li> <li>• Name</li> </ul>	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	<b>Planning Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Resources Unit</li> <li>• Situation Unit</li> <li>• Documentation Unit</li> <li>• Demobilization Unit</li> <li>• Technical Specialists</li> </ul>	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

# ICS Form 203

Block Number	Block Title	Instructions
6	<b>Logistics Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> </ul> <b>Support Branch</b> <ul style="list-style-type: none"> <li>• Director</li> <li>• Supply Unit</li> <li>• Facilities Unit</li> <li>• Ground Support Unit</li> </ul> <b>Service Branch</b> <ul style="list-style-type: none"> <li>• Director</li> <li>• Communications Unit</li> <li>• Medical Unit</li> <li>• Food Unit</li> </ul>	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<b>Operations Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Staging Area</li> </ul> <b>Branch</b> <ul style="list-style-type: none"> <li>• Branch Director</li> <li>• Deputy</li> <li>• Division/Group</li> </ul> <b>Air Operations Branch</b> <ul style="list-style-type: none"> <li>• Air Operations Branch Director</li> </ul>	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<b>Finance/Administration Section</b> <ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy</li> <li>• Time Unit</li> <li>• Procurement Unit</li> <li>• Compensation/Claims Unit</li> <li>• Cost Unit</li> </ul>	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

[Return to Forms- Attachment 22](#)

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# ICS Form 204

## ICS 204 Assignment List

**Purpose.** The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

**Distribution.** The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

### Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Branch</b> <b>Division</b> <b>Group</b> <b>Staging Area</b>	This block is for use in a large IAP for reference only.  Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	<b>Operations Personnel</b> <ul style="list-style-type: none"> <li>• Name, Contact Number(s) <ul style="list-style-type: none"> <li>– Operations Section Chief</li> <li>– Branch Director</li> <li>– Division/Group Supervisor</li> </ul> </li> </ul>	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	<b>Resources Assigned</b>	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

## ICS Form 204

Block Number	Block Title	Instructions
6	<b>Work Assignments</b>	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	<b>Special Instructions</b>	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	<b>Communications</b> (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> <li>• Name/Function</li> <li>• Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</li> </ul>	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)

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# ICS Form 205

## ICS 205 Incident Radio Communications Plan

**Purpose.** The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

**Preparation.** The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

**Distribution.** The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

**Notes:**

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Date/Time Prepared</b>	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	<b>Basic Radio Channel Use</b>	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.	

## ICS Form 205

Block Number	Block Title	Instructions
<b>4</b> (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
<b>5</b>	<b>Special Instructions</b>	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
<b>6</b>	<b>Prepared by</b> (Communications Unit Leader) <ul style="list-style-type: none"> <li>• Name</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)

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**ICS Form 206**

**ATTACHMENT 22G**

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

**MEDICAL PLAN (ICS 206)**

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>		Date From: Date	Date To: Date		
				Time From: HHMM	Time To: HHMM		
<b>3. Medical Aid Stations:</b>							
Name	Location	Contact Number(s)/Frequency		Paramedics on Site?			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>4. Transportation</b> (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency		Level of Service			
				<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
				<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
				<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
				<input type="checkbox"/> ALS <input type="checkbox"/> BLS			
<b>5. Hospitals:</b>							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
<b>7. Prepared by</b> (Medical Unit Leader):				Name: _____		Signature: _____	
<b>8. Approved by</b> (Safety Officer):				Name: _____		Signature: _____	
ICS 206	IAP Page	Date/Time: Date					

# ICS Form 206

## ICS 206 Medical Plan

**Purpose.** The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

**Preparation.** The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

**Distribution.** The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

**Notes:**

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Medical Aid Stations</b>	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	<b>Transportation</b> (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

## ICS Form 206

Block Number	Block Title	Instructions
5	<b>Hospitals</b>	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> <li>Hospital Name</li> </ul>	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> <li>Address, Latitude &amp; Longitude if Helipad</li> </ul>	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> <li>Contact Number(s)/ Frequency</li> </ul>	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> <li>Travel Time                             <ul style="list-style-type: none"> <li>Air</li> <li>Ground</li> </ul> </li> </ul>	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> <li>Trauma Center <input type="checkbox"/> Yes Level: _____</li> </ul>	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> <li>Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> <li>Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	<b>Special Medical Emergency Procedures</b>	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	<b>Prepared by</b> (Medical Unit Leader) <ul style="list-style-type: none"> <li>Name</li> <li>Signature</li> </ul>	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	<b>Approved by</b> (Safety Officer) <ul style="list-style-type: none"> <li>Name</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

[Return to Forms- Attachment 22](#)

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**ICS Form 207**

**ATTACHMENT 22H**

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

**INCIDENT ORGANIZATION CHART (ICS 207)**

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: Date Time From: HHMM		<b>2. Operational Period:</b> Date To: Date Time To: HHMM	
<b>3. Organization Chart</b>					
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">Incident Commander</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">Liaison Officer</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">Safety Officer</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">Public Information Officer</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Operations Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Staging Area Manager</div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <div style="width: 20%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Planning Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Resource Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Situation Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Documentation Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Demobilization Unit Ldr.</div> </div> <div style="width: 20%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Logistics Section Chief</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Support Branch Dir.</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Services Branch Dir.</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Supply Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Comm. Unit Ldr.</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Facilities Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Medical Unit Ldr.</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Ground Spt. Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Food Unit Ldr.</div> </div> </div> <div style="width: 20%;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Finance/Admin Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Time Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Procurement Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Comp./Claims Unit Ldr.</div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Cost Unit Ldr.</div> </div> </div>					
ICS 207	IAP Page	<b>4. Prepared by:</b> Name:		Position/Title:	Signature: _____
				Date/Time:	

# ICS Form 207

## ICS 207 Incident Organization Chart

**Purpose.** The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

**Preparation.** The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

**Distribution.** The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

### Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Print the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Organization Chart</b>	<ul style="list-style-type: none"><li>• Complete the incident organization chart.</li><li>• For all individuals, use at least the first initial and last name.</li><li>• List agency where it is appropriate, such as for Unified Commanders.</li><li>• If there is a shift change during the specified operational period, list both names, separated by a slash.</li></ul>
4	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)



# ICS Form 208

## ICS 208

### Safety Message/Plan

**Purpose.** The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

**Preparation.** The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

**Distribution.** The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

**Notes:**

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan</b>	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	<b>Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	<b>Approved Site Safety Plan(s) Located At</b>	Enter where the approved Site Safety Plan(s) is located.
5	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)

**ICS Form 209**

**ATTACHMENT 22J**

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

**INCIDENT STATUS SUMMARY (ICS 209)**

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>*3. Report Version</b> (check one box on left):  <input type="checkbox"/> Initial      Rpt # <input type="checkbox"/> Update      (if used): <input type="checkbox"/> Final	<b>*4. Incident Commander(s) &amp; Agency or Organization:</b>		<b>5. Incident Management Organization:</b>
<b>7. Current Incident Size or Area Involved</b> (use unit label – e.g., “sq mi,” “city block”):	<b>8. Percent (%) Contained</b>  Completed	<b>*9. Incident Definition:</b>	<b>10. Incident Complexity Level:</b>
<b>*11. For Time Period:</b> From Date/Time: _____ To Date/Time: _____			

**Approval & Routing Information**

<b>*12. Prepared By:</b> Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	<b>*13. Date/Time Submitted</b>  Time Zone: _____
<b>*14. Approved By:</b> Print Name: _____ ICS Position: _____ Signature: _____	<b>*15. Primary Location, Organization, or Agency Sent To:</b>

**Incident Location Information**

<b>*16. State:</b>	<b>*17. County/Parish/Borough:</b>	<b>*18. City:</b>
<b>19. Unit or Other:</b>	<b>*20. Incident Jurisdiction:</b>	<b>21. Incident Location Ownership</b> (if different than jurisdiction):
<b>22. Longitude</b> (indicate format): <b>Latitude</b> (indicate format):	<b>23. US National Grid Reference:</b>	<b>24. Legal Description</b> (township, section, range):
<b>*25. Short Location or Area Description</b> (list all affected areas or a reference point):		<b>26. UTM Coordinates:</b>
<b>27. Note any electronic geospatial data included or attached</b> (indicate data format, content, and collection time information and labels):		

**Incident Summary**

<b>*28. Significant Events for the Time Period Reported</b> (summarize significant progress made, evacuations, incident growth, etc.):				
<b>29. Primary Materials or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
<b>30. Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	<b>A. Structural Summary</b>	<b>B. # Threatened</b> (72 hrs)	<b>C. # Damaged</b>	<b>D. # Destroyed</b>
	<b>E. Single Residences</b>			
	<b>F. Nonresidential Commercial Property</b>			
	<b>Other Minor Structures</b>			
	<b>Other</b>			

INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>Additional Incident Decision Support Information</b>			
<b>*31. Public Status Summary:</b>	A. # This Reporting Period	B. Total # to Date	<b>*32. Responder Status Summary:</b>
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>
D. Fatalities			D. Fatalities
E. With Injuries/Illness			E. With Injuries/Illness
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue
G. Missing (note if estimated)			G. Missing
H. Evacuated (note if estimated)			H. Sheltering in Place
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations
J. In Temporary Shelters (note if est.)			J. Require Immunizations
K. Have Received Mass Immunizations			K. In Quarantine
L. Require Immunizations (note if est.)			
M. In Quarantine			
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>
<b>33. Life, Safety, and Health Status/Threat Remarks:</b>			<b>*34. Life, Safety, and Health Threat Management:</b>
			A. Check if Active
			A. No Likely Threat <input type="checkbox"/>
			B. Potential Future Threat <input type="checkbox"/>
			C. Mass Notifications in Progress <input type="checkbox"/>
			D. Mass Notifications Completed <input type="checkbox"/>
			E. No Evacuation(s) Imminent <input type="checkbox"/>
			F. Planning for Evacuation <input type="checkbox"/>
			G. Planning for Shelter-in-Place <input type="checkbox"/>
			H. Evacuation(s) in Progress <input type="checkbox"/>
			I. Shelter-in-Place in Progress <input type="checkbox"/>
			J. Repopulation in Progress <input type="checkbox"/>
			K. Mass Immunization in Progress <input type="checkbox"/>
			L. Mass Immunization Complete <input type="checkbox"/>
			M. Quarantine in Progress <input type="checkbox"/>
			N. Area Restriction in Effect <input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
<b>35. Weather Concerns</b> (synopsis of current and predicted weather; discuss related factors that may cause concern):			
<b>36. Projected Incident Activity, Potential, Movement, Escalation, or Spread</b> and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:			
12 hours:			
24 hours:			
48 hours:			
72 hours:			
Anticipated after 72 hours:			
<b>37. Strategic Objectives</b> (define planned end-state for incident):			
ICS 209, Page 2 of		* Required when applicable.	

**INCIDENT STATUS SUMMARY (ICS 209)**

<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
<i>Additional Incident Decision Support Information (continued)</i>	
<p><b>38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</b> Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p><b>12 hours:</b></p> <p><b>24 hours:</b></p> <p><b>48 hours:</b></p> <p><b>72 hours:</b></p> <p><b>Anticipated after 72 hours:</b></p>	
<p><b>39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives.</b> List resource category, kind, and/or type, and amount needed, in priority order:</p> <p><b>12 hours:</b></p> <p><b>24 hours:</b></p> <p><b>48 hours:</b></p> <p><b>72 hours:</b></p> <p><b>Anticipated after 72 hours:</b></p>	
<p><b>40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</b></p> <ul style="list-style-type: none"> <li>1) critical resource needs identified above,</li> <li>2) the Incident Action Plan and management objectives and targets,</li> <li>3) anticipated results.</li> </ul> <p><b>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</b></p>	
<b>41. Planned Actions for Next Operational Period:</b>	
<b>42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):</b>	
<b>43. Anticipated Incident Management Completion Date:</b>	
<b>44. Projected Significant Resource Demobilization Start Date:</b>	
<b>45. Estimated Incident Costs to Date:</b>	
<b>46. Projected Final Incident Cost Estimate:</b>	
<b>47. Remarks (or continuation of any blocks above – list block number in notation):</b>	
ICS 209, Page 3 of	* Required when applicable.



# ICS Form 209

## ICS 209 Incident Status Summary

**Purpose.** The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

**Reporting Requirements.** The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

**Preparation.** When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

## ICS Form 209

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

**Distribution.** ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms **MUST** be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

### Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	<p><b>REQUIRED BLOCK.</b></p> <ul style="list-style-type: none"> <li>• Enter the full name assigned to the incident.</li> <li>• Check spelling of the full incident name.</li> <li>• For an incident that is a Complex, use the word "Complex" at the end of the incident name.</li> <li>• If the name changes, explain comments in Remarks, Block 47.</li> <li>• Do not use the same incident name for different incidents in the same calendar year.</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
2	<b>Incident Number</b>	<ul style="list-style-type: none"> <li>Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.</li> <li>Examples include:               <ul style="list-style-type: none"> <li>A computer-aided dispatch (CAD) number.</li> <li>An accounting number.</li> <li>A county number.</li> <li>A disaster declaration number.</li> <li>A combination of the State, unit/agency ID, and a dispatch system number.</li> <li>A mission number.</li> <li>Any other unique number assigned to the incident and derived by means other than those above.</li> </ul> </li> <li>Make sure the number entered is correct.</li> <li>Do not use the same incident number for two different incidents in the same calendar year.</li> <li>Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.</li> </ul>
*3	<b>Report Version</b> (check one box on left)	<b>REQUIRED BLOCK.</b> <ul style="list-style-type: none"> <li>This indicates the current version of the ICS 209 form being submitted.</li> <li>If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").</li> </ul>
	<input type="checkbox"/> Initial	Check "Initial" if this is the first ICS 209 for this incident.
	<input type="checkbox"/> Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	<input type="checkbox"/> Final	<ul style="list-style-type: none"> <li>Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction).</li> <li>Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).</li> </ul>
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
*4	<b>Incident Commander(s) &amp; Agency or Organization</b>	<b>REQUIRED BLOCK.</b> <ul style="list-style-type: none"> <li>Enter both the first and last name of the Incident Commander.</li> <li>If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB</li> </ul>
5	<b>Incident Management Organization</b>	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

# ICS Form 209

Block Number	Block Title	Instructions
*6	<b>Incident Start Date/Time</b>	<b>REQUIRED.</b> This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	<b>Current Incident Size or Area Involved</b> (use unit label – e.g., "sq mi," "city block")	<ul style="list-style-type: none"> <li>Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.).</li> <li>Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47).</li> <li>Indicate that the size is an estimate, if a more specific figure is not available.</li> <li>Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives.</li> <li>If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47).</li> <li>The incident may be one part of a much larger event (refer to introductory instructions under "Preparation"). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.</li> </ul>
8	<b>Percent (%) Contained or Completed</b> (circle one)	<ul style="list-style-type: none"> <li>Enter the percent that this incident is completed or contained (e.g., 50%), with a % label.</li> <li>For example, a spill may be 65% contained, or flood response objectives may be 50% met.</li> </ul>
*9	<b>Incident Definition</b>	<b>REQUIRED BLOCK.</b> Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	<b>Incident Complexity Level</b>	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	<b>For Time Period</b>	<b>REQUIRED BLOCK.</b> <ul style="list-style-type: none"> <li>Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started.</li> <li>The time period may include one or more operational periods, based on agency/organizational reporting requirements.</li> </ul>
	From Date/Time	<ul style="list-style-type: none"> <li>Enter the start date (month/day/year).</li> <li>Enter the start time (using the 24-hour clock).</li> </ul>
	To Date/Time	<ul style="list-style-type: none"> <li>Enter the end date (month/day/year).</li> <li>Enter the end time (using the 24-hour clock).</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
<b>APPROVAL &amp; ROUTING INFORMATION</b>		
*12	<b>Prepared By</b>	<b>REQUIRED BLOCK.</b> When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	<b>Date/Time Submitted</b>	<b>REQUIRED.</b> Enter the submission date (month/day/year) and time (using the 24-hour clock).
	<b>Time Zone</b>	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	<b>Approved By</b>	<b>REQUIRED.</b> When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	<b>Primary Location, Organization, or Agency Sent To</b>	<b>REQUIRED BLOCK.</b> Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
<b>INCIDENT LOCATION INFORMATION</b>		
<ul style="list-style-type: none"> <li>• Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems.</li> <li>• As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident.</li> <li>• Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information.</li> <li>• Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.</li> </ul>		
*16	<b>State</b>	<b>REQUIRED BLOCK WHEN APPLICABLE.</b> <ul style="list-style-type: none"> <li>• Enter the State where the incident originated.</li> <li>• If other States or jurisdictions are involved, enter them in Block 25 or Block 44.</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
*17	<b>County / Parish / Borough</b>	<b>REQUIRED BLOCK WHEN APPLICABLE.</b> <ul style="list-style-type: none"> <li>Enter the county, parish, or borough where the incident originated.</li> <li>If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.</li> </ul>
*18	<b>City</b>	<b>REQUIRED BLOCK WHEN APPLICABLE.</b> <ul style="list-style-type: none"> <li>Enter the city where the incident originated.</li> <li>If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.</li> </ul>
19	<b>Unit or Other</b>	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	<b>Incident Jurisdiction</b>	<b>REQUIRED BLOCK WHEN APPLICABLE.</b> Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	<b>Incident Location Ownership</b> (if different than jurisdiction)	<ul style="list-style-type: none"> <li>When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction.</li> <li>This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.</li> </ul>
22	<b>22. Longitude</b> (indicate format):  <b>Latitude</b> (indicate format):	<ul style="list-style-type: none"> <li>Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident.</li> <li>Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."</li> </ul>
23	<b>US National Grid Reference</b>	<ul style="list-style-type: none"> <li>Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.</li> <li>Clearly label the data.</li> </ul>
24	<b>Legal Description</b> (township, section, range)	<ul style="list-style-type: none"> <li>Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.</li> <li>Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).</li> </ul>
*25	<b>Short Location or Area Description</b> (list all affected areas or a reference point)	<b>REQUIRED BLOCK.</b> <ul style="list-style-type: none"> <li>List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO").</li> <li>This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map.</li> <li>Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).</li> </ul>
26	<b>UTM Coordinates</b>	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

# ICS Form 209

Block Number	Block Title	Instructions
27	<b>Note any electronic geospatial data included or attached</b> (indicate data format, content, and collection time information and labels)	<ul style="list-style-type: none"> <li>Indicate whether and how geospatial data is included or attached.</li> <li>Utilize common and open geospatial data standards.</li> <li><b>WARNING:</b> Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically.</li> <li><b>NOTE:</b> Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline).</li> <li><b>NOTE:</b> Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc.</li> <li><b>NOTE:</b> Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests.</li> <li><b>NOTE:</b> Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.</li> </ul>
<b>INCIDENT SUMMARY</b>		
*28	<b>Significant Events for the Time Period Reported</b> (summarize significant progress made, evacuations, incident growth, etc.)	<p><b>REQUIRED BLOCK.</b></p> <ul style="list-style-type: none"> <li>Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul style="list-style-type: none"> <li>Road closures.</li> <li>Evacuations.</li> <li>Progress made and accomplishments.</li> <li>Incident command transitions.</li> <li>Repopulation of formerly evacuated areas and specifics.</li> <li>Containment.</li> </ul> </li> <li>Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47.</li> <li>Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered.</li> <li>This block may be used for a single-paragraph synopsis of overall incident status.</li> </ul>
29	<b>Primary Materials or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	<ul style="list-style-type: none"> <li>When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident.</li> <li>Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.</li> </ul>
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

# ICS Form 209

Block Number	Block Title	Instructions
30	<b>Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	<ul style="list-style-type: none"> <li>• Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period, and cumulatively.</li> <li>• Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed.</li> <li>• Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts.</li> <li>• Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.</li> </ul>
	<b>A. Structural Summary</b>	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.	

# ICS Form 209

Block Number	Block Title	Instructions
<b>ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)</b>		
*31	<b>Public Status Summary</b>	<ul style="list-style-type: none"> <li>This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below.</li> <li>Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33).</li> <li>Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.</li> <li><b>NOTE:</b> <i>Do not estimate any fatality information.</i></li> <li><b>NOTE:</b> Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li><b>NOTE:</b> Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> <li>Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</li> <li>For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.</li> </ul> </li> <li><b>NOTE:</b> When providing an estimated value, denote in parenthesis: "est."</li> </ul> <p><b><u>Handling Sensitive Information</u></b></p> <ul style="list-style-type: none"> <li>Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.</li> <li>Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.</li> <li>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.</li> </ul>
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> <li>Enter the total number of individuals impacted in each category for the entire duration of the incident.</li> <li>This is a cumulative total number that should be adjusted each reporting period.</li> </ul>
	C. Indicate Number of Civilians (Public) Below	<ul style="list-style-type: none"> <li>For lines 31D–M below, enter the number of civilians affected for each category.</li> <li>Indicate if numbers are estimates, for those blocks where this is an option.</li> <li>Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.</li> </ul>
	D. Fatalities	<ul style="list-style-type: none"> <li>Enter the number of <i>confirmed</i> civilian/public fatalities.</li> <li>See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.</li> </ul>

**ICS Form 209**

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
<b>*31</b> (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
<b>*32</b>	<b>Responder Status Summary</b>	<ul style="list-style-type: none"> <li>This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N.</li> <li>Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident.</li> <li>Explain or describe the nature of any reported injuries, illness, or other activities in Block 33.</li> <li><b>NOTE:</b> Do not estimate any fatality information or responder status information.</li> <li><b>NOTE:</b> Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li><b>NOTE:</b> Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</li> </ul> <p><b>Handling Sensitive Information</b></p> <ul style="list-style-type: none"> <li>Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.</li> <li>Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.</li> <li>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
<b>*32</b> (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> <li>Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident.</li> <li>This is a <i>cumulative</i> total number that should be adjusted each reporting period.</li> </ul>
	C. Indicate Number of Responders Below	<ul style="list-style-type: none"> <li>For lines 32D–M below, enter the number of responders relevant for each category.</li> <li>Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.</li> </ul>
	D. Fatalities	<ul style="list-style-type: none"> <li>Enter the number of <i>confirmed</i> responder fatalities.</li> <li>See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.</li> </ul>
	E. With Injuries/Illness	<ul style="list-style-type: none"> <li>Enter the number of incident responders with serious injuries or illnesses due to the incident.</li> <li><i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i></li> </ul>
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
<b>33</b>	<b>Life, Safety, and Health Status/Threat Remarks</b>	<ul style="list-style-type: none"> <li>Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31.</li> <li>This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li>Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment.</li> <li>Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties.</li> <li>Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
<b>*34</b>	<b>Life, Safety, and Health Threat Management</b>	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	<ul style="list-style-type: none"> <li>• Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident.</li> <li>• These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system.</li> <li>• Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”).</li> </ul>
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.	
P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.	

# ICS Form 209

Block Number	Block Title	Instructions
35	<b>Weather Concerns</b> (synopsis of current and predicted weather; discuss related factors that may cause concern)	<ul style="list-style-type: none"> <li>• Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.</li> <li>• Include current and/or predicted weather factors, and the timeframe for predictions.</li> <li>• Include relevant factors such as:               <ul style="list-style-type: none"> <li>○ Wind speed (label units, such as mph).</li> <li>○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”).</li> <li>○ Temperature (label units, such as F).</li> <li>○ Relative humidity (label %).</li> <li>○ Watches.</li> <li>○ Warnings.</li> <li>○ Tides.</li> <li>○ Currents.</li> </ul> </li> <li>• Any other weather information relative to the incident, such as flooding, hurricanes, etc.</li> </ul>
36	<b>Projected Incident Activity, Potential, Movement, Escalation, or Spread</b> and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes <b>12 hours</b> <b>24 hours</b> <b>48 hours</b> <b>72 hours</b> <b>Anticipated after 72 hours</b>	<ul style="list-style-type: none"> <li>• Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes.</li> <li>• Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes.</li> <li>• Include an estimate of the acreage or area that will likely be affected.</li> <li>• If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.</li> </ul>
37	<b>Strategic Objectives</b> (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
<b>ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3)</b>		
38	<b>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</b> Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. <b>12 hours</b> <b>24 hours</b> <b>48 hours</b> <b>72 hours</b> <b>Anticipated after 72 hours</b>	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

# ICS Form 209

Block Number	Block Title	Instructions
39	<p><b>Critical Resource Needs</b> in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p><b>12 hours</b>  <b>24 hours</b>  <b>48 hours</b>  <b>72 hours</b>  <b>Anticipated after 72 hours</b></p>	<ul style="list-style-type: none"> <li>• List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i></li> <li>• Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.</li> <li>• If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels.</li> <li>• Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed.</li> <li>• More than one resource need may be listed for each timeframe. For example, a list could include:             <ul style="list-style-type: none"> <li>○ <u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams</li> <li>○ <u>48 hrs</u>: Mobile Communications Unit (Law/Fire)</li> <li>○ <u>After 72 hrs</u>: 1 Type 2 Incident Management Team</li> </ul> </li> <li>• Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid.             <ul style="list-style-type: none"> <li>○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42.</li> <li>○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”).</li> </ul> </li> <li>• Do not use this block for noncritical resources.</li> </ul>
40	<p><b>Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</b></p> <p>1) critical resource needs identified above,                  2) the Incident Action Plan and management objectives and targets,                  3) anticipated results.</p> <p><b>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</b></p>	<ul style="list-style-type: none"> <li>• Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan.</li> <li>• Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints.</li> <li>• Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion.</li> <li>• Explain major problems and concerns as indicated.</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
41	<b>Planned Actions for Next Operational Period</b>	<ul style="list-style-type: none"> <li>• Provide a short summary of actions planned for the next operational period.</li> <li>• Examples:               <ul style="list-style-type: none"> <li>○ "The current Incident Management Team will transition out to a replacement IMT."</li> <li>○ "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports."</li> <li>○ "Continue refining mapping of the recovery operations and damaged assets using GPS."</li> <li>○ "Initiate removal of unauthorized food vendors."</li> </ul> </li> </ul>
42	<b>Projected Final Incident Size/Area</b> (use unit label – e.g., "sq mi")	<ul style="list-style-type: none"> <li>• Enter an estimate of the total area likely to be involved or affected over the course of the incident.</li> <li>• Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc.</li> <li>• Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.</li> </ul>
43	<b>Anticipated Incident Management Completion Date</b>	<ul style="list-style-type: none"> <li>• Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued.</li> <li>• Avoid leaving this block blank if possible, as this is important information for managers.</li> </ul>
44	<b>Projected Significant Resource Demobilization Start Date</b>	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	<b>Estimated Incident Costs to Date</b>	<ul style="list-style-type: none"> <li>• Enter the estimated total incident costs to date for the entire incident based on currently available information.</li> <li>• Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy.</li> <li>• This does not include damage assessment figures, as they are impacts from the incident and not response costs.</li> <li>• If costs decrease, explain in Remarks (Block 47).</li> <li>• If additional space is required, please add as an attachment.</li> </ul>
46	<b>Projected Final Incident Cost Estimate</b>	<ul style="list-style-type: none"> <li>• Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information.</li> <li>• This does not include damage assessment figures, as they are impacts from the incident and not response costs.</li> <li>• If additional space is required, please add as an attachment.</li> </ul>

# ICS Form 209

Block Number	Block Title	Instructions
47	<b>Remarks</b> (or continuation of any blocks above – list block number in notation)	<ul style="list-style-type: none"> <li>• Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.</li> <li>• List the block number for any information continued from a previous block.</li> <li>• Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.</li> <li>• For Complexes that include multiple incidents, list all sub-incidents included in the Complex.</li> <li>• List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:             <ul style="list-style-type: none"> <li>○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or</li> <li>○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).</li> </ul> </li> <li>• Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).</li> <li>• This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).</li> <li>• Attach additional pages if it is necessary to include additional comments in the Remarks section.</li> </ul>
<b>INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)</b>		
<ul style="list-style-type: none"> <li>• This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.</li> <li>• Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have <i>not</i> yet arrived.</li> </ul> <p><u>For summarizing:</u></p> <ul style="list-style-type: none"> <li>• When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,             <ul style="list-style-type: none"> <li>○ Group State, local, county, city, or Federal responders together under such headings, or</li> <li>○ Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).</li> </ul> </li> <li>• On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.</li> </ul>		

# ICS Form 209

Block Number	Block Title	Instructions
48	<b>Agency or Organization</b>	<ul style="list-style-type: none"> <li>List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.</li> <li>List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.</li> <li>Agencies or organizations may be listed individually or in groups.</li> <li>When resources are grouped together, individual agencies or organizations may be listed below in Block 53.</li> <li>Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.               <ul style="list-style-type: none"> <li>These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.</li> <li>For example:                   <ul style="list-style-type: none"> <li><i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel).</li> <li><i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel).</li> </ul> </li> </ul> </li> <li>Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.</li> </ul>
49	<b>Resources</b> (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	<ul style="list-style-type: none"> <li>List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.               <ul style="list-style-type: none"> <li>Examples: Type 1 Fire Engines, Type 4 Helicopters</li> </ul> </li> <li>Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.               <ul style="list-style-type: none"> <li>These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.</li> <li>For example:                   <ul style="list-style-type: none"> <li><i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel).</li> <li><i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel).</li> </ul> </li> </ul> </li> <li><b>NOTE:</b> One option is to group similar resources together when it is sensible to do so for the summary.               <ul style="list-style-type: none"> <li>For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each.</li> </ul> </li> <li><b>NOTE:</b> It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.</li> </ul>
50	<b>Additional Personnel</b> not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	<b>Total Personnel</b> (includes those associated with resources – e.g., aircraft or engines – and individual overhead)	<ul style="list-style-type: none"> <li>Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.</li> <li><b>WARNING:</b> Do not simply add the numbers across!</li> <li>The number of Total Personnel for each row should include <u>both</u>:               <ul style="list-style-type: none"> <li>The total number of personnel assigned to each of the resources listed in Block 49, and</li> <li>The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.</li> </ul> </li> </ul>
52	<b>Total Resources</b>	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of resources in Block 49, as personnel totals will be counted under Block 51.
53	<b>Additional Cooperating and Assisting Organizations Not Listed Above</b>	<ul style="list-style-type: none"> <li>List all agencies and organizations that are not directly involved in the incident, but are providing support.</li> <li>Examples may include ambulance services, Red Cross, DHS, utility companies, etc.</li> <li>Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).</li> </ul>

[Return to Forms- Attachment 22](#)

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# ICS Form 211

## ATTACHMENT 22K

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

### INCIDENT CHECK-IN LIST (ICS 211)

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>		<b>3. Check-In Location</b> (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other					<b>4. Start Date/Time:</b> Date: _____ Time: HHMM											
<b>Check-In Information</b> (use reverse of form for remarks or comments)																				
<b>5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:</b>								<b>6. Order Request #</b>	<b>7. Date/Time Check-In</b>	<b>8. Leader's Name</b>	<b>9. Total Number of Personnel</b>	<b>10. Incident Contact Information</b>	<b>11. Home Unit or Agency</b>	<b>12. Departure Point, Date and Time</b>	<b>13. Method of Travel</b>	<b>14. Incident Assignment</b>	<b>15. Other Qualifications</b>	<b>16. Data Provided to Resources Unit</b>		
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF														
<b>ICS 211</b>	<b>17. Prepared by:</b>		Name: _____		Position/Title: _____		Signature: _____			Date/Time: _____										

# ICS Form 211

## ICS 211 Incident Check-In List

**Purpose.** Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

**Preparation.** The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

**Distribution.** ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

**Notes:**

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Check-In Location</b> <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include...
4	<b>Start Date/Time</b> <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> </ul>	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

# ICS Form 211

Block Number	Block Title	Instructions
	<b>Check-In Information</b>	Self explanatory.
<b>5</b>	<b>List single resource personnel (overhead) by agency and name, OR list resources by the following format</b>	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
<b>6</b>	<b>Order Request #</b>	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
<b>7</b>	<b>Date/Time Check-In</b>	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
<b>8</b>	<b>Leader's Name</b>	<ul style="list-style-type: none"> <li>• For equipment, enter the operator's name.</li> <li>• Enter the Strike Team or Task Force leader's name.</li> <li>• Leave blank for single resource personnel (overhead).</li> </ul>
<b>9</b>	<b>Total Number of Personnel</b>	Enter total number of personnel associated with the resource. Include leaders.
<b>10</b>	<b>Incident Contact Information</b>	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
<b>11</b>	<b>Home Unit or Agency</b>	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
<b>12</b>	<b>Departure Point, Date and Time</b>	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
<b>13</b>	<b>Method of Travel</b>	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
<b>14</b>	<b>Incident Assignment</b>	Enter the incident assignment at time of dispatch.
<b>15</b>	<b>Other Qualifications</b>	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.
<b>16</b>	<b>Data Provided to Resources Unit</b>	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
<b>17</b>	<b>Prepared by</b>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
	<ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	

[Return to Forms- Attachment 22](#)

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# ICS Form 214

## ICS 214 Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

**Notes:**

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency</b> (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)

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# ICS Form 215

## ATTACHMENT 22M

Fillable form at <http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm>

### OPERATIONAL PLANNING WORKSHEET (ICS 215)

<b>1. Incident Name:</b>				<b>2. Operational Period:</b> Date From: Date Time From: HHMM				Date To: Date Time To: HHMM						
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources								7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req.											
			Have											
			Need											
			Req.											
			Have											
			Need											
			Req.											
			Have											
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			Req.											
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			Need											
			Req.											
			Have											
			Need											
			Req.											
			Have											
			Need											
		<b>11. Total Resources Required</b>	/ / / / / / / / / /											
		<b>12. Total Resources Have on Hand</b>	/ / / / / / / / / /											
		<b>13. Total Resources Need To Order</b>	/ / / / / / / / / /											
<b>ICS 215</b>													<b>14. Prepared by:</b>	
													Name: _____	
													Position/Title: _____	
													Signature: _____	
													Date/Time: Date	

# ICS Form 215

## ICS 215 Operational Planning Worksheet

**Purpose.** The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

**Preparation.** The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

**Distribution.** When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

**Notes:**

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Branch</b>	Enter the Branch of the work assignment for the resources.
4	<b>Division, Group, or Other</b>	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	<b>Work Assignment &amp; Special Instructions</b>	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	<b>Resources</b>	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	<b>Overhead Position(s)</b>	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	<b>Special Equipment &amp; Supplies</b>	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	<b>Reporting Location</b>	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	<b>Requested Arrival Time</b>	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

## ICS Form 215

Block Number	Block Title	Instructions
11	<b>Total Resources Required</b>	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	<b>Total Resources Have on Hand</b>	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	<b>Total Resources Need To Order</b>	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)

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# ICS Form 215A

## ICS 215A Incident Action Plan Safety Analysis

**Purpose.** The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

**Preparation.** The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

**Distribution.** When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

**Notes:**

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Date/Time Prepared</b>	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	<b>Incident Area</b>	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	<b>Hazards/Risks</b>	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	<b>Mitigations</b>	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	<b>Prepared by</b> (Safety Officer and Operations Section Chief) <ul style="list-style-type: none"><li>• Name</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

[Return to Forms- Attachment 22](#)

# ICS Form 221

## ATTACHMENT 220

### DEMOBILIZATION CHECK-OUT (ICS 221)

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>3. Planned Release Date/Time:</b> Date: _____ Time: HHMM		<b>4. Resource or Personnel Released:</b>	<b>5. Order Request Number:</b>
<b>6. Resource or Personnel:</b> You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).			
<b>LOGISTICS SECTION</b>			
	<b>Unit/Manager</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>			
<b>FINANCE/ADMINISTRATION SECTION</b>			
	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>OTHER SECTION/STAFF</b>			
	<b>Unit/Other</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>PLANNING SECTION</b>			
	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
<b>7. Remarks:</b>			
<b>8. Travel Information:</b>			
Estimated Time of Departure: _____		Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Destination: _____		Actual Release Date/Time: _____	
Travel Method: _____		Estimated Time of Arrival: _____	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact Information While Traveling: _____	
Number: _____		Area/Agency/Region Notified: _____	
<b>9. Reassignment Information:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Incident Name: _____		Incident Number: _____	
Location: _____		Order Request Number: _____	
<b>10. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
ICS 221		Date/Time: Date _____	

# ICS Form 221

## ICS 221 Demobilization Check-Out

**Purpose.** The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

**Preparation.** The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

**Distribution.** After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

**Notes:**

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Planned Release Date/Time</b>	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	<b>Resource or Personnel Released</b>	Enter name of the individual or resource being released.
5	<b>Order Request Number</b>	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	<b>Resource or Personnel</b> You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none"> <li>• Unit/Leader/Manager/Other</li> <li>• Remarks</li> <li>• Name</li> <li>• Signature</li> </ul>	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	<b>Logistics Section</b> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit <input type="checkbox"/> Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

# ICS Form 221

Block Number	Block Title	Instructions
6 (continued)	<b>Finance/Administration Section</b> <input type="checkbox"/> Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	<b>Other Section/Staff</b> <input type="checkbox"/>	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	<b>Planning Section</b> <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	<b>Remarks</b>	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	<b>Travel Information</b>	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	<b>Reassignment Information</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.
	10	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>

[Return to Forms- Attachment 22](#)

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**ANNEX C**

**PUBLIC INFORMATION  
STANDARD OPERATING GUIDELINES  
ATTACHMENTS 1-2**

I. PURPOSE

To provide an overview of how public information should be disseminated in the event of a major incident within the City of Marshall.

II. PIO-PUBLIC INFORMATION OFFICER AND SPOKESPERSON(S)

The City Administrator, as Public Information Officer, shall be responsible for managing information provided to the public. In the absence of the City Administrator, the Human Resources Manager shall serve as Public Information Officer.

In the event of an incident, which affects only the City of Marshall and is confined only to a single City Division, the Director of that Division can act as the spokesperson unless otherwise directed by the Public Information Officer. The Division Director shall notify the Public Information Officer immediately upon an incident that may require them serving in an official spokesperson capacity to verify appropriate response. In the absence of the Division Director, the City Administrator will fill the role as official spokesperson.

Those incidents which impact multiple City Divisions or more than a single jurisdiction, (multiple cities) the City Administrator, or their designee, will serve as the official City spokesperson. The City Administrator shall consult with the Mayor to determine when the Mayor will make official statements or serve as spokesperson. If the Mayor were unavailable, the Mayor Pro-tem will be consulted to serve in this capacity. These individuals would be given access to all information necessary to carry out their role as Public Information Spokesperson for the City of Marshall. In larger or significant incidents that involve State or Federal Agencies; those agencies can and will support the public information efforts.

III. RESPONSIBILTIES – also reference [Annex B Attachment 9](#) and [Annex B 18F](#)

- A. City government and other responding personnel in the field will be responsible for relaying important information about the emergency/disaster to the PIO.
- B. The PIO will be responsible for disseminating information and instructions to the public on a timely basis, and will coordinate all news releases.
- C. The PIO will be responsible for relevant, accurate and timely information.
- D. The PIO will be responsible for ensuring that a system exists for responding to the inquiries of citizens regarding the status of their relatives.
- E. Public Health will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

- F. The Director of Community Services or designee will be responsible for the preparation of materials for the visually or hearing impaired and non-English speaking groups, if appropriate.
- G. The Director of Public Safety/Police Chief/Fire Chief or designee will be responsible for the preparation of instructions for people who must evacuate from a high-risk area and/or instructions for sheltering in place.
- H. The Fire Chief or designee will be responsible for instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.
- I. The Director of Community Services/Red Cross or designee will be responsible for preparing instructions for evacuees use upon arrival in a hosting area. Such instructions would indicate the location of reception centers, shelters, lodging, feeding facilities, and medical centers.
- J. The Marshall Municipal Utilities' General Manager or their designee will be responsible for preparing information regarding any interruption of regular electric and water service to their customers.

#### IV. POLICIES AND PROCEDURES

- A. If it becomes necessary to establish a news briefing room, the Public Information Officer will determine the location from the following list as available and appropriate:
  - 1. City Hall Council Chambers, 344 West Main St, Marshall, MN;
  - 2. Professional Development Room, Marshall Middle School, 401 South Saratoga Street, Marshall, MN;
  - 3. Board of Directors Conference Room, Marshall Municipal Utilities, 113 South 1<sup>st</sup> St., Marshall, MN;
  - 4. Park Maintenance Headquarters at 400 West College Drive, Marshall, MN;
  - 5. Marshall Fire Hall at 201 East Saratoga Street, Marshall, MN
  - 6. MERIT Center at 1001 West Erie Road, Marshall, MN

The Public Information Officer will direct to establish the necessary room setup including podiums, microphones, chairs, information handouts, electrical needs and other arrangements for an effective news briefing room. The news media shall be notified of the location and times that the news media briefing room will be available.

- B. In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.
- C. Public information will be disseminated through the following:
  - Marshall Radio Stations

Emergency Broadcast System  
Outdoor warning sirens/public address systems  
Social media including Code Red4  
City Website  
Flyers/Brochures  
Marshall Community Access TV Channels

- D. Mutual aid public information resources are available through Lyon County Emergency Management. These resources could assist coordination with the media, coordination with other cities' public information staff in the event of a multiple jurisdiction incident, the preparation of news releases, rumor control and in the event of a protracted incident, relief personnel for the official spokesperson/s

V. STANDARD OPERATING GUIDELINES

- A. The purpose of this Standard Operating Guideline (SOG) is to assure dissemination of information and instructions to the public on a timely basis and to coordinate all releases during pre-emergency, emergency and post-emergency conditions.
1. All releases to the media will be through the Public Information Officer (PIO) or designee.
  2. The PIO will edit and consolidate all releases for all media formats.
  3. All public statements are to be cleared with the PIO before they are issued.
  4. During emergency situations the PIO will:
    - a. Contact key staff members to collect pertinent information.
    - b. Establish liaison with City Divisions and their departments, which may require information output.
    - c. Inform the media of public information capabilities and plans.
    - d. Establish Public Information Service for the media and public inquiries.
    - e. Release prepared messages to the media and to all City emergency services.

II. ATTACHMENTS:

1. [Background Information of a PIO](#)
2. [Sample News Release Form](#)

[Return to Table of Contents](#)



## **BACKGROUND INFORMATION OF A PUBLIC INFORMATION OFFICER (PIO)**

### **I. Public Information Officer Definition**

Generally the PIO plans, coordinates, and implements a public information program for City of Marshall's government and may do other related work as required.

The designated Spokesperson is responsible for providing direct verbal information to the press either in a direct release and/or question and answer.

### **II. Distinguishing Characteristics**

This is a single position classification. Incumbents, under the general direction of higher level City managers, work independently to provide the public with information regarding City operations and objectives. The incumbent is also responsible for advising and assisting City managers with the maintenance of public information and public relations practices in their dealings with the public, regarding the City government and available resources and programs, activities and staff accomplishments.

### **III. Typical Tasks**

- Develop programs for disseminating information regarding City government;
- Advise individual departments on public information and public relations matters;
- May act as a spokesperson for one or more City departments;
- Prepare and disseminate information to the press and other media in written and verbal form, including development of press releases and public service announcements;
- Prepare video recordings for media release;
- Stay on top of rumor control by disseminating factual information through all means;
- Develop and consult on the development of informational materials such as brochures, reports, newsletters, displays, photos, cassette recordings, and video tapes;
- Respond to inquiries from public, press and community regarding City issues;
- Consult with City officials regarding community relations issues;
- Conduct staff media training;
- Develop City media guides and policies, and provide input on the possible impact of those policies;
- Plan, coordinate and implement special events and public information campaigns which include public service announcements, commercials, and advertising;
- Work with community organizations and the private sector to expand opportunities to reach the public with information about City government services;
- May represent the City or particular departments in programs of multi-City or statewide interest;
- Develop and implement internal communication strategies designed to enhance customer service and staff morale;

- May direct other City employees and volunteers in the carrying out of the above activities;
- May supervise subordinate staff assigned to work on special projects;  
May serve on committees or groups to provide public information analysis and assistance.

#### IV. Employment Standards

A. Knowledge of: The principles of public relations and mass communications; print and broadcast media practices; various media forms such as newspapers, radio, television, video; computer presentations and graphic software; City government practices and operations; reporting methods, techniques; effective literary style; use of personal computers; English spelling, grammar, and punctuation.

B. Ability to:

- Develop, implement and coordinate effective public information program that may include developing "partnerships" with the business community;
- Effectively represent the City to the media and with representatives of business, community and other groups and individuals;
- Advise staff on potential community reaction to new or revised policies and procedures;
- Coordinate multiple projects and meet critical deadlines;
- Prepare clear, concise and effective written and verbal materials of various types;
- Exercise sound judgment within established policy guidelines;
- Work under pressure and deadlines;
- Use the equipment of the profession including a computer, media software programs, radio, television, video cameras, and a camera;
- Maintain accurate records and files;
- Apply effective problem-solving techniques;
- Communicate effectively with various groups, boards, committees, and public;
- Keep abreast of emerging media technology;
- Establish and maintain effective working relationships with City management and others.

*Print on City Letterhead*

For Immediate Release:

Month day, Year

P R E S S   R E L E A S E

Month day, Year

**Headline** *(be direct and succinct with headline)*

*The timing of the press release is very important. It must be relevant and recent news, not too old and not too distant.*

*Every press release should fit on an 8 1/2x11 sheet of paper at a maximum. This is not an essay for the event. Write short paragraphs – four lines maximum.*

*Identify the key facts – ask who, what, where, when, how.*

*The first paragraph (2-3 sentences) should sum up the press release and most relevant information to convey. The additional content at the end can provide more background information and content.*

*If there is a "call to action" for the event be sure to be clear and cover this first.*

*Decide who should be quoted from your organization and if third-party quotes would be useful.*

*Avoid using jargon or specialized technical terms. If accuracy requires the use of an industry-specific term, define it.*

---

NOTE TO EDITORS: For more information, please contact:

Name, Title, Phone Number for appropriate officials (*should be those that are aware they are listed and can address relevant information*)

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**ANNEX D**

**SEARCH AND RESCUE**

I. PURPOSE

To describe how search and rescue will be accomplished within the City.

II. RESPONSIBILITY

Within the City, the responsibility for search and rescue belongs to the Fire and Police Department. In the event of a Law Enforcement event, such as a missing child, or the search for a criminal suspect the Police Department would assume the primary responsibility. Resources responding to any search would function under the National Incident Management System (NIMS). Back-up assistance would take the form of mutual aid from Fire and Police agencies depending on the situation.

III. SUPPORTING AGENCIES/ORGANIZATIONS

- A. Media Communications Specialist for Unmanned Aerial System (Drone)
- B. Local Mutual Aid - Police or Fire depending on the situation
- C. Local volunteers if appropriate
- D. Brookings County Search and Rescue
- E. The following agencies may be contacted through the State Duty Officer
  - 1. Civil Air Patrol
  - 2. Minnesota Search and Rescue Dog Association (MinnSARDA)
  - 3. Rescue dogs

[Return to Table of Contents](#)

**ANNEX E**

**HEALTH AND MEDICAL**

I. PURPOSE

To provide an overview of how the health/medical needs of residents will be met in the event of a major incident.

II. PRIMARY RESPONSIBILITIES

A. Primary care facilities: Avera Marshall Regional Medical Center and Avera Clinic and Surgical Center. These facilities would be responsible for providing emergency medical services. Other nearby facilities (per the Lyon County emergency staff response plan) will be used for overflow or in the event, the above hospital becomes unusable.

B. Ambulance Service: Pre-hospital Emergency Medical Treatment and Transportation will be the primary responsibility of North Memorial Ambulance Service (NMAS) and their designated mutual partners.

1. Treatment includes basic and advanced life support procedures consistent with the standards of care defined in the 'North Memorial Ambulance Service Guidelines for Medical Protocols' and by the authority of the Medical Director.

2. NMAS will respond to emergencies within their Primary Service Area to provide triage, treatment and transportation of the sick and injured and will maintain mutual aid agreements with other ambulance providers in the region as required by Minnesota statutes and with respect to the regulations pursuant thereto.

C. Pre-Hospital Emergency Medical Care: Local Fire Departments and first responder units will coordinate their efforts with NMAS to provide triage, treatment and transportation to disaster victims suffering injuries.

D. Mortuary Services: The Coroner will be responsible for Mortuary services, operating temporary morgues and verifying the identity of victims. Support from the Minnesota Funeral Directors Association may be obtained through the State Duty Officer: 800-422-0798.

Response to a mass fatality incident will be coordinated by the Coroner as described in the Lyon County Emergency Operations Plan. Family assistance may be rendered by the American Red Cross, the Salvation Army, Public Health and Southwest Healthcare Preparedness Coalition.

NMAS will not provide transportation services for the disposition of fatalities but, will support the operations of the Coroner with limited supplies and equipment, whenever possible.

E. Health Threats: Serious potential or actual health problems (pandemic, epidemic, food and/or water contamination, etc.) associated with or without a disaster will be the responsibility of the Southwest Health and Human Services (SWHHS).

Assistance is available from the Minnesota Department of Health. While the provision of medical care in a congregate care facility is the responsibility of the facility operator, NMAS and their designated mutual aid providers, will support these efforts where available.

Examples include:

<u>Health Threat</u>	<u>Assessing/Coordinating Organization</u>
Disease-bearing pests	SWHHS Local environmental health departments Minnesota Department of Health Centers for Disease Control and Prevention Local veterinarians Minnesota Department of Agriculture
Decontamination	Avera Hospital, SWMN CAT or Marshall Fire Dept.
Detection of potential biological, chemical or radioactive agents	55 <sup>th</sup> Civil Support Team Local CAT/State HazMat team SWHHS Minnesota Department of Health Centers for Disease Control and Prevention
Food contamination	SWHHS Local environmental health departments Minnesota Department of Health
Mass Immunization Clinics	SWHHS Southwest Healthcare Preparedness Coalition
Respiratory	Avera Marshall Regional Medical Center
Water purification/supplies	SWHHS (water verification testing) Local vendors National Guard Red Cross

- F. The American Red Cross and Public Health will be responsible for health/medical care at shelter/congregate care facilities.
- G. Health and Medical personnel will be responsible for tracking injured disaster victims during and after an emergency.
- H. The Avera Marshall Regional Medical Center will decontaminate radiological, chemical or biological contaminated casualties.

- I. Lyon County Emergency Manager has Memorandums of Understanding in place with numerous facilities and will assign emergency treatment centers for victims of mass casualties and disease outbreak based on incident, need, space and etc.
- J. The Southwest Health and Human Services and Minnesota Department of Health will be responsible for preventative protection measures in regards to a disaster.
- K. The Director of Community Services or designee will be responsible for coordinating crisis counseling for emergency workers.

III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City, overall coordination of the various health/medical organizations response to the disaster will take place at the City EOC.

[Return to Table of Contents](#)

**ANNEX F**

**EVACUATION, TRAFFIC CONTROL AND SECURITY**

**ATTACHMENTS 1 - 3**

I. PURPOSE

To outline how evacuation, traffic control and security would be carried out if they are required, due to a major incident in Marshall.

II. RESPONSIBILITY

A. In Marshall, the following officials will be responsible for decisions to evacuate or to shelter in place:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Fire Chief or designee	Fire/Radiological/HAZMAT
Director of Public Safety or designee	Law Enforcement
Incident Commander	All other types

B. Within the City of Marshall, the Police Department would be responsible for coordinating any large-scale evacuation that might be required. Back-up assistance for evacuation would be available from Lyon County Sheriff and City of Marshall Public Works Department. Relocation/Security for critical resources would be the responsibility of that City-related department.

C. The Marshall Police Department will coordinate all transportation resources used in an evacuation.

D. Pet evacuation will be coordinated via Marshall Police Department. City of Marshall Animal Kennel has capacity for limited intake of pets from residents of Marshall affected by the critical event.

III. PROCEDURES

A. Residents to be evacuated would be notified of the need to evacuate by outdoor warning sirens, radio, TV, door to door and public address systems. Evacuation routes, assembly points and assistance instructions will be announced.

B. Law enforcement personnel would establish traffic control points (if needed).

C. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Police Department, Fire Departments and local transit services.

IV. ATTACHMENTS

1. [Evacuation routes](#)
2. [Evacuation map](#)
3. [What Shelter-In-Place Means](#)

[Return to Table of Contents](#)

Evacuation Routes – TRAFFIC CONTROL POINTS

- A. East End – traffic flow  
State Highway 19 (East College Drive)  
State Highway 68 (East College Drive)  
County Road 33
  
- B. North End – traffic flow  
State Highway 23  
State Highway 59 (West Main Street)  
State Highway 68 (northwest) (West Main Street)
  
- C. West End - traffic flow  
State Highway 19 (West College Drive)  
State Highway 23 (southwest)  
County Road 33
  
- D. South End - traffic flow  
State Highway 59 (East Main Street)  
County Road 7  
County Road 67 (South Saratoga Street)

ANNEX F ATTACHMENT 2



## **ANNEX F ATTACHMENT 3**

### **What Shelter-In-Place Means**

#### **When**

Chemical, biological or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information is provided by local authorities on television and radio stations with regard to protection for yourself and family. The important thing is for you to follow the instructions given and to know what to do when advised to shelter-in-place.

#### **Why**

This is a precaution aimed to keep you safe while remaining indoors. (This is not the same things as going to a shelter in case of a storm.) Remember that instructions to shelter-in-place are usually provided for a few hours not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen.

#### **How**

Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions listed below.

***Keep in mind that when local authorities provide directions to shelter-in-place, they want everyone to take those steps immediately regardless of their location (no driving or walking outdoors).***

#### *At Home*

- Close & lock all windows & exterior doors.
- If you are told there is danger of an explosion, close the window shades, blinds and/or curtains.
- Turn off all fans, heating & air conditioning systems.
- Close the fireplace damper.
- Get your ***disaster supply kit*** and make sure the radio is on, working & has batteries in case of a power outage.
- Go to an interior room without windows that's above ground level. *In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air & may seep into basements even with the windows & doors closed.*
- Bring your ***pets*** with you, & be sure to bring additional food & water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Cell phone equipment may be overwhelmed or damaged in an emergency. Texting may be

the most efficient method of communication if power is out &/or the landline is out.

- Use duct tape & plastic sheeting, garbage bags work well in a pinch, (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe, or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk within the community.

#### *In Your Vehicle*

- If you are very close to home, your office or a public building, go there immediately and go inside. Follow the shelter-in-place instructions above.
- If you are unable to get to a home or building quickly & safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop in a shady spot to avoid overheating.
- Turn off the engine.
- Close all windows & vents.
- If possible, seal the vents with duct tape.
- Listen to the radio regularly for updated advice & instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or have a detour. Follow the directions given by first responders (law enforcement, fire department, etc).

#### *At Work*

- Close the business.
- Bring everyone into the room(s), shut & lock the door(s).
- If there are customers, clients or visitors in the building, provide for their safety by asking them to stay & NOT leave.
- Unless there is an imminent threat, ask employees, customers, clients and visitors to call their emergency contact & inform them of their location & that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed & that staff & visitors are remaining in the building until authorities say it is safe to leave.

- Close & lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds and/or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating & air conditioning systems. Some systems automatically provide for exchange with outside air. These systems in particular need to be turned off, sealed or disabled.
- Gather essential disaster supplies, such as perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, & plastic garbage bags.
- Select interior rooms above ground level, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room you select. Cell phone equipment may be overwhelmed or damaged in an emergency. Texting may be the most efficient method of communication if power is out &/or the landline is out.
- Use duct tape and plastic sheeting (garbage bags work well here) to seal all cracks around the door(s) & any vents into the room.
- Write down the names of everyone in the room & call your business' designated emergency contact to report who is in the room with you & their affiliation with your business (employee, visitor, client, etc).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

[Return to Table of Contents](#)

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**ANNEX G**

**FIRE PROTECTION**

I. PURPOSE

To provide an overview of how fire protection is provided in the City of Marshall.

II. RESPONSIBILITY

The Marshall Fire Department is responsible for emergency situations within the City of Marshall and upon the highways and county roads which lie within the city limits. This includes but is not limited to:

- A. Response to structure fires
- B. Vehicle Accidents and fires
- C. Grass Fires
- D. Hazmat

III. MUTUAL AID AGREEMENTS

- A. The Marshall Fire Department has mutual aid agreements with all fire departments in Lyon County.

IV. CAPABILITIES

Fire Department vehicles are equipped with portable and mobile radio communications equipment and are dispatched by the Lyon County Sheriff's Dispatch Center.

All Fire Department members are trained as Emergency Medical Responders.

Fire Department has an aerial truck for response to tall structures.

V. HAZARDOUS MATERIALS RESPONSE

The Marshall Fire Department has the primary responsibility for response and coordination of hazardous materials incidents within the city. The Fire Department responds at the First Responder/Operations Level. Response is limited to doing initial size-up and support of responding hazardous materials teams with personnel and resources.

In the event of a chemical release/spill within the city limits of Marshall, the Southwest Minnesota Chemical Assessment Team (SWMN CAT) can be activated through the Lyon County Dispatch center. The CAT team in this event would assist the Marshall Fire Department. If additional haz-mat response aid is needed, the State Duty Officer would be contacted.

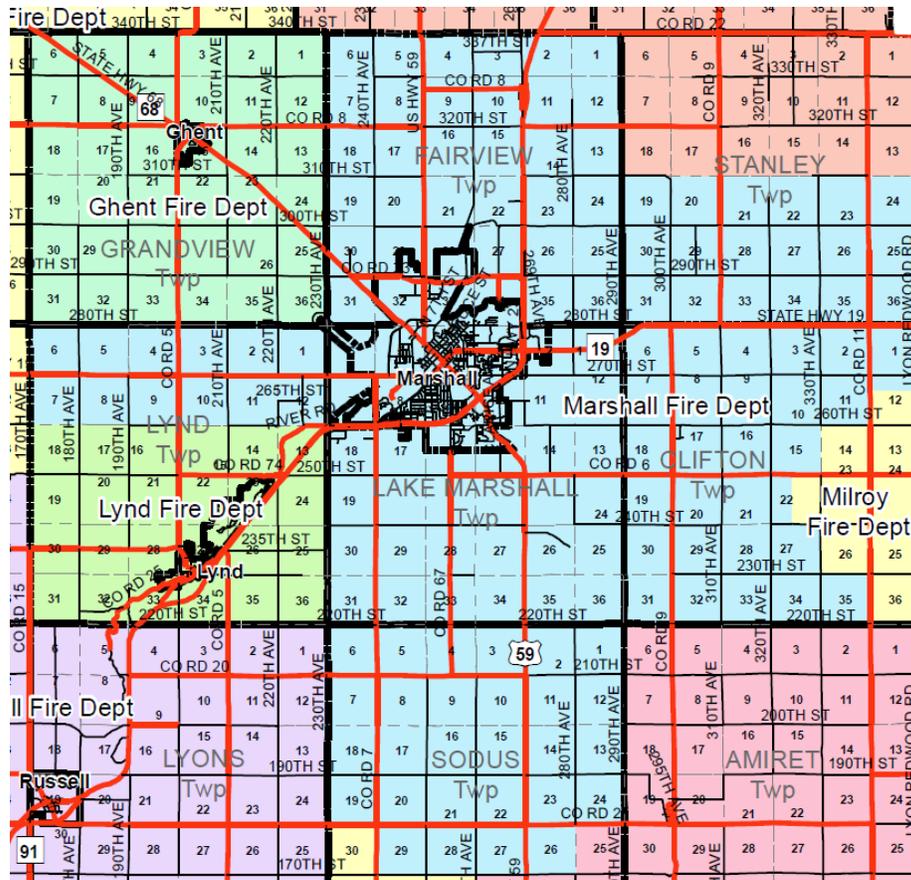
The ability of the Marshall Fire Department to mitigate and control a situation would be dictated by the hazardous material and resources immediately available and the situation

would be consistent with the training level of the responders within the city. All responses to hazardous materials incidents would be coordinated and managed by the incident command system. Hazardous Material incident response is also addressed in Annex M of this plan.

Marshall Fire Department also stores and maintains a cache of spill response equipment and has a haz-mat trailer to transport these materials to any requested response.

**VI. SUPPORTING DOCUMENTS**

- A. Standard Operating Guidelines utilized by the Marshall Fire Department to fulfill its responsibilities under the City Emergency Operations Plan are maintained in the Fire Department Training Officer's office at 201 Saratoga Street.
- B. A map of Marshall Fire Department Fire District is located in the Law Enforcement Communication Center at 611 W. Main Street. Lyon County GIS Manager in Public Works also has a map and may be contacted at 507-532-8212.



[Return to Table of Contents](#)

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**ANNEX H**

**DAMAGE ASSESSMENT**

I. PURPOSE

To provide an overview of how damage assessment would be accomplished following a disaster in the City.

II. RESPONSIBILITIES also reference [Annex B Attachment 13](#) and [ICS form 209 Block 30](#)

A. The City Assessor is responsible for:

1. Developing and maintaining a damage assessment "team" composed of municipal and/or private sector agency representatives.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster).

B. City government officials who, depending upon the nature of the disaster, would participate in a damage assessment effort:

1. City Assessor
2. Director of Public Works/City Engineer
3. Finance Director/City Clerk

C. County government officials who (potentially) would participate in a damage assessment effort:

1. Lyon County Emergency Manager
2. Lyon County Public Works Director
3. Lyon County Assessor
4. Other assessment staff/ jurisdictions

D. Private Sector Agencies:

Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:

1. American Red Cross
2. Insurance companies and Realtors
3. Other Assessments - MAAO

III. POLICIES AND PROCEDURES

A. One of the first critical tasks in providing timely, efficient relief services is to assess the size and scope of a disaster and estimate the number of homes and families affected. This damage assessment is essential in determining monetary damages and monetary value for disaster declarations.

- B. Where possible and when appropriate, photographs and videos will be taken of damaged areas and City maps will be used to show the location of damaged sites. GPS coordinates of damage areas shall be recorded along with the photographs and video.
- C. When damage assessment is carried out in conjunction with a request for State or Federal disaster assistance, the Emergency Management Director will contact the Lyon County Emergency Manager, who will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).
- D. When possible, the Lyon County Emergency Manager and other appropriate local government officials will participate in damage assessment procedure training.

IV. SUPPORTING DOCUMENTS

- A. For additional information and guidance, refer to: Minnesota Homeland Security and Emergency Management (HSEM) website and the Minnesota Disaster Management Handbook.

[Return to Table of Contents](#)

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**ANNEX I**

**CONGREGATE CARE**

**STANDARD OPERATING GUIDELINES**

**ATTACHMENT 1**

I. PURPOSE

To describe how the congregate care (emergency housing, feeding, clothing and counseling) needs of City residents would be met in the event of a disaster.

II. RESPONSIBILITIES

Marshall Emergency Management, Marshall Community Services Department, Southwest Health and Human Services and private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met.

A. Primary Needs. The following primary congregate care needs of disaster victims will be met by the government departments/voluntary organizations indicated:

1. Emergency housing (includes waste management at the facility) – the American Red Cross, The Salvation Army and SWHHS
2. Emergency feeding – The American Red Cross, The Salvation Army, area grocery stores, restaurants and SWHHS
3. Emergency clothing – Goodwill, American Red Cross, Salvation Army and Social Services
4. Crisis counseling – may be provided by the American Red Cross, The Salvation Army, Western Mental Health and Southwest Health Care Preparedness Coalition

B. Additional Needs. The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:

1. Reception and registration center teams – Marshall Community Services and/or American Red Cross.
2. Inquiry and referral (regarding disaster victims) – Marshall Community Services and/or The American Red Cross.
3. Chemical decontamination – Avera Marshall Regional Medical Center.
4. Regulation of Shelters – SWHHS and Red Cross
5. Crisis upgrade of shelters and crisis shelter stocking plan – The American Red Cross and SWHHS
6. Crisis marking of unmarked shelters and congregate care facilities – The American Red Cross and SWHHS
7. Law enforcement in reception and registration centers and lodging facilities – Marshall Police Department with assistance from the Lyon County Sheriff's Office (depending upon availability).
8. Crisis Counseling – Western Mental Health Center, Southwest Health and Human Services, Avera Marshall Behavioral Health Unit and Southwest Healthcare Preparedness Coalition
9. Waste management – managed according to Federal, State and County guidelines overseen by the City of Marshall Department of Public Works.
10. Pet sheltering – the City of Marshall has an animal shelter operated by the Marshall Police Department located adjacent to the city garage.
11. Pet evacuation assistance can be obtained from:

- a. Local veterinarians
- b. The Dog House (local)
- c. Marshall Animal Clinic (local)
- d. American Humane Society (AHA)
- e. Humane Society of the United States (HSUS)
- f. Minnesota Animal Disaster Coalition (MNADC)
- g. Minnesota Animal Control Association (MACA)

These agencies can be reached through Minnesota Voluntary Organization Active in Disaster (MnVOAD), which can be contact via the State Duty Officer.

### III. COORDINATION OF CONGREGATE CARE

The Director of Community Services would be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the American Red Cross would provide a representative for the Emergency Operating Center (EOC), in the event of an incident which would affect multiple cities. The Lyon County Emergency Management office would be contacted to assist with congregate care efforts and would consider partial EOC activation in an appropriate location to carry out those coordination efforts.

### IV. AVAILABLE RESOURCES

The American Red Cross maintains contracts with pre-selected facilities in the Marshall area. They also have a [Shelter Facility Survey](http://www.disasterresource.org/images/partner-resources/Red-Cross-Shelter-Facility-Survey.pdf) (<http://www.disasterresource.org/images/partner-resources/Red-Cross-Shelter-Facility-Survey.pdf>) which is helpful.

Lyon County Emergency Manager holds MOU's (Memorandum of Understanding) with SMSU and all schools in Marshall. Lyon County Emergency Manager also has a regional cache of shelter supplies.

The American Red Cross may have access to limited stocks of cots, blankets and pillows available for shelter use. The American Red Cross maintains relationships with other organizations such as the Salvation Army, to supplement resources if the situation should warrant.

### V. SUPPORT DOCUMENTS

- A. Congregate Care - Standard Operating Guidelines

[Return to Table of Contents](#)



## ANNEX I – CONGREGATE CARE

### STANDARD OPERATING GUIDELINES

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This Standard Operating Guideline (SOG) is intended to provide the general information and guidance necessary to allow city government and voluntary organizations to meet the congregate care needs of both city residents and (potential) incoming evacuees from other areas.

#### I. CONGREGATE CARE FACILITIES/SPACES

Congregate Care Facilities - In Marshall, approximately eight facilities are potentially available to temporarily house evacuees/disaster victims.

#### II. CONGREGATE CARE INFORMATION/GUIDANCE

##### A. General

1. Facilities in the city that could be used as reception and registration centers for incoming evacuees/disaster victims have been pre-identified.
2. The congregate care facilities in the city that would be the most appropriate for housing institutionalized or special-needs groups have been pre-identified.
3. For certain types of disasters, evacuees/victims may need to be decontaminated prior to their entry into a shelter.  
(See the [ANNEX L - Part A](#))

##### B. Emergencies

1. The Director of Community Services will be notified first who will then, in turn, notify those responsible for the following areas:  
Housing – Marshall Public Housing  
Feeding – Salvation Army  
Clothing – Southwest Health and Human Services  
Counseling – Western Mental Health

These people and their alternates will be named from a staff personnel roster in order of their listing.

##### C. Wide-Spread Nuclear Emergency

1. Marshall residents who have home basements would be asked to utilize them for fallout protection. During the period of strategic warning, citizens would be instructed to improve the fallout protection of their basements in accordance with the methods outlined in the Congregate Care Resource Guide. City residents without basements, and evacuees from hazard areas, would be instructed to report to reception and registration centers in order to be assigned to shelters.
2. The City of Marshall would be asked to provide shelter for essential workers and their families relocating from hazard areas.
3. Evacuees coming into Marshall from a hazard area would be asked to bring identification, medication(s), and food supplies they're able to transport. In

## ANNEX I – CONGREGATE CARE

### STANDARD OPERATING GUIDELINES

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addition, arrangements would be made to move food and essential supplies from warehouses to fallout shelters and mass feeding facilities, to the extent possible and prudent.

4. The officials from the hazard area being evacuated would be asked to share the responsibility for resource supply to Marshall by organizing the transporting of key resources during the evacuation time period.

#### II. [ATTACHMENTS:](#)

1. Checklist for Opening Shelters

[Return to Table of Contents](#)

## ANNEX I ATTACHMENT 1

### CHECKLIST FOR OPENING SHELTERS

The following is a checklist of responsibilities and actions to be taken by the City of Marshall Director of Community Services or their designee during evacuation situations.

1. Check with Lyon County Emergency Manager on availability of shelters
2. Arrange for opening the shelters with owners and assign personnel. Complete walk through of facility prior to opening.
3. Coordinate assistance from the American Red Cross ([Shelter Facility Survey](http://www.disasterresource.org/images/partner-resources/Red-Cross-Shelter-Facility-Survey.pdf) - <http://www.disasterresource.org/images/partner-resources/Red-Cross-Shelter-Facility-Survey.pdf>), Salvation Army, religious groups and other volunteers.
4. Coordinate the allocation of local congregate care space and fallout shelter space.
5. Assign personnel and volunteers to congregate care facilities.
6. Advise the City Public Information Officer to release information on the occupancy of congregate care facilities/mass care centers.
7. Allocate evacuees proportionately, keeping the PIO informed of the situation and of the persons who can be contacted for information on evacuees.
8. Distribute necessary supplies and services to each facility.
9. Keep the chief elected official informed of actions taken, and any assistance needed from fire services, police or health officials.
10. Issue information and instructions to evacuees regarding sheltering, lodging, feeding, health and sanitation. Special consideration for medications and also medical equipment needed.
11. Issue information and instructions for pets.
12. During a major evacuation, assign personnel to staging areas and determine transportation needs.

[Return to Table of Contents](#)

**ANNEX J**

**DEBRIS CLEARANCE**

I. PURPOSE

To describe how debris clearance would be accomplished following a disaster in the City.

II. RESPONSIBILITIES

Within the City of Marshall, the City Public Works Department would be responsible for debris clearance. May request assistance from Lyon County Public Works and Minnesota Pollution Control Agency (MPCA).

III. POLICIES AND PROCEDURES

A. Initial Response – Clearance of debris that hinders immediate lifesaving actions and poses an immediate threat to public health and safety.

1. First Priority

- a. Law Enforcement Center, Fire Hall, and Ambulance Building
- b. MERIT Center
- c. Hospital – Avera Marshall Regional Medical Center
- d. Lyon County Public Works (fuel pumps)
- e. Marshall Street Department Maintenance Facility

2. Second Priority

- a. Primary evacuation routes
- b. Shelters – (i.e., Marshall Area Adult Community Center, congregate housing centers)
- c. Power transmission sites (only if system damage occurred)
- d. Water storage/treatment sites (only if system damage occurred)
- e. Sanitary/wastewater facility (only if system damage occurred)
- f. Sanitation sewer stations (only if system damage occurred)
- g. Municipal buildings
- h. Crucial large employers (Schwan's, ADM, US Bank)
- i. Schools (public/private/university) Note: students should remain in school care until routes and caregivers are available.

3. Third Priority

- a. Residential areas
- b. Congregate housing (non-shelter)

B. Recovery – Removal and disposal of debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety. Except in extremely unusual circumstances, removal of debris from private property is the responsibility of the property owner.

C. Residents will be asked to sort debris by:

1. Trees and brush
2. White goods (appliances)

3. Household hazardous waste
4. Construction/demolition materials
5. Regular garbage

The MPCA ER Team leader should be consulted as debris management efforts are defined. The MPCA is the lead State Agency for debris management in a disaster or terror response. The MPCA has the ability to define waste streams in a recovery in order to simplify and expedite the recovery.

- D. Within the City of Marshall, the City and/or County Public Works Department would be responsible for debris clearance.
- E. Determination of emergency routes will depend on the nature and location of the debris-generating events, and will be identified by the Incident Commander.
- F. The Minnesota Pollution Control Agency (MPCA) will work with the City's incident management team to plan for how the household hazardous waste will be removed from the homes. How it will be sorted and collected. And then work with the City and the County on final processing and disposal. This MAY also include assistance with funding, on a disaster by disaster basis.
- G. The Board of Animal Health and the Minnesota Department of Agriculture have the lead authority over animal carcasses. The MPCA has some regulatory authority over how the carcasses can be disposed of or destroyed. Therefore, the three of us would be working together to come to a decision regarding that. Also, depending on the method of disposal or destruction that is chosen, the MPCA may actually direct/ facilitate that operation.
- H. Contracting procedures will be determined by the Finance Director/City Clerk.
- I. Temporary storage locations will be chosen according to the disaster. Taking into consideration FEMA guidelines, final disposition of debris will be decided by the Director of Public Works/City Engineer and the Lyon County Public Works Director.

#### IV. DEBRIS MANAGEMENT

- A. Removal of debris on public property will be the responsibility of the City of Marshall. Beyond the scope of the Public Works Department and the Community Services Parks Department, additional assistance may be obtained from MMU, Lyon County Public Works or contracted services.
- A. To be eligible for FEMA reimbursement, documentation for Time and Materials are extremely important.
- B. The Public Works and Community Services Divisions may be responsible for and shall assign specific duties under this plan for:

1. Environmental compliance
2. Coordinating documentation
3. Coordinating with State and Federal disaster agencies
4. Coordinating with volunteer agencies
5. Debris monitoring
6. Responding to citizen inquiries

[Return to Table of Contents](#)

**ANNEX K**

**UTILITY RESTORATION**

**MARSHALL MUNICIPAL UTILITIES (MMU)**

**STANDARD OPERATING GUIDELINES**

**ATTACHMENT 1**

I. PURPOSE

To provide an overview of how utility services would be restored following a disruption of service. Marshall Public Works Department is responsible for coordinating and prioritizing these activities with the appropriate service providers; however, Marshall Municipal Utilities/ Emergency Preparedness and Oversight Team (EPOT) is responsible for coordinating and prioritizing the restoration of electric and water services, but will generally follow the order of restoration established by the EOC.

II. RESPONSIBILITIES

A. The following government agencies/private sector organizations are responsible for providing utility services for the City of Marshall. In the event of a utility outage due to a disaster, these agencies/organizations should be called in order to restore service:

1. Electrical service – Marshall Municipal Utilities, 507-537-7005
2. Gas service – Great Plains Natural Gas, 1-877-267-4764
3. Telephone service – Centurylink, 1-877-348-9007  
Vast, 507-337-7800  
Charter Communications, 1-855-260-0628
4. Cable service – Charter, 800-936-1479  
Vast, 507-337-7800  
MVTV wireless 320-564-4807
5. Wastewater – Marshall Public Works, 507-537-6776
6. Potable Water – Marshall Municipal Utilities, 507-537-7005

III. SERVICE RESTORATION

A. At the time of the disaster, the EOC staff will determine which facilities will be considered essential for priority of utility restoration. Priorities for utility restoration will depend on the nature and location of the incident. Vulnerable populations and facilities which are essential for public safety are listed below and will be considered first.

1. Emergency Operations Center - has generator hookup capability
2. Law Enforcement Center/Dispatch – has generator
3. Nursing Homes
4. Hospital – has generator
5. Marshall Fire Department
6. Marshall Ambulance Services
7. Individuals with functional access needs

IV. SUPPORT DOCUMENTS

A. MMU Utility Restoration - Standard Operating Guidelines (electric/water/PNWAN)

## ANNEX K – UTILITY RESTORATION

### STANDARD OPERATING GUIDELINES

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This Standard Operating Guideline (SOG) is intended to provide the general information and guidance necessary to allow city government and voluntary organizations to meet the utilities restoration needs of both city residents and (potential) incoming evacuees from other areas.

#### I. EMERGENCY PREPAREDNESS AND OVERSIGHT TEAM (EPOT)

A. Marshall Municipal Utilities' (MMU) emergency preparedness will be reviewed, updated, communicated, administered and approved by a team appointed by the General Manager. The team consists of the following employees:

1. Electric Operations Manager
2. General Manager
3. Customer Service Manager
4. Water Operations Manager
5. Electric Superintendent
6. Plant/Properties Superintendent

B. The team's responsibilities include:

1. Performing a quarterly review of the Handbook for Operating Emergencies.
2. Ensuring that an overview of the Handbook is presented to employees annually as a topic of required training.
3. Ensuring that the Handbook is reviewed with new employees.
4. Analyzing potential threats not covered in the Handbook to determine need for inclusion.
5. Convene as soon as possible following the declaration of a major emergency to facilitate response activities. The first team member contacted will assume responsibility for contacting the rest of the team.
6. Unless uninhabitable, the EPOT will assemble at the Office of Marshall Municipal Utilities. Alternative locations (in order of choice) will be the LEC, City Hall or any meeting place available.
7. Overseeing and coordinating resource procurement and allocation, regulatory and media communications, city-wide disaster response coordination, and mutual aid requests/response.
8. Conducting a post-assessment of the response effectiveness for all major emergencies.
9. Establishing preparedness indicators and auditing such indicators at least twice annually.
10. Issuing a report on MMU' s preparedness annually in March.

#### II. CONTINUITY OF OPERATIONS PLAN

A. The Continuity of Operation Plan (COOP) of MMU is designed to guide MMU to provide for the needs of customers by continuing to supply electric power and a healthful water supply when the utility is under stresses created by high employee absenteeism, regardless of cause. Of specific concern is absenteeism created by pandemic illness, the origin of the plan. However, the plan has been extrapolated to include any circumstance that creates high absenteeism.

B. The plan is based on a two-tier approach using percent absenteeism as a trigger for changing to Critical Service Provision Mode (CSPM). This trigger has been initially set at a 50% level at which

point a switch from Normal Operations Mode (NOM) to Critical Service Provision Mode becomes necessary. The CSPM changeover threshold may vary from the 50% on a departmental or even functional basis in areas of small staffing. CSPM is a mode where the primary concern of remaining employees is to keep the electric power and water flowing with other functions becoming discretionary. Billing, future planning, construction, marketing, preventative maintenance and many other functions fall into the non-critical definition.

The plan attempts to look forward out into the world to anticipate where problems will surface. Suppliers can be experiencing the same absenteeism problems as the utility and customers experiencing illness related problems making bill payment difficult.

A secondary sub-tier exists in the CSPM condition, that being financial. While the production of water and electric service bills is not a short-term necessity, cash reserves and other factors limit the time that the utility can operate without revenue influx. It is the MMU Commission's desire to maintain a minimum reserve balance of four months for unanticipated operating expenses.

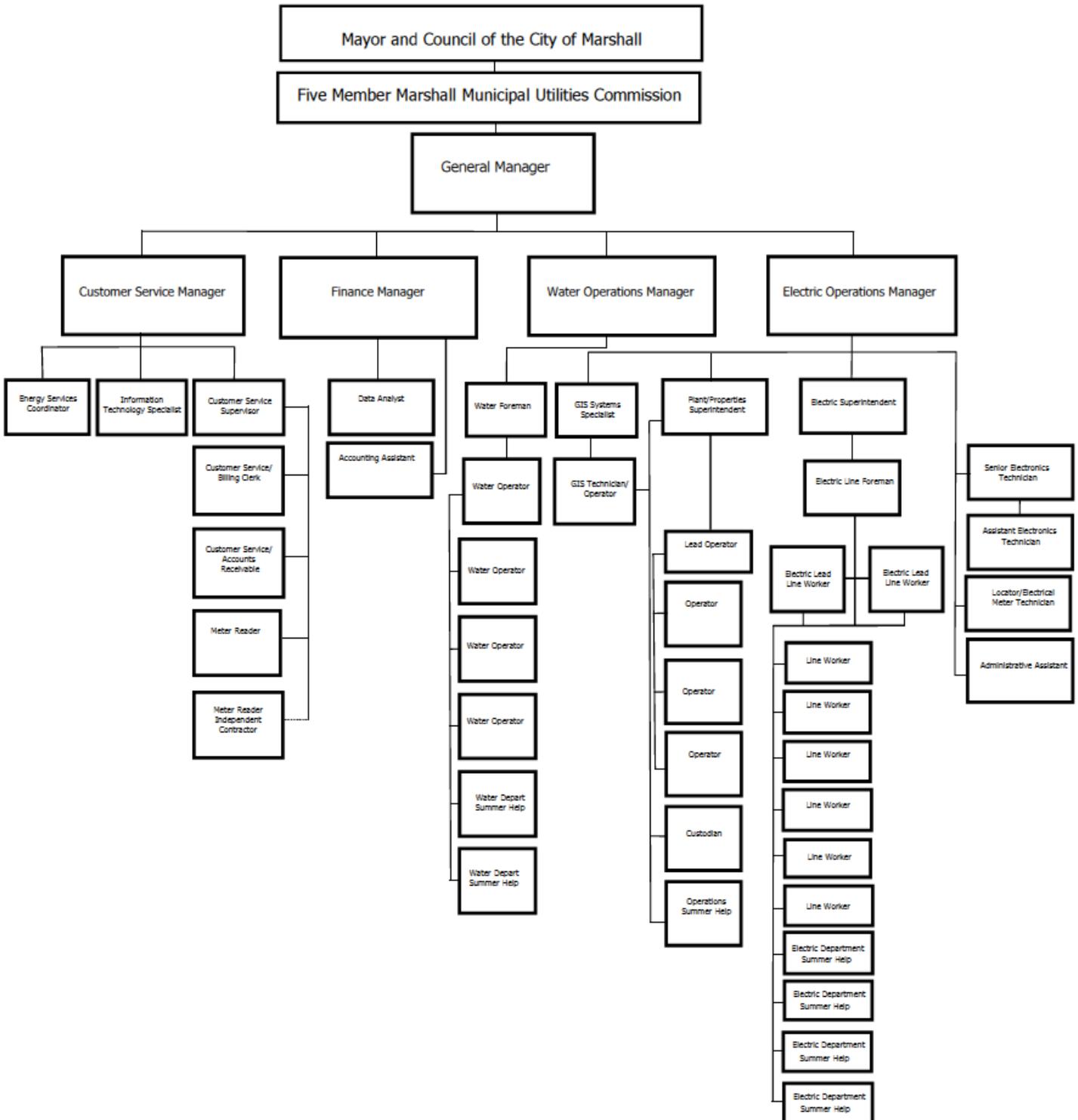
During CSPM other functions can continue as staffing allows, however the prime directive will be to maintain critical functions for MMU customers.

III. [ATTACHMENTS:](#)

1. Marshall Municipal Utilities Organizational Chart

[Return to Table of Contents](#)

MMU ORGANIZATIONAL CHART



[Return to Table of Contents](#)

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**ANNEX L**

**CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVE (CBRNE) /  
TERRORISM RESPONSE**

**ATTACHMENT 1**

## **PART A - HAZARDOUS MATERIAL PROTECTION**

### I. PURPOSE

It is recognized that situations could develop in which Marshall residents may be exposed to a release of hazardous materials. Planning is needed to ensure a coordinated response to all types of hazardous material incidents, whether they occur at a fixed facility or are the result of a transportation accident. This part of the annex is intended to describe this planning and how the city will respond in order for the protection of life and property as the result of a hazardous materials incident.

### II. RESPONSE

A. Pre-identification and analysis of risk. In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, as well as other legislation, the following facilities/locations within the City of Marshall have been pre-identified.

1. "Covered" facilities are facilities that possess extremely hazardous materials. A list of the covered facilities and their locations is given in [Annex L Attachment 1](#) of this plan.

B. Determination that a release of hazardous materials has occurred.

Facilities located within the City of Marshall that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility for determining that a release occurred, along with a brief description of any specialized system (i.e. monitor/sensor system) are described in the facility emergency plans. Copies of these plans are available in the Marshall Fire Department Office.

C. Response to a release of hazardous material.

1. Lyon County is responsible to conduct a hazard analysis to determine potential populations and facilities which might be affected by a hazardous materials emergency.
2. Facilities within the City of Marshall that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120 or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At minimum, the plan must:

- a. Specify that the facility shall immediately notify the following in the event of an accidental emergency release: Local authorities by dialing 911, State authorities by contacting the State Duty Officer by dialing 1-800-422-0798.
  - b. Designate one or more facility emergency coordinators who shall make determinations to implement the plan, with 24 hour contact telephone numbers.
3. All covered facilities have developed, or (new facilities) have under development, emergency response plans for on-site response.
- D. Hazardous Materials Response Capabilities
1. Within the City of Marshall, the Fire Department has the primary responsibility for responding to hazardous materials incidents with the support of the Southwest Minnesota Chemical Assessment Team.
  2. Emergency responders will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material involved. For the most part they will then rely on the following methodology to determine the need for evacuation and the area of the city to evacuate: Use of the direct observation where applicable, DOT Emergency Guide Book, Facility Preplans (if fixed facility), computer modeling when available, and on the advice of State Chemical Assessment Team, or Facility Operator.
  3. All responses to hazardous materials incidents within the City of Marshall will be coordinated through the use of the National Incident Management System (NIMS)

### III. STATE SUPPORT

In the event of a hazardous materials incident that is beyond the capabilities of the Marshall City Government and immediate mutual aid agencies, assistance from Lyon County and State Agencies (MNG 55<sup>th</sup> CST, CAT-Chemical Assessment Teams, and Hazardous Materials Response Teams) can be requested. Such requests should be submitted by the County Emergency Manager to the State Duty Officer at 800-422-0798.

### IV. FEDERAL SUPPORT

- A. Reimbursement of costs for a hazardous materials response may be available. To be eligible for reimbursement, contact the National Response Center at 800-424-8802 and the MPCA within 24 hours of the incident and subsequently submit an application for reimbursement. County and State Emergency Management offices can offer assistance when seeking reimbursement from this and other sources.

V. ADDITIONAL RESOURCES

- A. DOT **Emergency Response Guidebook** (Hazardous Materials) which may be located online at <http://www.phmsa.dot.gov/hazmat/library/erg>

VI. ATTACHMENTS

1. Covered Facilities

**PART B – BOMB AND INTENTIONAL EXPLOSIVE RESPONSE**

I. PURPOSE

Explosions can occur for a variety of reasons; both intentional and unintentional. However, this plan focuses on bombs or intentional events.

The purpose of this plan is to outline general guidelines to be used for a community response for this type of disaster. This disaster is distinctive from other disasters in that it is an intentionally caused disaster and it is a crime and the scene of any bomb or detonation is a crime scene. NIMS protocols will be utilized.

III. OVERVIEW

Although generally an infrequent event, the possibility of a bomb or bomb threat is a situation that may happen at any time. Because of the potential danger created by bombs, it is important that any threat be taken seriously. The mere threat of a bomb may cause panic among those in the area of the threat. There isn't a guideline that can address every threat but consideration must include: life-safety, property protection, collection/preservation of evidence to identify and arrest those responsible for the bomb or bomb threat, and interruption of operation for the organization in which the bomb is reported to be in.

Building management or the responsible party for that organization is the one who must be responsible to determine if the site should be evacuated or even whether a search for a bomb is made. Building management must plan to carry out the search, since those familiar with the area are best at noting things out of place. The on-site Marshall Police supervisor will determine whether Marshall Police personnel will participate in any search to locate a bomb. If Marshall Police personnel participate in a search of the site they must be partnered with an employee or other responsible party for the organization who is somewhat familiar with the site and are only to assist that person with their search.

III. DEFINITIONS

- A. **Bomb:** A device, excluding fireworks, designed to explode and violently release smoke, gas, pellets, poisons, or other destructive material.

Bombs can be constructed to look almost like anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost non-existent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, if searching for a bomb, suspect anything that looks unusual or out of place. Let a trained bomb technician determine what is or is not a bomb.

- B. **Bomb threat:** The expression of an intent to detonate a bomb. Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party.
- C. **Evacuation meeting area:** An area used to temporarily hold the personnel of a threatened location while the location is being searched. *Schools will utilize their family reunification plan in the event of a school evacuation.*
- D. **Imminent danger to human life:** This state occurs when one of the following conditions are present at a threatened location:
  - 1. A bomb or suspected bomb is found; or
  - 2. The location has a previous history of found bombs or suspected bombs; or
  - 3. Any other cause that threatens human life.
- E. **On-Site Emergency Manager:** This is the facility responsible party at the site of the bomb threat.
- F. **Secondary-Bomb Device:** A secondary bomb device set up usually either in proximity to the initial site where an earlier bomb had detonated or the location where emergency responders can be expected to arrive in response to an earlier bomb detonation. Secondary-bomb devices usually target emergency responders and are intended to heighten the terror caused by a bombing and to increase the media attention to this type of attack.

#### IV. OPERATING GUIDELINES

- A. Response
  - 1. Secondary Device Threat: Responders and Site Responsible parties must be aware that a bomb threat or even an initial bomb detonation might be to draw in responders and to target them for a secondary device.
  - 2. Incident Command: Standard incident command guidelines would be followed. The first Marshall Police Officer on the scene will normally start as the Incident Commander (IC) until relieved. The IC should identify the responsible party for any private facility where this type of incident occurs

on. That person will serve as the facility point of contact until they are relieved.

3. Initial Assessment: The Incident Commander shall assist the facility point of contact by giving that person a brief assessment of responder capabilities and what resources can be summoned if needed to the best of his or her knowledge. **Emergency responders are not to make a recommendation as to evacuate or not whether to search a facility or not.**
  - a. *MPD Bomb Threat/Response Checklist* is a guide for response and follow through actions.
4. Decision time: Responding personnel need to understand the options that facility management are facing as to whether to evacuate the facility or not. The most serious of all decisions to be made by management in the event of a bomb threat is whether to evacuate a building or not. In many cases, this decision may have already been made during the development of a facility bomb incident plan. Essentially, there are three alternatives when faced with a bomb threat:
  - a. Ignore the threat.
  - b. Evacuate immediately.
  - c. Search and evacuate if warranted.

Ignoring the threat completely can result in some problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees learn that bomb threats have been received and ignored, it could result in morale problems and have a long-term adverse effect on a business. Also, there is the possibility that if the bomb caller feels they are being ignored, they may go beyond the threat and actually plant a bomb.

Evacuating immediately on every bomb threat is an alternative that on face value appears to be the preferred approach. However, negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on the facility. If the bomb threat caller knows the policy is to evacuate each time a call is made, they can continually call and force the institution to a standstill. An employee, knowing that the policy is to evacuate may make a threat in order to get out of work. A student may use a bomb threat to avoid a class or miss a test. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

Initiating a search after a threat is received and during the evacuation of a building after a suspicious package or device is found is the third, and perhaps most desired approach. Asking the evacuees to take note of anything that appears out of place and reporting this to facility officials is

highly recommended. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time hopefully avoiding the potential damage areas of the bomb. On the other hand, the bomb may not be found and it could detonate before an evacuation is made. Deciding which option is the one to follow is the challenge for facility management. Police or other public safety personnel will follow their guidelines in participating in any search.

A. If a decision is made to search, the search should not be conducted within 30 minutes on either side of any threatened detonation time. During the search, electronic devices that are not intrinsically safe, such as pagers, radios, tasers, flashlights and cell phones should not be used within 350 feet of the target area.

5. Evacuation: While in most cases it is unlikely that there will be a bomb, and that the motivation of the threat is probably to cause widespread disruption to the victim organization by calling in a hoax, there is strong pressure to conduct an evacuation even if there is the slightest doubt that a real bomb could be present. As noted earlier, that evacuation might not be the safest or even necessary response. In one school setting, a student called in a threat, expecting an evacuation, and then shot students as they exited the school according to a practiced evacuation plan. Furthermore, there is at least anecdotal evidence that conducting evacuations for every bomb threat rewards the caller by doing exactly what they want and so may increase the incidence of such threats.

When an evacuation is contemplated, *a search of the evacuation route and meeting area is necessary prior to ordering the evacuation. The decision to evacuate a building rests solely with the person in-charge of the premises.* If that person decides to evacuate the building, officer(s) may assist with the evacuation and any search of the building that might be deemed appropriate.

- a. An evacuation should be made without announcing the word "bomb" which could cause undue panic. It should be done in a calm, orderly, and systematic manner. Advise personnel to take all of their personal belongings with them, such as purses, brief cases, or back packs and take note of anything out of place on their way out of the building.
- b. Fire drill procedures should not be used since it would result in windows and doors being closed.
- c. Consideration should be made of evacuation priorities, e.g., evacuation by floor levels or building sections. Evacuate the areas above and below and adjacent to the danger area in order to remove those persons from danger as quickly as possible.

- d. Persons should be evacuated to a designated area where facility management should be able to determine that everyone in their work area or classroom was accounted for. The evacuation area should be away from where emergency responders are staging and well beyond where the debris field would likely go.
  1. If the suspected bomb is outside, persons should be kept at least approximately 1,000 feet from the scene.
  2. If the suspected bomb is inside a substantial building, the greatest danger is from flying debris.
6. Search: The assessment of the seriousness of the bomb threat will help decide whether to conduct a search or not. The question will be, will a search be overt or covert? Obviously the presence of police personnel, especially uniform personnel, makes any search far less subtle. Also, will a search be conducted without an evacuation or after evacuation of the area to be searched. Regardless of the evacuation, a search is almost always advisable.

But again, any decision to search a facility is a decision that will only be made by the person in charge of that facility. *The on-site police supervisor will determine whether emergency personnel will participate in any search to locate a bomb.* If emergency personnel participate in a search of the site they must be partnered with an employee or other responsible party for the organization that is somewhat familiar with the site and are only to assist that person with their search.

B. IF A BOMB OR SUSPECTED BOMB IS FOUND, SEARCHERS SHOULD:

1. Initial Actions
  - a. refrain from touching the bomb or suspected bomb;
  - b. remove everyone from the immediate area;
  - c. notify the Incident Commander;
  - d. through the Minnesota Duty Officer, a bomb squad should be notified. Expect approximately a 4-hour response time.
2. SIZE-UP: *Emergency Responders, including Marshall Police personnel, and responsible parties from the site should not go near the device.* As outlined in the next section; scene security, evacuation of personnel, notifications for additional assistance, and the setting up of an incident command and staging should be done. A size-up should be done with information that is known without additional entry to the device location, until a bomb squad arrives. Questions to answer by this include:

- a. What type of device is it?
- b. Where is it located?
- c. What does the device appear to be made of?
- d. If it appears to be military ordinance, what were its approximate length and width?
- e. What are its color and the color of markings?
- f. What will happen if the device explodes?
- g. What is the potential number of victims?
- h. What buildings would be affected?
- i. Are there any potential secondary hazards like hazardous materials or a potential secondary device?

3. *IF NO DEVICE IS FOUND, searching personnel can advise facility management that a search was completed and that no bomb or suspected bomb was found, but they are NOT to advise that there is no bomb or that the facility is safe!*

Re-occupying the building after a search: The decision to re-occupy the building if it has been evacuated is to be made by the On-Site Emergency Manager, with input from emergency responders. Factors, which affect this decision, may include:

- a. Confidence in the search.
- b. Perceived level of the threat.
- c. Demeanor of the personnel.

- C. **Pre-detonation/detonation of an explosive:** In the event of a pre-detonation response or of a detonation of a device while units are on-scene, initial responding units must control the scene.

1. **ELECTRONIC DEVICES SHUT OFF:** Radios, cell phones, pagers, computers and other electronic devices must be shut off within 350 feet of the initial site unless intrinsically safe since radio waves can set off some explosive devices. The approach must be cautious because some devices may be motion sensitive and concerns for secondary devices.
2. **CRIME SCENE:** This is now a crime scene and the Police Department will take charge of the event, working in conjunction with other emergency

responders and the site responsible parties. Steps must be taken to secure the area and additional resources requested at once.

3. **VICTIM RESCUE:** Rescue and evacuation of victims is crucial. Provision of medical care to the wounded is crucial. The decision must be made on non-wounded to remove them or shelter in place. If it can be done safely the non-wounded should be evacuated from the scene, and if at all possible, taking them to a secure location where they can be identified and even briefly questioned as to what they saw. If any are hurt or injured appropriate medical care should be provided.
4. **NOTIFICATIONS:** Must bring appropriate resources to the scene.
  - a. **Law Enforcement:** Area law enforcement resources should be notified if not on-scene already, Lyon County Sheriff's Office, Minnesota State Patrol, Brown/Lyon/Redwood/Renville Emergency Response Unit should be activated.
  - b. **Medical:** If not on the scene already, North Memorial Medical Transport (Ambulance) must be dispatched and Avera Marshall Hospital Emergency Room notified.
  - c. **Fire:** Marshall Fire Department must be dispatched. They can also provide necessary personnel to assist on scene. Fire suppression efforts should be directed initially to protect the rescue effort, then to suppress fires in property that can be saved. The Marshall Fire Chief would determine if additional fire resources were needed.
  - d. **HazMat:** The Southwest Minnesota Chemical Assessment Team (C.A.T.) is to be dispatched to monitor for air hazards and appropriate clothing must be donned to deal with the hazards present. They may also need to coordinate decontamination of responders or victims.
  - e. **Additional resources:** The Minnesota Duty Officer can bring additional resources. The bomb squad from St. Paul, the BCA, Minnesota Fire Marshall's Office, NG 55<sup>th</sup>, ATF, FBI, and even FEMA may respond. However, these resources will not be immediately available. The bomb squad may have more than a four (4) hour response time.
5. **PERIMETER SECURITY:** Must be established, the area isolated, and entry denied to unauthorized persons. A useful source of suggested isolation and evacuation distances is the DOT "*Emergency Response Guidebook*" that is in each of the emergency vehicles.
6. **COMMAND POST/STAGING:** Unified Command will have to be established. An incident command post and staging must be set up away from the target area and buildings with large amounts of glass. Structural and natural barriers should be used for protection. Fire apparatus can be used as a

shield if necessary. Personnel may seek shelter behind or inside nearby buildings, away from windows and exterior walls. A security sweep of the area should be done before establishing the Command Post. It should be away from locations where it would be vulnerable to previously hidden explosives.

7. **DEBRIS AWARENESS:** If a device has already exploded, responders must stage at a safe distance, well outside the area where debris was first encountered. The debris field may contain unexploded bomb fragments. There may be damaged utilities, sabotaged fire protective systems, or secondary devices to disrupt the response. Responders must be alert for anything that looks unusual.
8. **SIZE-UP:** Once the scene has been contained, command must size-up the problem, as outlined in the previous section. The size-up issues are different when an explosion has already occurred. Things to look for here include;
  - a. Is there a vapor cloud or unusual odors?
  - b. What is the number and condition of the casualties?
  - c. Is there structural collapse or unstable buildings?
  - d. Is there fire?
  - e. Are exposures threatened?
  - f. Are utilities damaged?
  - g. Are there any likely secondary device targets?
  - h. What resources will be needed?
9. **MEDICAL RESPONSE:** Rescue and provision of medical care to the wounded is crucial. Responders may have to deal with mass casualties. They must wear appropriate protective equipment such masks, gloves, and clothing to protect against blood borne pathogens. Triage, treatment, and transport centers will have to be established.
  - a. Most victims will have multiple injuries and some that may not be immediately obvious. For instance, there might be ear damage due to blast overpressure.
  - b. In some cases, emergency gross decontamination may be necessary. A tracking method must be established to gather information about victims. Fatalities and their surroundings should be left undisturbed until investigators have been able to investigate the area.



2. A plan will be needed to accommodate necessary law enforcement and other responders, volunteers, building managers or responsible parties, visiting dignitaries, the media, and others. Personnel entering and leaving the scene must be accounted for. An identification system should be established so that only authorized persons are allowed into the site.
3. Hazards must be planned for. Air monitoring must be carried out continually to determine what hazards are present at the site. There may be blood-borne pathogens, asbestos and other airborne contaminants, or smoldering fires and heat. It will be necessary to establish and enforce PPE utilization for all personnel working the site.

**E. Supervisory and Command Responsibilities:**

1. The Police Department will respond and assume command of the scene, serving as "Incident Command" of the scene. A supervisor will respond to all bomb threats or suspected bomb calls. The Incident Commander will coordinate with any subsequent emergency response units that come and assume a Unified Command. Lyon County emergency manager must be notified of the event as well.
2. Investigators may be called in to assist in the investigation process, especially if a bomb or suspected bomb is found or an explosion occurs.
3. If a bomb or suspected bomb is found, through the Minnesota Duty Officer, a bomb squad shall be notified (see earlier notification section). Upon arrival, the Bomb Squad will join Unified command of the target area. The Minnesota Duty Officer will also notify Alcohol Tobacco and Firearms (ATF) that may come to the site, especially if bomb is found. ATF will likely take over the investigation if they arrive on-site.
4. If a bomb explodes and there is a fire, the Marshall Fire Department will join Unified Command of the fire scene.

- F. Conclusion:** Terrorists often choose explosive and incendiary weapons, but more frequently will simply make the threat of this to cause fear and disruption. Effective investigation and the arrest of those in these types of threat to our community is the most effective deterrent.

[Return to Table of Contents](#)

**COVERED FACILITIES**

Praxair  
400 W Erie Road  
Marshall, MN 56258

Archer Daniels Midland Company (ADM)  
400 W Erie Road  
Marshall, MN 56258

The Schwan Food Company  
115 W College Drive  
Marshall, MN 56258

Helena Chemical Company  
500 N 7<sup>th</sup> Street  
Marshall, MN 56258

Turkey Valley Farms  
112 S 6<sup>th</sup> Street  
Marshall, MN 56258

Reinhart Food Service Inc  
702 Fairview Street  
Marshall, MN 56258

Centurylink  
305 W Lyon Street  
Marshall, MN 56258

**ANNEX M**

**MORTUARY/MASS CASUALTY**

I. PURPOSE

The purpose of a mortuary annex is to prepare local response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster. This document is a plan for managing a mass fatalities incident to insure the proper identification of the deceased and release back to their families.

A. The Coroner or their designee will be the Chief Mortuary Officer in the event of a disaster involving the need for mortuary services. The Coroner will be responsible for removal and examination of the deceased and notification of the next of kin in a manner that will preclude abnormal time delays in releasing the victims to the next of kin. The Mortuary Team is to work at the Coroner's direction.

1. Local Level: County Coroner

Responsibilities

- a. The regional level coordinating group should implement federal and state directives into local policies and procedures. Those local policies should be specific to that region.
- b. Investigate and recommend local action required in the areas of manpower should a disaster occur.
- c. Investigate and recommend morgue locations in the instance that the number of deaths over tax local morgue and funeral home facilities.
- d. Develop mutual aid agreements with other communities.
- e. Local mortuary service providers can each handle up to six victims.

2. State Level: Department of Health

Responsibilities

- a. Assist coordinating memorial affairs matters at the state level.
- b. Develop and implement federal policies, standards, procedures, training and preparing directives as needed.
- c. Set up a central records office for all dead and missing personnel
- d. Serve as a focal point for implementing memorial affairs requirements.
- e. Provide technical supervision and assistance during major disaster operations. This includes management assistance to local agencies.
- f. Coordinate communications between local and state levels as required to accomplish the mission.
- g. Develop or offer recommended training for personnel. The training program should include orientation, general problems, and methods of identification, procedures for keeping records, religious considerations and public information.

3. Federal Level: FEMA

Responsibilities:

- a. Coordinate memorial affairs matters at the federal level.
- b. Set up a central record office for control of state reports and statistics.
- c. Serve as central control point for operational guidance.
- d. Prepare standard policies and procedures regarding memorial affairs activities.
- e. Direct communications between federal agencies as required to accomplish the mission.

II. BEHAVIORAL HEALTH

- A. It is important to consider the psychological needs which arise following a disaster and the steps customarily taken to handle them. When attending to these concerns it is important for the disaster workers to recognize that the psychological needs of the surviving relatives and friends of the disaster victims should be met effectively from the time of notification until the remains of the deceased are returned to their care.

III. DISASTER WORKERS AND EXPOSURE TO DEATH

- A. One of the problems that arise following a multi death disaster is the relationship between those people who are called upon to be disaster workers and the work they must do. A high percentage of workers change jobs or quit within a year following a disaster unless they have been exposed to a psychological first aid program (group briefing by a professional counselor) within 24-48 hours following the disaster. This program is not and cannot be all things to all people but by following the information and requesting proper help it will assist you toward providing a professional response.

IV. ADDITIONAL RESOURCES

- A. Disaster Mortuary Operational Response Teams information may be found at <https://www.phe.gov/Preparedness/responders/ndms/ndms-teams/Pages/dmort.aspx>
- B. The Office of the Revisor of Statutes  
<https://www.revisor.mn.gov/search/?stat=1&laws=1&rule=1>

V. GLOSSARY

- A. Chief of Collection: Duty is to see that remains are properly recovered from the disaster site.
- B. Chief of Identification: Duty is to see remains are properly identified.
- C. Chief of Transportation: Duty is to procure transportation for the bodies from the disaster site to morgues, funeral homes, etc. and to arrange for shipment of bodies to relatives.
- D. Mortuary Communications Coordinator: Responsibilities will include communicating with the families, airlines, medical examiner, newspapers and television in coordination with the PIO/IC.
- E. Mortuary Building Coordinator: Responsibilities will include assigning bodies to funeral homes based on space and equipment and to supply equipment to the temporary morgue, should one be established.

[Return to Table of Contents](#)

**GLOSSARY**

## GLOSSARY

### EMERGENCY MANAGEMENT TERMS AND DEFINITIONS

**Alternate EOC:** A designated location(s) which can be utilized as a secondary Emergency Operations Center in the case the primary EOC is affected by the disaster and/or rendered unusable.

**Command Post (CP) or Incident Command Post (ICP):** The location from which the Incident Command directs operations. Generally located at or in the immediate vicinity of the incident site.

**Continuity of Government (COG):** Refers to the preservation, maintenance or reconstruction of government's ability to carry out its executive, legislative and judicial processes under the threat of occurrence of any emergency condition that could disrupt government process and service. It is the purpose of Continuity of Government to preserve leadership and authority, prevent unlawful assumptions of authority, assure government direction and control mechanisms and assure delivery of government services. (See: "Lines of Succession" and "Pre-Delegation of Emergency Authority".)

**Continuity of Operations Plans (COOP):** A plan that helps to ensure trouble-free operations through unanticipated events.

**Disaster:** Defined as an incident or event which overwhelms normal local resources, personnel and procedures. These events require assistance from other local agencies, county resources, state resources, volunteer organizations and/or resources not utilized within the City on a routine basis. Examples of disasters can include large scale transportation accidents, large scale damage incurred from a weather incident (straight-line winds, tornadoes, rain and snow), large scale fire incident, large scale hazardous materials release and large-scale civil disorder/terrorist act.

**Emergency:** Defined as an incident or event which can routinely be handled with normal local resources, personnel and procedures. Examples of emergencies can include single home structure fires, single medical emergencies, a two-car accident, fire or burglar alarm.

**Emergency Action Steps:** Those actions that facilitate the ability of personnel to respond quickly and efficiently to emergencies. Ensures that specific actions exist that senior leaders must be prepared to take in response to emergency conditions.

**Emergency Operations Center (EOC):** A central location which enables government to coordinate policy decisions, manage resources and respond to disasters and emergencies beyond the scope of an on-scene, Incident Commander. The intent of the EOC is to provide additional support to the on-scene Incident Commander/Incident Command Post as needed.

**Emergency Management (EM):** A comprehensive system that integrates and coordinates vital agencies and resources into a program of disaster mitigation, preparedness, response and recovery. The establishment of an Integrated Emergency Management System (IEMS) requires a systematic process that will:

- Identify risks/threats/capabilities and potential vulnerabilities
- Identify community resources
- Outline/define roles and responsibilities of municipal and county departments

- Ensure strict coordination and communication among state, federal and local governments, as well as businesses, industry and volunteer organizations.

**Federal Emergency Management Agency (FEMA):** The central point of contact within the Federal Government for a wide range of Emergency Management activities. The role of FEMA is to provide broad oversight in the areas of continuity of government, support state emergency management program efforts, financial aid and support for presidential declared disasters and mitigation efforts and proposed federal legislation affecting emergency management nationally.

**Hazard:** This is a dangerous event or set of circumstances that has the potential to lead to a disaster.

**Hazard Probability:** The likelihood of a hazard occurring within a particular area

**Incident Command System (ICS):** This term references a system designed to provide on-scene incident management during an emergency event. It provides organizational structure and operating policies framework for on-scene responders to an incident and once established, may be modified or expanded, depending upon the changing conditions of the incident. Its purpose is to more effectively manage an incident through the use of shared goals and tactical objectives and an understanding of the roles of others. It also allows for the combining of resources during an incident. A detailed explanation of NIMS/Incident Command System is located within the Direction and Control Annex of the City of Marshall Emergency Operations Plan. i.e. Chain of Command.

**Lines of Succession (Continuity of Government):** Establish an order or line of those entitled to succeed one another under emergency conditions. It identifies who is in charge and ensures continued leadership. This is referenced within the City of Marshall Emergency Operations Plan Basic Plan Annex.

**Lyon County Emergency Management:** The central coordination and contact point within Lyon County for a wide range of Emergency Management resources. This organization provides support to its municipal programs via coordination of personnel support, grant assistance, mutual aid agencies and County resources. The Lyon County Emergency Manager is the liaison between municipalities, cities and other governmental agencies.

**Minnesota Division of Homeland Security and Emergency Management (HSEM):** The central coordination and contact point within the State of Minnesota for a wide range of Emergency Management resources. The Minnesota Division of Homeland Security and Emergency Management is a division located within the Minnesota Department of Public Safety. HSEM provides training, financial, staff and resource support to county and municipal Emergency Management Programs.

**Mitigation (Phase of Emergency Management):** Activities/projects that eliminate or reduce the probability of occurrence or effects of an emergency/disaster. This includes long term activities such as establishment of building codes, flood plain management, fire codes, local land use planning, zoning ordinances and enforcement, insurance and public education.

**National Incident Management System (NIMS):** A comprehensive, nationwide, systematic approach to incident management, including the command and coordination of incidents, resource management, and information management A detailed explanation of NIMS/Incident

Command System is located within the Direction and Control Annex of the City of Marshall Emergency Operations Plan.

**National Security (Disaster Category Type):** This is a disaster incident or event which involves the use of threats, force or violence against Federal, State, County or Local Government and the civil rights of the people they protect. Examples of this type of disaster include, but are not limited to: nuclear attack, foreign military invasion, large scale terrorism and large-scale civil disorder.

**Natural Disaster (Disaster Category Type):** This is a disaster incident or event which involves situations created by nature in which humans have no control but are affected. Examples of this disaster type includes, but is not limited to; tornadoes, hurricanes, earthquakes, volcanic eruptions, straight-line winds, severe thunderstorms, damaging hail storms, flash-flooding rain storms, waterway flooding, ice-storms and heat waves.

**Phases of Emergency Management:** There are five phases of Emergency Management which operate in a cyclical fashion and remain in a state of constant progression and motion. (See: "Prevention", "Mitigation", "Preparedness", "Response" and "Recovery".)

**Pre-Delegation of Emergency Authority (Continuity of Government):** Allows specific emergency legal authorities to be exercised by the elected or appointed leadership or their designated successor. These are located within the Basic Plan Annex.

**Preparedness/Prevention (Phase of Emergency Management):** Activities that serve to develop and/or enhance the response capabilities needed in the event of an emergency/disaster. This includes planning, exercising, training, development of public information programs and implementation of warning systems. Participation in severe weather drills, "See Something, Say Something" campaigns and other prevention related events.

**Recovery (Phase of Emergency Management):** Short-term and long-term. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its new normal. The recovery period is an opportune time to institute mitigation measures, particularly those related to the recent emergency/disaster event. Recovery actions include, but are not limited to, temporary housing and food provisions, restoration of vital and non-vital services (utilities: power, telephone, gas, etc.) and reconstruction of damaged areas and facilities.

**Response (Phase of Emergency Management):** Activities which offer emergency medical care, fire suppression, security, law enforcement, debris management, etc. which expedite recovery via the elimination of the hazard or hazardous threat. Response activities include activation of warning systems, evacuation implementation, rescue activities and other similar operations contained in the local Emergency Operations Plan functions.

**Risk Analysis:** Risk analysis is the process of assessing the likelihood of an adverse event.

**Safe-guarding Essential Records:** Measures taken by government to protect those documents needed to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency concludes. This item can be referenced via the City of Marshall City Clerk and the Marshall City Administrator.

**Technological Disaster (Disaster Category Type):** This is a disaster incident or event which involves materials or situations created by human beings. Examples of this disaster type include, but are not limited to; hazardous materials transportation accidents, hazardous materials fixed facility accidents, large scale urban fire events, utility failures, and flood control structure failures.

**Vulnerability:** The susceptibility of life, property or environment to damage if a hazard occurs.

[Return to Table of Contents](#)



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the 2020-21 Township Fire Contracts.
<b>Background Information:</b>	The annual township fire contracts rates have been updated and will be sent to the following townships boards to be approved at their meetings in March.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To approve the 2020-21 Township Fire Contracts.

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# FIRE PROTECTION AGREEMENT

**May 1, 2020- April 30, 2021**

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THIS AGREEMENT, made this 1<sup>st</sup> day of May, 2020 between the City of Marshall, party of the first part, and the Township of (Township) County of Lyon and State of Minnesota, party of the second part, WITNESSETH:

## Section 1. Purposes and Intent.

- (A) The party of the first part has been requested to provide “fire service” as defined to include any deployment of firefighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life or property in an area threatened by fire. It also includes the deployment of firefighting personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occasionally occur.

## Section 2. Services and Conditions.

- (A) The City of Marshall will maintain equipment, personnel and related training and certifications to provide full fire and related rescue response to the party of the second part as legally described in the attached Exhibit A.
- (B) The City of Marshall agrees to respond promptly to all calls or help within the territory to be serviced, but it is understood that the City of Marshall has entered into and will from time to time enter into similar arrangements with other townships and municipalities within its trade territory and that calls will be responded to in order in which they are received by the party of the City of Marshall; and it can respond to only one call at a time; and that in any event neither the City of Marshall nor any officer or employee thereof shall be liable to the party of the second part to any persons within the territory of such party of loss or damage of any kind whatsoever resulting from a failure to furnish or delay in furnishing fire-fighting equipment and personnel, or either of them, or from any failure to prevent, control or extinguish any fire whether such loss or damage is caused by the negligence of the officers, agents or employees of the City of Marshall or its fire department, or otherwise.

Section 3. Term and Rates.

- (A) The party of the first part for a period of 1 year beginning on **May 1, 2020**, will, subject to the terms and conditions of this agreement, service all of the territory within the limits of the second party as legally described in Exhibit A, thereof, furnishing for that purpose the above described fire-fighting equipment for a consideration of **\$(amount)** which is **\$591.34** per section for the period **May 1, 2020 through April 30, 2021** to be paid on or before **May 1, 2020**. The basis of the fee is upon the formula calculation for this time period as summarized in the attached Exhibit B. Successive years under the formula in Exhibit B are for estimated purposes and subject to change.
- (B) In addition to the foregoing, additional fees as summarized in the attached Exhibit C apply.
- (C) All collected fire charges will be City of Marshall funds and used to offset the expenses of the fire department in providing fire services.

Section 4. Billing and Collection.

- (A) The party of the second part agrees to pay to the City of Marshall as compensation for all fire service furnished pursuant to this agreement the sum specified in Section 3(A) thereof and to make a town fire protection tax levy or otherwise provide funds in any amount sufficient to pay the party of the first part the compensation agreed upon above.
- (B) Parties requesting or receiving fire services will be billed directly by the City of Marshall. Additionally, if the party receiving fire services did not request services but a fire or other situation exists which, at the discretion of the City of Marshall requires fire service, the party will be charged and billed according to the sum specified in Section 3 (B). All parties will be billed whether or not covered by a party's insurance. Any billable amount of the fire service charge not covered by a party's insurance remains a debt of the party receiving the fire service.
- (C) Parties billed for fire service will have thirty (30) days to pay. If the fire service charge is not paid by that time, it will be considered delinquent and the City will send notice of delinquency and charge a 1.5% administrative penalty on the unpaid balance.
- (D) If the service charge remains unpaid for 30 days after this notice of delinquency is sent, the City will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the City

including, but not limited to, reasonable attorney fees and court costs.

- (E) If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City of Marshall Council may also, on or before October 15 of each year, certify the unpaid property for collection with property taxes. The County auditor is responsible for remitting to the City all charges collected on behalf of the City of Marshall. The City of Marshall must give the property owner notice of its intent to certify the unpaid service charge by September 15.

IN WITNESS WHEREOF, The parties hereto have caused this agreement to be executed by their authorized officers the day and year first above written.

Executed in the presence of:

City of Marshall, Minnesota

By \_\_\_\_\_.  
Mayor of Marshall

By \_\_\_\_\_.  
City Administrator

ATTEST: \_\_\_\_\_.  
City Clerk

TOWNSHIP OF CLIFTON.

By \_\_\_\_\_.  
Chairman of the Board

By \_\_\_\_\_.  
Its Clerk

\_\_\_\_\_  
Date signed by Township

**EXHIBIT A**  
**SERVICE AREA DESCRIPTION**

**EXHIBIT C**

**FEES AND CHARGES**

Fee Description	Fee in dollars (\$)
Fire/rescue call — <del>rescue van</del>	<del>750.00</del> 1000.00
<u>After 5 hours, incident billing will follow the Southwest/West Central fire department association mutual aid agreement.</u>	
Hazardous material trailer	750.00 plus cost of supplies and materials used.
<u>Pumping fuel or gas (if tank compromised or immediate danger to life or environment)</u>	<u>1.00 per gallon in and out (48 hours to pick up) If not picked up in 48 hours, owner will be assessed cost of removal by the hazardous waste contactor.</u>
Fire calls caused by negligence billed on the following cost of equipment and personnel:	
<u>Equipment</u>	
Rescue van	125.00 per hour
<del>1500 GPM Engine</del>	<del>295</del> 50.00 per hour
<del>1000 GPM Engine</del>	<del>200.00</del> per hour
Ladder truck	<del>750</del> 200.00 for initial first per hour, <del>250.00</del> per hour thereafter
Tanker	1650.00 per hour
Grass rig	12500.00 per hour
Hazardous material (Haz-Mat) trailer	125.00 per hour
Water auger with engine or tanker	150.00 per hour
-UTV	85400.00 per hour
<u>Mileage to organizations outside the Southwest/West Central fire department Mutual aid agreement.</u>	<u>1.75 per mile</u>
<u>Any tools/equipment damaged/destroyed due to the call for service will be assessed at the actual cost to the owner or responsible party of the call for service.</u>	
<u>Supplies</u>	
<del>AFFF Foam</del> <u>Class A foam</u>	150 <del>25</del> .00 per pail or higher based on market price
<del>Class B foam</del> <u>AR-AFFF Foam</u>	200 <del>135</del> .00 per pail or higher based on market price
Floor dry	150.00 per bag
<del>55 gallon steel drum with lid (fuel removal)</del>	<del>135.00</del> per barrel
<del>8" x 10 ft. absorbent boom</del>	<del>145.00</del> per boom
<u>Other</u>	
Natural gas hits	750.00 per call (if proper procedures were not followed)
<del>False alarms</del> <u>Automatic fire alarm activation</u>	750.00 (per call AFTER 3 <sup>rd</sup> call and after within a 72 hour period OR 3 business days, until functional)
Education trailer (upon request and subject to availability of resources).	150.00 per day to all departments Mileage will be charges to organizations outside the Lyon County Mutual Aid area at a fee of 1.75 per mile
<u>Fire Chiefs call for service (officer's pages)</u>	<u>100.00 per hour</u>
<u>Personnel</u>	<u>Hourly wage rate of actual personnel under current adopted City of Marshall wage schedule. 17.50 per firefighter / per hour</u>

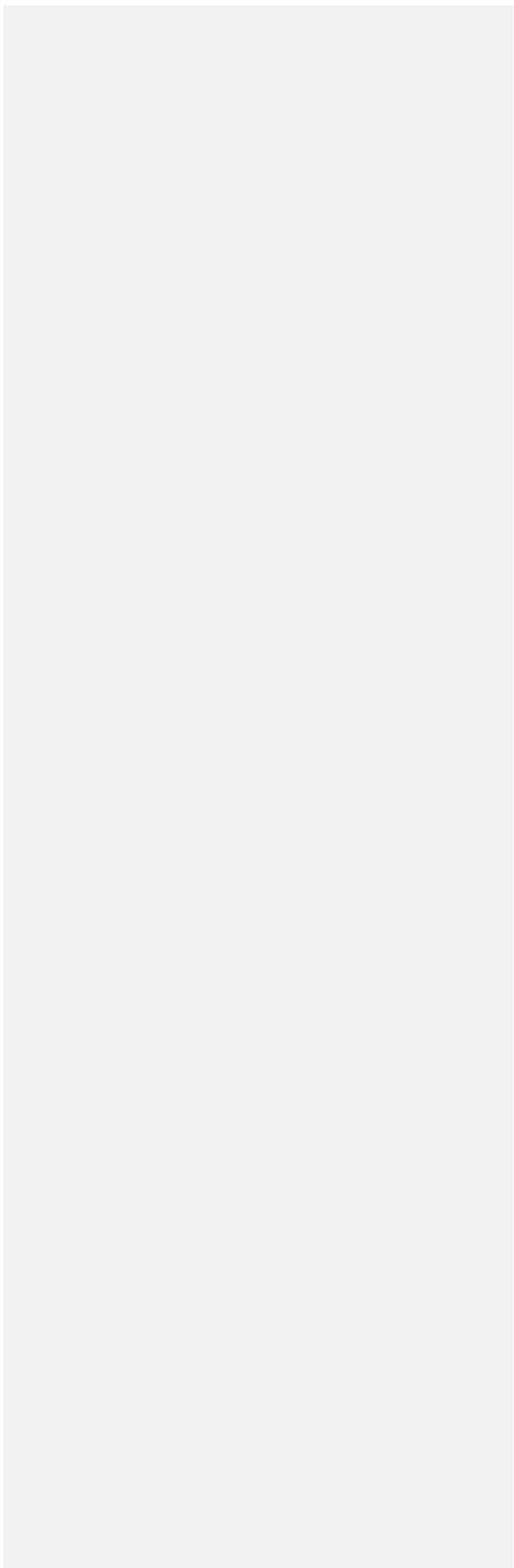
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1. The term “negligence” is defined as disregard or failure to reasonably have taken actions or care that would have pre-empted the hazardous situation that required emergency fire and rescue response.



**EXHIBIT B**  
**City of Marshall, Minnesota**  
**Fire Service Fee Summary**  
 (February 2018)

**TABLE 1. PAYMENT DATA & COST ALLOCATION.**

Governmental Entity	Pop.	Pop. as % Served	Estimated MV	Non-Taxable & Other MV	Total MV	Total MV as % Served	Sections Served	Total Sections	% Served
City of Marshall	13,783	13.783	807,167,300	425,103,575	1,232,270,875	1,232,270,875	n/a	n/a	100%
Clifton Township	243	162	61,031,275	2,951,625	63,982,900	42,655,267	24.00	36.00	67%
Fairview Township	364	364	79,418,425	1,496,300	80,914,725	80,914,725	33.84	33.84	100%
Lake Marshall Township	562	562	77,382,950	804,650	78,187,600	78,187,600	28.54	28.54	100%
Lynd Township	413	146	66,279,700	1,531,025	67,810,725	23,933,197	12.00	34.00	35%
Sodus Township	278	216	51,461,500	1,096,950	52,558,450	40,878,794	28.00	36.00	78%
Stanley Township	211	106	71,485,550	1,721,650	73,207,200	36,603,600	18.00	36.00	50%
Townships	2,071	1,555	407,059,400	9,602,200	416,661,600	303,173,183	144	204	72%
Total Marshall and Townships	15,854	15,338	1,214,226,700	434,705,775	1,648,932,475	1,535,444,058	n/a	n/a	n/a

Pop. According to current MN State Demographer's Office estimates (July, 2018).  
 Pop. as % Served Population multiplied by % served to come up with a closer estimate of population.  
 Taxable MV Taxable market value (real property) according to current data from Lyon County assessor's dept (2017). Land taxed at 25% of total value.  
 Non-Taxable and Other MV Non-taxable market value (includes exempt, dnr, pilt apts) according to current data from Lyon County assessor's dept. (2017). Land value calculated at 25% of actual.  
 Total MV Total of taxable and non-taxable market value.  
 Total MV as % Served Total market value as a percent of jurisdiction covered by fire service contract.  
 Sections Served Sections served of the service area  
 Total Sections Total sections of the service area.  
 % Served sections served divided by the total sections.

**TABLE 2. FIRE DEPARTMENT OPERATIONAL COST (based on 2016 Audit).**

Description	Dollars (\$)
Operating Expense	617,160
Depreciation (equipment & bldg)	150,764
sub-total	767,924
less 2% fire aid	102,664
TOTAL	665,260

**TABLE 3. FIRE SERVICE CALL SUMMARY (ACCIDENTS & FIRE CALLS).**

Governmental Entity	2016	2017	2018	2019	AVERAGE 3-YR
City of Marshall	134	108	139	141	121.0
Clifton Township	4	3	1	6	3.5
Fairview Township	7	7	16	4	8.5
Lake Marshall Township	14	14	12	9	12.3
Lynd Township	1	5	4	8	4.5
Sodus Township	2	1	5	4	3.0
Stanley Township	2	3	1	3	2.3
Sub-total Townships	30	33	39	34	34.0
Total	164	141	178	175	155.0

**TABLE 4. FEE FORMULA CALCULATION.**

Governmental Entity	S	% of total column "S"	C	U	V	P
City of Marshall	550,344	82.7%	665,260	78.1%	80.3%	89.9%
Clifton Township	13,510	2.0%	665,260	2.3%	2.8%	1.1%
Fairview Township	29,109	4.4%	665,260	5.5%	5.3%	2.4%
Lake Marshall Township	36,943	5.6%	665,260	7.9%	5.1%	3.7%
Lynd Township	12,002	1.8%	665,260	2.9%	1.6%	1.0%
Sodus Township	13,322	2.0%	665,260	1.9%	2.7%	1.4%
Stanley Township	10,031	1.5%	665,260	1.5%	2.4%	0.7%
Total	665,260	100.0%	N/A	100.0%	100.0%	100.0%
Townships "S"	114,916	17.3%	665,260	21.9%	19.7%	10.1%
Township Section Rate (S / total # of sections)	\$ 796					

S= Cost of fire protection for one year charged to the recipient of services.  $S = ((C) * ((U\% + V\% + P\%)/3))$   
 C = Actual expenses for operation of the fire dept. for the last audited financial year including monies contributed to the fire relief association and  
 U = Percent of fire department use by recipient of the service averaged over the last 3-years.  
 V = Percent of market value of taxable and non-taxable structures in the jurisdiction.  
 P = Percent of population in a recipient's jurisdiction.

**TABLE 5. COMPARISON TO RECENT FEES FOR SERVICE (May 1-April 30)**

Governmental Entity	Rate/Section 2011-2012	Rate/Section 2012-2013	Rate/Section 2013-2014	Rate/Section 2014-2015	Rate/Section 2015-2016	Rate/Section 2016-2017	Rate/Section 2017-2018	Rate/Section 2018-2019	Rate/Section 2019-2020	Rate/Section 2020-2021	Sections	Total 2019-2020	Proposed Formula (\$)	Difference current to formula (\$)	Current as a Percentage to Proposed (%)
City of Marshall	n/a	n/a	n/a	n/a	n/a	n/a									
Clifton Township	190.00	228.00	228.00	256.00	294.00	338.00	389.00	447.14	514.21	591.34	24.00	14192.16	19102.25	(682.35)	0.74
Fairview Township	190.00	228.00	228.00	256.00	294.00	338.00	389.00	447.14	514.21	591.34	33.84	20010.95	26934.17	9098.12	0.74
Lake Marshall Township	190.00	228.00	228.00	256.00	294.00	338.00	389.00	447.14	514.21	591.34	28.54	16876.84	22715.76	20065.91	0.74
Lynd Township	190.00	228.00	228.00	256.00	294.00	338.00	389.00	447.14	514.21	591.34	12.00	7096.08	9551.13	4905.79	0.74
Sodus Township	190.00	228.00	228.00	256.00	294.00	338.00	389.00	447.14	514.21	591.34	28.00	16557.52	22285.96	(3235.70)	0.74
Stanley Township	190.00	228.00	228.00	256.00	294.00	338.00	389.00	447.14	514.21	591.34	18.00	10644.12	14326.69	(613.48)	0.74
Total											144.38	85377.67	114915.96	29538.29	

**TABLE 6. SUMMARY OF ANNUAL PER TOWNSHIP PROPOSED PHASE-IN FEES Actuals 2011-2016 and Phase-In 2017-2020 (based on current year formula figures).**

Governmental Entity	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2020-2025	2020-2026	2020-2027	2020-2028	2020-2029	2020-2030	2020-2031	2020-2032	
City of Marshall	5,472.00	5,472.00	6,144.00	6,144.00	7,056.00	8,114.40	9,331.56	10,731.29	12,340.99	14,192.14	16,320.96	18,769.10	19,102.25	19,102.25	19,102.25	19,102.25	19,102.25	19,102.25	19,102.25	19,102.25	19,102.25	19,102.25
Clifton Township	7,715.52	7,715.52	8,663.04	8,663.04	9,948.96	11,441.30	13,157.50	15,131.12	17,400.79	20,010.91	23,012.55	26,464.43	26,934.17	26,934.17	26,934.17	26,934.17	26,934.17	26,934.17	26,934.17	26,934.17	26,934.17	26,934.17
Fairview Township	6,507.12	6,507.12	7,306.24	7,306.24	8,390.76	9,649.37	11,096.78	12,761.30	14,675.49	16,876.82	19,408.34	22,319.59	22,715.76	22,715.76	22,715.76	22,715.76	22,715.76	22,715.76	22,715.76	22,715.76	22,715.76	22,715.76
Lake Marshall Township	2,736.00	2,736.00	3,072.00	3,072.00	3,528.00	4,057.20	4,665.78	5,365.65	6,170.49	7,096.07	8,160.48	9,384.55	9,551.13	9,551.13	9,551.13	9,551.13	9,551.13	9,551.13	9,551.13	9,551.13	9,551.13	9,551.13
Lynd Township	6,384.00	6,384.00	7,168.00	7,168.00	8,232.00	9,466.80	10,886.02	12,519.84	14,397.82	16,557.49	19,041.12	21,897.28	22,285.96	22,285.96	22,285.96	22,285.96	22,285.96	22,285.96	22,285.96	22,285.96	22,285.96	22,285.96
Sodus Township	4,104.00	4,104.00	4,608.00	4,608.00	5,292.00	6,085.80	6,998.67	8,048.47	9,255.74	10,644.10	12,240.72	14,076.83	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69
Stanley Township	4,104.00	4,104.00	4,608.00	4,608.00	5,292.00	6,085.80	6,998.67	8,048.47	9,255.74	10,644.10	12,240.72	14,076.83	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69	14,326.69
Total	32,919	32,919	36,961	36,961	42,448	48,815	56,137	64,558	74,241	85,378	98,184	112,912	114,916	114,916	114,916	114,916	114,916	114,916	114,916	114,916	114,916	114,916

a. 2012-2013 and 2013-2014 \$228.00/section flat.  
 b. 2014-2015 12.3% increase.  
 c. 2015-2017 and thereafter Max Increase Per Year from for Table 6. (ex: 115% = 15% increase)

**TABLE 7. SUMMARY OF PER TOWNSHIP PROPOSED PHASE-IN SECTION RATE Actuals 2011-2016 and Phase-In 2017-2020 (based on current year formula) (May 1-April 30).**

Governmental Entity	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2020-2025	2020-2026	2020-2027	2020-2028	2020-2029	2020-2030	2020-2031	2020-2032	
Clifton Township	228	228	256	256	294	338	389	447.14	514.21	591.34	680.04	782.05	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93
Fairview Township	228	228	256	256	294	338	389	447.14	514.21	591.34	680.04	782.05	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93
Lake Marshall Township	228	228	256	256	294	338	389	447.14	514.21	591.34	680.04	782.05	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93
Lynd Township	228	228	256	256	294	338	389	447.14	514.21	591.34	680.04	782.05	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93
Sodus Township	228	228	256	256	294	338	389	447.14	514.21	591.34	680.04	782.05	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93
Stanley Township	228	228	256	256	294	338	389	447.14	514.21	591.34	680.04	782.05	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93	795.93



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Glenn Olson at 537-6773 or Finance Director Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That the following bills and project payments be authorized for payment

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-3495	SMSU	I-00216630	101-40141-2218	EMPLOYEE/DEPA 02/06/20 FD BANQUET RENTAL	003332	588.75
					DEPARTMENT 0141 MAYOR & COUNCIL	TOTAL: 588.75
01-0378	BUYASSE, JASON	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	003342	30.00
01-0512	VANLEEUEWE, SARA J.	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	003348	70.00
01-3653	LANGUAGE LINE SERVICES	I-4750667	101-50151-3311	GENERAL PROFE 01/20 SVC	003334	91.98
01-4826	RIEKE, BENJAMIN	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	003356	30.00
01-5327	BAUMANN, ADAM	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	003357	30.00
01-5377	KRUK, CHRISTOPHER	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	003358	30.00
					DEPARTMENT 0151 POLICE ADMINISTRATION	TOTAL: 281.98
01-0473	OLSON, GLENN	I-022020-CELL PHON	101-60162-3321	TELEPHONE & C	003345	80.00
01-1633	MARSHALL MUNICIPAL UTIL	I-10154	101-60162-3311	GENERAL PROFE 01/20 LOCATES	003322	16.88
01-6183	LEE, JERRED	I-022020-CELL PHON	101-60162-3321	TELEPHONE & C	003363	30.00
					DEPARTMENT 0162 ENGINEERING	TOTAL: 126.88
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	101-70176-3381	ELECTRIC UTIL 12/26-01/28/20	003322	236.28
		I-202002134348	101-70176-3382	WATER UTILITI 12/26-01/28/20	003322	506.80
		I-202002134348	101-70176-3385	SEWER UTILITI 12/26-01/28/20	003322	22.43
01-2318	SOUTHWEST SANITATION IN	I-202002124345	101-70176-3384	REFUSE DISPOS 01/20 SVC	003327	34.74
					DEPARTMENT 0176 AQUATIC CENTER	TOTAL: 800.25

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0211 STREET ADMINISTRATION  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0380	CALLENS, DAVID					
		I-022020-CELL PHON	101-60211-3321	TELEPHONE & C	003343	30.00
01-0815	CATTOOR OIL COMPANY INC					
		I-1308	101-60211-2212	MOTOR FUELS, #6 DEF FLUID	003318	10.49
		I-1309	101-60211-2212	MOTOR FUELS, JD BLADE DEF FLUID	003318	7.75
		I-9419	101-60211-2212	MOTOR FUELS, GP 622 BLADE	003318	8.60
		I-9794	101-60211-2212	MOTOR FUELS, #12 DEF FLUID	003318	8.00
01-0836	CHARTER COMMUNICATIONS					
		I-8352304110000810	101-60211-3321	TELEPHONE & C 02/01-02/29/20	003319	93.32
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	101-60211-3381	ELECTRIC UTIL 12/26-01/28/20	003322	698.54
		I-202002134348	101-60211-3382	WATER UTILITI 12/26-01/28/20	003322	98.71
01-1986	NORTH CENTRAL INTERNATI					
		I-122489	101-60211-2221	EQUIPMENT REP #10 SANDER TRUCK	003324	5,692.77
01-2201	RUNNINGS SUPPLY INC					
		I-4805600	101-60211-2245	EQUIPMENT/TOO SOCKETS, PIN CLIPS	003326	10.07
01-2318	SOUTHWEST SANITATION IN					
		I-202002124345	101-60211-3384	REFUSE DISPOS 01/20 SVC	003327	145.22
		I-202002124345	101-60211-3384	REFUSE DISPOS 01/20 SVC	003327	58.74
01-2428	TITAN MACHINERY					
		I-13586188GP	101-60211-2221	EQUIPMENT REP 950 CAT INSULATION	003329	211.80
01-2632	ZIEGLER INC					
		I-PC040340966	101-60211-2221	EQUIPMENT REP PLOW EDGES	003331	455.44
					DEPARTMENT 0211 STREET ADMINISTRATION TOTAL:	7,529.45
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	101-50251-3381	ELECTRIC UTIL 12/26-01/28/20	003322	232.82
					DEPARTMENT 0251 EMERGENCY MANAGEMENT SERV	TOTAL: 232.82
01-1090	FASTENAL COMPANY					
		I-101058	101-70276-2211	GENERAL SUPPL DOG BAGS	003320	71.07
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	101-70276-3381	ELECTRIC UTIL 12/26-01/28/20	003322	2,547.63
		I-202002134348	101-70276-3382	WATER UTILITI 12/26-01/28/20	003322	508.60
		I-202002134348	101-70276-3385	SEWER UTILITI 12/26-01/28/20	003322	22.43

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0276 PARK MAINTENANCE & DEVEL.  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 3  
 BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2201	RUNNINGS SUPPLY INC	I-4806203	101-70276-2211	GENERAL SUPPL NAILS, GREASE	003326	10.88
01-2318	SOUTHWEST SANITATION IN	I-202002124345	101-70276-3384	REFUSE DISPOS 01/20 SVC	003327	248.84
		I-202002124345	101-70276-3384	REFUSE DISPOS 01/20 SVC	003327	0.00
		I-202002124345	101-70276-3384	REFUSE DISPOS 01/20 SVC	003327	0.00
01-4134	STENSRUD, PRESTON	I-022020-CELL PHON	101-70276-3321	TELEPHONE	003355	30.00
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.TOTAL:						3,439.45
01-1090	FASTENAL COMPANY	I-101162	101-50352-2211	GENERAL SUPPL PALLET JACK	003320	374.92
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	101-50352-3381	ELECTRIC UTIL 12/26-01/28/20	003322	432.14
		I-202002134348	101-50352-3382	WATER UTILITI 12/26-01/28/20	003322	98.59
		I-202002134348	101-50352-3385	SEWER UTILITI 12/26-01/28/20	003322	22.43
		I-202002134348	101-50352-3386	STORM WATER U 12/26-01/28/20	003322	15.24
		I-202002134348	101-50352-3418	FIRE PROTECTI 12/26-01/28/20	003322	12,083.33
01-2318	SOUTHWEST SANITATION IN	I-202002124345	101-50352-3384	REFUSE DISPOS 01/20 SVC	003327	0.00
01-3568	BRUNSVOLD, QUENTIN	I-022020-CELL PHON	101-50352-3321	TELEPHONE & C	003353	30.00
DEPARTMENT 0352 FIRE SERVICES TOTAL:						13,056.65
01-0384	COUDRON, DEAN	I-022020-CELL PHON	101-60364-3321	TELEPHONE	003344	30.00
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	101-60364-3381	ELECTRIC UTIL 12/26-01/28/20	003322	3,852.89
		I-202002134348	101-60364-3381	ELECTRIC UTIL 12/26-01/28/20	003322	1,139.35
PROJ: E19-3381	ARRIVAL DEPARTURE BLDG			ELECTRIC UTILITIES		
		I-202002134348	101-60364-3382	WATER UTILITI 12/26-01/28/20	003322	118.14
		I-202002134348	101-60364-3382	WATER UTILITI 12/26-01/28/20	003322	232.16
PROJ: E19-3382	ARRIVAL DEPARTURE BLDG			WATER UTILITIES		
		I-202002134348	101-60364-3385	SEWER UTILITI 12/26-01/28/20	003322	23.51
		I-202002134348	101-60364-3386	STORM WATER U 12/26-01/28/20	003322	79.02
01-2318	SOUTHWEST SANITATION IN	I-202002124345	101-60364-3384	REFUSE DISPOS 01/20 SVC	003327	240.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-3971	MEULEBROECK, ANDY	I-022020-CELL PHON	101-60364-3321	TELEPHONE	003354	30.00
01-5106	ULINE	I-116330112	101-60364-2211	GENERAL SUPPL SUPPLIES, SAFETY GLASSES	003339	545.24
					DEPARTMENT 0364 AIRPORT	TOTAL: 6,290.31
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	101-50453-3381	ELECTRIC UTIL 12/26-01/28/20	003322	191.36
		I-202002134348	101-50453-3382	WATER UTILITI 12/26-01/28/20	003322	20.46
01-2318	SOUTHWEST SANITATION IN	I-202002124345	101-50453-3384	REFUSE DISPOS 01/20 SVC	003327	0.00
					DEPARTMENT 0453 ANIMAL IMPOUNDMENT	TOTAL: 211.82
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	101-60465-3381	ELECTRIC UTIL 12/26-01/28/20	003322	23,109.63
					DEPARTMENT 0465 STREET LIGHTING	TOTAL: 23,109.63
01-6092	VANDERMILLEN, SCOTT	I-022020-CELL PHON	101-70675-3321	TELEPHONE & C	003362	80.00
					DEPARTMENT 0675 COMM SERVICES ADMIN	TOTAL: 80.00
01-6231	BOX, KYLE	I-022020-CELL PHON	101-40741-3321	TELEPHONE & C	003364	30.00
					DEPARTMENT 0741 CITY ADMINISTRATION	TOTAL: 30.00
01-5491	STORM, ANNETTE	I-022020-CELL PHON	101-40821-3321	TELEPHONE & C	003359	80.00
					DEPARTMENT 0821 FINANCE	TOTAL: 80.00
01-1243	HARDWARE HANK	I-56160	101-70871-2211	GENERAL SUPPL ARENA SUPPLIES	003321	9.99
	PROJ: 215-2211		INDOOR ICE FACILITY	GENERAL SUPPLIES		
					DEPARTMENT 0871 COMMUNITY EDUCATION	TOTAL: 9.99

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0931 APPRAISING & ASSESSING  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 5  
 BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-5891	ONE OFFICE SOLUTION						
		I-1976957-0	101-40931-2211	GENERAL SUPPL MOUSE PAD, KEYBOARD PAD	003341	39.98	
		I-1976957-1	101-40931-2211	GENERAL SUPPL CHAIL WHEELS	003341	34.00	
					DEPARTMENT 0931 APPRAISING & ASSESSING	TOTAL:	73.98
01-0491	ST AUBIN, GREGORY						
		I-022020-CELL PHON	101-41231-3321	TELEPHONE & C	003347	30.00	
01-1633	MARSHALL MUNICIPAL UTIL						
		I-202002134348	101-41231-3381	ELECTRIC UTIL 12/26-01/28/20	003322	2,585.74	
		I-202002134348	101-41231-3382	WATER UTILITI 12/26-01/28/20	003322	115.50	
01-3441	PROUTY, MICHELLE						
		I-022020-CELL PHON	101-41231-3321	TELEPHONE & C	003352	30.00	
					DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL:	2,761.24
01-1633	MARSHALL MUNICIPAL UTIL						
		I-202002134348	101-42071-3381	ELECTRIC UTIL 12/26-01/28/20	003322	424.37	
		I-202002134348	101-42071-3382	WATER UTILITI 12/26-01/28/20	003322	85.57	
01-2318	SOUTHWEST SANITATION IN						
		I-202002124345	101-42071-3384	REFUSE DISPOS 01/20 SVC	003327	129.54	
					DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL:	639.48
					FUND 101 GENERAL FUND	TOTAL:	59,342.68

2/13/2020 9:57 AM  
PACKET: 07248 02/14/20 EFTS  
VENDOR SET: 01  
FUND : 207 PARKWAY ADDITION III & IV  
DEPARTMENT: 1136 GENERAL COMMUNITY DEV  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 6

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	207-41136-3386	STORM WATER U 12/26-01/28/20	003322	17.31
DEPARTMENT 1136 GENERAL COMMUNITY DEV					TOTAL:	17.31
FUND 207 PARKWAY ADDITION III & IV					TOTAL:	17.31

2/13/2020 9:57 AM  
PACKET: 07248 02/14/20 EFTS  
VENDOR SET: 01  
FUND : 208 EDA ADMINISTRATION  
DEPARTMENT: 1136 GENERAL COMMUNITY DEV  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 7

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-4220	WEBTOMIX	I-52101	208-41136-3347	MARKETING SSL CERTIFICATE RENEWAL	003336	135.00
DEPARTMENT 1136 GENERAL COMMUNITY DEV						TOTAL: 135.00
FUND 208 EDA ADMINISTRATION						TOTAL: 135.00

PACKET: 07248 02/14/20 EFTS

VENDOR SET: 01

FUND : 230 TAX INCREMENT FINANCING

DEPARTMENT: 1136 GEN COMM DEVELOPMENT

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	230-41136-3386	STORM WATER U 12/26-01/28/20	003322	33.91
PROJ: F05-3386	NW PIPE, RITTERS, ERIE RO			STORM WATER UTILITY		
		I-202002134348	230-41136-3386	STORM WATER U 12/26-01/28/20	003322	7.11
PROJ: F21-3386	INDUSTRIAL PK DEV 1-11			SURFACE WATER MANAGEMENT		
		I-202002134348	230-41136-3386	STORM WATER U 12/26-01/28/20	003322	44.21
PROJ: F24-3386	COMM IND PARK DIST 1-14			SURFACE WATER		
DEPARTMENT 1136 GEN COMM DEVELOPMENT					TOTAL:	85.23
FUND 230 TAX INCREMENT FINANCING					TOTAL:	85.23

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 258 ARENA & EXPO  
 DEPARTMENT: 0579 AMATEUR SPORTS CENTER  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	258-70579-3381	ELECTRIC UTIL 12/26-01/28/20	003322	6,835.27
		I-202002134348	258-70579-3382	WATER UTILITI 12/26-01/28/20	003322	536.01
		I-202002134348	258-70579-3385	SEWER UTILITI 12/26-01/28/20	003322	401.94
		I-202002134348	258-70579-3386	STORM WATER U 12/26-01/28/20	003322	666.19
01-2318	SOUTHWEST SANITATION IN					
		I-202002124345	258-70579-3384	REFUSE DISPOS 01/20 SVC	003327	810.68
01-6025	MELLENTHIN, CODY					
		I-022020-CELL PHON	258-70579-3321	TELEPHONE & C	003361	30.00
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	9,280.09
FUND 258 ARENA & EXPO					TOTAL:	9,280.09

2/13/2020 9:57 AM  
PACKET: 07248 02/14/20 EFTS  
VENDOR SET: 01  
FUND : 260 MARSHALL INDUSTRIAL FOUND  
DEPARTMENT: 1136 GENERAL COMMUNITY DEV  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 10

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL	I-202002134348	260-41136-3386	STORM WATER U 12/26-01/28/20	003322	174.98
					DEPARTMENT 1136 GENERAL COMMUNITY DEV TOTAL:	174.98
					FUND 260 MARSHALL INDUSTRIAL FOUNDTOTAL:	174.98

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 270 MERIT  
 DEPARTMENT: 0551 MERIT OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 11

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	270-50551-3381	ELECTRIC UTIL 12/26-01/28/20	003322	688.41
		I-202002134348	270-50551-3382	WATER UTILITI 12/26-01/28/20	003322	122.40
		I-202002134348	270-50551-3385	SEWER UTILITI 12/26-01/28/20	003322	32.61
01-2318	SOUTHWEST SANITATION IN					
		I-202002124345	270-50551-3384	REFUSE DISPOS 01/20 SVC	003327	22.10
DEPARTMENT 0551 MERIT OPERATIONS					TOTAL:	865.52
FUND 270 MERIT					TOTAL:	865.52

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 494 CITY HALL BUILDING  
 DEPARTMENT: 1136 GENERAL GOVERNMENT  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 12

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2318	SOUTHWEST SANITATION IN					
		I-202002124345	494-41136-5520	BUILDINGS & S 01/20 SVC	003327	119.51
	PROJ: CH1-5520	CITY HALL-NEW		BUILDING & STRUCTURES		
01-2340	BAKER TILLY MUNICIPAL A					
		I-BTMA3989	494-41136-3445	BOND ISSUANCE 2020 A BOND ISSUE COST	003328	24,970.00
DEPARTMENT 1136 GENERAL GOVERNMENT					TOTAL:	25,089.51
-----						
FUND 494 CITY HALL BUILDING					TOTAL:	25,089.51

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 495 PUBLIC IMPROVE REVOLVING  
 DEPARTMENT: 1136 GEN COMM DEVELOPMENT  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	495-41136-3381	ELECTRIC UTIL 12/26-01/28/20	003322	0.00
	PROJ: F23-3381	BLOCK 11		ELECTRIC UTILITIES		
		I-202002134348	495-41136-3382	WATER UTILITI 12/26-01/28/20	003322	0.00
	PROJ: F23-3382	BLOCK 11		WATER UTILITIES		
		I-202002134348	495-41136-3385	SEWER UTILITI 12/26-01/28/20	003322	7.11
	PROJ: F23-3385	BLOCK 11		SEWER UTILITIES		
		I-202002134348	495-41136-3386	STORM WATER U 12/26-01/28/20	003322	68.74
	PROJ: F23-3386	BLOCK 11		STORM WATER UTILITY		
DEPARTMENT 1136 GEN COMM DEVELOPMENT					TOTAL:	75.85
FUND 495 PUBLIC IMPROVE REVOLVING					TOTAL:	75.85

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 602 WASTEWATER OPERATING  
 DEPARTMENT: 0581 WW OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 14

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0477	PRZYBILLA, SCOTT	I-022020-CELL PHON	602-90581-3321	TELEPHONE & C 07/19-09/19	003346	30.00
01-0513	VANMOER, ROBERT	I-022020-CELL PHON	602-90581-3321	TELEPHONE & C	003349	30.00
01-0581	AMERICAN ENGINEERING TE	I-1301936	602-90581-5520	BUILDINGS & WWTF IMPROVEMENTS	003316	1,528.60
	PROJ: W13-5520	WWTF IMPROVEMENTS		BUILDING & STRUCTURES		
01-0724	BOLTON & MENK INC	I-0245464	602-90581-5520	BUILDINGS & THRU 12/19	003317	22,719.65
	PROJ: W13-5520	WWTF IMPROVEMENTS		BUILDING & STRUCTURES		
01-0818	CAUWELS, ROGER	I-022020-CELL PHON	602-90581-3321	TELEPHONE & C	003350	30.00
01-1090	FASTENAL COMPANY	I-101182	602-90581-2211	GENERAL SUPPL SUPPLIES	003320	27.57
		I-101225	602-90581-2211	GENERAL SUPPL DISPOSABLE COVERALLS	003320	230.85
01-1633	MARSHALL MUNICIPAL UTIL	I-10156	602-90581-3311	GENERAL PROFE 02/20 WW BILLING	003322	6,676.58
		I-202002134348	602-90581-3381	ELECTRIC UTIL 12/26-01/28/20	003322	21,696.33
		I-202002134348	602-90581-3382	WATER UTILITI 12/26-01/28/20	003322	266.97
		I-202002134348	602-90581-3386	STORM WATER U 12/26-01/28/20	003322	1,162.89
01-1635	MARSHALL NORTHWEST PIPE	I-439946	602-90581-2223	BUILDING REPA DIAPHRAGM KITS	003323	147.42
		I-440052	602-90581-2211	GENERAL SUPPL PVC BALL VALVE	003323	20.65
01-2201	RUNNINGS SUPPLY INC	I-4806216	602-90581-2211	GENERAL SUPPL SUPPLIES FOR OIL RACK	003326	91.05
01-2318	SOUTHWEST SANITATION IN	I-202002124345	602-90581-3384	REFUSE DISPOS 01/20 SVC	003327	252.82
		I-202002124345	602-90581-3384	REFUSE DISPOS 01/20 SVC	003327	0.00
01-3342	TRUEDSON, SCOTT	I-022020-CELL PHON	602-90581-3321	TELEPHONE & C	003351	30.00
01-3760	GROWMARK INC.	I-60017730100	602-90581-2212	MOTOR FUELS, OIL SUPPLY	003335	885.50
		I-91508525	602-90581-2212	MOTOR FUELS, HOLDING TANK FOR OIL	003335	178.06
					TOTAL:	56,004.94
					DEPARTMENT 0581 WW OPERATIONS	
					TOTAL:	56,004.94
					FUND 602 WASTEWATER OPERATING	
					TOTAL:	56,004.94

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 609 LIQUOR  
 DEPARTMENT: 0991 LIQUOR OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 15

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002134348	609-90991-3381	ELECTRIC UTIL 12/26-01/28/20	003322	1,791.11
		I-202002134348	609-90991-3382	WATER UTILITI 12/26-01/28/20	003322	99.14
		I-202002134348	609-90991-3385	SEWER UTILITI 12/26-01/28/20	003322	31.99
		I-202002134348	609-90991-3386	STORM WATER U 12/26-01/28/20	003322	175.23
01-2318	SOUTHWEST SANITATION IN					
		I-202002124345	609-90991-3384	REFUSE DISPOS 01/20 SVC	003327	216.45
		I-202002124345	609-90991-3384	REFUSE DISPOS 01/20 SVC	003327	0.00
01-3495	SMSU					
		I-202002124347	609-90991-3345	ADVERTISING ATHLETIC ENHANCEMENT	003332	2,500.00
01-3545	MARSHALL RADIO					
		I-202002124346	609-90991-3345	ADVERTISING 01/20 ADVERTISING	003333	345.00
01-4594	VINOUCPIA					
		I-0251516-IN	609-90991-3333	FREIGHT .	003337	14.00
01-4855	SOUTHERN GLAZER'S OF MN					
		I-1921566	609-90991-3333	FREIGHT .	003338	44.60
		I-1921568	609-90991-3333	FREIGHT .	003338	3.60
		I-5054930	609-90991-3333	FREIGHT .	003338	28.80
01-5891	ONE OFFICE SOLUTION					
		C-C1962857-0	609-90991-2211	GENERAL SUPPL RETURN CARTRIDGE	003341	34.19-
		I-1977156-0	609-90991-2211	GENERAL SUPPL BK RIBBON	003341	3.65
01-6323	LUTHER, ERIC					
		I-0222020-CELLPHONE	609-90991-3321	TELEPHONE	003365	30.00
DEPARTMENT 0991 LIQUOR OPERATIONS					TOTAL:	5,249.38
01-0578	AMAZON CAPITAL SERVICES					
		I-19DW-QXFG-WK4J	609-90992-2254	GEN MDSE PURC CAN COOLERS	003315	41.85
01-2026	PEPSI COLA BOTTLING OF					
		I-0002319264	609-90992-2254	GEN MDSE PURC .	003325	82.95
01-2538	VIKING COCA COLA BOTTLI					
		I-2465833	609-90992-2254	GEN MDSE PURC .	003330	206.80
		I-2476617	609-90992-2254	GEN MDSE PURC .	003330	155.70
		I-2476681	609-90992-2254	GEN MDSE PURC .	003330	391.60
01-4594	VINOUCPIA					
		I-0251516-IN	609-90992-2251	LIQUOR PURCHA .	003337	694.50
01-4855	SOUTHERN GLAZER'S OF MN					

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 609 LIQUOR  
 DEPARTMENT: 0992 LIQUOR PURCHASES  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 16

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-4855	SOUTHERN GLAZER'S OF MN		continued			
		I-1921566	609-90992-2251	LIQUOR PURCHA .	003338	3,926.12
		I-1921568	609-90992-2253	WINE PURCHASE .	003338	240.00
		I-5054930	609-90992-2251	LIQUOR PURCHA .	003338	4,086.00
01-5731	DOLL DISTRIBUTING					
		C-262859	609-90992-2252	BEER PURCHASE .	003340	34.40-
		I-262858	609-90992-2252	BEER PURCHASE .	003340	2,058.69
		I-264574	609-90992-2252	BEER PURCHASE .	003340	5,055.29
DEPARTMENT 0992 LIQUOR PURCHASES					TOTAL:	16,905.10
FUND 609 LIQUOR					TOTAL:	22,154.48

2/13/2020 9:57 AM  
 PACKET: 07248 02/14/20 EFTS  
 VENDOR SET: 01  
 FUND : 630 SURFACE WATER MGT UTILITY  
 DEPARTMENT: 0661 SURFACE WATER MGT UTILITY  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-10155	630-90661-3312	CONSULTANT FE 02/20 SWM UTILITY	003322	2,670.58
		I-202002134348	630-90661-3381	ELECTRIC UTIL 12/26-01/28/20	003322	1,334.90
		I-202002134348	630-90661-3386	STORM WATER U 12/26-01/28/20	003322	270.36
01-5837	ANDERSON, JASON					
		I-022020-CELL PHON	630-90661-3321	TELEPHONE & C	003360	70.00
DEPARTMENT 0661 SURFACE WATER MGT UTILITY						TOTAL: 4,345.84
FUND 630 SURFACE WATER MGT UTILITY						TOTAL: 4,345.84
REPORT GRAND TOTAL:						177,571.43

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019-2020	602-90581-5520	BUILDINGS & STRUCTURES	22,719.65	0	4,247,611.62-	Y			
	** 2019-2020 YEAR TOTALS **		22,719.65						
2020-2021	101-40141-2218	EMPLOYEE/DEPARTMENT RECOGN	588.75	11,500	5,453.01				
	101-40741-3321	TELEPHONE & CELLULAR PHONE	30.00	1,500	1,440.00				
	101-40821-3321	TELEPHONE & CELLULAR PHONE	80.00	1,200	1,040.00				
	101-40931-2211	GENERAL SUPPLIES	73.98	1,500	1,348.07				
	101-41231-3321	TELEPHONE & CELLULAR PHONE	60.00	1,400	1,248.04				
	101-41231-3381	ELECTRIC UTILITIES	2,585.74	60,676	58,090.26				
	101-41231-3382	WATER UTILITIES	115.50	1,451	1,335.50				
	101-42071-3381	ELECTRIC UTILITIES	424.37	6,636	6,211.63				
	101-42071-3382	WATER UTILITIES	85.57	1,390	1,304.43				
	101-42071-3384	REFUSE DISPOSAL	129.54	1,800	1,670.46				
	101-50151-3311	GENERAL PROFESSIONAL SERVI	91.98	31,355	30,407.92				
	101-50151-3321	TELEPHONE & CELLULAR PHONE	190.00	22,300	20,855.21				
	101-50251-3381	ELECTRIC UTILITIES	232.82	2,746	2,513.18				
	101-50352-2211	GENERAL SUPPLIES	374.92	8,000	6,379.79				
	101-50352-3321	TELEPHONE & CELLULAR PHONE	30.00	1,500	1,377.22				
	101-50352-3381	ELECTRIC UTILITIES	432.14	5,422	4,989.86				
	101-50352-3382	WATER UTILITIES	98.59	1,058	959.41				
	101-50352-3384	REFUSE DISPOSAL	0.00	1,000	1,000.00				
	101-50352-3385	SEWER UTILITIES	22.43	235	212.57				
	101-50352-3386	STORM WATER UTILITY	15.24	153	137.76				
	101-50352-3418	FIRE PROTECTION (HYDRANTS)	12,083.33	145,000	132,916.67				
	101-50453-3381	ELECTRIC UTILITIES	191.36	2,458	2,266.64				
	101-50453-3382	WATER UTILITIES	20.46	189	168.54				
	101-50453-3384	REFUSE DISPOSAL	0.00	100	100.00				
	101-60162-3311	GENERAL PROFESSIONAL SERVI	16.88	1,000	983.12				
	101-60162-3321	TELEPHONE & CELLULAR PHONE	110.00	5,000	4,600.00				
	101-60211-2212	MOTOR FUELS, LUBRICANTS &	34.84	55,000	52,628.40				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	6,360.01	56,000	45,432.16				
	101-60211-2245	EQUIPMENT/TOOLS UP TO \$500	10.07	11,650	11,254.08				
	101-60211-3321	TELEPHONE & CELLULAR PHONE	123.32	2,800	2,440.29				
	101-60211-3381	ELECTRIC UTILITIES	698.54	6,693	5,994.46				
	101-60211-3382	WATER UTILITIES	98.71	830	731.29				
	101-60211-3384	REFUSE DISPOSAL	203.96	4,300	4,026.57				
	101-60364-2211	GENERAL SUPPLIES	545.24	14,000	9,697.67				
	101-60364-3321	TELEPHONE	60.00	5,000	4,336.92				
	101-60364-3381	ELECTRIC UTILITIES	4,992.24	57,243	52,250.76				
	101-60364-3382	WATER UTILITIES	350.30	5,371	5,020.70				
	101-60364-3384	REFUSE DISPOSAL	240.00	3,200	2,960.00				
	101-60364-3385	SEWER UTILITIES	23.51	393	369.49				
	101-60364-3386	STORM WATER UTILITY	79.02	840	760.98				
	101-60465-3381	ELECTRIC UTILITIES	23,109.63	281,172	258,062.37				

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	101-70176-3381	ELECTRIC UTILITIES	236.28	16,059	15,822.72		
	101-70176-3382	WATER UTILITIES	506.80	15,399	14,892.20		
	101-70176-3384	REFUSE DISPOSAL	34.74	500	465.26		
	101-70176-3385	SEWER UTILITIES	22.43	0	22.43-	Y	
	101-70276-2211	GENERAL SUPPLIES	81.95	37,000	36,432.92		
	101-70276-3321	TELEPHONE	30.00	4,000	3,555.46		
	101-70276-3381	ELECTRIC UTILITIES	2,547.63	26,780	24,190.51		
	101-70276-3382	WATER UTILITIES	508.60	17,534	17,025.40		
	101-70276-3384	REFUSE DISPOSAL	248.84	2,500	2,251.16		
	101-70276-3385	SEWER UTILITIES	22.43	154	131.57		
	101-70675-3321	TELEPHONE & CELLULAR PHONE	80.00	3,733	3,573.00		
	101-70871-2211	GENERAL SUPPLIES	9.99	16,450	16,335.01		
	207-41136-3386	STORM WATER UTILITY	17.31	256	238.69		
	208-41136-3347	MARKETING	135.00	12,000	11,865.00		
	230-41136-3386	STORM WATER UTILITY	85.23	0	85.23-	Y	
	258-70579-3321	TELEPHONE & CELLULAR PHONE	30.00	0	234.88-	Y	
	258-70579-3381	ELECTRIC UTILITIES	6,835.27	0	6,835.27-	Y	
	258-70579-3382	WATER UTILITIES	536.01	0	536.01-	Y	
	258-70579-3384	REFUSE DISPOSAL	810.68	0	810.68-	Y	
	258-70579-3385	SEWER UTILITIES	401.94	0	401.94-	Y	
	258-70579-3386	STORM WATER UTILITY	666.19	0	666.19-	Y	
	260-41136-3386	STORM WATER UTILITY	174.98	0	174.98-	Y	
	270-50551-3381	ELECTRIC UTILITIES	688.41	7,250	6,561.59		
	270-50551-3382	WATER UTILITIES	122.40	1,800	1,677.60		
	270-50551-3384	REFUSE DISPOSAL	22.10	0	22.10-	Y	
	270-50551-3385	SEWER UTILITIES	32.61	500	467.39		
	494-41136-3445	BOND ISSUANCE COSTS	24,970.00	0	40,470.00-	Y	
	494-41136-5520	BUILDINGS & STRUCTURES	119.51	0	182,324.26-	Y	
	495-41136-3381	ELECTRIC UTILITIES	0.00	0	0.00		
	495-41136-3382	WATER UTILITIES	0.00	0	0.00		
	495-41136-3385	SEWER UTILITIES	7.11	0	7.11-	Y	
	495-41136-3386	STORM WATER UTILITY	68.74	0	68.74-	Y	
	602-90581-2211	GENERAL SUPPLIES	370.12	280,000	248,150.97		
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	1,063.56	66,000	61,137.02		
	602-90581-2223	BUILDING REPAIR & MAINTENA	147.42	3,000	2,852.58		
	602-90581-3311	GENERAL PROFESSIONAL SERVI	6,676.58	104,400	90,093.20		
	602-90581-3321	TELEPHONE & CELLULAR PHONE	120.00	7,440	6,807.31		
	602-90581-3381	ELECTRIC UTILITIES	21,696.33	289,339	267,642.67		
	602-90581-3382	WATER UTILITIES	266.97	2,508	2,241.03		
	602-90581-3384	REFUSE DISPOSAL	252.82	3,500	3,094.18		
	602-90581-3386	STORM WATER UTILITY	1,162.89	12,912	11,749.11		
	602-90581-5520	BUILDINGS & STRUCTURES	1,528.60	0	492,840.94-	Y	
	609-90991-2211	GENERAL SUPPLIES	30.54-	7,500	6,386.10		
	609-90991-3321	TELEPHONE	30.00	1,350	928.26		
	609-90991-3333	FREIGHT	91.00	30,000	27,097.17		

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER
	609-90991-3345	ADVERTISING	2,845.00	50,800	46,045.75				
	609-90991-3381	ELECTRIC UTILITIES	1,791.11	14,688	12,896.89				
	609-90991-3382	WATER UTILITIES	99.14	748	648.86				
	609-90991-3384	REFUSE DISPOSAL	216.45	2,000	1,783.55				
	609-90991-3385	SEWER UTILITIES	31.99	829	797.01				
	609-90991-3386	STORM WATER UTILITY	175.23	537	361.77				
	609-90992-2251	LIQUOR PURCHASES	8,706.62	1,091,165	989,460.09				
	609-90992-2252	BEER PURCHASES	7,079.58	1,576,627	1,387,931.56				
	609-90992-2253	WINE PURCHASES	240.00	456,941	414,363.30				
	609-90992-2254	GEN MDSE PURCHASES	878.90	73,019	65,754.83				
	630-90661-3312	CONSULTANT FEES	2,670.58	45,885	40,543.84				
	630-90661-3321	TELEPHONE & CELLULAR PHONE	70.00	750	580.24				
	630-90661-3381	ELECTRIC UTILITIES	1,334.90	19,018	17,683.10				
	630-90661-3386	STORM WATER UTILITIES	270.36	60	210.36- Y				
	** 2020-2021 YEAR TOTALS **		154,851.78						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-0141	MAYOR & COUNCIL	588.75
101-0151	POLICE ADMINISTRATION	281.98
101-0162	ENGINEERING	126.88
101-0176	AQUATIC CENTER	800.25
101-0211	STREET ADMINISTRATION	7,529.45
101-0251	EMERGENCY MANAGEMENT SERV	232.82
101-0276	PARK MAINTENANCE & DEVEL.	3,439.45
101-0352	FIRE SERVICES	13,056.65
101-0364	AIRPORT	6,290.31
101-0453	ANIMAL IMPOUNDMENT	211.82
101-0465	STREET LIGHTING	23,109.63
101-0675	COMM SERVICES ADMIN	80.00
101-0741	CITY ADMINISTRATION	30.00
101-0821	FINANCE	80.00
101-0871	COMMUNITY EDUCATION	9.99
101-0931	APPRAISING & ASSESSING	73.98
101-1231	MUNICIPAL BLDG MAINT	2,761.24
101-2071	ADULT COMMUNITY CTR	639.48
101 TOTAL	GENERAL FUND	59,342.68

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
207-1136	GENERAL COMMUNITY DEV	17.31
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207 TOTAL	PARKWAY ADDITION III & IV	17.31
208-1136	GENERAL COMMUNITY DEV	135.00
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208 TOTAL	EDA ADMINISTRATION	135.00
230-1136	GEN COMM DEVELOPMENT	85.23
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230 TOTAL	TAX INCREMENT FINANCING	85.23
258-0579	AMATEUR SPORTS CENTER	9,280.09
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258 TOTAL	ARENA & EXPO	9,280.09
260-1136	GENERAL COMMUNITY DEV	174.98
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260 TOTAL	MARSHALL INDUSTRIAL FOUND	174.98
270-0551	MERIT OPERATIONS	865.52
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270 TOTAL	MERIT	865.52
494-1136	GENERAL GOVERNMENT	25,089.51
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494 TOTAL	CITY HALL BUILDING	25,089.51
495-1136	GEN COMM DEVELOPMENT	75.85
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495 TOTAL	PUBLIC IMPROVE REVOLVING	75.85
602-0581	WW OPERATIONS	56,004.94
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602 TOTAL	WASTEWATER OPERATING	56,004.94

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
609-0991	LIQUOR OPERATIONS	5,249.38
609-0992	LIQUOR PURCHASES	16,905.10
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609 TOTAL	LIQUOR	22,154.48
630-0661	SURFACE WATER MGT UTILITY	4,345.84
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630 TOTAL	SURFACE WATER MGT UTILITY	4,345.84
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	** TOTAL **	177,571.43

## \*\*\* PROJECT TOTALS \*\*\*

PROJECT	LINE ITEM	AMOUNT
215 INDOOR ICE FACILITY	2211 GENERAL SUPPLIES	9.99
	** PROJECT 215 TOTAL **	9.99
CH1 CITY HALL-NEW	5520 BUILDING & STRUCTURES	119.51
	** PROJECT CH1 TOTAL **	119.51
E19 ARRIVAL DEPARTURE BLDG	3381 ELECTRIC UTILITIES	1,139.35
	3382 WATER UTILITIES	232.16
	** PROJECT E19 TOTAL **	1,371.51
F05 NW PIPE, RITTERS, ERIE RO	3386 STORM WATER UTILITY	33.91
	** PROJECT F05 TOTAL **	33.91
F21 INDUSTRIAL PK DEV 1-11	3386 SURFACE WATER MANAGEMENT	7.11
	** PROJECT F21 TOTAL **	7.11
F23 BLOCK 11	3381 ELECTRIC UTILITIES	0.00
	3382 WATER UTILITIES	0.00
	3385 SEWER UTILITIES	7.11
	3386 STORM WATER UTILITY	68.74
	** PROJECT F23 TOTAL **	75.85
F24 COMM IND PARK DIST 1-14	3386 SURFACE WATER	44.21
	** PROJECT F24 TOTAL **	44.21

\*\*\* PROJECT TOTALS \*\*\*

PROJECT	LINE ITEM	AMOUNT
W13 WWTF IMPROVEMENTS	5520 BUILDING & STRUCTURES	24,248.25
	** PROJECT W13 TOTAL **	24,248.25

NO ERRORS

\*\* END OF REPORT \*\*

2/13/2020 10:15 AM  
 PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0141 MAYOR & COUNCIL  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-40141-1151	WORK COMP INS Q1 2020 WC	115601	13.00
					DEPARTMENT 0141 MAYOR & COUNCIL	TOTAL: 13.00
01-0450	KOPITSKI, JASON	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	115599	30.00
01-0460	MARSHALL JAMES	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	115610	80.00
01-0503	TOMASEK, TIM	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	115626	30.00
01-0518	WENKER, JEFFREY	I-022020-CELL PHON	101-50151-3321	TELEPHONE & C	115628	30.00
01-1158	GALLS INC	I-014914232	101-50151-2215	SAFETY WEAR & BP VEST- R BRUNSVOLD	115592	1,070.51
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-50151-1151	WORK COMP INS Q1 2020 WC	115601	13,169.00
01-1508	LOCKWOOD MOTORS INC.	I-056628012000	101-50151-2221	EQUIPMENT REP CAR WASHES	115605	14.88
01-1945	NORMS GTC	I-101758	101-50151-2221	EQUIPMENT REP OIL FILTERS	115616	18.04
01-4140	KRUSE FORD-LINCOLN-MERC	C-124149	101-50151-2221	EQUIPMENT REP PAID RETURN	115600	129.95-
		I-124224	101-50151-2221	EQUIPMENT REP REPAIR BRAKES	115600	331.41
01-5515	HOFFMANN, RYAN	I-022020-CELLPHONE	101-50151-3321	TELEPHONE & C	115595	30.00
01-6166	PULVER MOTOR SVC, LLC	I-154894	101-50151-3436	TOWING CHARGE ICR# 20-2191	115619	75.00
					DEPARTMENT 0151 POLICE ADMINISTRATION	TOTAL: 14,748.89
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-50156-1151	WORK COMP INS Q1 2020 WC	115601	168.00
					DEPARTMENT 0156 CHEMICAL ASSESSMENT TEAM	TOTAL: 168.00

2/13/2020 10:15 AM  
 PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0162 ENGINEERING  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 2

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0481	ROKEH, JASON	I-022020-CELL PHON	101-60162-3321	TELEPHONE & C	115621	30.00
01-0495	SWANSON, GREGG	I-022020-CELL PHON	101-60162-3321	TELEPHONE & C	115625	30.00
01-1343	INDEPENDENT LUMBER OF M	I-2001-005575	101-60162-2211	GENERAL SUPPL SHIMS FOR DOORS	115596	21.88
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-60162-1151	WORK COMP INS Q1 2020 WC	115601	486.00
01-1945	NORMS GTC	I-101945	101-60162-2221	EQUIPMENT REP WIPER BLADE 2012 DODGE PU	115616	14.99
01-3808	STELTER, GEOFFREY	I-022020-CELL PHON	101-60162-3321	TELEPHONE & C	115623	30.00
					DEPARTMENT 0162 ENGINEERING	TOTAL: 612.87
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-60164-1151	WORK COMP INS Q1 2020 WC	115601	297.00
					DEPARTMENT 0164 COMMUNITY PLANNING	TOTAL: 297.00
		I-10002543-1	101-70176-1151	WORK COMP INS Q1 2020 WC	115601	1,025.00
01-5733	VAST BROADBAND	I-015044201-0220	101-70176-3321	TELEPHONE 02/06-03/05/20	115627	56.00
01-5860	CENTRAL STATES GROUP	I-1388932-00	101-70176-2221	EQUIPMENT REP CHLORINATOR SADDLE	115590	53.07
					DEPARTMENT 0176 AQUATIC CENTER	TOTAL: 1,134.07
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-60211-1151	WORK COMP INS Q1 2020 WC	115601	7,823.00
01-1502	LITTLE FALLS MACHINE IN	I-357631	101-60211-2221	EQUIPMENT REP JD 770 BLADE	115604	214.23
01-1945	NORMS GTC	I-101845	101-60211-2211	GENERAL SUPPL TORCH LIGHTER	115616	3.49
		I-101846	101-60211-2221	EQUIPMENT REP PLOW HOSES	115616	116.52
		I-101948	101-60211-2245	EQUIPMENT/TOO SOCKET	115616	39.95

2/13/2020 10:15 AM  
 PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0211 STREET ADMINISTRATION  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 3

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2064	POWERPLAN	I-P6355011	101-60211-2221	EQUIPMENT REP JD BLADE TURBO HOSE CLAMP	115618	15.23
01-2156	RH SEALCOATING & .	I-202002114339	101-60211-3311	GENERAL PROFE 01/18/20 SNOW HAULING	115620	570.00
01-3845	DAKOTA FLUID POWER INC.	I-6750899	101-60211-2221	EQUIPMENT REP BUCKET TRUCK	115591	56.38
01-5813	ACE HOME & HARDWARE	I-111099	101-60211-2211	GENERAL SUPPL SOFTNER SALT	115578	32.95
01-6341	BLUE RIDGE SOLUTIONS	I-273-04-20	101-60211-2212	MOTOR FUELS, ASPHALT REMOVER	115585	862.88
DEPARTMENT 0211 STREET ADMINISTRATION					TOTAL:	9,734.63
01-0018	BORDER STATES ELECTRIC	I-919354222	101-70276-2211	GENERAL SUPPL DRILL BIT SETS	115587	59.98
01-0689	BEND RITE FABRICATION I	I-44760	101-70276-2227	OTHER REPAIRS MAIN ST GARBAGE CANS	115583	84.87
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-70276-1151	WORK COMP INS Q1 2020 WC	115601	2,755.00
01-1508	LOCKWOOD MOTORS INC.	I-47886	101-70276-2221	EQUIPMENT REP 17 CHEVY WHEEL CAP	115605	66.60
01-1555	LYON LINCOLN ELECTRIC C	I-202002114338	101-70276-3381	ELECTRIC UTIL 12/31-01/31/20	115607	41.86
01-1711	MID-AMERICAN RESEARCH C	I-0686871-IN	101-70276-2227	OTHER REPAIRS WEED CONTROL, URINAL SCREENS	115612	264.60
01-1864	MONTES ELECTRIC INC	I-18579	101-70276-2223	BUILDING REPA SHOP ELECTRICAL	115615	339.24
		I-18584	101-70276-2223	BUILDING REPA SVC BATHROOM	115615	17.50
		I-18594	101-70276-2223	BUILDING REPA SHOP ELECTRICAL	115615	202.21
01-1945	NORMS GTC	I-101852	101-70276-2211	GENERAL SUPPL WASH BRUSHES	115616	49.98
01-4980	MENARDS INC	I-53214	101-70276-2227	OTHER REPAIRS ROUTER BIT, WIPERS	115611	64.96
01-5733	VAST BROADBAND	I-015044201-0220	101-70276-3321	TELEPHONE 02/06-03/05/20	115627	60.90

2/13/2020 10:15 AM  
 PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 0276 PARK MAINTENANCE & DEVEL.  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5813	ACE HOME & HARDWARE	I-111088	101-70276-2211	GENERAL SUPPL DEADLATCH STRIKE, SCREWS	115578	7.78
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.TOTAL:						4,015.48
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-50352-1151	WORK COMP INS Q1 2020 WC	115601	4,511.00
01-1623	MARSHALL INDEPENDENT, I	I-055856	101-50352-3345	ADVERTISING 01/20 SHOPPER	115609	17.00
01-1864	MONTES ELECTRIC INC	I-18582	101-50352-2223	BUILDING REPA EMERGENCY LIGHTING REPLACEMENT	115615	360.17
		I-18583	101-50352-2223	BUILDING REPA ELECTRICAL WORK	115615	377.57
		I-18596	101-50352-2223	BUILDING REPA LIGHTS & WIRING	115615	606.62
DEPARTMENT 0352 FIRE SERVICES TOTAL:						5,872.36
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-60364-1151	WORK COMP INS Q1 2020 WC	115601	1,365.00
01-4980	MENARDS INC	I-53251	101-60364-2211	GENERAL SUPPL A/D PROP BOARD	115611	54.34
		I-53252	101-60364-2211	GENERAL SUPPL WOOD SCREWS	115611	10.16
01-5446	SURPLUS CENTER	I-P092460801013	101-60364-2221	EQUIPMENT REP KUBOTA BLOWER CHUTE DEFLECTOR	115624	316.36
01-5813	ACE HOME & HARDWARE	I-111050	101-60364-2211	GENERAL SUPPL PROP BOCKER BOARD	115578	39.99
DEPARTMENT 0364 AIRPORT TOTAL:						1,785.85
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	101-70377-1151	WORK COMP INS Q1 2020 WC	115601	82.00
DEPARTMENT 0377 MUNICIPAL BAND TOTAL:						82.00
		I-10002543-1	101-50453-1151	WORK COMP INS Q1 2020 WC	115601	74.00
DEPARTMENT 0453 ANIMAL IMPOUNDMENT TOTAL:						74.00
		I-10002543-1	101-40671-1151	WORK COMP INS Q1 2020 WC	115601	44.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5733	VAST BROADBAND					
		I-015790801-0220	101-40671-3321	TELEPHONE 02/06-03/05/20	115627	10.70
01-6022	ADORAMA, INC					
		I-25587913	101-40671-2211	GENERAL SUPPL MONITOR BATTERIES	115579	165.00
				DEPARTMENT 0671 CABLE COMMISSION	TOTAL:	219.70
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-1	101-70675-1151	WORK COMP INS Q1 2020 WC	115601	1,059.00
				DEPARTMENT 0675 COMM SERVICES ADMIN	TOTAL:	1,059.00
		I-10002543-1	101-40741-1151	WORK COMP INS Q1 2020 WC	115601	352.00
		I-10002543-1	101-40741-1151	WORK COMP INS Q1 2020 WC	115601	9,780.00
01-5283	BREDE, WAYNE					
		I-202002114337	101-40741-3312	CONSULTANT FE HAY POINTING	115589	75.00
				DEPARTMENT 0741 CITY ADMINISTRATION	TOTAL:	10,207.00
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-1	101-70772-1151	WORK COMP INS Q1 2020 WC	115601	109.00
				DEPARTMENT 0772 CS YOUTH ACTIVITIES	TOTAL:	109.00
		I-10002543-1	101-70774-1151	WORK COMP INS Q1 2020 WC	115601	8.00
				DEPARTMENT 0774 CS GENERAL-OTHER	TOTAL:	8.00
		I-10002543-1	101-40821-1151	WORK COMP INS Q1 2020 WC	115601	260.00
				DEPARTMENT 0821 FINANCE	TOTAL:	260.00
		I-10002543-1	101-70871-1151	WORK COMP INS Q1 2020 WC	115601	928.00
		I-10002543-1	101-70871-1151	WORK COMP INS Q1 2020 WC	115601	0.00
		I-10002543-1	101-70871-1151	WORK COMP INS Q1 2020 WC	115601	0.00
				DEPARTMENT 0871 COMMUNITY EDUCATION	TOTAL:	928.00
		I-10002543-1	101-40931-1151	WORK COMP INS Q1 2020 WC	115601	204.00
				DEPARTMENT 0931 APPRAISING & ASSESSING	TOTAL:	204.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT		continued			
		I-10002543-1	101-70971-1151	WORK COMP INS Q1 2020 WC	115601	1,111.00
		I-10002543-1	101-70971-1151	WORK COMP INS Q1 2020 WC	115601	0.00
		I-10002543-1	101-70971-1151	WORK COMP INS Q1 2020 WC	115601	0.00
			DEPARTMENT 0971 RECREATION	TOTAL:		1,111.00
		I-10002543-1	101-41231-1151	WORK COMP INS Q1 2020 WC	115601	1,275.00
01-1864	MONTES ELECTRIC INC					
		I-18575	101-41231-2223	BUILDING REPA DISCONNECT CITY HALL GENERATOR	115615	243.19
01-5577	LYON COUNTY HAZARDOUS W					
		I-0472979	101-41231-3384	REFUSE DISPOS TV DISPOSAL	115606	20.00
			DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL:		1,538.19
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-1	101-42071-1151	WORK COMP INS Q1 2020 WC	115601	283.00
			DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL:		283.00
			FUND 101 GENERAL FUND	TOTAL:		54,465.04

PACKET: 07247 02/13/20 CITY AP  
VENDOR SET: 01  
FUND : 208 EDA ADMINISTRATION  
DEPARTMENT: 1136 GENERAL COMMUNITY DEV  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	208-41136-1151	WORK COMP INS Q1 2020 WC	115601	63.00
DEPARTMENT 1136 GENERAL COMMUNITY DEV					TOTAL:	63.00
FUND 208 EDA ADMINISTRATION					TOTAL:	63.00

2/13/2020 10:15 AM  
PACKET: 07247 02/13/20 CITY AP  
VENDOR SET: 01  
FUND : 211 LIBRARY FUND  
DEPARTMENT: 0437 LIBRARY  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	211-70437-1151	WORK COMP INS Q1 2020 WC	115601	645.00
					DEPARTMENT 0437 LIBRARY	TOTAL: 645.00
					FUND 211 LIBRARY FUND	TOTAL: 645.00

PACKET: 07247 02/13/20 CITY AP

VENDOR SET: 01

FUND : 230 TAX INCREMENT FINANCING

DEPARTMENT: 1136 GEN COMM DEVELOPMENT

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0689	BEND RITE FABRICATION I					
		I-202002114340	230-41136-3490	PAYMENT TO TH 90% TIF 02/20 PYMT	115583	4,996.96
	PROJ: F19-3490	BEND RITE 1/12		PAYMENT TO THE DEVELOPER		
01-4908	SFC GLOBAL SUPPLY CHAIN					
		I-202002124344	230-41136-3490	PAYMENT TO TH 90% TIF 2/20 PYMT	115622	9,410.28
	PROJ: F20-3490	SCHWAN'S 2-4		PAYMENT TO THE DEVELOPER		
01-5408	HERITAGE POINTE PARTNER					
		I-202002124342	230-41136-3490	PAYMENT TO TH 90% TIF, 02/20 PYMT	115594	23,579.38
	PROJ: F18-3490	HERITAGE POINT 4-1		PAYMENT TO THE DEVELOPER		
DEPARTMENT 1136 GEN COMM DEVELOPMENT					TOTAL:	37,986.62
-----						
FUND 230 TAX INCREMENT FINANCING					TOTAL:	37,986.62

PACKET: 07247 02/13/20 CITY AP

VENDOR SET: 01

FUND : 240 COMM ED DRIVER'S TRAINING

DEPARTMENT: 0879 COMM ED--WINTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2700	BOERBOOM, JASON	I-202002114341	240-70879-3438	REFUNDS & REI DRIVER'S ED REFUND	115586	335.00
					DEPARTMENT 0879 COMM ED--WINTER	TOTAL: 335.00
					FUND 240 COMM ED DRIVER'S TRAINING	TOTAL: 335.00

PACKET: 07247 02/13/20 CITY AP

VENDOR SET: 01

FUND : 258 ARENA & EXPO

DEPARTMENT: 0579 AMATEUR SPORTS CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1256	HAWKINS INC	I-4656385	258-70579-2227	OTHER REPAIRS CIRCULATION PUMP, METER	115593	432.29
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	258-70579-1151	WORK COMP INS Q1 2020 WC	115601	1,137.00
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	1,569.29
FUND 258 ARENA & EXPO					TOTAL:	1,569.29

PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 270 MERIT  
 DEPARTMENT: 0551 MERIT OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	270-50551-1151	WORK COMP INS Q1 2020 WC	115601	67.00
					DEPARTMENT 0551 MERIT OPERATIONS	TOTAL: 67.00
					FUND 270 MERIT	TOTAL: 67.00

PACKET: 07247 02/13/20 CITY AP

VENDOR SET: 01  
FUND : 401 CAPITAL EQUIPMENT FUND

DEPARTMENT: 0176 AQUATIC CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-4896	MINNWEST PLUMBING & HEA	I-2390	401-70176-5530	CAPITAL OUTLA NEW CHLORINATOR PLUMBING	115613	3,870.00
					DEPARTMENT 0176 AQUATIC CENTER	TOTAL: 3,870.00
					FUND 401 CAPITAL EQUIPMENT FUND	TOTAL: 3,870.00

PACKET: 07247 02/13/20 CITY AP

VENDOR SET: 01

FUND : 493 MERIT TRACK EXPANSION

DEPARTMENT: 0551 MERIT CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-3555	MN DOT					
		I-P00011157	493-50551-5530	IMPR OTHER TH 12/19 MATERIAL TESTING	115614	786.27
	PROJ: MER-5530	MERIT CENTER		IMPR OTHER THAN BLDGS		
DEPARTMENT 0551 MERIT CENTER					TOTAL:	786.27
FUND 493 MERIT TRACK EXPANSION					TOTAL:	786.27

PACKET: 07247 02/13/20 CITY AP

VENDOR SET: 01  
FUND : 495 PUBLIC IMPROVE REVOLVING

DEPARTMENT: 1136 GEN COMM DEVELOPMENT

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-3555	MN DOT					
		I-P00011157	495-41136-3311	GENERAL PROFE 12/19 MATERIAL TESTING	115614	115.23
	PROJ: F23-3311	BLOCK 11		GENERAL PROFESSIONAL SVC		
					DEPARTMENT 1136 GEN COMM DEVELOPMENT	TOTAL: 115.23
					FUND 495 PUBLIC IMPROVE REVOLVING	TOTAL: 115.23

2/13/2020 10:15 AM  
 PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 602 WASTEWATER OPERATING  
 DEPARTMENT: 0581 WW OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1256	HAWKINS INC	I-4660548	602-90581-2211	GENERAL SUPPL GRANULAR BLEACH	115593	553.00
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-1	602-90581-1151	WORK COMP INS Q1 2020 WC	115601	5,182.00
01-1945	NORMS GTC	I-101818	602-90581-2211	GENERAL SUPPL BATTERY BRUSH	115616	5.39
		I-101906	602-90581-2212	MOTOR FUELS, FILTERS	115616	34.70
		I-101927	602-90581-2212	MOTOR FUELS, FILTERS	115616	9.25
01-5459	MAGNEY CONSTRUCTION, IN	I-202002124343	602-90581-5520	BUILDINGS & PAY REQ#7, 01/20 SVC	115608	491,312.34
	PROJ: W13-5520	WWTF IMPROVEMENTS		BUILDING & STRUCTURES		
01-5813	ACE HOME & HARDWARE	I-111009	602-90581-2211	GENERAL SUPPL SPRAYPAINT	115578	9.18
		I-111217	602-90581-2211	GENERAL SUPPL VINYL TUBE	115578	26.85
DEPARTMENT 0581 WW OPERATIONS					TOTAL:	497,132.71
FUND 602 WASTEWATER OPERATING					TOTAL:	497,132.71

2/13/2020 10:15 AM  
 PACKET: 07247 02/13/20 CITY AP  
 VENDOR SET: 01  
 FUND : 609 LIQUOR  
 DEPARTMENT: 0991 LIQUOR OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 17

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1399	JOHNSON BROTHERS LIQUOR					
		I-1494199	609-90991-3333	FREIGHT .	115597	20.28
		I-1494200	609-90991-3333	FREIGHT .	115597	57.46
		I-1498331	609-90991-3333	FREIGHT .	115597	276.00
		I-1498332	609-90991-3333	FREIGHT .	115597	15.21
		I-1501363	609-90991-3333	FREIGHT .	115597	85.62
		I-1501364	609-90991-3333	FREIGHT .	115597	43.94
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-1	609-90991-1151	WORK COMP INS Q1 2020 WC	115601	1,724.00
01-1623	MARSHALL INDEPENDENT, I					
		I-055860	609-90991-3345	ADVERTISING 01/20 SHOPPER & DISPLAY	115609	579.25
01-1864	MONTES ELECTRIC INC					
		I-18565	609-90991-2227	OTHER REPAIRS CONDUIT FOR NEW COOLER	115615	382.16
		I-18600	609-90991-2227	OTHER REPAIRS CONDUIT FOR NEW COOLER	115615	402.26
		I-18630	609-90991-2227	OTHER REPAIRS INSTALL BREAKER FOR COOLER	115615	217.17
01-2036	PHILLIPS WINE AND SPIRI					
		C-353923	609-90991-3333	FREIGHT .	115617	0.42-
		C-355295	609-90991-3333	FREIGHT .	115617	1.69-
		C-355296	609-90991-3333	FREIGHT .	115617	1.69-
		I-2701036	609-90991-3333	FREIGHT .	115617	50.69
		I-2701037	609-90991-3333	FREIGHT .	115617	69.28
01-4457	BREAKTHRU BEVERAGE					
		I-1081096747	609-90991-3333	FREIGHT .	115588	24.67
		I-1081096748	609-90991-3333	FREIGHT .	115588	11.40
01-5733	VAST BROADBAND					
		I-015429901-0120-1	609-90991-3321	TELEPHONE 01/30-02/29/20	115627	180.87
01-6379	WINEBOW					
		I-MN00074141	609-90991-3333	FREIGHT .	115629	9.00
DEPARTMENT 0991 LIQUOR OPERATIONS					TOTAL:	4,145.46
01-0630	ARCTIC GLACIER					
		I-3449003707	609-90992-2254	GEN MDSE PURC .	115581	153.43
01-0699	BEVERAGE WHOLESALERS					
		C-742193	609-90992-2252	BEER PURCHASE .	115584	74.40-
		I-101286	609-90992-2252	BEER PURCHASE .	115584	299.05
		I-101891	609-90992-2254	GEN MDSE PURC .	115584	67.90
		I-101891	609-90992-2252	BEER PURCHASE .	115584	11,151.20
		I-102121	609-90992-2252	BEER PURCHASE .	115584	229.00
		I-742194	609-90992-2254	GEN MDSE PURC .	115584	34.80

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	
01-0699	BEVERAGE WHOLESALERS		continued				
		I-742194	609-90992-2252	BEER PURCHASE .	115584	4,409.13	
01-1399	JOHNSON BROTHERS LIQUOR						
		C-588700	609-90992-2251	LIQUOR PURCHA .	115597	4.00-	
		C-588701	609-90992-2253	WINE PURCHASE .	115597	2.67-	
		C-588812	609-90992-2253	WINE PURCHASE .	115597	74.00-	
		C-588813	609-90992-2252	BEER PURCHASE .	115597	34.08-	
		C-588813	609-90992-2251	LIQUOR PURCHA .	115597	16.15-	
		C-590006	609-90992-2253	WINE PURCHASE .	115597	7.33-	
		C-590007	609-90992-2253	WINE PURCHASE .	115597	13.79-	
		I-1494199	609-90992-2251	LIQUOR PURCHA .	115597	1,244.00	
		I-1494200	609-90992-2253	WINE PURCHASE .	115597	880.00	
		I-1498331	609-90992-2251	LIQUOR PURCHA .	115597	12,159.41	
		I-1498332	609-90992-2253	WINE PURCHASE .	115597	480.45	
		I-1501363	609-90992-2251	LIQUOR PURCHA .	115597	4,059.31	
		I-1501364	609-90992-2253	WINE PURCHASE .	115597	1,210.95	
01-2036	PHILLIPS WINE AND SPIRI						
		C-353923	609-90992-2253	WINE PURCHASE .	115617	34.35-	
		C-354027	609-90992-2253	WINE PURCHASE .	115617	16.00-	
		C-355295	609-90992-2251	LIQUOR PURCHA .	115617	267.75-	
		C-355296	609-90992-2253	WINE PURCHASE .	115617	180.00-	
		I-2701036	609-90992-2251	LIQUOR PURCHA .	115617	3,500.50	
		I-2701037	609-90992-2254	GEN MDSE PURC .	115617	670.20	
		I-2701037	609-90992-2253	WINE PURCHASE .	115617	833.50	
01-3761	AMERICAN BOTTLING CO.						
		I-3088611937	609-90992-2254	GEN MDSE PURC .	115580	104.88	
01-4457	BREAKTHRU BEVERAGE						
		C-2080263395	609-90992-2251	LIQUOR PURCHA .	115588	109.85-	
		C-2080263974	609-90992-2251	LIQUOR PURCHA .	115588	112.85-	
		C-2080264504	609-90992-2254	GEN MDSE PURC .	115588	99.70-	
		C-2080266726	609-90992-2251	LIQUOR PURCHA .	115588	84.14-	
		C-2080267148	609-90992-2253	WINE PURCHASE .	115588	51.85-	
		I-1081096747	609-90992-2251	LIQUOR PURCHA .	115588	1,117.93	
		I-1081096748	609-90992-2253	WINE PURCHASE .	115588	411.92	
01-5447	ARTISAN BEER COMPANY						
		C-483536	609-90992-2252	BEER PURCHASE .	115582	105.96-	
		I-3403616	609-90992-2252	BEER PURCHASE .	115582	105.60	
		I-3404365	609-90992-2252	BEER PURCHASE .	115582	297.45	
01-6379	WINEBOW						
		I-MN00074141	609-90992-2253	WINE PURCHASE .	115629	504.00	
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL:	42,639.74
					FUND 609 LIQUOR	TOTAL:	46,785.20
					REPORT GRAND TOTAL:		643,820.36

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019-2020	493-50551-5530	IMPR OTHER THAN BLDGS	786.27	0	2,651,298.22-	Y			
	495-41136-3311	GENERAL PROFESSIONAL SVC	115.23	0	186,845.84-	Y			
	609-90992-2254	GEN MDSE PURCHASES	104.88	70,496	2,134.83-	Y			
	** 2019-2020 YEAR TOTALS **		1,006.38						
2020-2021	101-40141-1151	WORK COMP INSURANCE PREMIU	13.00	162	149.00				
	101-40671-1151	WORK COMP INSURANCE PREMIU	44.00	989	945.00				
	101-40671-2211	GENERAL SUPPLIES	165.00	6,200	5,665.65				
	101-40671-3321	TELEPHONE	10.70	2,300	2,028.69				
	101-40741-1151	WORK COMP INSURANCE PREMIU	10,132.00	2,042	8,090.00-	Y			
	101-40741-3312	CONSULTANT FEES	75.00	0	75.00-	Y			
	101-40821-1151	WORK COMP INSURANCE PREMIU	260.00	2,653	2,393.00				
	101-40931-1151	WORK COMP INSURANCE PREMIU	204.00	1,625	1,421.00				
	101-41231-1151	WORK COMP INSURANCE PREMIU	1,275.00	6,173	4,898.00				
	101-41231-2223	BUILDING REPAIR & MAINTENA	243.19	7,500	7,246.85				
	101-41231-3384	REFUSE DISPOSAL	20.00	1,600	1,580.00				
	101-42071-1151	WORK COMP INSURANCE PREMIU	283.00	1,173	890.00				
	101-50151-1151	WORK COMP INSURANCE PREMIU	13,169.00	59,690	46,521.00				
	101-50151-2215	SAFETY WEAR & EQUIPMENT	1,070.51	4,200	3,129.49				
	101-50151-2221	EQUIPMENT REPAIR & MAINTEN	234.38	20,600	16,566.95				
	101-50151-3321	TELEPHONE & CELLULAR PHONE	200.00	22,300	20,855.21				
	101-50151-3436	TOWING CHARGES	75.00	22,500	21,600.00				
	101-50156-1151	WORK COMP INSURANCE PREMIU	168.00	0	168.00-	Y			
	101-50352-1151	WORK COMP INSURANCE PREMIU	4,511.00	23,486	18,975.00				
	101-50352-2223	BUILDING REPAIR & MAINTENA	1,344.36	12,500	9,241.51				
	101-50352-3345	ADVERTISING	17.00	150	133.00				
	101-50453-1151	WORK COMP INSURANCE PREMIU	74.00	237	163.00				
	101-60162-1151	WORK COMP INSURANCE PREMIU	486.00	4,055	3,569.00				
	101-60162-2211	GENERAL SUPPLIES	21.88	6,500	6,478.12				
	101-60162-2221	EQUIPMENT REPAIR & MAINTEN	14.99	4,500	4,451.03				
	101-60162-3321	TELEPHONE & CELLULAR PHONE	90.00	5,000	4,600.00				
	101-60164-1151	WORK COMP INSURANCE PREMIU	297.00	1,995	1,698.00				
	101-60211-1151	WORK COMP INSURANCE PREMIU	7,823.00	42,817	34,994.00				
	101-60211-2211	GENERAL SUPPLIES	36.44	8,000	7,052.14				
	101-60211-2212	MOTOR FUELS, LUBRICANTS &	862.88	55,000	52,628.40				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	402.36	56,000	45,432.16				
	101-60211-2245	EQUIPMENT/TOOLS UP TO \$500	39.95	11,650	11,254.08				
	101-60211-3311	GENERAL PROFESSIONAL SERVI	570.00	18,500	11,806.38				
	101-60364-1151	WORK COMP INSURANCE PREMIU	1,365.00	6,046	4,681.00				
	101-60364-2211	GENERAL SUPPLIES	104.49	14,000	9,697.67				
	101-60364-2221	EQUIPMENT REPAIR & MAINTEN	316.36	15,100	12,598.59				
	101-70176-1151	WORK COMP INSURANCE PREMIU	1,025.00	5,435	4,410.00				
	101-70176-2221	EQUIPMENT REPAIR & MAINTEN	53.07	8,000	7,946.93				
	101-70176-3321	TELEPHONE	56.00	800	744.00				

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-70276-1151	WORK COMP INSURANCE PREMIU	2,755.00	10,137	7,382.00				
	101-70276-2211	GENERAL SUPPLIES	117.74	37,000	36,432.92				
	101-70276-2221	EQUIPMENT REPAIR & MAINTEN	66.60	15,000	14,093.84				
	101-70276-2223	BUILDING REPAIR & MAINTENA	558.95	8,500	6,056.33				
	101-70276-2227	OTHER REPAIRS & MAINTENANC	414.43	68,000	67,114.10				
	101-70276-3321	TELEPHONE	60.90	4,000	3,555.46				
	101-70276-3381	ELECTRIC UTILITIES	41.86	26,780	24,190.51				
	101-70377-1151	WORK COMP INSURANCE PREMIU	82.00	390	308.00				
	101-70675-1151	WORK COMP INSURANCE PREMIU	1,059.00	5,498	4,439.00				
	101-70772-1151	WORK COMP INSURANCE PREMIU	109.00	1,030	921.00				
	101-70774-1151	WORK COMP INSURANCE PREMIU	8.00	41	33.00				
	101-70871-1151	WORK COMP INSURANCE PREMIU	928.00	5,169	4,241.00				
	101-70971-1151	WORK COMP INSURANCE PREMIU	1,111.00	2,983	1,872.00				
	208-41136-1151	WORK COMP INS PREMIUM	63.00	0	63.00-	Y			
	211-70437-1151	WORK COMP INS PREMIUM	645.00	3,769	3,124.00				
	230-41136-3490	PAYMENT TO THE DEVELOPER	37,986.62	0	37,986.62-	Y			
	240-70879-3438	REFUNDS & REIMBURSEMENTS	335.00	1,000	665.00				
	258-70579-1151	WORK COMP INSURANCE PREMIU	1,137.00	0	1,137.00-	Y			
	258-70579-2227	OTHER REPAIRS & MAINTENANC	432.29	0	3,028.30-	Y			
	270-50551-1151	WORK COMP INSURANCE PREMIU	67.00	0	67.00-	Y			
	401-70176-5530	CAPITAL OUTLAY - IMPR OTHE	3,870.00	0	3,870.00-	Y			
	602-90581-1151	WORK COMP INSURANCE PREMIU	5,182.00	35,957	30,775.00				
	602-90581-2211	GENERAL SUPPLIES	594.42	280,000	248,150.97				
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	43.95	66,000	61,137.02				
	602-90581-5520	BUILDINGS & STRUCTURES	491,312.34	0	492,840.94-	Y			
	609-90991-1151	WORK COMP INSURANCE PREMIU	1,724.00	7,343	5,619.00				
	609-90991-2227	OTHER REPAIRS & MAINTENANC	1,001.59	0	1,001.59-	Y			
	609-90991-3321	TELEPHONE	180.87	1,350	928.26				
	609-90991-3333	FREIGHT	659.75	30,000	27,097.17				
	609-90991-3345	ADVERTISING	579.25	50,800	46,045.75				
	609-90992-2251	LIQUOR PURCHASES	21,486.41	1,091,165	989,460.09				
	609-90992-2252	BEER PURCHASES	16,276.99	1,576,627	1,387,931.56				
	609-90992-2253	WINE PURCHASES	3,940.83	456,941	414,363.30				
	609-90992-2254	GEN MDSE PURCHASES	830.63	73,019	65,754.83				
**	2020-2021 YEAR TOTALS	**	642,813.98						

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-0141	MAYOR & COUNCIL	13.00
101-0151	POLICE ADMINISTRATION	14,748.89
101-0156	CHEMICAL ASSESSMENT TEAM	168.00
101-0162	ENGINEERING	612.87
101-0164	COMMUNITY PLANNING	297.00
101-0176	AQUATIC CENTER	1,134.07
101-0211	STREET ADMINISTRATION	9,734.63
101-0276	PARK MAINTENANCE & DEVEL.	4,015.48
101-0352	FIRE SERVICES	5,872.36
101-0364	AIRPORT	1,785.85
101-0377	MUNICIPAL BAND	82.00
101-0453	ANIMAL IMPOUNDMENT	74.00
101-0671	CABLE COMMISSION	219.70
101-0675	COMM SERVICES ADMIN	1,059.00
101-0741	CITY ADMINISTRATION	10,207.00
101-0772	CS YOUTH ACTIVITIES	109.00
101-0774	CS GENERAL-OTHER	8.00
101-0821	FINANCE	260.00
101-0871	COMMUNITY EDUCATION	928.00
101-0931	APPRAISING & ASSESSING	204.00
101-0971	RECREATION	1,111.00
101-1231	MUNICIPAL BLDG MAINT	1,538.19
101-2071	ADULT COMMUNITY CTR	283.00
-----		
101 TOTAL	GENERAL FUND	54,465.04
-----		
208-1136	GENERAL COMMUNITY DEV	63.00
-----		
208 TOTAL	EDA ADMINISTRATION	63.00
-----		
211-0437	LIBRARY	645.00
-----		
211 TOTAL	LIBRARY FUND	645.00
-----		
230-1136	GEN COMM DEVELOPMENT	37,986.62
-----		
230 TOTAL	TAX INCREMENT FINANCING	37,986.62
-----		
240-0879	COMM ED--WINTER	335.00
-----		
240 TOTAL	COMM ED DRIVER'S TRAINING	335.00

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
258-0579	AMATEUR SPORTS CENTER	1,569.29
-----		
258 TOTAL	ARENA & EXPO	1,569.29
270-0551	MERIT OPERATIONS	67.00
-----		
270 TOTAL	MERIT	67.00
401-0176	AQUATIC CENTER	3,870.00
-----		
401 TOTAL	CAPITAL EQUIPMENT FUND	3,870.00
493-0551	MERIT CENTER	786.27
-----		
493 TOTAL	MERIT TRACK EXPANSION	786.27
495-1136	GEN COMM DEVELOPMENT	115.23
-----		
495 TOTAL	PUBLIC IMPROVE REVOLVING	115.23
602-0581	WW OPERATIONS	497,132.71
-----		
602 TOTAL	WASTEWATER OPERATING	497,132.71
609-0991	LIQUOR OPERATIONS	4,145.46
609-0992	LIQUOR PURCHASES	42,639.74
-----		
609 TOTAL	LIQUOR	46,785.20
-----		
	** TOTAL **	643,820.36

## \*\*\* PROJECT TOTALS \*\*\*

PROJECT	LINE ITEM	AMOUNT
F18 HERITAGE POINT 4-1	3490 PAYMENT TO THE DEVELOPER	23,579.38
	** PROJECT F18 TOTAL **	23,579.38
F19 BEND RITE 1/12	3490 PAYMENT TO THE DEVELOPER	4,996.96
	** PROJECT F19 TOTAL **	4,996.96
F20 SCHWAN'S 2-4	3490 PAYMENT TO THE DEVELOPER	9,410.28
	** PROJECT F20 TOTAL **	9,410.28
F23 BLOCK 11	3311 GENERAL PROFESSIONAL SVC	115.23
	** PROJECT F23 TOTAL **	115.23
MER MERIT CENTER	5530 IMPR OTHER THAN BLDGS	786.27
	** PROJECT MER TOTAL **	786.27
W13 WWTF IMPROVEMENTS	5520 BUILDING & STRUCTURES	491,312.34
	** PROJECT W13 TOTAL **	491,312.34

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
0966		DELTA DENTAL OF MINNESOTA						
	I-202002204385	DELTA DENTAL OF MINNESOTA	D	2/21/2020		917.52	001105	
	I-22F202002054320	DENTAL FAMILY	D	2/21/2020		4,421.52	001105	
	I-22F202002194373	DENTAL FAMILY	D	2/21/2020		4,421.52	001105	
	I-22S202002054320	DENTAL SINGLE	D	2/21/2020		530.38	001105	
	I-22S202002194373	DENTAL SINGLE	D	2/21/2020		530.38	001105	10,821.32
4805		FURTHER						
	I-202002204374	FURTHER	D	2/21/2020		520.84	001106	
	I-5FH202002194373	EMPLOYER CONTRIB FAM HSA 5000	D	2/21/2020		4,333.68	001106	
	I-5FV202002194373	EMPLOYER CONT FAM VEBA 5000	D	2/21/2020		1,187.52	001106	
	I-5SH202002194373	EMPLOYER CONTRIB SNGL HSA 5000	D	2/21/2020		1,437.50	001106	
	I-5SV202002194373	EMPLOYER CONT SINGL VEBA 5000	D	2/21/2020		770.85	001106	
	I-HEC202002194373	EMPLOYEE HSA CONTRIBUTION	D	2/21/2020		9,656.28	001106	17,906.67
1358		INTERNAL REVENUE SERVICE						
	I-T1 202002194373	FEDERAL W/H	D	2/21/2020		23,489.62	001107	
	I-T3 202002194373	SOCIAL SECURITY W/H	D	2/21/2020		25,437.84	001107	
	I-T4 202002194373	MEDICARE W/H	D	2/21/2020		7,686.60	001107	56,614.06
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A202002194373	HEALTH CARE SAVINGS PLAN	D	2/21/2020		876.62	001108	
	I-27B202002194373	HEALTH CARE SAVINGS PLAN	D	2/21/2020		170.00	001108	
	I-27L202002194373	HEALTH CARE SAVINGS PLAN	D	2/21/2020		1,275.00	001108	
	I-27N202002194373	HEALTH CARE SAVINGS PLAN	D	2/21/2020		2,435.36	001108	
	I-27S202002194373	HEALTH CARE SAVINGS PLAN	D	2/21/2020		200.00	001108	
	I-36 202002194373	MNDP - DEFERRED COMP	D	2/21/2020		970.00	001108	
	I-36R202002194373	MNDP - ROTH	D	2/21/2020		355.00	001108	6,281.98
1818		MN REVENUE						
	I-T2 202002194373	STATE W/H	D	2/21/2020		10,857.84	001109	10,857.84
2512		NATIONWIDE RETIREMENT						
	I-33 202002194373	USCM	D	2/21/2020		875.00	001110	875.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 202002194373	USCM FIRE DEPT	D	2/21/2020		1,346.93	001111	1,346.93
2028		PERA OF MINNESOTA REG						
	I-12 202002194373	PERA POLICE AND FIRE	D	2/21/2020		19,682.68	001112	
	I-13 202002194373	PERA COORDINATED	D	2/21/2020		30,703.22	001112	50,385.90
3443		VALIC DEFERRED COMP						
	I-35 202002194373	VALIC DEFERRED COMP	D	2/21/2020		1,032.00	001113	
	I-35F202002194373	VALIC - FIRE DEPARTMENT	D	2/21/2020		179.35	001113	
	I-35R202002194373	VALIC ROTH	D	2/21/2020		1,250.00	001113	2,461.35

PACKET: 07255 2/21/2020 PR 1w - 2

VENDOR SET: 01 City of Marshall

\*\*\* DRAFT/OTHER LISTING \*\*\*

BANK: AP REG AP

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
6085		VOYA - INVESTORS CHOICE						
	I-37D202002194373	VOYA DEFERRED	D	2/21/2020		150.00	001114	
	I-37R202002194373	VOYA ROTH PLAN	D	2/21/2020		845.00	001114	995.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	10	0.00	158,546.05	158,546.05
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
<b>BANK TOTALS:</b>	<b>10</b>	<b>0.00</b>	<b>158,546.05</b>	<b>158,546.05</b>

PACKET: 07255 2/21/2020 PR 1w - 2  
VENDOR SET: 01 City of Marshall  
BANK: ALL

\*\*\* DRAFT/OTHER LISTING \*\*\*

\*\* REGISTER GRAND TOTALS \*

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	10	0.00	158,546.05	158,546.05
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	10	0.00	158,546.05	158,546.05

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
101	2/2020	117,882.56CR
211	2/2020	11,061.49CR
258	2/2020	4,313.53CR
270	2/2020	1,237.92CR
602	2/2020	17,992.09CR
609	2/2020	6,058.46CR
ALL		158,546.05CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1480	LAW ENFORCEMENT LABOR S					
		I-80 202002194373	101-21265	UNION DUES LELS UNION DUES	003465	1,240.00
01-1616	MARSHALL CONVENTION & V					
		I-202002144356	101-21121	ACCOUNTS PAYA 12/19 LODGING TAX	003466	12,851.54
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	14,091.54
01-1890	MUNICIPAL CODE CORPORAT					
		I-00339207	101-40141-2211	GENERAL SUPPL CODE BOOK UPDATE	003471	2,039.96
01-3495	SMSU					
		I-00216721	101-40141-2218	EMPLOYEE/DEPA EMPLOYEE RECOGNITION ROOM RENT	003477	420.00
				DEPARTMENT 0141 MAYOR & COUNCIL	TOTAL:	2,459.96
01-1575	MAILBOXES & PARCEL DEPO					
		I-85352	101-50151-3322	POSTAGE SHIPPING	003488	20.13
01-6368	STEFFEN, LEE					
		I-202002194360	101-50151-3331	TRAVEL, CONFE 02/05/20 TAC MTG-BAXTER	003494	160.32
	PROJ: PC5-3331	10/14-09/16 CAT GRANT		TRAVEL, CONFERENCES, AND SCHOO		
				DEPARTMENT 0151 POLICE ADMINISTRATION	TOTAL:	180.45
01-4489	VERIZON WIRELESS					
		I-9847465068	101-50156-3321	TELEPHONE & C 01/02-02/01/20	003479	49.04
	PROJ: PC5-3321	10/14-09/16 CAT GRANT		TELEPHONE		
				DEPARTMENT 0156 CHEMICAL ASSESSMENT TEAM	TOTAL:	49.04
01-5891	ONE OFFICE SOLUTION					
		I-1980906-0	101-60162-2211	GENERAL SUPPL PACKAGE TAPE	003484	22.68
				DEPARTMENT 0162 ENGINEERING	TOTAL:	22.68
01-0430	HENRIKSEN, RAY					
		I-202002144354	101-60164-3331	TRAVEL, CONFE 02/05/20 ICC CODE SEMINAR	003487	316.58
		I-202002144354	101-60164-3332	MILEAGE ALLOW 02/05/20 ICC CODE SEMINAR	003487	63.22
				DEPARTMENT 0164 COMMUNITY PLANNING	TOTAL:	379.80
01-1090	FASTENAL COMPANY					

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1090	FASTENAL COMPANY		continued			
		I-101208	101-60211-2221	EQUIPMENT REP ELECTRICAL CONNECTORS	003459	25.50
				DEPARTMENT 0211 STREET ADMINISTRATION	TOTAL:	25.50
		I-101215	101-70276-2211	GENERAL SUPPL TOW STRAP	003459	43.82
01-2428	TITAN MACHINERY					
		C-13563360GP	101-70276-2221	EQUIPMENT REP RETURNS	003476	200.00-
		I-13430821GS	101-70276-2221	EQUIPMENT REP 321F REPAIRS	003476	395.57
				DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.	TOTAL:	239.39
01-0567	ALEX AIR APPARATUS INC					
		I-INV-41021	101-50352-2245	EQUIPMENT/TOO IRONS STRAP	003452	58.31
		I-INV-41027	101-50352-2245	EQUIPMENT/TOO SALVAGE COVERS	003452	810.13
01-1267	HEIMAN INC.					
		I-38278	101-50352-2245	EQUIPMENT/TOO WATER EXTINGUISHERS W/MOUNTS	003463	800.00
01-1986	NORTH CENTRAL INTERNATI					
		I-365005	101-50352-2221	EQUIPMENT REP AIR PRESSURE CUPS	003472	25.75
01-3568	BRUNSVOLD, QUENTIN					
		I-202002144350	101-50352-3332	MILEAGE ALLOW 01/20 LEADERSHIP COURSE-ST CLO	003491	77.05
				DEPARTMENT 0352 FIRE SERVICES	TOTAL:	1,771.24
01-0815	CATTOOR OIL COMPANY INC					
		I-2410	101-60364-2212	MOTOR FUELS, 622 BLADE DEF	003457	5.30
01-1986	NORTH CENTRAL INTERNATI					
		I-364839	101-60364-2212	MOTOR FUELS, OSHKOSH PLOW ANTIFREEZE	003472	37.50
01-5696	BROTHERS FIRE PROTECTIO					
		I-33448	101-60364-3311	GENERAL PROFE 2020 INSPECTION	003482	255.00
				DEPARTMENT 0364 AIRPORT	TOTAL:	297.80
01-1632	MARSHALL MINI-STORAGE,					
		I-33036	101-70675-2211	GENERAL SUPPL 03/20 RENT	003467	72.00
				DEPARTMENT 0675 COMM SERVICES ADMIN	TOTAL:	72.00

PACKET: 07261 EFT Payments  
VENDOR SET: 01  
FUND : 101 GENERAL FUND  
DEPARTMENT: 0741 CITY ADMINISTRATION  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-5891	ONE OFFICE SOLUTION					
		I-1979007-0	101-40741-2211	GENERAL SUPPL SUPPLIES	003484	10.78
		I-1979007-1	101-40741-2211	GENERAL SUPPL PENS	003484	5.58
DEPARTMENT 0741 CITY ADMINISTRATION					TOTAL:	16.36
01-1243	HARDWARE HANK					
		I-56539	101-41231-2221	EQUIPMENT REP SVC SNOWBLOWER	003462	22.52
DEPARTMENT 1231 MUNICIPAL BLDG MAINT					TOTAL:	22.52
01-0836	CHARTER COMMUNICATIONS					
		I-202002144351	101-42071-2211	GENERAL SUPPL 02/01-02/29/20	003458	11.99
01-5891	ONE OFFICE SOLUTION					
		I-1976274-0	101-42071-2211	GENERAL SUPPL SUPPLIES	003484	35.92
DEPARTMENT 2071 ADULT COMMUNITY CTR					TOTAL:	47.91
FUND 101 GENERAL FUND					TOTAL:	19,676.19

PACKET: 07261 EFT Payments  
 VENDOR SET: 01  
 FUND : 208 EDA ADMINISTRATION  
 DEPARTMENT: 1136 GENERAL COMMUNITY DEV  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1604	MARSHALL AREA CHAMBER O	I-20640	208-41136-3820	APPROPRIATION 2020 CITY APPROPRIATION	003489	3,500.00
					DEPARTMENT 1136 GENERAL COMMUNITY DEV	TOTAL: 3,500.00
					FUND 208 EDA ADMINISTRATION	TOTAL: 3,500.00

PACKET: 07261 EFT Payments  
VENDOR SET: 01  
FUND : 258 ARENA & EXPO  
DEPARTMENT: 0579 AMATEUR SPORTS CENTER  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-2201	RUNNINGS SUPPLY INC	I-4805982	258-70579-2211	GENERAL SUPPL SUPPLIES	003475	18.97	
01-2428	TITAN MACHINERY	C-13563360GP	258-70579-2221	EQUIPMENT REP RETURNS	003476	166.25-	
01-3557	POMP'S TIRE SERVICE, IN	I-0680047961	258-70579-2221	EQUIPMENT REP KUBOTA MOWER TIRES	003478	247.50	
01-5965	R&R SPECIALTIES OF WISC	I-69888	258-70579-2245	EQUIPMENT/TOO JET ICE PAINTING STICK	003492	451.75	
01-6163	BLUE LINE SHARPENING &	I-190345	258-70579-2221	EQUIPMENT REP ZAM BLADE SHARPENING	003486	400.50	
					DEPARTMENT 0579 AMATEUR SPORTS CENTER	TOTAL:	952.47
					FUND 258 ARENA & EXPO	TOTAL:	952.47

2/20/2020 1:14 PM  
 PACKET: 07261 EFT Payments  
 VENDOR SET: 01  
 FUND : 270 MERIT  
 DEPARTMENT: 0551 MERIT OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 6

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1635	MARSHALL NORTHWEST PIPE					
		I-439946-1	270-50551-2223	BUILDING REPA ZURN SOLENOID VALVE KITS	003468	295.65
		I-440276	270-50551-2223	BUILDING REPA FLUSH SOLENOID	003468	31.53
01-6205	DESMET, JASMINE					
		I-202002204375	270-50551-3331	TRAVEL, CONFE 02/10/20 GOVENOR'S CONF-MPLS	003493	121.00
DEPARTMENT 0551 MERIT OPERATIONS					TOTAL:	448.18
FUND 270 MERIT					TOTAL:	448.18

PACKET: 07261 EFT Payments

VENDOR SET: 01

FUND : 493 MERIT TRACK EXPANSION

DEPARTMENT: 0551 MERIT CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2112	R and G CONSTRUCTION CO					
		I-202002204384	493-50551-5530	IMPR OTHER TH PYMT #8, MERIT TRACK PH2	003474	84,436.13
	PROJ: MER-5530	MERIT CENTER		IMPR OTHER THAN BLDGS		
					DEPARTMENT 0551 MERIT CENTER	TOTAL: 84,436.13
					FUND 493 MERIT TRACK EXPANSION	TOTAL: 84,436.13

PACKET: 07261 EFT Payments  
 VENDOR SET: 01  
 FUND : 602 WASTEWATER OPERATING  
 DEPARTMENT: 0581 WW OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0815	CATTOOR OIL COMPANY INC					
		I-162105	602-90581-2212	MOTOR FUELS, POLAR FUEL GENERATOR	003457	3,216.46
		I-162130	602-90581-2212	MOTOR FUELS, POLAR FUEL GENERATOR	003457	2,172.38
		I-162197	602-90581-2212	MOTOR FUELS, FUEL ATAD & PLANT GENERATOR	003457	2,318.00
01-1090	FASTENAL COMPANY					
		I-101244	602-90581-2211	GENERAL SUPPL PAPER SUPPLIES	003459	71.54
		I-101332	602-90581-2211	GENERAL SUPPL SPRAY CLEANER	003459	6.45
		I-101344	602-90581-2211	GENERAL SUPPL MATERIALS	003459	9.30
01-1126	FLEXIBLE PIPE TOOL COMP					
		I-24586	602-90581-2212	MOTOR FUELS, HYDRAULIC FILTER	003460	765.80
01-1201	GRAINGER INC					
		I-9433254944	602-90581-2211	GENERAL SUPPL HOUR METER	003461	18.51
		I-9437440259	602-90581-2211	GENERAL SUPPL CHEMICAL CARTRIDGE	003461	36.86
01-1813	MN POLLUTION CONTROL AG					
		I-202002144358	602-90581-3437	LICENSES AND RENEW CLASS A--S TRUEDSON	003469	23.00
01-1839	MINNESOTA VALLEY TESTIN					
		I-1018044	602-90581-3311	GENERAL PROFE SALTY DISCHARGE TESTING	003470	117.60
01-3342	TRUEDSON, SCOTT					
		I-202002194369	602-90581-3331	TRAVEL, CONFE REIM FOR MWOA REGISTRATIONS	003490	80.00
DEPARTMENT 0581 WW OPERATIONS					TOTAL:	8,835.90
FUND 602 WASTEWATER OPERATING					TOTAL:	8,835.90

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0578	AMAZON CAPITAL SERVICES	I-1QPJ-GC31-946N	609-90991-2211	GENERAL SUPPL TICKET BOXES	003453	85.74
01-0595	AMERIPRIDE SERVICES, IN	I-2801132022	609-90991-3311	GENERAL PROFE 02/17/20 SVC	003454	127.60
01-0688	BELLBOY CORPORATION	C-0100846200	609-90991-3333	FREIGHT .	003455	2.15-
		I-0100884200	609-90991-3333	FREIGHT .	003455	6.46
		I-0100884200	609-90991-2211	GENERAL SUPPL .	003455	172.72
01-0726	BORCHS SPORTING GOODS	I-AAD010610	609-90991-2214	UNIFORMS UNIFORMS	003456	132.00
01-2049	PLUNKETTS PEST CONTROL	I-6556058	609-90991-3311	GENERAL PROFE 02/11/20 SVC	003473	39.27
01-4594	VINOCUPIA	I-0251811-IN	609-90991-3333	FREIGHT .	003480	10.00
01-4855	SOUTHERN GLAZER'S OF MN	I-1924105	609-90991-3333	FREIGHT .	003481	3.60
		I-1924106	609-90991-3333	FREIGHT .	003481	49.20
		I-1924107	609-90991-3333	FREIGHT .	003481	7.20
		I-1924108	609-90991-3333	FREIGHT .	003481	1.20
		I-1924110	609-90991-3333	FREIGHT .	003481	30.10
DEPARTMENT 0991 LIQUOR OPERATIONS					TOTAL:	662.94
01-0688	BELLBOY CORPORATION	C-0082738100	609-90992-2251	LIQUOR PURCHA .	003455	30.00-
		C-0100846200	609-90992-2254	GEN MDSE PURC .	003455	33.50-
		I-0082790000	609-90992-2251	LIQUOR PURCHA .	003455	669.00
		I-0082867500	609-90992-2251	LIQUOR PURCHA .	003455	492.00
		I-0100884200	609-90992-2254	GEN MDSE PURC .	003455	371.30
01-4594	VINOCUPIA	I-0251811-IN	609-90992-2254	GEN MDSE PURC .	003480	56.00
		I-0251811-IN	609-90992-2253	WINE PURCHASE .	003480	284.00
01-4855	SOUTHERN GLAZER'S OF MN	I-1924106	609-90992-2254	GEN MDSE PURC .	003481	4,663.05
		I-1924110	609-90992-2253	WINE PURCHASE .	003481	1,092.50
01-5731	DOLL DISTRIBUTING	I-267803	609-90992-2252	BEER PURCHASE .	003483	4,551.05
		I-269485	609-90992-2252	BEER PURCHASE .	003483	262.00
		I-269487	609-90992-2252	BEER PURCHASE .	003483	32.51

2/20/2020 1:14 PM  
PACKET: 07261 EFT Payments  
VENDOR SET: 01  
FUND : 609 LIQUOR  
DEPARTMENT: 0992 LIQUOR PURCHASES  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 10

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6156	TRUE BRANDS	I-601812	609-90992-2254	GEN MDSE PURC .	003485	280.17
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL: 12,690.08
					FUND 609 LIQUOR	TOTAL: 13,353.02

PACKET: 07261 EFT Payments

VENDOR SET: 01

FUND : 630 SURFACE WATER MGT UTILITY

DEPARTMENT: 0661 SURFACE WATER MGT UTILITY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1271	HENLE PRINTING COMPANY	I-162682	630-90661-3346	GENERAL NOTIC STORM WATER BROCHURE	003464	752.20
DEPARTMENT 0661 SURFACE WATER MGT UTILITY						TOTAL: 752.20
FUND 630 SURFACE WATER MGT UTILITY						TOTAL: 752.20
REPORT GRAND TOTAL:						131,954.09

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019-2020	101-70276-2221	EQUIPMENT REPAIR & MAINTEN	395.57	18,000	2,866.27-			Y	
	** 2019-2020 YEAR TOTALS **		395.57						
2020-2021	101-21121	ACCOUNTS PAYABLE	12,851.54						
	101-21265	UNION DUES	1,240.00						
	101-40141-2211	GENERAL SUPPLIES	2,039.96	8,000	5,702.24				
	101-40141-2218	EMPLOYEE/DEPARTMENT RECOGN	420.00	11,500	4,500.97				
	101-40741-2211	GENERAL SUPPLIES	16.36	1,400	368.38				
	101-41231-2221	EQUIPMENT REPAIR & MAINTEN	22.52	1,000	749.88				
	101-42071-2211	GENERAL SUPPLIES	47.91	13,000	11,600.02				
	101-50151-3322	POSTAGE	20.13	1,200	1,179.87				
	101-50151-3331	TRAVEL, CONFERENCES AND SC	160.32	16,500	12,042.84				
	101-50156-3321	TELEPHONE & CELLULAR PHONE	49.04	700	615.95				
	101-50352-2221	EQUIPMENT REPAIR & MAINTEN	25.75	29,000	28,450.06				
	101-50352-2245	EQUIPMENT/TOOLS UP TO \$500	1,668.44	40,481	35,462.38				
	101-50352-3332	MILEAGE ALLOWANCES & REIMB	77.05	2,000	1,540.59				
	101-60162-2211	GENERAL SUPPLIES	22.68	6,500	6,455.44				
	101-60164-3331	TRAVEL, CONFERENCES, AND S	316.58	5,000	1,073.85				
	101-60164-3332	MILEAGE ALLOWANCES & REIMB	63.22	0	138.62-			Y	
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	25.50	56,000	41,723.15				
	101-60364-2212	MOTOR FUELS, LUBRICANTS &	42.80	17,500	13,255.74				
	101-60364-3311	GENERAL PROFESSIONAL SERVI	255.00	18,800	17,307.50				
	101-70276-2211	GENERAL SUPPLIES	43.82	37,000	36,389.10				
	101-70276-2221	EQUIPMENT REPAIR & MAINTEN	200.00-	15,000	14,293.84				
	101-70675-2211	GENERAL SUPPLIES	72.00	3,914	3,706.39				
	208-41136-3820	APPROPRIATIONS	3,500.00	0	3,500.00-			Y	
	258-70579-2211	GENERAL SUPPLIES	18.97	48,749	45,943.16				
	258-70579-2221	EQUIPMENT REPAIR & MAINTEN	481.75	0	1,321.87-			Y	
	258-70579-2245	EQUIPMENT/TOOLS UP TO \$500	451.75	0	451.75-			Y	
	270-50551-2223	BUILDING REPAIR & MAINTENA	327.18	4,000	3,672.82				
	270-50551-3331	TRAVEL, CONFERENCES & SCHO	121.00	0	121.00-			Y	
	493-50551-5530	IMPR OTHER THAN BLDGS	84,436.13	0	84,436.13-			Y	
	602-90581-2211	GENERAL SUPPLIES	142.66	280,000	242,104.07				
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	8,472.64	66,000	52,550.44				
	602-90581-3311	GENERAL PROFESSIONAL SERVI	117.60	104,400	89,975.60				
	602-90581-3331	TRAVEL, CONFERENCES AND SC	80.00	7,725	4,795.00				
	602-90581-3437	LICENSES AND TAXES	23.00	12,400	8,985.16				
	609-90991-2211	GENERAL SUPPLIES	258.46	7,500	6,072.75				
	609-90991-2214	UNIFORMS	132.00	1,000	868.00				
	609-90991-3311	GENERAL PROFESSIONAL SERVI	166.87	3,000	873.54				
	609-90991-3333	FREIGHT	105.61	30,000	26,772.47				
	609-90992-2251	LIQUOR PURCHASES	1,131.00	1,091,165	980,344.31				
	609-90992-2252	BEER PURCHASES	4,845.56	1,576,627	1,364,531.64				
	609-90992-2253	WINE PURCHASES	1,376.50	456,941	408,641.72				

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	609-90992-2254	GEN MDSE PURCHASES	5,337.02	73,019		60,042.97	
	630-90661-3346	GENERAL NOTICES & PUBLIC I	752.20	0		752.20-	Y
**	2020-2021 YEAR TOTALS **		131,558.52				

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	14,091.54
101-0141	MAYOR & COUNCIL	2,459.96
101-0151	POLICE ADMINISTRATION	180.45
101-0156	CHEMICAL ASSESSMENT TEAM	49.04
101-0162	ENGINEERING	22.68
101-0164	COMMUNITY PLANNING	379.80
101-0211	STREET ADMINISTRATION	25.50
101-0276	PARK MAINTENANCE & DEVEL.	239.39
101-0352	FIRE SERVICES	1,771.24
101-0364	AIRPORT	297.80
101-0675	COMM SERVICES ADMIN	72.00
101-0741	CITY ADMINISTRATION	16.36
101-1231	MUNICIPAL BLDG MAINT	22.52
101-2071	ADULT COMMUNITY CTR	47.91
-----		
101 TOTAL	GENERAL FUND	19,676.19
208-1136	GENERAL COMMUNITY DEV	3,500.00
-----		
208 TOTAL	EDA ADMINISTRATION	3,500.00
258-0579	AMATEUR SPORTS CENTER	952.47
-----		
258 TOTAL	ARENA & EXPO	952.47
270-0551	MERIT OPERATIONS	448.18
-----		
270 TOTAL	MERIT	448.18

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
493-0551	MERIT CENTER	84,436.13
-----		
493 TOTAL	MERIT TRACK EXPANSION	84,436.13
602-0581	WW OPERATIONS	8,835.90
-----		
602 TOTAL	WASTEWATER OPERATING	8,835.90
609-0991	LIQUOR OPERATIONS	662.94
609-0992	LIQUOR PURCHASES	12,690.08
-----		
609 TOTAL	LIQUOR	13,353.02
630-0661	SURFACE WATER MGT UTILITY	752.20
-----		
630 TOTAL	SURFACE WATER MGT UTILITY	752.20
-----		
** TOTAL **		131,954.09

\*\*\* PROJECT TOTALS \*\*\*

PROJECT	LINE ITEM	AMOUNT
MER MERIT CENTER	5530 IMPR OTHER THAN BLDGS	84,436.13
	** PROJECT MER TOTAL **	84,436.13
PC5 10/14-09/16 CAT GRANT	3321 TELEPHONE	49.04
	3331 TRAVEL, CONFERENCES, AND SCHOO	160.32
	** PROJECT PC5 TOTAL **	209.36

NO ERRORS

\*\* END OF REPORT \*\*

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT		
01-1	ONE TIME VENDOR							
	FOUR SEASONS LLC	I-202002204376	101-32265	CONDITIONAL & FOUR SEASONS LLC:REFUND PARTIA	115640	21.01		
	ZAHL, ANDREW	I-202002204383	101-32267	DRIVEWAY PERM ZAHL, ANDREW: REFUND PRMT	115681	300.00		
01-1325	ICMA RETIREMENT TRUST #							
		I-31 202002194373	101-21253	DEFERRED COMP ICMA DEFERRED COMP	115645	300.00		
01-1757	MN CHILD SUPPORT PAYMEN							
		I-C12202002194373	101-21262	CHILD SUPPORT #0014992937	115658	356.25		
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	977.26
01-6358	TALL GRASS LIQUORS							
		I-202002204381	101-40141-2218	EMPLOYEE/DEPA 01/20 EMPLOYEE RECOGNITION	115672	532.04		
					DEPARTMENT 0141	MAYOR & COUNCIL	TOTAL:	532.04
01-0450	KOPITSKI, JASON							
		I-202002204377	101-50151-3331	TRAVEL, CONFE 02/10/20 GOVENOR'S CONF-MPLS	115649	121.00		
01-1531	LYON COUNTY AUDITOR-TRE							
		I-202002204378	101-50151-3321	TELEPHONE & C 01/30-02/29/20 PHONE	115650	636.60		
01-6166	PULVER MOTOR SVC, LLC							
		I-151251	101-50151-3436	TOWING CHARGE ICR# 20-129	115666	600.00		
		I-151375	101-50151-3436	TOWING CHARGE INC# 20-824	115666	75.00		
					DEPARTMENT 0151	POLICE ADMINISTRATION	TOTAL:	1,432.60
01-3851	RIDGEWATER COLLEGE							
		I-627841	101-50156-3331	TRAVEL, CONFE EMR CLASS- B DECHANT	115669	495.00		
	PROJ: PC5-3331	10/14-09/16 CAT GRANT		TRAVEL, CONFERENCES, AND SCHOO				
					DEPARTMENT 0156	CHEMICAL ASSESSMENT TEAM	TOTAL:	495.00
01-1623	MARSHALL INDEPENDENT, I							
		I-055943	101-60164-3346	GENERAL NOTIC 01/20 CLASSIFIEDS & LEGALS	115654	99.75		
01-4718	GUTMAN, ILYA							
		I-202002144353	101-60164-3331	TRAVEL, CONFE 02/02/20 ICC EDUCATIONAL INSTI	115643	378.24		
		I-202002144353	101-60164-3332	MILEAGE ALLOW 02/02/20 ICC EDUCATIONAL INSTI	115643	75.40		
01-6370	VANKEULEN, KURTIS							
		I-202002194370	101-60164-3331	TRAVEL, CONFE 02/06/20 ICC EDUCATION INSTITU	115676	152.92		
		I-202002194371	101-60164-3331	TRAVEL, CONFE 02/02/20 ICC EDUCATION INSTITU	115676	305.84		
					DEPARTMENT 0164	COMMUNITY PLANNING	TOTAL:	1,012.15

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1945	NORMS GTC					
		I-101975	101-60211-2221	EQUIPMENT REP #1 PLOW HOSE	115660	70.02
		I-102046	101-60211-2221	EQUIPMENT REP #4 PLOW	115660	85.32
		I-102067	101-60211-2221	EQUIPMENT REP 2019 RAM 1500 FILTER	115660	4.97
01-2064	POWERPLAN					
		I-P6362511	101-60211-2221	EQUIPMENT REP #1 PLOW	115665	123.20
01-4112	RDO EQUIPMENT CO.					
		I-E0276911	101-60211-2221	EQUIPMENT REP MOTORGRADER PUSHBLOCKS	115667	3,400.00
01-6137	TEIGS LAWN CARE & LANDS					
		I-202002194361	101-60211-3311	GENERAL PROFE 01/20 SVC-WALK BRIDGES	115673	90.00
		I-202002194362	101-60211-3311	GENERAL PROFE 01/20 SVC 400 DONITA	115673	30.00
		I-202002194363	101-60211-3311	GENERAL PROFE 01/20 SVC- 400 WALNUT	115673	30.00
		I-202002194364	101-60211-3311	GENERAL PROFE 01/20 SVC 501 CENTRAL	115673	60.00
		I-202002194365	101-60211-3311	GENERAL PROFE 01/20 SVC 511 W MARSHALL	115673	25.00
		I-202002194366	101-60211-3311	GENERAL PROFE 01/20 SVC 600 W MARSHALL	115673	40.00
		I-202002194367	101-60211-3311	GENERAL PROFE 01/20 SVC 800 S 4TH	115673	30.00
DEPARTMENT 0211 STREET ADMINISTRATION					TOTAL:	3,988.51
01-5733	VAST BROADBAND					
		I-001744201-0220	101-70276-3321	TELEPHONE 02/06-03/05/20	115677	206.65
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.					TOTAL:	206.65
01-1539	LYON COUNTY ENVIRONMENT					
		I-0472942	101-50352-2211	GENERAL SUPPL CFL BULB DISPOSAL	115651	51.00
01-2583	WEST CENTRAL FIREFIGHTE					
		I-202002194372	101-50352-3433	DUES & SUBSCR 2020 DUES	115678	55.00
01-3851	RIDGEWATER COLLEGE					
		I-00235570	101-50352-3331	TRAVEL, CONFE ICE RESCUE CLASS	115669	825.00
01-5733	VAST BROADBAND					
		I-015038501-0220	101-50352-3321	TELEPHONE & C 02/08-03/07/20	115677	61.94
01-5927	ORTMANN, JARAD					
		I-202002194359	101-50352-3331	TRAVEL, CONFE 02/07/20 FIRE SCHOOL- ALEXANDR	115661	321.76
01-5944	GOERGEN, JOSH					
		I-202002144352	101-50352-3331	TRAVEL, CONFE 02/07/20 ALEXANDRIA FIRE SCHOO	115641	321.76
		I-202002144352	101-50352-3332	MILEAGE ALLOW 02/07/20 ALEXANDRIA FIRE SCHOO	115641	136.85
01-6366	THOOFT, AUSTIN					

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-6366	THOOFT, AUSTIN			continued		
		I-202002194368	101-50352-3331	TRAVEL, CONFE 02/07/20 FIRE SCHOOL-ALEXANDRI	115674	173.85
01-6459	ADELMAN, MARK					
		I-202002144349	101-50352-3331	TRAVEL, CONFE 02/07/20 ALEXANDRIA FIRE SCHOO	115631	307.76
		I-202002144349	101-50352-3332	MILEAGE ALLOW 02/07/20 ALEXANDRIA FIRE SCHOO	115631	136.85
				DEPARTMENT 0352 FIRE SERVICES	TOTAL:	2,391.77
01-0689	BEND RITE FABRICATION I					
		I-44838	101-60364-2221	EQUIPMENT REP SKIDLOADER SNOW BUCKET	115634	16.30
01-1623	MARSHALL INDEPENDENT, I					
		I-055943	101-60364-3312	CONSULTANT FE 01/20 CLASSIFIEDS & LEGALS	115654	349.13
01-3606	CBA LIGHTING & CONTROLS					
		I-20044	101-60364-2211	GENERAL SUPPL RUNWAY LIGHT PARTS	115638	483.19
01-5095	KIBBLE EQUIPMENT					
		I-2234645	101-60364-2221	EQUIPMENT REP JD 1445 SNOWBLOWER	115647	99.82
01-5733	VAST BROADBAND					
		I-015187301-0220	101-60364-3321	TELEPHONE 02/06-03/05/20	115677	420.40
01-5813	ACE HOME & HARDWARE					
		I-111402	101-60364-2221	EQUIPMENT REP JD 1445 SNOWBLOWER	115630	81.79
		I-111457	101-60364-2221	EQUIPMENT REP JD 1445 SNOWBLOWER	115630	19.16
01-6412	AG PLUS COOPERATIVE					
		I-122078	101-60364-2212	MOTOR FUELS, BULK FUEL	115632	1,980.00
				DEPARTMENT 0364 AIRPORT	TOTAL:	3,449.79
01-6394	WING, LAURA					
		I-202002204382	101-40741-3331	TRAVEL, CONFE 02/12/20 MPELRA CONF-MPLS	115679	315.80
		I-202002204382	101-40741-3332	MILEAGE ALLOW 02/12/20 MPELRA CONF-MPLS	115679	158.92
01-6460	TWIN PINES IMPRINTING L					
		I-2355	101-40741-2211	GENERAL SUPPL CENSUS SUPPLIES	115675	426.60
				DEPARTMENT 0741 CITY ADMINISTRATION	TOTAL:	901.32
01-1623	MARSHALL INDEPENDENT, I					
		I-055943	101-40821-3346	GENERAL NOTIC 01/20 CLASSIFIEDS & LEGALS	115654	415.63
				DEPARTMENT 0821 FINANCE	TOTAL:	415.63

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-6315	STEVE'S CURLING SUPPLIE					
		I-A4613	101-70971-2211	GENERAL SUPPL CURLING AWARDS	115671	251.50
	PROJ: 604-2211	CURLING		SUPPLIES		
					DEPARTMENT 0971 RECREATION	TOTAL: 251.50
01-1552	LYON COUNTY RECORDER					
		I-4092238	101-41136-3311	GENERAL PROFE UTILITY EASEMENT RESOLUTION	115653	46.00
01-1623	MARSHALL INDEPENDENT, I					
		I-055943	101-41136-3346	GENERAL NOTIC 01/20 CLASSIFIEDS & LEGALS	115654	106.88
					DEPARTMENT 1136 GEN COMM DEVELOPMENT	TOTAL: 152.88
01-1548	LYON COUNTY LANDFILL					
		I-302120	101-41231-2223	BUILDING REPA CITY HALL GARBAGE	115652	45.26
01-1945	NORMS GTC					
		I-101980	101-41231-2221	EQUIPMENT REP XBO BATTERY	115660	150.00
01-3819	DACOTAH PAPER CO					
		I-46568	101-41231-2221	EQUIPMENT REP SCUBBER SQUEEGIE	115639	74.60
01-4980	MENARDS INC					
		I-53967	101-41231-2211	GENERAL SUPPL SUPPLIES	115656	18.88
		I-54013	101-41231-2223	BUILDING REPA HOOKS, SCREWS	115656	24.02
					DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL: 312.76
01-2044	PITNEY BOWES INC					
		I-1014938277	101-41641-2211	GENERAL SUPPL INK, SUPPLIES	115664	322.96
		I-1014938278	101-41641-2211	GENERAL SUPPL CLEANING KITS	115664	73.98
					DEPARTMENT 1641 INFORMATION TECHNOLOGY	TOTAL: 396.94
01-1658	MASS					
		I-202002144355	101-42071-3331	TRAVEL, CONFE 04/20 CONFERENCE	115655	298.00
01-5733	VAST BROADBAND					
		I-002685901-0220	101-42071-3321	TELEPHONE & C 02/08-03/07/20	115677	84.73
01-6279	PIONEER PHOTOGRAPHY					
		I-2020-12	101-42071-2211	GENERAL SUPPL PROGRAMMING	115663	425.00
					DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL: 807.73
					FUND 101 GENERAL FUND	TOTAL: 17,724.53

2/20/2020 2:04 PM  
PACKET: 07260 Regular Payments  
VENDOR SET: 01  
FUND : 106 PROP/MED LIABILITY INS  
DEPARTMENT: 0352 FIRE SERVICES  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-6461	KIRCHNER, STUART	I-279	106-50352-3361	GENERAL LIABI FLOOD AT FIRE STATION	115648	5,384.82
					DEPARTMENT 0352 FIRE SERVICES	TOTAL: 5,384.82
					FUND 106 PROP/MED LIABILITY INS	TOTAL: 5,384.82

PACKET: 07260 Regular Payments  
VENDOR SET: 01  
FUND : 208 EDA ADMINISTRATION  
DEPARTMENT: 1136 GENERAL COMMUNITY DEV  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-4092	REGENTS OF THE UNIV. OF	I-0300024628	208-41136-3311	GENERAL PROFE RETAIL TRADE ANALYSIS UPDATE	115668	125.00
					DEPARTMENT 1136 GENERAL COMMUNITY DEV	TOTAL: 125.00
					FUND 208 EDA ADMINISTRATION	TOTAL: 125.00

PACKET: 07260 Regular Payments  
VENDOR SET: 01  
FUND : 258 ARENA & EXPO  
DEPARTMENT: 0579 AMATEUR SPORTS CENTER  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-3819	DACOTAH PAPER CO	I-48804	258-70579-2221	EQUIPMENT REP SCRUBBER SQUEEGEE	115639	108.11
01-4980	MENARDS INC	I-53372	258-70579-2211	GENERAL SUPPL ELECTRICAL SUPPLIES	115656	115.06
		I-53657	258-70579-2211	GENERAL SUPPL DOOR STOP	115656	6.99
01-5733	VAST BROADBAND	I-015511601-0220	258-70579-3321	TELEPHONE & C 02/10-03/09/20	115677	174.88
01-5998	MIAMA	I-202002204379	258-70579-3437	LICENSES AND 2020 DUES	115657	200.00
					DEPARTMENT 0579 AMATEUR SPORTS CENTER TOTAL:	605.04
					FUND 258 ARENA & EXPO TOTAL:	605.04

PACKET: 07260 Regular Payments

VENDOR SET: 01  
FUND : 401 CAPITAL EQUIPMENT FUND

DEPARTMENT: 0211 STREET ADMINISTRATION

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-4112	RDO EQUIPMENT CO.	I-E0276311	401-60211-5540	MACHINERY & E GP622 JD BLADE	115667	280,756.00
					DEPARTMENT 0211 STREET ADMINISTRATION TOTAL:	280,756.00
					FUND 401 CAPITAL EQUIPMENT FUND TOTAL:	280,756.00

2/20/2020 2:04 PM  
 PACKET: 07260 Regular Payments  
 VENDOR SET: 01  
 FUND : 494 CITY HALL BUILDING  
 DEPARTMENT: 1136 GENERAL GOVERNMENT  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1623	MARSHALL INDEPENDENT, I					
		I-055943	494-41136-5520	BUILDINGS & S 01/20 CLASSIFIEDS & LEGALS	115654	458.64
	PROJ: CH1-5520		CITY HALL-NEW	BUILDING & STRUCTURES		
		I-055943	494-41136-5520	BUILDINGS & S 01/20 CLASSIFIEDS & LEGALS	115654	213.76
	PROJ: CH1-5520		CITY HALL-NEW	BUILDING & STRUCTURES		
DEPARTMENT 1136 GENERAL GOVERNMENT					TOTAL:	672.40
-----						
FUND 494 CITY HALL BUILDING					TOTAL:	672.40

PACKET: 07260 Regular Payments  
 VENDOR SET: 01  
 FUND : 602 WASTEWATER OPERATING  
 DEPARTMENT: 0581 WW OPERATIONS  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0018	BORDER STATES ELECTRIC					
		I-919430589	602-90581-2211	GENERAL SUPPL ELECTRIC SUPPLIES	115636	195.60
01-0689	BEND RITE FABRICATION I					
		I-44876	602-90581-2211	GENERAL SUPPL ANGLE	115634	21.00
		I-44881	602-90581-2211	GENERAL SUPPL MATERIALS	115634	11.55
01-1256	HAWKINS INC					
		I-4663366	602-90581-2211	GENERAL SUPPL FERRIC CHLORIDE	115644	5,486.19
01-1897	MWOA					
		I-202002204380	602-90581-3331	TRAVEL, CONFE MWOA 43 ANNUAL CONF	115659	550.00
01-1945	NORMS GTC					
		I-102059	602-90581-2212	MOTOR FUELS, DIESEL SUPPLEMENT	115660	113.94
		I-102154	602-90581-2211	GENERAL SUPPL MAGNETIC HEATER	115660	40.99
01-4210	WW GOETSCH					
		I-103012	602-90581-2221	EQUIPMENT REP REPAIR #4 EFF FILTER PUMP	115680	2,643.46
01-5733	VAST BROADBAND					
		I-005489701-0220	602-90581-3321	TELEPHONE & C 02/08-03/07/20	115677	106.95
		I-015082101-0220	602-90581-3321	TELEPHONE & C 02/06-03/05/20	115677	287.04
01-5813	ACE HOME & HARDWARE					
		I-111423	602-90581-2211	GENERAL SUPPL 14" BLADE	115630	16.98
		I-111433	602-90581-2211	GENERAL SUPPL PLYWOOD	115630	28.95
		I-111448	602-90581-2211	GENERAL SUPPL SUPPLIES	115630	13.18
		I-111557	602-90581-2211	GENERAL SUPPL SOLAR SALT	115630	89.80
DEPARTMENT 0581 WW OPERATIONS					TOTAL:	9,605.63
FUND 602 WASTEWATER OPERATING					TOTAL:	9,605.63

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	
01-1399	JOHNSON BROTHERS LIQUOR						
		I-1503704	609-90991-3333	FREIGHT .	115646	20.28	
		I-1503705	609-90991-3333	FREIGHT .	115646	38.87	
01-2036	PHILLIPS WINE AND SPIRI						
		I-2704834	609-90991-3333	FREIGHT .	115662	46.48	
		I-2704835	609-90991-3333	FREIGHT .	115662	42.25	
01-2311	SOUTHWEST GLASS CENTER						
		I-104611	609-90991-2223	BUILDING REPA SVC AUTOMATED DOOR PRESS	115670	130.00	
01-4457	BREAKTHRU BEVERAGE						
		I-1081100745	609-90991-3333	FREIGHT .	115637	52.56	
		I-1081100746	609-90991-3333	FREIGHT .	115637	18.65	
01-4980	MENARDS INC						
		I-53953	609-90991-2211	GENERAL SUPPL SUPPLIES	115656	6.89	
					DEPARTMENT 0991 LIQUOR OPERATIONS	TOTAL:	355.98
01-0699	BEVERAGE WHOLESALERS						
		I-099986	609-90992-2252	BEER PURCHASE .	115635	46.40	
		I-102647	609-90992-2252	BEER PURCHASE .	115635	5,897.34	
		I-102648	609-90992-2252	BEER PURCHASE .	115635	60.00	
		I-102835	609-90992-2252	BEER PURCHASE .	115635	132.75	
		I-102903	609-90992-2254	GEN MDSE PURC .	115635	86.70	
		I-102903	609-90992-2252	BEER PURCHASE .	115635	12,295.12	
01-1399	JOHNSON BROTHERS LIQUOR						
		I-1503704	609-90992-2251	LIQUOR PURCHA .	115646	1,951.93	
		I-1503705	609-90992-2253	WINE PURCHASE .	115646	1,093.08	
01-2036	PHILLIPS WINE AND SPIRI						
		I-2704834	609-90992-2251	LIQUOR PURCHA .	115662	3,082.19	
		I-2704835	609-90992-2254	GEN MDSE PURC .	115662	71.00	
		I-2704835	609-90992-2253	WINE PURCHASE .	115662	1,428.00	
01-3761	AMERICAN BOTTLING CO.						
		I-3088714249	609-90992-2254	GEN MDSE PURC .	115633	110.16	
01-4457	BREAKTHRU BEVERAGE						
		I-1081100744	609-90992-2252	BEER PURCHASE .	115637	122.75	
		I-1081100745	609-90992-2254	GEN MDSE PURC .	115637	106.98	
		I-1081100745	609-90992-2251	LIQUOR PURCHA .	115637	2,920.66	
		I-1081100746	609-90992-2253	WINE PURCHASE .	115637	1,164.00	
01-6127	GRANDVIEW VALLEY WINERY						
		I-15466	609-90992-2253	WINE PURCHASE .	115642	660.00	
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL:	31,229.06
					FUND 609 LIQUOR	TOTAL:	31,585.04
					REPORT GRAND TOTAL:	346,458.46	

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020-2021	101-21253	DEFERRED COMP - ICMA	300.00						
	101-21262	CHILD SUPPORT	356.25						
	101-32265	CONDITIONAL & V*NON-EXPENS	21.01	5,000-	5,021.01-				
	101-32267	DRIVEWAY PERMIT*NON-EXPENS	300.00	1,000-	1,300.00-				
	101-40141-2218	EMPLOYEE/DEPARTMENT RECOGN	532.04	11,500	4,500.97				
	101-40741-2211	GENERAL SUPPLIES	426.60	1,400	368.38				
	101-40741-3331	TRAVEL, CONFERENCES AND SC	315.80	5,130	4,814.20				
	101-40741-3332	MILEAGE ALLOWANCE	158.92	200	29.36-	Y			
	101-40821-3346	GENERAL NOTICES & PUBLIC I	415.63	0	415.63-	Y			
	101-41136-3311	GENERAL PROFESSIONAL SERVI	46.00	0	6,439.05-	Y			
	101-41136-3346	GENERAL NOTICES & PUBLIC I	106.88	0	106.88-	Y			
	101-41231-2211	GENERAL SUPPLIES	18.88	5,800	5,203.58				
	101-41231-2221	EQUIPMENT REPAIR & MAINTEN	224.60	1,000	749.88				
	101-41231-2223	BUILDING REPAIR & MAINTENA	69.28	7,500	7,177.57				
	101-41641-2211	GENERAL SUPPLIES	396.94	3,000	1,065.16				
	101-42071-2211	GENERAL SUPPLIES	425.00	13,000	11,600.02				
	101-42071-3321	TELEPHONE & CELLULAR PHONE	84.73	1,000	831.27				
	101-42071-3331	TRAVEL, CONFERENCES AND SC	298.00	740	442.00				
	101-50151-3321	TELEPHONE & CELLULAR PHONE	636.60	22,300	20,218.61				
	101-50151-3331	TRAVEL, CONFERENCES AND SC	121.00	16,500	12,042.84				
	101-50151-3436	TOWING CHARGES	675.00	22,500	20,925.00				
	101-50156-3331	TRAVEL, CONFERENCES, AND S	495.00	8,000	7,505.00				
	101-50352-2211	GENERAL SUPPLIES	51.00	8,000	6,328.79				
	101-50352-3321	TELEPHONE & CELLULAR PHONE	61.94	1,500	1,315.28				
	101-50352-3331	TRAVEL, CONFERENCES AND SC	1,950.13	10,387	8,436.87				
	101-50352-3332	MILEAGE ALLOWANCES & REIMB	273.70	2,000	1,540.59				
	101-50352-3433	DUES & SUBSCRIPTIONS	55.00	3,325	1,274.00				
	101-60164-3331	TRAVEL, CONFERENCES, AND S	837.00	5,000	1,073.85				
	101-60164-3332	MILEAGE ALLOWANCES & REIMB	75.40	0	138.62-	Y			
	101-60164-3346	GENERAL NOTICES & PUBLIC I	99.75	1,500	1,400.25				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	3,683.51	56,000	41,723.15				
	101-60211-3311	GENERAL PROFESSIONAL SERVI	305.00	18,500	11,501.38				
	101-60364-2211	GENERAL SUPPLIES	483.19	14,000	9,214.48				
	101-60364-2212	MOTOR FUELS, LUBRICANTS &	1,980.00	17,500	13,255.74				
	101-60364-2221	EQUIPMENT REPAIR & MAINTEN	217.07	15,100	12,728.57				
	101-60364-3312	CONSULTANT FEES	349.13	0	349.13-	Y			
	101-60364-3321	TELEPHONE	420.40	5,000	3,916.52				
	101-70276-3321	TELEPHONE	206.65	4,000	3,348.81				
	101-70971-2211	GENERAL SUPPLIES	251.50	36,000	35,498.80				
	106-50352-3361	GENERAL LIABILITY INSURANC	5,384.82	314	5,070.82-	Y			
	208-41136-3311	GENERAL PROFESSIONAL SERVI	125.00	5,000	4,875.00				
	258-70579-2211	GENERAL SUPPLIES	122.05	48,749	45,943.16				
	258-70579-2221	EQUIPMENT REPAIR & MAINTEN	108.11	0	1,321.87-	Y			
	258-70579-3321	TELEPHONE & CELLULAR PHONE	174.88	0	409.76-	Y			
	258-70579-3437	LICENSES AND TAXES	200.00	0	219.25-	Y			

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	401-60211-5540	MACHINERY & EQUIPMENT	280,756.00	37,000	243,756.00-	Y			
	494-41136-5520	BUILDINGS & STRUCTURES	672.40	0	182,996.66-	Y			
	602-90581-2211	GENERAL SUPPLIES	5,904.24	280,000	242,104.07				
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	113.94	66,000	52,550.44				
	602-90581-2221	EQUIPMENT REPAIR & MAINTEN	2,643.46	150,000	136,257.12				
	602-90581-3321	TELEPHONE & CELLULAR PHONE	393.99	7,440	6,413.32				
	602-90581-3331	TRAVEL, CONFERENCES AND SC	550.00	7,725	4,795.00				
	609-90991-2211	GENERAL SUPPLIES	6.89	7,500	6,072.75				
	609-90991-2223	BUILDING REPAIR & MAINTENA	130.00	1,500	1,370.00				
	609-90991-3333	FREIGHT	219.09	30,000	26,772.47				
	609-90992-2251	LIQUOR PURCHASES	7,954.78	1,091,165	980,344.31				
	609-90992-2252	BEER PURCHASES	18,554.36	1,576,627	1,364,531.64				
	609-90992-2253	WINE PURCHASES	4,345.08	456,941	408,641.72				
	609-90992-2254	GEN MDSE PURCHASES	374.84	73,019	60,042.97				
**	2020-2021 YEAR TOTALS	**	346,458.46						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	977.26
101-0141	MAYOR & COUNCIL	532.04
101-0151	POLICE ADMINISTRATION	1,432.60
101-0156	CHEMICAL ASSESSMENT TEAM	495.00
101-0164	COMMUNITY PLANNING	1,012.15
101-0211	STREET ADMINISTRATION	3,988.51
101-0276	PARK MAINTENANCE & DEVEL.	206.65
101-0352	FIRE SERVICES	2,391.77
101-0364	AIRPORT	3,449.79
101-0741	CITY ADMINISTRATION	901.32
101-0821	FINANCE	415.63
101-0971	RECREATION	251.50
101-1136	GEN COMM DEVELOPMENT	152.88
101-1231	MUNICIPAL BLDG MAINT	312.76
101-1641	INFORMATION TECHNOLOGY	396.94
101-2071	ADULT COMMUNITY CTR	807.73
101 TOTAL	GENERAL FUND	17,724.53

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
106-0352	FIRE SERVICES	5,384.82
-----		
106 TOTAL	PROP/MED LIABILITY INS	5,384.82
208-1136	GENERAL COMMUNITY DEV	125.00
-----		
208 TOTAL	EDA ADMINISTRATION	125.00
258-0579	AMATEUR SPORTS CENTER	605.04
-----		
258 TOTAL	ARENA & EXPO	605.04
401-0211	STREET ADMINISTRATION	280,756.00
-----		
401 TOTAL	CAPITAL EQUIPMENT FUND	280,756.00
494-1136	GENERAL GOVERNMENT	672.40
-----		
494 TOTAL	CITY HALL BUILDING	672.40
602-0581	WW OPERATIONS	9,605.63
-----		
602 TOTAL	WASTEWATER OPERATING	9,605.63
609-0991	LIQUOR OPERATIONS	355.98
609-0992	LIQUOR PURCHASES	31,229.06
-----		
609 TOTAL	LIQUOR	31,585.04
-----		
	** TOTAL **	346,458.46

\*\*\* PROJECT TOTALS \*\*\*

PROJECT	LINE ITEM	AMOUNT
604 CURLING	2211 SUPPLIES	251.50
	** PROJECT 604 TOTAL **	251.50
CH1 CITY HALL-NEW	5520 BUILDING & STRUCTURES	672.40
	** PROJECT CH1 TOTAL **	672.40
PC5 10/14-09/16 CAT GRANT	3331 TRAVEL, CONFERENCES, AND SCHOO	495.00
	** PROJECT PC5 TOTAL **	495.00

NO ERRORS

\*\* END OF REPORT \*\*

CITY OF MARSHALL, MINNESOTA  
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS  
 2/25/2020

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2018 Prior Payments	2019 Prior Payments	2020 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE		
Z67	475-60211-5570	6/12/2018	Michigan Road/Superior Road Reconsctruction	D & G Excavating	1,022,427.60	3,184.00	1,025,611.60	959,481.14			51,084.84	3,914.75	99.62%		
W13	602-90581-5520	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00		14,074,300.00	3,618,459.20	480,806.67		215,750.84	9,759,283.29	30.66%		
	401-60364-5530	6/25/2019	Chip Seal of Roadways & Parking Lot - Airport	RH Sealcoating	46,255.80		46,255.80					46,255.80	0.00%		
MER	493-50551-5530	2/12/2019	MERIT Center Track	R & G Construction	2,712,530.50	43,827.46	2,756,357.96		2,636,570.66	84,436.13	55,530.74	(20,179.57)	100.73%		
	401-70276-5520		Liberty Park Bathroom	Doom & Cuypers Construction	78,286.12	(475.00)	77,811.12		50,540.81	27,270.25		0.06	100.00%		
Z52	401-41136-5530	8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT)	Hisken Construction Inc.	185,250.15		185,250.15					185,250.15	0.00%		
E22	630-90661-5530	9/24/2019	COE Flood Control 2019 Betterments	U.S. Army Corps of Engineers	190,000.00		190,000.00		150,483.00			39,517.00	79.20%		
CH1	494-41136-5520	11/12/2019	City Hall Renovation	Brennan Companies	6,364,650.00		6,364,650.00					6,364,650.00	0.00%		
CH1	494-41136-5520	11/12/2019	Removal of Hazardous Materials from City Hall	Advanced Health, Safety & Security	67,284.34		67,284.34					67,284.34	0.00%		
								24,740,984.51	46,536.46	24,787,520.97	959,481.14	6,467,184.54	84,436.13	322,366.42	16,445,975.82



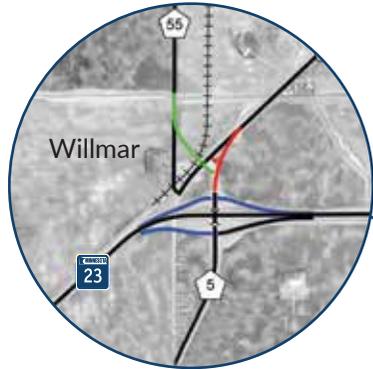
## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Adopt Resolution Supporting the Construction of a 4-Lane HWY 23 North of Marshall to Green Valley
<b>Background Information:</b>	See attached information
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Adopt Resolution Supporting the Construction of a 4-Lane HWY 23 North of Marshall to Green Valley



# Highway 23 Corridor

## 2020 Priority Projects



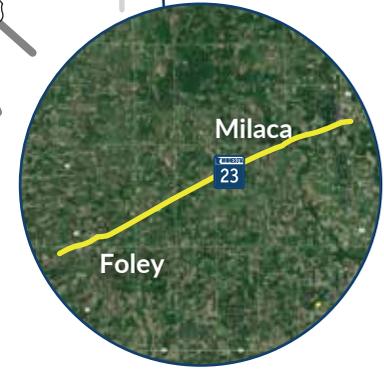
**CSAH 55 Overpass**  
Est. Cost \$7.8 Million  
Requested \$3.9 Million  
Co. Match \$3.9 Million



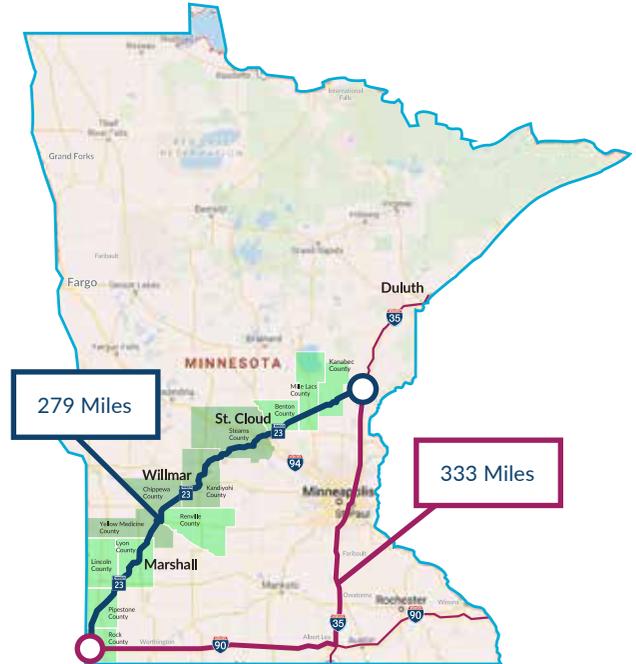
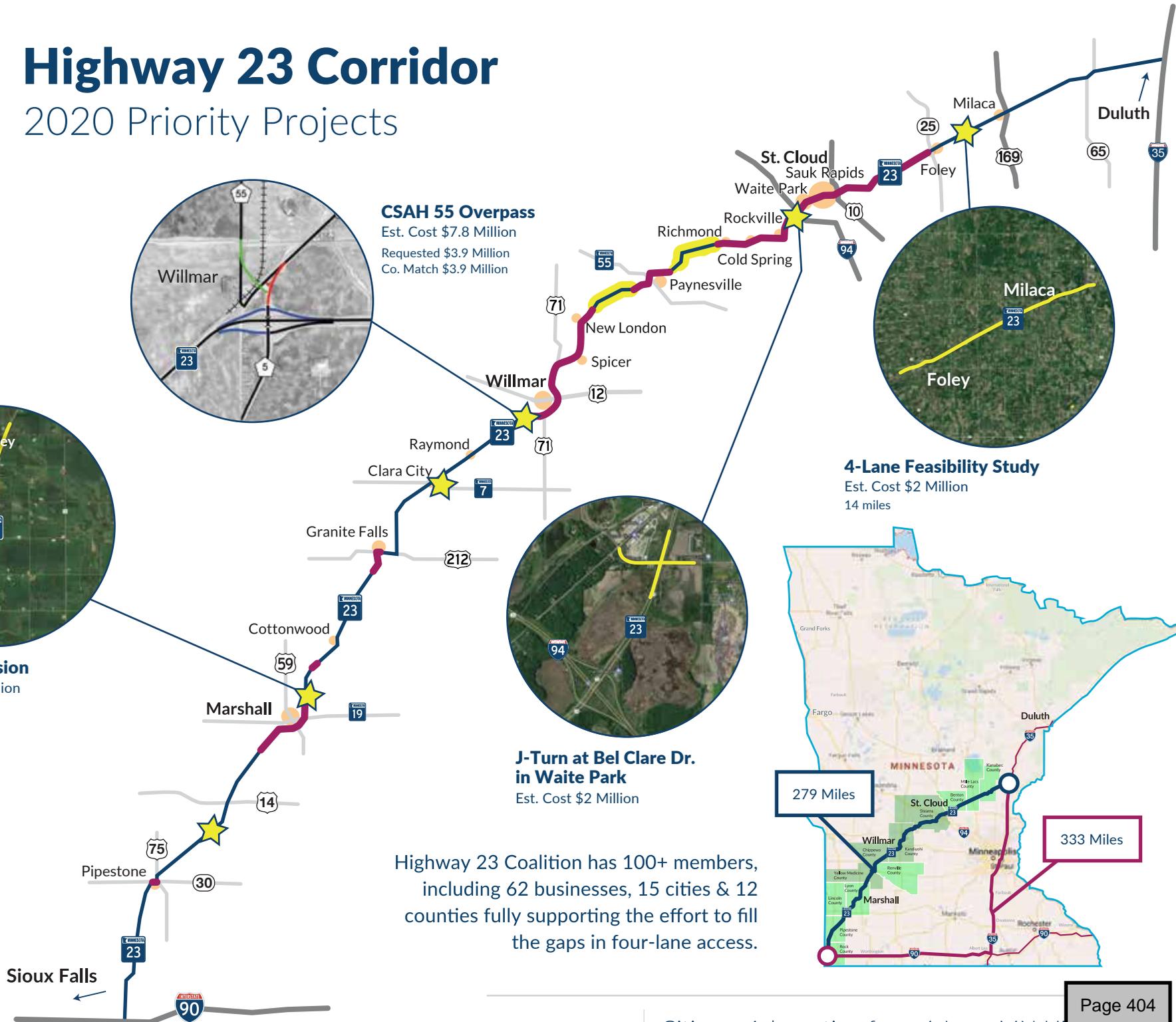
**4-Lane Extension**  
Est. Cost \$27 Million  
4.5 miles



**J-Turn at Bel Clare Dr. in Waite Park**  
Est. Cost \$2 Million



**4-Lane Feasibility Study**  
Est. Cost \$2 Million  
14 miles



Highway 23 Coalition has 100+ members, including 62 businesses, 15 cities & 12 counties fully supporting the effort to fill the gaps in four-lane access.



# Highway 23 Projects

highway23coalition.com January 2020

## Outreach

- ▶ The Highway 23 Coalition has expanded its coverage to 15 cities and 12 counties and now covers from I-90 in Southwest MN to I-35 in Northeast MN. The Coalition has over 100 business, government, and organizational members.

## Effectiveness

- ▶ The Highway 23 Coalition is appreciative of the Corridors of Commerce funding that was approved for the two four-lane gaps between Willmar and I-94 during the 2018 legislative session. Bidletting for the North Gap is scheduled for November 2021 with construction in 2022 and 2023. Last year MnDOT District 8 moved up the timetable for the South Gap by one year. Bidletting for the South Gap is projected for December 2022 with construction in 2023 and 2024.

In addition, the Highway 23 Coalition has been supportive of an improved I-94/MN23 Interchange project, an important safety project near Waite Park. In 2019 MnDOT District 3 moved up the safety project by one year and began construction of the half clover improvement.

## Promoting Safety, Mobility & Growth

- ▶ The Highway 23 Coalition has identified four project priorities for 2020 and we are working towards funding these projects:

- **Undertaking of a four-lane feasibility study that would encompass Hwy 23 from Foley to Milaca.** This study would determine the best route for a four-lane road.
- Construction of a **CSAH 55 Overpass that would connect to the new Interchange at Hwy 23 and County Road 5.** This bridge over the BNSF railroad would tie into the new Willmar Railroad Wye project with a direct connection to the City's Industrial Park.

- Construction of a **J-Turn in the City of Waite Park at the intersection of Bel Clare Drive and Highway 23.** This intersection has become increasingly difficult for large trucks to maneuver because of traffic volume and speeds. The proposed changes will not interrupt traffic flow and would make the intersection safer for traffic entering from Bel Clare Drive.
- Construction of a **four-lane extension of Highway 23 north from the City of Marshall to the City of Green Valley,** a distance of 4.5 miles. This project would continue the four-lane infrastructure on the Hwy 23 Corridor and bring it closer to connecting with Highway 212.

City of Marshall

RESOLUTION XXXXXX

**WHEREAS**, Minnesota State Highway 23 is a key corridor crossing MnDOT District 8, and

**WHEREAS**, The City of Marshall recognizes the importance of quality arterial highways to promote economic development and provide for the efficient transport of regional freight and employees, and

**WHEREAS**, all Minnesota communities benefit from a sound, efficient, and adequately funded transportation system that offers diverse modes of travel; and

**WHEREAS**, the integrity of Minnesota's transportation infrastructure is dependent upon long-term planning and ongoing maintenance, both of which require dedicated and sustainable revenue sources; and

**WHEREAS**, the City of Marshall recognizes the importance of quality arterial highways to promote economic development and provide for the efficient transport of regional freight and employees, and

**WHEREAS**, the extension of a four-lane extension of Highway 23 north from the City of Marshall to the City of Green Valley, a distance of 4.5 miles, would continue the four-lane infrastructure on the Hwy 23 Corridor and bring it closer to connecting with Highway 212.

**NOW THEREFORE BE IT RESOLVED:**

That the City of Marshall supports the construction of a four-lane extension of Highway 23 north from the City of Marshall to the City of Green Valley.

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John Decramer President Pro Tem

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Attest, Kyle Box, City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	2020-2024 Strategic Plan Adoption
<b>Background Information:</b>	City Administrator Sharon Hanson will provide a 20-minute presentation on the 2020-2024 Strategic Plan
<b>Fiscal Impact:</b>	Varied throughout the plan
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Adopt the 2020-2024 Strategic Plan

# City of Marshall

Strategic Plan 2020-2024



# Timeline Summary



# Strategic Plan Stakeholder Input

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City Council

City Staff

Business/Community Stakeholders

- Focus Group
- Chamber Survey

Public Input

- World Café
- Branding Data



## **Data review from survey of elected officials, community stakeholders and city staff-**

Top issues:

Economic development  
Workforce/Housing/Jobs  
Childcare  
Infrastructure  
Safe and secure community  
Partnering and collaboration  
Engaging newcomers

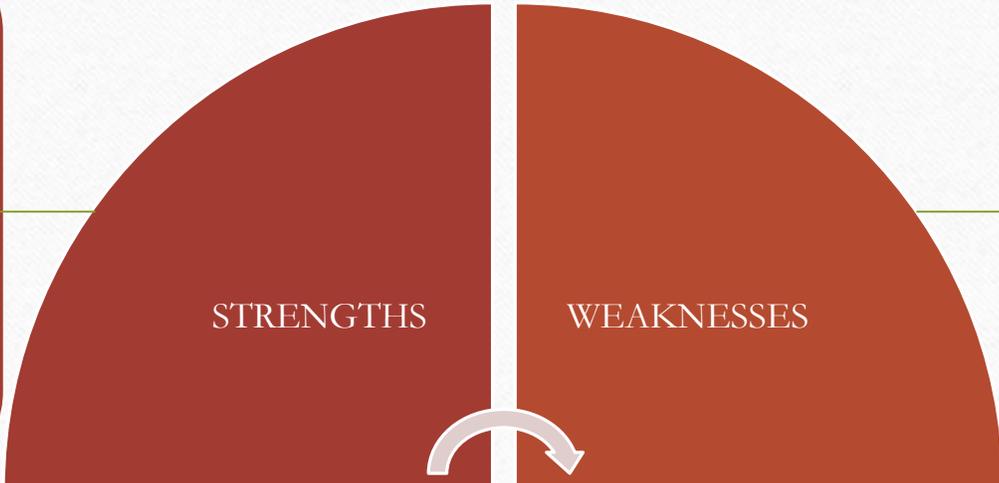
Communication: trust and city government/city staff and elected officials  
SMSU

## **Data review from World Café-**

Top Issues:

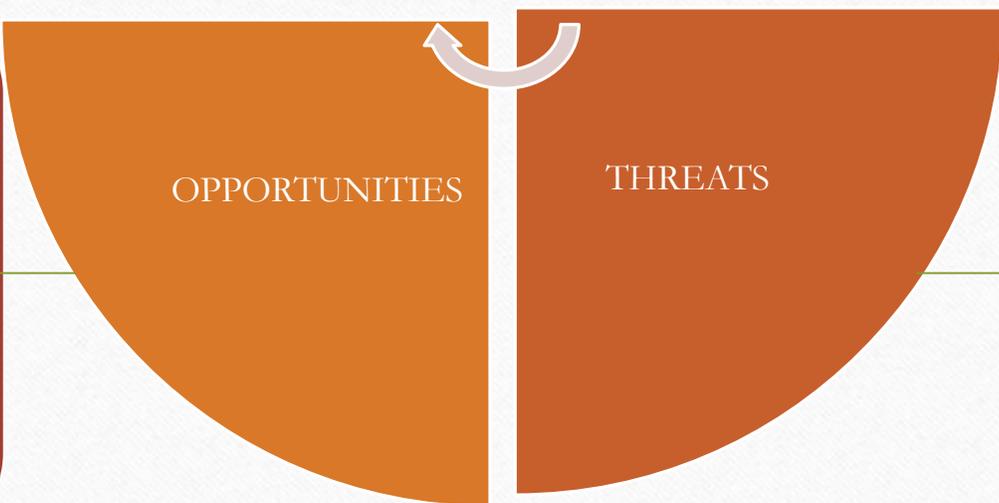
Economic development  
Affordable housing  
Diversity of leadership and involvement  
City government communication  
SMSU  
Childcare  
Community center

- SMSU
- Regional center/attractions
- Leadership is willing to invest in infrastructure
- Large employers
- Safe and secure community
- City services
- School system
- Economic competitiveness
- Parks and trails



- Community perception
- Workforce shortage
- Lack of diversity on boards and commissions
- Communication
- Childcare
- Misinformation
- Schwann's transition

- SMSU enrollment
- Attract more jobs
- Ready for industrial expansion
- Block 11 follow-through
- Pool renovation
- Encourage small business growth/minority ownership
- Continue sports complex growth/Merit
- Affordable housing



- SMSU declining enrollment
- Empty retail space
- Declining regional population
- Childcare
- Lack of economic development
- Mental health issues
- Vocal minority heard and appeased
- Lack of housing
- On-line retail shopping
- Inability to stop misinformation

# ASSETS

## Site Visit

Regional SW MN hub  
Parks and recreation  
Great schools  
Youth & amateur sports  
SMSU  
Major employers  
Downtown  
Schwan's  
Red Baron Arena, sports fields  
Healthcare  
Close-knit town, strong values  
Camden State Park  
Quality of life; cost of living

## Stakeholders

SMSU  
Parks, athletic facilities  
Sense of community  
Friendliness  
Great schools  
Major employers  
Location  
Public safety  
Quality of life  
Agriculture  
Regional SW MN hub  
Healthcare

## Residents

SMSU\*  
Quality of life\*  
Good schools  
Major employers, job center  
Regional SW MN hub  
Parks, trails, and fields  
Healthcare  
Camden State Park  
Schwan's  
*Faith community, Cleanliness,  
Sense of community,  
Agriculture*

# CHALLENGES

## Site Visit

Nothing distinct, no enthusiasm  
Rep as not business friendly  
No interstate, middle of nowhere  
Available skilled workforce  
SD more tax friendly  
Lack of growth  
Recruit/retain young professionals  
Empty mall, retail leakage  
Downtown growth, truck traffic  
Change averse, fear competition  
No geographic interests  
Vocal minority, NIMBYs  
Anti-immigrant attitudes

## Stakeholders

Business attraction  
Economic development  
Weak growth  
Lack of recreation  
Retail variety  
Conflicting ideas,  
lack of collaboration, silos  
Diversifying leadership  
No interstate  
Small business struggles  
No reasons to visit  
High taxes  
Available workforce

## Residents

Empty mall\*\*  
Lack of entertainment/nightlife\*  
Not business friendly\*  
Housing shortage, high costs  
Brain drain  
Ghost town on weekends  
Lower SMSU enrollment  
No interstate  
Weak population growth  
Lack of distinction, identity  
& reputation  
Vocal minority

# OPPORTUNITIES

identified in the research

Downtown development  
Better SMSU relationship  
Diversity inclusion  
Lifestyle amenities  
Economic development vision  
Industrial park  
More events  
Indoor activities  
More of a college town

Economic development  
Business friendly practices  
Business attraction  
Improved retail  
More recreation  
Activities, amenities, and  
opportunities for young  
professionals and families  
New hotel  
Community Center  
Range of housing options

# Vision Statement

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Growing an inclusive and engaged community through collaboration and commitment as a vibrant regional center

# Mission Statement

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Providing valued services in a fair and equitable manner for our community

## Strategic Priority Areas

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**BUILDING  
COMMUNITY**



**COMMUNICATION-  
ENGAGEMENT**



**INCLUSION**



**ECONOMIC  
DEVELOPMENT**

# BUILDING COMMUNITY

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A SAFE COMMUNITY WITH A HIGH  
QUALITY OF LIFE AND  
OUTSTANDING COMMUNITY ASSETS

# COMMUNICATION-ENGAGEMENT

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RESIDENTS AND STAKEHOLDERS HAVE  
AWARENESS OF AND VOICE IN DECISIONS  
THAT AFFECT THEM AND RECEIVE  
CULTURALLY-RESPONSIVE AND PROACTIVE  
COMMUNICATION

# INCLUSION

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RESIDENTS AND VISITORS HAVE THE TOOLS,  
RESOURCES AND CONNECTIONS NECESSARY TO BE  
FULLY ENGAGED AND PREPARED TO BENEFIT FROM  
THE OPPORTUNITIES THEY SEEK  
AND HAVE A SENSE OF  
BELONGING IN MARSHALL

# ECONOMIC DEVELOPMENT

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RESIDENTS, EMPLOYEES AND  
BUSINESSES HAVE PATHWAYS TO  
FINANCIAL GROWTH AND SECURITY  
AND CITY RECOGNIZED AS  
BUSINESS FRIENDLY

# Building Community

**Goal: Support efforts that contribute to making Marshall a destination City**

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## Objectives

- Market City Brand
- Engage SMSU Admissions on Providing Important Community Information to Potential Students
- Promote a range of special events that highlight and celebrate the arts, cultural diversity, outdoor recreation and innovation in the community
- Maintain and enhance quality, accessible public spaces with development of park and recreation project priority document

# Building Community

**Goal: Support arts, culture, recreation and sport to enrich our community**

---

## Objectives

- Build Support and Plan for Community Pool Renovation
- Consider the adoption of an Adopt a Park Program
- Encourage Development of Campground Facility-Private or Public
- Consider Indoor Playground or Activity Center for Family During Winter Months
- Engage SMSU/Marshall Schools/YMCA on Recreational Partnership Opportunities
- Improve Accessibility of City facilities, parks, and sidewalks across the City.

## Building Community

**Goal: Prioritize capital improvements throughout the City to enhance resident & visitor experiences.**

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### Objectives

- Install entrance features, including signage, at key gateways into the City
- Increase the City's Bike Friendly Recognition from Bronze to Silver Level
- Review City-wide Street Tree Program to maintain designation as Tree City and emphasize distinctive neighborhood appearance, making maximum use of trees on streets, in developments, and in open space -- while considering / balancing maintenance needs and the impact trees may have on surrounding environment

# Building Community

## Goal: Support housing development

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### Objectives

- Update Housing Study
- Facilitate increased housing supply through the development of a variety of housing types
- Prioritize geographic areas to target economic development incentives for housing development
- Pursue grant funds, incentives and partners that can facilitate business building improvements such as upgrading or replacement of major systems (e.g., mechanical, electrical, HVAC or plumbing), windows, elevators, interior and exterior materials, universal design elements, lighting, landscaping and aesthetics

# Building Community

## Goal: Facilitate and Promote Partnerships with Community Assets

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### Objectives

- Form a Collaborative Roundtable of Community Partners-City, YMCA, Non-Profits, SMSU, County, Marshall Public Schools

# Communication-Engagement

**Goal: Actively engage and communicate with the community**

## Objectives

- Produce a City-wide Annual Report Promoting City Success Stories
- Develop a Community Calendar with Mobile Application
- Produce 4 government-related cable television productions aimed at informing residents about City projects and services
- Continue to monitor new trends, platform features, and/or new applications within the digital communication technology. New methods will be adopted to ensure customers and residents are informed, engaged, and up-to-date on everything happening in Marshall
- Complete City website redesign
- Increase web-based conversations, surveys, and FAQs

# Inclusion

**Goal: Foster an inclusive and welcoming community valuing all residents and their diversity**

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## Objectives

- Participate with the County on a Diversity, Equity and Inclusion (DEI) taskforce/committee
- Research different neighborhood formation models
- Explore Forming a Youth Commission/Board to Advise the City
- Provide better City signage for welcoming residents/visitors and impressing positive image
- Reach out to ethnically and culturally diverse members of the community when selecting members for various commissions, committees and other non-elected bodies within the City
- Create program that encourages newcomer engagement similar to Otter Tail County Grab a Bite Program

# Economic Development

**Goal: Support the creation, retention and growth of businesses**

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## Objectives

- Develop EDA Toolbox and Communicate Widely
- Facilitate Downtown redevelopment projects that enhance Downtown as the employment, cultural and retail hub
- Pursue grant funds, incentives and partners that can facilitate business building improvements such as upgrading or replacement of major systems (e.g., mechanical, electrical, HVAC or plumbing), windows, elevators, interior and exterior materials, universal design elements, lighting, landscaping and aesthetics
- Work with Small Business Development Center, SMSU Chamber, Marshall Lyon County Library to facilitate creation of a small business incubator to provide business start-up resources and support.

# Economic Development

## Goal: Grow the City's position as a regional center

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### Objectives

- Collaborate with the Minnesota Department of Transportation and County in the improvement of Highway 19, 23, 59 and 68 transportation enhancements
- Participate with the County in initiatives and programs that support the region
- Coordinate with Chamber and the County to address issues at a regional scale, such as affordable housing and workforce development.
- Support regional transit opportunities
- Complete the Airport Master Plan to promote development and regional significance for air and parcel service.

# Economic Development

## Goal: Expand Commercial and Industrial Tax Base

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### Objectives

- Utilize TIF and other Economic Tools to Bring in Business/Development
- Evaluate Façade Improvement Program Tax Abatement Policy-Home and Commercial for Continuation
- Target Specific Loan Programs and Grant Funds
- Promote and market Opportunity Zones-Commerce Industrial Park-Red Baron Arena/SMSU Area
- Encourage and incentivize development near SMSU to improve the attractiveness of the City to students.
  - Engage mall ownership to explore repositioning opportunities
  - Facilitate community discussions for revitalizing underutilized commercial space.

# Economic Development

## **Goal: Enable Smart Growth, Define Economic Growth**

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### Objectives

- Update the Comprehensive Plan

## **Goal: Seek economic competitiveness with neighboring Regions and State**

### Objectives

- Partner with Chamber and form a lobby group to work on MN Legislature to achieve income/workers comp/corporate and property tax equity

## **Goal: Support a resilient business environment**

### Objectives

- Form Business Leader Group to Seek Out Prospective Businesses
- Review annually ordinances, policies and permit applications and streamline via on-line processes to improved doing business in the City

# Goal Action Plan

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## Goal

State Action



## Responsible

Who Will Carry  
Out the Action



## Priority

Allocate Resources  
Public Support



## Completion

Define Status  
Specify Target  
Completion Date

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Support efforts that contribute to making Marshall a destination City</b>					
Market City Brand	City Council, Chamber, CVB Staff	High	On-Going		
Engage SMSU Admissions on Providing Important Community Information to Potential Students	CVB, SMSU Admissions	High	8/2020		
Promote a range of special events that highlight and celebrate the arts, cultural diversity, outdoor recreation and innovation in the community	CVB, Community Services Division	Medium	On-Going		
Maintain and enhance quality, accessible public spaces with development of park and recreation project priority document	Community Services Division	Medium	10/2020		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Support arts, culture, recreation and sport to enrich our community</b>					
Build Support and Plan for Community Pool Renovation	City Council, Community Services Division	High	4/2020		
Consider the adoption of an Adopt a Park Program City-wide	Community Services Division	Medium/Low	12/2020		
Encourage Development of Campground Facility-Private or Public	EDA, Public Works	Low	12/2021		
Consider Indoor Playground or Activity Center for Family During Winter Months	EDA, Community Services Director	Medium	12/2021		
Engage SMSU/ Marshall Schools/ YMCA on Recreational Partnership Opportunities	City Council, Administration, Community Services	High	5/2020		
Improve Accessibility of City facilities, parks, and sidewalks across the City	Community Services Division, Public Works	High	On-going		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Prioritize capital improvements throughout the City to enhance resident &amp; visitor experiences</b>					
Install entrance features, including signage, at key gateways into the City	CVB, EDA, Public Works Division	Low	12/2023		
Increase the City's Bike Friendly Recognition from Bronze to Silver Level	Community Services Division	High	12/2021		
Review City-wide Street Tree Program to maintain designation as Tree City and emphasize distinctive neighborhood appearance, making maximum use of trees on streets, in developments, and in open space -- while considering/ balancing maintenance needs and the impacts trees may have on surrounding environment	Community Services Division	High	On-going		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Support housing development</b>					
Update Housing Study	City Council, EDA	High	12/2023		
Facilitate increased housing supply through the development of a variety of housing types	City Council, EDA	High	On-going		
Prioritize geographic areas to target economic development incentives for housing development	City Council, EDA	High	On-going		
Pursue grant funds, incentives and partners that can facilitate business building improvements such as upgrading or replacement of major systems (e.g., mechanical, electrical, HVAC or plumbing), windows, elevators, interior and exterior materials, universal design elements, lighting, landscaping and aesthetics	EDA	High	On-going		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Facilitate and Promote Partnerships with Community Assets</b>					
Form a Collaborative Roundtable of Community Partners-City, YMCA, Non-Profits, SMSU, County, Marshall Public Schools	City Council, Administration	High	4/2020		
<b>Goal: Actively engage and communicate with the community</b>					
Produce a City-wide Annual Report Promoting City Success Stories	Administration, City Council	Medium	12/2023		
Develop a Community Calender with Mobile Application	CVB, Chamber, EDA	Medium	12/2020		
Produce 4 government-related cable television productions aimed at informing residents about City projects and services	Community Services	High	On-going		
Continue to monitor trends, platform features, and/or new applications within the digital communication technology. New methods will be adopted to ensure residents are informed, engaged, and up-to-date on everything happening in Marshall	Administration, Community Services	High	On-going		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Foster an inclusive and welcoming community valuing all residents and their diversity</b>					
Participate with the County on a Diversity, Equity and Inclusion (DEI) taskforce/committee	City Council	High	12/2020		
Research different neighborhood formation models	Administration	Medium/Low	12/2024		
Explore better City signage for welcoming residents/visitors and impressing positive image	EDA, Public Works	Medium/Low	12/2021		
Reach out to ethnically and culturally diverse members of the community when selecting members for various commissions, committees and other non-elected bodies within the City	City Council	High	On-going		
Create program that encourages newcomer engagement similar to Otter Tail County Grab a Bite Program	CVB, Chamber	High	12/2020		
Improve Accessibility of City facilities, parks, and sidewalks across the City	City Council, Public Works	High	On-going		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Support the creation, retention and growth of businesses</b>					
Develop EDA Toolbox and Communicate Widely	EDA	High	12/2020		
Facilitate Downtown redevelopment projects that enhance Downtown as the employment, cultural and retail hub	City Council, EDA	High	On-going		
Pursue grant funds, incentives and partners that can facilitate business building improvements such as upgrading or replacement of major systems (e.g., mechanical, electrical, HVAC or plumbing), windows, elevators, interior and exterior materials, universal design elements, lighting, landscaping and aesthetics	EDA	High	On-going		
Work with Small Business Development Center, SMSU, Chamber, Marshall-Lyon County Library to facilitate creation of a small business incubator to provide business start-up resources and support	EDA	High	12/2020		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Grow the City's position as a regional center</b>					
Collaborate with the Minnesota Department of Transportation and County in the improvement of Highway 19, 23, 59 and 68 transportation enhancements	Public Works	High	On-going		
Participate with the County in initiatives and programs that support the region	City Council, EDA	High	4/2020		
Coordinate with Chamber and the County to address issues at a regional scale, such as affordable housing and workforce development	EDA	High	On-going		
Support regional transit opportunities	City Council	High	On-going		
Complete the Airport Master Plan to promote development and regional significance for air and parcel service	Public Works	High	?		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Expand Commercial and Industrial Tax Base</b>					
Utilize TIF and other Economic Tools to Bring in Business/ Development	City Council, EDA	High	On-going		
Evaluate Façade Improvement Program Tax Abatement Policy-Home and Commercial for Continuation	City Council, EDA	High	12/2020		
Target Specific Loan Programs and Grant Funds	EDA	High	On-going		
Promote and market Opportunity Zones-Commerce Industrial Park-red Baron Arena/SMSU Area	EDA	High	On-going		
Encourage and incentivize development near SMSU to improve the attractiveness of the City to students *Engage mall ownership to explore repositioning opportunities * Facilitate community discussions for revitalizing underutilized commercial space	EDA	High	12/2020		

ACTION	RESPONSIBLE	PRIORITY	Target Completion Date	Status	NOTES
<b>Goal: Enable Smart Growth, Define Economic Growth</b>					
Update the Comprehensive Plan	Community Planning Division	High	12/2021	RFP Developed	
<b>Goal: Seek economic competitiveness with neighboring Regions and State</b>					
Partner with Chamber and form a lobby group to work on MN Legislature to achieve income/ workers comp. corporate and property tax equity	City Council, EDA, Chamber	High	1/2021		
<b>Goal: Support a resilient business environment</b>					
Form Business Leader Group to Seek Out Prospective Businesses	EDA, Chamber	High	12/2021		
Review annually ordinances, policies and permit applications and streamline via on-line processes to improved doing business in the City	EDA, Community Planning Division	High	On-going		

# Next Steps



## **What happens next:**

Start turning ideas into reality



## **Action items for follow-up:**

Monitoring and Evaluation

Deviating from Plan

Changing the Plan



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 25, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO
<b>Subject:</b>	WWTF Improvement Project Update.
<b>Background Information:</b>	WWTF Superintendent Bob VanMoer will provide a construction update on the project.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Informational only.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 14, 2020
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO
<b>Subject:</b>	Commission/Board Liaison Reports
<b>Background Information:</b>	<p><b>Byrnes</b> - Fire Relief Association and Regional Development Commission</p> <p><b>Schafer</b> - Airport Commission, MERIT Center Board, City Council-County Board-Library Agreement &amp; Operation, Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p><b>Meister</b> -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p><b>Bayerkohler</b> - Public Housing Commission, Planning Commission</p> <p><b>DeCramer</b> – Economic Development Authority and Utilities Commission</p> <p><b>Labat</b> - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p><b>Lozinski</b> - Adult Community Center Commission and Jo</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0875	COMPUTER MAN INC					
		I-283109	211-70437-2221	REPAIR & MAIN MEMORYTWEENCOMPUTERS	003257	50.00
01-1271	HENLE PRINTING COMPANY					
		I-117.84	211-70437-3347	MARKETING CALENDAR OF EVENTS	003258	117.84
		I-162515	211-70437-3347	MARKETING BOOKMARKS LOCATION	003258	83.18
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202002074334	211-70437-3381	ELECTRIC UTIL SRVC12/26-01/28/32020	003259	3,305.09
		I-202002074334	211-70437-3382	WATER UTILITI SRVC12/26-01/28/32020	003259	57.65
		I-202002074334	211-70437-3385	SEWER UTILITI SRVC12/26-01/28/32020	003259	47.30
01-1958	NORTHERN BUSINESS PRODU					
		I-472353-0	211-70437-2211	GENERAL SUPPL FOLDERS	003260	33.38
		I-472554-0	211-70437-2211	GENERAL SUPPL LABELS	003260	25.69
		I-475699-0	211-70437-2211	GENERAL SUPPL SUPPLIESBDNOTEBOOKS	003260	27.69
		I-478870-0	211-70437-2213	DONATIONS/GRA FRIENDS-1000 BKS	003260	5.99
01-2318	SOUTHWEST SANITATION IN					
		I-202002074335	211-70437-3384	REFUSE DISPOS SRVC JANUARY	003261	116.46
01-4549	A & B BUSINESS, INC					
		I-IN694156	211-70437-2213	DONATIONS/GRA GRANT TOY	003262	5.75
		I-IN694156	211-70437-2213	DONATIONS/GRA FRIENDS PUZZLES	003262	9.85
		I-IN694156	211-70437-3405	MAINTENANCE A SRVC 01/21-02/20/2020	003262	407.27
01-5891	ONE OFFICE SOLUTION					
		I-1977861-0	211-70437-2271	COLLECTION SU RUBBERBANDS	003263	4.99
					TOTAL:	4,298.13
					DEPARTMENT 0437 LIBRARY	
					TOTAL:	4,298.13
					FUND 211 LIBRARY FUND	
					TOTAL:	4,298.13
					REPORT GRAND TOTAL:	4,298.13

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020-2021	211-70437-2211	GENERAL SUPPLIES	86.76	5,996	5,378.49				
	211-70437-2213	DONATIONS/GRANT EXPENSE	21.59	0	1,642.24-	Y			
	211-70437-2221	REPAIR & MAINT-EQUIPMENT	50.00	2,000	1,902.58				
	211-70437-2271	COLLECTION SUPPLIES	4.99	0	677.86-	Y			
	211-70437-3347	MARKETING	201.02	0	201.02-	Y			
	211-70437-3381	ELECTRIC UTILITIES	3,305.09	51,473	48,167.91				
	211-70437-3382	WATER UTILITIES	57.65	975	917.35				
	211-70437-3384	REFUSE DISPOSAL	116.46	750	633.54				
	211-70437-3385	SEWER UTILITIES	47.30	750	702.70				
	211-70437-3405	MAINTENANCE AGREEMENTS	407.27	35,000	34,592.73				
** 2020-2021 YEAR TOTALS **			4,298.13						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
211-0437	LIBRARY	4,298.13
211 TOTAL	LIBRARY FUND	4,298.13
** TOTAL **		4,298.13

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4570	AMAZON							
	I-433395458835	DVDS/WT	R	2/11/2020		332.84CR	115563	
	I-444963373969	DVD/PUZZLE BOXES	R	2/11/2020		311.74CR	115563	
	I-465	DVDS	R	2/11/2020		48.91CR	115563	
	I-466337435975	GRANT TOY LENDING	R	2/11/2020		157.98CR	115563	
	I-748766593934	GRANTTOYLENDING/GRANT SPACE	R	2/11/2020		287.65CR	115563	1,139.12
0707	BISBEE PLUMBING AND HEATING INC							
	I-51916	HEATING/COOLING	R	2/11/2020		796.11CR	115564	
	I-51916A	HEATING	R	2/11/2020		2,551.98CR	115564	3,348.09
3819	DACOTAH PAPER CO							
	I-44562	BLDGSUPPLIES	R	2/11/2020		135.55CR	115565	135.55
4552	INGRAM LIBRARY SERVICES							
	I-43378580	MATERIALS	R	2/11/2020		171.58CR	115566	
	I-43386385	MATERIALS	R	2/11/2020		207.95CR	115566	
	I-43416613	MATERIALS	R	2/11/2020		96.05CR	115566	
	I-43467677	MATERIALS	R	2/11/2020		63.66CR	115566	
	I-43542541	MATERIALS	R	2/11/2020		1,523.93CR	115566	
	I-43577092	MATERIALS	R	2/11/2020		118.05CR	115566	
	I-43667069	MATERIALS	R	2/11/2020		271.57CR	115566	
	I-43678429	MATERIALS	R	2/11/2020		34.12CR	115566	
	I-43711950	MATERIALS	R	2/11/2020		506.12CR	115566	
	I-43731437	MATERIALS	R	2/11/2020		42.46CR	115566	
	I-43771858	MATERIALS	R	2/11/2020		114.70CR	115566	
	I-43781094	MATERIALS	R	2/11/2020		60.53CR	115566	3,210.72
*VOID*	VOID CHECK		V	2/11/2020			115567	**VOID**
1545	LYON COUNTY HIGHWAY DEPARTMENT							
	I-202002074336	JANVANGAS	R	2/11/2020		29.35CR	115568	29.35
1623	MARSHALL INDEPENDENT, INC							
	I-202001314316	1 YR SUBSCRIPTIOIN	R	2/11/2020		182.00CR	115569	182.00
1695	MEIER ELECTRIC INC							
	I-357.12	ADDLIGHTINGTEENAREA	R	2/11/2020		770.00CR	115570	
	I-35711	COURTYARD LIGHT REPLACEMENT	R	2/11/2020		120.00CR	115570	890.00
4980	MENARDS INC							
	I-52028	BLDG	R	2/11/2020		23.18CR	115571	23.18

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5925	MIDWEST TAPE							
	C-CM012930	MIDWEST TAPE	R	2/11/2020		14.69	115572	
	I-98555269	MIDWESTTAPE	R	2/11/2020		1,843.53CR	115572	
	I-98572065	ADVANCEMIDWESTTAPE	R	2/11/2020		10,000.00CR	115572	11,828.84
4531	POPULAR SUBSCRIPTION SERVICE							
	I-KP-02855	PROFESSIONAL	R	2/11/2020		59.95CR	115573	59.95
6286	SCHWEEMAN'S CLEANERS, LLP							
	I-609483-4	RUGS 12/11/2019	R	2/11/2020		32.99CR	115574	32.99
5733	VAST BROADBAND							
	I-202001314317	SRVS01/26-02/25/20	R	2/11/2020		89.86CR	115575	89.86
4118	WALMART BUSINESS							
	I-004953	DVDS	R	2/11/2020		9.79CR	115576	9.79
4740	WELLS FARGO-LIBRARY							
	C-7449215QXLWM81M72	EVENTCALENDARTAX REFUND	R	2/11/2020		7.00	115577	
	C-7478930QMVMK1VD5R	GRANTTOY TAX REFUND	R	2/11/2020		30.75	115577	
	I-2449215D5JHAGEOSH	FIREWIRECARD	R	2/11/2020		47.42CR	115577	
	I-2449215DFRTH63VA8	CDCASES	R	2/11/2020		540.00CR	115577	
	I-2449215DGRTHDFPX2	GRANTTOY/SUPPLIES	R	2/11/2020		164.39CR	115577	
	I-2449215QSLYA9EOPQ	WEBSITE EVENT CALENDAR	R	2/11/2020		96.01CR	115577	810.07

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	14	0.00	21,789.51	21,789.51
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	15	0.00	21,789.51	21,789.51

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
211	2/2020	21,789.51CR
=====		
ALL		21,789.51CR

**City of Marshall, Minnesota**  
**Cash & Investments**  
**1/31/2020**

	<u>Balance</u>	<u>Interest Rate</u>
<b>CASH &amp; INVESTMENTS:</b>		
Checking	1,000,000.00	0.00%
Checking	9,578,956.70	1.00%
Sweep Account	58,418.35	1.44%
Money Market	4,987,354.49	1.37%
Money Market	3,366,596.04	1.25%
Money Market	4,072,728.05	1.49%
Money Market	2,785.55	1.51%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (6/15/2020) 9 Months	245,000.00	1.80%
Certificate of Deposit (9/12/2022) 3 Years	245,000.00	1.80%
Certificate of Deposit (3/14/2022) 2 Years 6 months	245,000.00	1.70%
Certificate of Deposit (9/20/2021) 2 Years	245,000.00	1.70%
Certificate of Deposit (9/13/2021) 2 Years	245,000.00	1.80%
Certificate of Deposit (3/18/2021) 18 Months	245,000.00	1.75%
Investment Portfolio - General Fund	2,671,716.83	
Investment Portfolio - Wastewater Capital Reserve	3,526,035.39	
Investment Portfolio - Endowment Fund	2,066,160.57	
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b><u><u>37,270,751.97</u></u></b>	







**BUILDING PERMIT LIST**  
**February 25, 2020**

<b>APPLICANT</b>	<b>LOCATION ADDRESS</b>	<b>DESCRIPTION OF WORK</b>	<b>VALUATION</b>
Regnier Electric	817 MAIN ST W	HVAC	<b>2,200.00</b>
MATHER, MARK M & JEAN M	503 CENTRAL AVE	INTERIOR REMODEL	<b>5,500.00</b>
GESKE HOME IMPROVEMENT CO.	101 GREELEY ST W	Windows	<b>3,200.00</b>
GESKE HOME IMPROVEMENT CO.	211 ROBERT ST	Windows	<b>1,800.00</b>
GESKE HOME IMPROVEMENT CO.	310 REDWOOD ST W	Windows	<b>1,200.00</b>



**PLUMBING PERMIT LIST**  
**February 25, 2020**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
MALHEREK, STEVEN L & CATHY A	1313 PARKSIDE DR	WATER HEATER	600.00



**SIGN PERMIT LIST**  
**February 25, 2020**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AP Design	236 MAIN ST W	N/A	600.00

# 2020 Regular Council Meeting Dates

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

5:30 P.M.

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

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## January

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

## February

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

## March

1. March 10, 2020
2. March 24, 2020

## April

1. April 14, 2020
2. April 28, 2020

## May

1. May 12, 2020
2. May 26, 2020

## June

1. June 9, 2020
2. June 23, 2020

## July

1. July 14, 2020
2. July 28, 2020

## August

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

## September

1. September 8, 2020
2. September 22, 2020

## October

1. October 13, 2020
2. October 27, 2020

## November

1. November 10, 2020
2. November 24, 2020

## December

1. December 8, 2020
2. December 22, 2020

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## 2020 Uniform Election Dates

- February 11, 2020
- February 25, 2020 \* *Precinct Caucus*
- March 3, 2020 \* *Presidential Primary*
- April 14, 2020
- May 12, 2020
- August 11, 2020 \* *Primary Election*
- November 3, 2020 \* *General Election*

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<sup>1</sup> 204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY. Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, county board of commissioners, city council, or town 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.



## Authorities, Boards, Bureaus, Commissions and Committees

### CITY COUNCIL COMMITTEES

\*All Council Committees meet on an as needed basis.

#### **Equipment Review Committee** **Committee**

Glenn Bayerkohler  
Craig Schafer- *Chairperson*  
James Lozinski

#### **Public Improvement/ Transportation** **Committee**

Craig Schafer – *Chairperson*  
Russ Labat  
James Lozinski

#### **Legislative & Ordinance Committee**

Steven Meister  
John DeCramer  
Glenn Bayerkohler - *Chairperson*

#### **Ways & Means Committee**

John DeCramer - *Chairperson*  
Russ Labat  
Glenn Bayerkohler

#### **Personnel Committee**

Steven Meister  
Craig Schafer  
John DeCramer- *Chairperson*

### Liaisons & Board Members on the City Boards & Commissions

- **Adult Community Center Commission** – James Lozinski
- **Airport Commission** – Craig Schafer
- **Charter Commission** – City Administrator & City Attorney, Dennis Simpson (No Council Liaisons)
- **Community Services Advisory Board** – Steven Meister
- **Convention & Visitors Bureau** – Russ Labat
- **Economic Development Authority** – Steven Meister & John DeCramer
- **Joint Law Enforcement Center Management Committee** – James Lozinski/Craig Schafer
- **Library Board** – Russ Labat
- **Marshall Area Transit Committee** – James Lozinski & Assistant Engineer Jason Anderson
- **Marshall Municipal Utilities Commission** – John DeCramer
- **M.E.R.I.T. Center Commission** – Craig Schafer

- **Planning Commission** – Glenn Bayerkohler
- **Police Advisory Board** – Russ Labat
- **Public Housing Commission** – Glenn Bayerkohler
- **Southwest Minnesota Amateur Sports Commission** – Craig Schafer

**Other Appointments:**

- **City Council-County Board/Library Agreement & Operations** – Russ Labat & Bob Byrnes
- **Fire Relief Association** – Bob Byrnes & Finance Director, Karla Drown
- **Housing & Redevelopment Authority** – Mayor & City Council
- **Regional Development Commission** – Bob Byrnes
- **SW Minnesota Emergency Communication Board (ECB)**- Craig Schafer & Alternate Bob Byrnes

**Authorities, Boards, Bureaus and Commissions**

**Adult Community Center Commission**

Established: September 16, 1985, Ordinance 496, Second Series

Meetings: 2<sup>nd</sup> Wednesday of every month at 12:00 P.M.

Term: 3 years – two term limit

Members: 8 Members

**Airport Commission**

Established: February 18, 1952, Ordinance 371, Second Series

Meetings: 1<sup>st</sup> Tuesday of every month at 4:30 P.M.

Term: 3 years – two term limit

Members: 7

**Cable Commission**

Established: March 15, 1982, Ordinance 112, Second Series

Meetings: As needed

Term: 3 years – two term limit

Members: 5

**Charter Commission**

Established: October 5, 1936

Meetings: As needed

Term: 4 year terms

Members: 7 -15

**Community Services Advisory Board**

Established: February 20, 1996

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

Term: 3 years – two term limit

Members: 12

**Convention & Visitors Bureau**

Established:

Meetings: 3<sup>rd</sup> Wednesday at 9:30 A.M.

Term: 3 years – two term limit

Members: 10

**Economic Development Authority**

Established: June 7, 1982, Resolution 562, Second Series

Meetings: 3<sup>rd</sup> Wednesday of every month at 12:00 P.M.

Term: 6 years – two term limit

Members: 7

**Housing & Redevelopment Authority**

Established: March 21, 1966, Resolution 819, First Series

Meetings: As needed

Term: 5 years – no term limit

Members: 7 (Councilmembers)

**Library Board**

Established: July 16, 1917,

Meetings: 2<sup>nd</sup> Monday of every month at 4:00 P.M.

Term: 3 years – two term limit

Members: 9

**Marshall Municipal Utilities Commission**

Established: April 18, 1932, Resolution 302, First Series

Meetings: 3<sup>rd</sup> Tuesday of every month at 4:30 P.M.

Term: 5 years – two term limit

Members: 5

### **M.E.R.I.T. Center Commission**

Established: November 15, 2004, Ordinance 521,  
Second Series

Meetings: 3<sup>rd</sup> Thurs. of every other month at 6:00 P.M.

Term: Variable

Members: 18 or less

### **Planning Commission**

Established: May 4, 1959, Ordinance 418, Second Series

Meetings: 2<sup>nd</sup> Wednesday of every month at 5:30 P.M.

Term: 3 years – two term limit

Members: 7

### **Police Advisory Board**

Established: April 4, 1940, Ordinance 630, Second  
Series, Section 2-3 O.G. MN State Statutes 419

Meetings: As needed

Term: 3 years – two term limit

Members: 3

### **Public Housing Commission**

Established: March 28, 1983, Ordinance 436, Second  
Series

Meetings: 2<sup>nd</sup> Monday of every month at 3:30 P.M.

Term: 5 years – two term limit

Members: 5

### **Southwest Minnesota Regional Amateur Sports Commission**

Established: October 21, 2008

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