



CITY OF MARSHALL
City Council Meeting
Agenda
Tuesday, March 24, 2020 at 5:30 PM
MERIT Center, 1001 W Erie Rd

NOTICE: Per Minnesota State Statute 13D.021

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

OPENING ITEMS

1. Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes of the two work sessions and regular meeting held on March 10, 2020.

PUBLIC HEARING

3. Project Z76: South 1st Street Reconstruction Project - Public Hearing on Improvement.

AWARD OF BIDS

4. [Consider Entering into a Professional Services Agreement with TKDA for Engineering, Architecture and Planning Services at the Airport.](#)
5. Project Z50-2020: Chip Sealing on Various City Streets –Consider Resolution Accepting Bid (Award Contract).
6. Project Z51-2019: Bituminous Resurfacing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).

CONSENT AGENDA

7. Consider a Declaration of Surplus Items from Public Works Department.
8. Authorization for City Staff to apply for various grants to be utilized for an Inclusive Playground.
9. Consider Approval Declaration of Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.
10. Consider Approval Declaration of Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.
11. Consider approval of a Temporary 3.2 Percent Malt Liquor Licenses for the Marshall Baseball Association.
12. Consider Resolution Calling Public Hearings on Street Reconstruction Plan, Tax Abatements, and Issuance of Bonds.
13. Consider approval of the bills/project payments.

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

14. Consider Request for a Conditional Use Permit to have an apartment in a B-2 Central Business District at 326 West Main Street.
15. Project Z75/SAP 139-124-004: South 4th Street Reconstruction Project - Consider Resolution for Municipal State Aid Street System (MSAS) 2020 Advance Funds.
16. Consider approval of a Memorandum of Agreement between AFSCME and the City of Marshall.

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

- [17.](#) Continuity of Operations Plan (Pandemic Disease).
- [18.](#) Consider the annual adoption of a Resolution Declaring the Sounds of Summer as a Community Festival.

COUNCIL REPORTS

- [19.](#) Commission/Board Liaison Reports
- 20. Councilmember Individual Items

STAFF REPORTS

- 21. City Administrator
- 22. Director of Public Works
- 23. City Attorney

INFORMATION ONLY

- [24.](#) Information Only

MEETINGS

- [25.](#) Upcoming Meetings

ADJOURN

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of the two work sessions and regular meeting held on March 10, 2020.
Background Information:	Enclosed are the minutes of the two work sessions and regular meeting held on March 10, 2020.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
Recommendations:	that the minutes of the two work sessions and regular meeting held on March 10, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, March 10, 2020**

Attendance – Mayor Robert Byrnes, Councilmembers Craig Shaefer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat, James Lozinski. City Administrator, Sharon Hanson; City Assessor, David Parsons; Appraiser Carolyn Runholt; Lyon County Assessor, Mark Buysse and City Clerk, Kyle Box.

2020 Local Board of Appeal and Equalization Training

Meeting called to order by Byrnes at 2:00 p.m. at the Middle School Professional Development Room. Parsons reviewed information sent to the council regarding property sales, valuation and classification adjustments for the 2020 assessment and the upcoming Local Board of Appeal and Equalization (LBAE) meeting. Discussion followed.

On-Line LBAE training was discussed. Currently, councilmember Byrnes is a certified LBAE member through 7/1/2020 and councilmembers Labat and DeCramer are certified through 7/1/2022. Councilmember Shaefer is certified through 7/1/2023. Discussed the requirement for at least one certified member to be in attendance at the LBAE meeting. If a certified member is not in attendance, the LBAE reverts to an open book meeting and the Local Board loses its meeting authority for the current and the following year.

Parsons reviewed the City of Marshall’s quintile plan and reviewed the LBAE Handbook.

At 2:50 p.m., Mayor Byrnes adjourned the meeting.

Mayor

ATTEST:

City Assessor

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, March 10, 2020**

The work session of the Common Council of the City of Marshall was held March 10, 2020 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 3:00 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; Jason Anderson, Director of Public Works/City Engineer; Annette Storm, Director of Administrative Services; Jim Marshall, Director of Public Safety; Dave Parsons City Assessor; Sheila Dubs, Human Resource Manager; Scott VanDerMillen, Director of Community Services; Glenn Olson, City Hall Owners Representative; Michele Leininger, Marshall-Lyon County Library Director and Kyle Box, City Clerk.

League Training on Staff/Council Communication

Mayor Byrnes opened the meeting and introduced Pamela Whitmore, Collaboration & Mediation Manager with the League and Minnesota Cities.

Ms. Whitmore provided an overview of the work session agenda on communication.

Steven Meister excused himself at 3:48 PM

There was further discussion by Council and Staff on communication.

Adjourn Meeting

At 4:56 P.M., Mayor Byrnes adjourned the meeting.

Attest:

City Clerk

Mayor

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, March 10, 2020**

The regular meeting of the Common Council of the City of Marshall was held March 10, 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 (5:45 P.M.), Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Jim Marshall, Director of Public Safety; Preston Stensrud, Parks Superintendent; Dave Parsons City Assessor; Sheila Dubs, Human Resource Manager; Bob VanMoer, Wastewater Treatment Facility Superintendent 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 February 25, 2020.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat that the minutes of the regular meeting on February 25, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Project Z75 / SAP 139-124-004: South 4th Street Reconstruction Project – 1) Continuation of Public Hearing on Improvement; 2) Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement For Bids.

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 opposing sidewalks on the east side of South 4th Street was provided to the City.

Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on February 25, 2020. At the public hearing on February 25, the project was proposed as follows: 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 along the west side of South 4th Street from Elaine Avenue to Country Club Drive, and new 5' sidewalk on the entire east side of South 4th Street.

At the Council meeting on February 25, 2020, all voted in favor to continue the public hearing until the March 10, 2020 meeting.

Based on feedback from the February 25 meeting, staff is proposing the project description for the continued public hearing as follows: 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, new 5-ft. sidewalk on the west side of the street, driveway aprons, water services, and sewer services to the right-of-way.

If the City Council decides to proceed with the project, the attached resolution has been prepared ordering the improvement and the preparation of plans. The plans and specifications have been prepared by City staff for the above-referenced project. If the City Council decides to proceed with this project, a resolution has been prepared approving the plans and specifications and ordering advertisement for bids.

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.

Director of Public Works/ City Engineer, Jason Anderson provided an overview of the updated project specifications from the last regular council meeting.

Councilmember Labat thanked staff for the revisions to the project.

Councilmember Schafer thanked staff for the revisions to the project specifications and the public to speaking to staff and council with their concerns.

Councilmember Lozinski asked for a reminder on what the sidewalk special assessment policy. Director Anderson provided an overview of what the policy currently is.

There was continued discussion on bid options for this and future projects.

Motion made by Councilmember Decramer, Seconded by Councilmember Lozinski to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council adopt RESOLUTION NUMBER 4709, SECOND SERIES, which is the Resolution Ordering Improvement and Preparation of Plans" for Project Z75 / SAP 139-124-004: South 4th Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Decramer that the Council adopt RESOLUTION NUMBER 4710, which is the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z75 / SAP 139-124-004: South 4th Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

314 Rainbow Road – 1) Public Hearing regarding a home property tax abatement request 2) Consideration of Resolution Number 4711, Second Series, a resolution approving home property tax abatement.

On February 25, 2020 a public hearing was called for and to be held on March 10 regarding a home property tax abatement request. Per M.S 469.1813 sub 5 The governing body of the political subdivision may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement. The property is located at 314 Rainbow Road with an estimated market value of \$107,800 with the difference of improvement being \$89,400. The approximate amount of assistance is \$393 a year or \$796.00 over a maximum period of 2 years as a Homestead.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat to approve Resolution Number 4711, Second Series, a resolution approving home property tax abatement. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

Award of Bids for Construction of New Restroom Facility at Freedom Park.

As part of making our parks more accessible and user friendly the City initiated a restroom/shelter replacement schedule in 2017. Justice Park (2018) and Liberty Park (2019) have been completed. Freedom Park is the facility for 2020 recommended based on age (1980) and lack of ADA compliance.

On March 5, 2020 three bids from local contractors were received. Sussner Construction of Marshall, MN submitted the low bid of \$122,700.00 and is recommended for approval. Start date for construction would be in April with a proposed finish date of June 30, 2020.

Not included in the bid is demolition of the existing restroom. D&G Excavating, Inc. of Marshall, MN has submitted an estimate for demolition in the amount of \$4,200.00.

Net cost of this restroom replacement is \$126,900.00 including new construction and demolition of old restroom.

\$140,000.00 was budgeted in the 2020 Parks Department CIP for this restroom replacement.

Motion made by Councilmember Decramer, Seconded by Councilmember Lozinski to award of bid for construction of new restroom facility at Freedom Park to Sussner Construction and demolition of existing facility to D&G Excavating. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0**

Consider Award of Bids for Pickups for WWTF.

The total for the two replacements vehicles is \$38,633.94. The approved 2020 Wastewater Operating budget (#602-90581-5550 – Motor Vehicles) included \$59,000.00 for the replacement of these two vehicles.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council authorize the purchase of two (2) new 2020 Ram 1500 Classic Tradesman Regular Cab ½-Ton 4WD Pick-Up for the Wastewater Department from Marthaler CDJR of Worthington, Minnesota, in the amount of \$18,731.22 and \$19,902.72, including tax and \$5,200.00 trade-in of the existing 2003 Chevrolet Regular Cab ½-Ton 4WD pickup and \$4,100 Trade-in of the existing 2006 Chevrolet Regular Cab ½-Ton 2WD pickup. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Decramer, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Bayerkohler, Councilmember Labat. The motion **Passed. 4-3**

Consider Approval of the Consent Agenda

Councilmember Schafer requested that item number 10, Accept Resolution of Support for Marshall Community Services to Apply to be GreenCorps Host Site through Minnesota Pollution Control Agency for 2020-21 Program Year, to abstain.

Motion made by Councilmember Meister, 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**

Approval for Out-of-State Travel for the Basic SWAT Training in Fargo, ND.

Approval of the 2020-21 annual Refuse Haulers Licenses.

Approval of the Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 8 to Magney Construction, Inc.; 2) Consider Payment of Invoice 1301946 to American Engineering Testing, Inc.; 3) Consider Payment of Invoice 0246793 to Bolton & Menk, Inc.

Approval of the bills/project payments.

Accept Resolution Number 4712, Second Series, A Resolution in Support for Marshall Community Services to Apply to be GreenCorps Host Site through Minnesota Pollution Control Agency for 2020-21 Program Year.

Marshall Community Services would like to apply to me a host site for a GreenCorps Member through the MPCA. The goals of the member, if awarded, would be to get a comprehensive tree inventory to help better prepare the City for the eventual onset of Emerald Ash Borer, assist with planning Arbor Day Celebrations, research and work towards implementation of a tree maintenance program, and layout plan for City of Marshall to achieve Arbor Day Foundation Growth Award as part of our Tree City USA designation. Authorization of this resolution by Council is needed as part of the application process.

Motion made by Councilmember Decramer, Seconded by Councilmember Meister to accept Resolution Number 4712, Second Series, a Resolution in Support for Marshall Community Services to Apply to be GreenCorps Host Site through Minnesota Pollution Control Agency for 2020-21 Program Year. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember Schafer. The motion **Passed. 6-0-1**

Consider Approval of Significant Industrial User Agreements with the Wastewater Treatment Facility.

The Wastewater Treatment Facility is required by the MPCA to control loadings of industrial users discharging into the city sanitary sewer system to protect the treatment system and or any pass through of wastes to the receiving stream. I have updated the current SIU's to include minor changes such as an increase in t

maximum pH limits, adjusted some limits for the Lyon County Landfill Leachate parameters, and created a new SIU for Viessman Trucking. City Attorney Dennis Simpson has reviewed the Viessman Trucking Agreement and has approved it.

Motion made by Councilmember Decramer, Seconded by Councilmember Meister that the Council approve the attached renewed Significant Industrial User Agreements with the Wastewater Treatment Facility with Viessman Trucking, INC, Lyon County Landfill, SFC Global Supply Chain, INC, Archer Daniels Midland and Iowa Turkey Products, INC. dba Turkey Valley Farms. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember Schafer. The motion **Passed. 6-0-1**

Project Z76: South 1st Street Reconstruction Project - Consider Resolution Number 4713, Second Series a Resolution Receiving Feasibility Report and Calling Hearing on Improvement.

This project consists of the following: Reconstruction and utility replacement on South 1st Street generally between Southview Drive and George Street. Water, sanitary sewer, and storm sewer catch basins will be replaced along South 1st Street in this area. Sidewalk is proposed to be installed along the west side of South 1st Street from Southview Drive to a point approximately 215 FT north of George Street. In addition to the utility replacement and street reconstruction on South 1st Street, sanitary sewer force main improvements are proposed at the intersection of South 1st Street and DeSchepper Street.

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 \$780,000.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$995,300.00.

All improvements will be assessed according to the current Special Assessment Policy, including, but not limited to, participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. 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 4713, 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 March 24, 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 a Proclamation for the month of April to be Sexual Assault Awareness Month.

Sexual Assault Awareness Month (SAAM) is a nation-wide movement to help raise awareness and help prevent sexual assault. This year, the National Sexual Violence Resource Center has given SAAM mo

theme of “I Ask” for the second year in a row. This theme centers around the concept of consent and aims to stretch the understanding beyond “No means no .”

New Horizons Crisis Center is asking that the city council officially proclaim April as Sexual Assault Awareness Month. New Horizons will also be placing ribbons in the downtown area (down Main Street from East College Drive to 5th Street) on April 1st and would take down the ribbons on April 31st. These ribbons would be in observance of SAAM month.

Motion made by Councilmember Schafer, Seconded by Councilmember Decramer to approval the proclamation to declare the Month of April, Sexual Assault Awareness Month. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0.**

Consider approval of a Temporary On-Sale Intoxicating Liquor Licenses for Action Mobility Foundation.

Motion made by Councilmember Decramer, Seconded by Councilmember Labat to approve a Temporary On-Sale Liquor License for the Action Mobility Foundation to use at SMSU Conference Center, 1501 State Street, on May 1, 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember Bayerkohler. The motion **Passed. 6-0-1**

Commission/Board Liaison Reports

Byrnes Not Report

Schafer Southwest Amateur Sports Commission met with the Marshall Soccer Association to discuss their program, needs and goals within their organization. The Commission will work with that organization on shared space to help meet it’s needs.

Meister No Report

Bayerkohler Public Housing Commission discussed capital projects for patio door replacements as well as corridor light replacement.

DeCramer No Report

Labat Library Board met and discussed on going issues with the geothermal system in the building. The Library will also be starting a collections service.

Lozinski No Report

Councilmember Individual Items

Councilmember Meister provided a brief overview on COVID-19.

Councilmember Lozinski mentioned that the City Hall Committee discussed the stairs in City Hall, and it was determined by the contractor that the stairs would not be salvageable. The staff and the contractor will also be working with the building next door to work on a fire escape solution during construction.

Councilmember Labat provided comments from a resident who complained of the intersection of C Street and Saratoga. As well as future bike lane options within the City.

Mayor Byrnes discussed the branding reception at the State of the City and several upcoming events he will be attending; Coalition of Greater Minnesota Cities, League of Minnesota Cities, Minnesota Transpiration Alliance and Highway 23 Coalition Legislative Sessions.

City Administrator

City Administrator Sharon Hanson discussed a meeting that will be held at the MERIT Center with Southwest Health and Human Services on COVID-19. Administrator Hanson also discussed the City Hall Committee will be meeting every two weeks and mentioned that the branding rollout.

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson provided and updated on upcoming projects and meetings.

City Attorney

City Attorney Dennis Simpson mentioned that he will be working with Director Anderson on a few upcoming projects. Attorney Simpson received an amended contract from MAHA to bring back to the City Council on the March 24 meeting. Attorney Simpson also discussed a project he was a part of to help create a program people who may have mental health issues and to divert them from the criminal system to a program that they can receive help in.

Admin Brief

There were no questions regarding the administrative brief.

Information Only

There were no questions regarding the information items.

Upcoming Meetings

There were no questions regarding the upcoming meetings.

Adjourn Meeting

At 6:43 P.M., Motion made by Councilmember Lozinski, Seconded by Councilmember Labat to adjourn
Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember Decramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

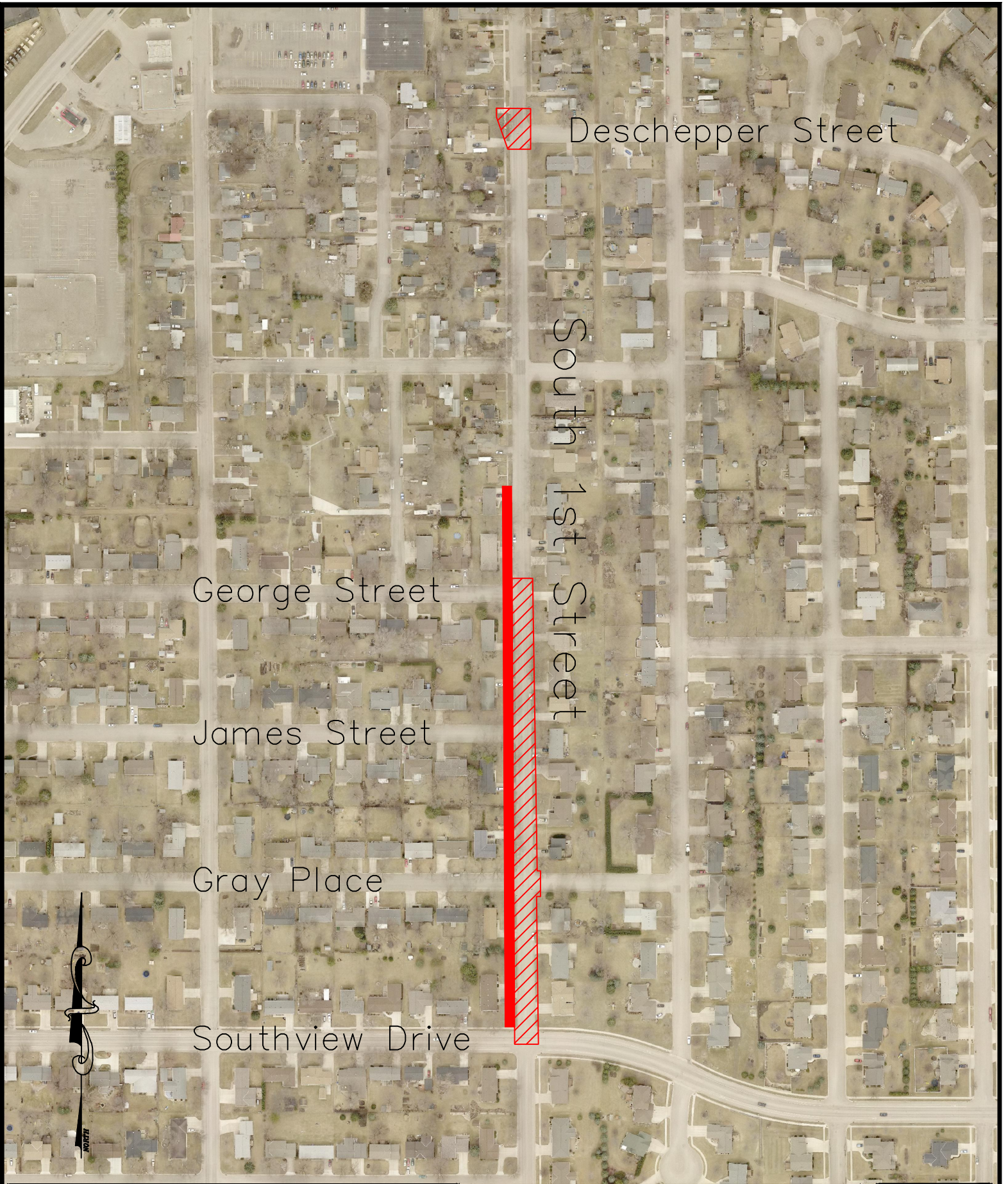
Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Project Z76: South 1 st Street Reconstruction Project - Public Hearing on Improvement.
Background Information:	<p>A public informational meeting was held on March 12, 2020 at 6:30 p.m. at Marshall Municipal Utilities.</p> <p>Property owners affected by the above-referenced project have been notified regarding the public hearing, according to law, that a hearing would be held on March 24, 2020. A public presentation will be made followed by any discussion.</p> <p>This project consists of: reconstruction and utility replacement on South 1st Street generally between Southview Drive and George Street. Water, sanitary sewer, and storm sewer catch basins will be replaced along South 1st Street in this area. Sidewalk is proposed to be installed along the west side of South 1st Street from Southview Drive to a point approximately 215 ft. north of George Street. In addition to the utility replacement and street reconstruction on South 1st Street, sanitary sewer force main improvements are proposed at the intersection of South 1st Street and DeSchepper Street.</p> <p>Due to the ongoing developments resulting from the COVID-19 (coronavirus) and the resultant recommendations to limit the size of public gatherings, an updated notice was sent to property owners indicating the City is encouraging input for the public hearing on improvement for the Project Z76: South 1st Street Reconstruction Project to be provided by phone, e-mail, or by mail. To provide enough time for residents to offer input, the public hearing on improvement will be conducted over two City Council meetings. The hearing will begin at the City Council meeting, as originally advertised, on Tuesday, March 24, 2020 at 5:30 pm and the hearing will be continued at the City Council meeting on Tuesday, April 14, 2020 at 5:30 pm.</p>
Fiscal Impact:	The engineer's estimate for the construction portion of the project is \$780,000.00. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$995,300.00. All improvements will be assessed according to the current Special Assessment Policy including, but not limited to, participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation. Final approval of the project must include determination of funding sources.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council conduct the public hearing and continue the public hearing to the April 14, 2020 meeting.



Deschepper Street

South 1st Street

George Street

James Street

Gray Place

Southview Drive



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

776 South 1st Street

Proposed Project Limits

DATE
1/23/2020

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**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Entering into a Professional Services Agreement with TKDA for Engineering, Architecture and Planning Services at the Airport.
Background Information:	<p>At their meeting on March 3, 2020, the Airport Commission recommended entering into a Professional Services Agreement for Engineering, Architecture and Planning Services with TKDA of St. Paul, Minnesota, relating to Marshall Airpark East at the Southwest Minnesota Regional Airport as per the attached Request for Statement of Qualifications dated February 28, 2020.</p> <p>The City of Marshall, Minnesota requested qualifications from consulting airport architectural / engineering / planning firms to provide services associated with airport improvements, with the intent to retain the selected firm for five (5) years or until completion of the CIP items listed in the RFQ and as identified in the SFY2021-2025 CIP.</p> <p>One submittal was received from TKDA of St. Paul, Minnesota, as attached.</p> <p>Attached for your review, is a copy of the Professional Services Agreement with TKDA for the period March 24, 2020 through March 24, 2025. The agreement defines the terms and conditions of their services and allows the use of individual authorizations for specific projects. The agreement defines the terms of TKDA's services to be provided and will remain in effect as long as the City wishes. Individual projects will require additional individual contracts to come before both the Airport Commission and City Council for approval.</p> <p>This agreement has been provided to City Attorney Dennis Simpson for his review.</p>
Fiscal Impact:	There are no dollar amounts associated with this general Agreement. Again, the agreement defines the terms of TKDA's services to be provided and will remain in effect for five (5) years or until completion of the CIP items listed in the RFQ and as identified in the SFY2021-2025 CIP.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize entering into the attached Professional Services Agreement for Engineering, Architecture and Planning Services with Toltz, King, Duvall, Anderson and Associates, Incorporated (TKDA) of St. Paul, Minnesota for Airport development.

PROFESSIONAL SERVICES AGREEMENT

Between

THE CITY OF MARSHALL, MINNESOTA

and

TOLTZ, KING, DUVALL, ANDERSON AND ASSOCIATES, INCORPORATED

THIS AGREEMENT is effective this 24th day of March, 2020, by and between THE CITY OF MARSHALL, MINNESOTA, a governmental unit with a regular place of business 344 West Main Street, Marshall, Minnesota, 56258, hereinafter referred to as the OWNER, and TOLTZ, KING, DUVALL, ANDERSON AND ASSOCIATES, INCORPORATED, a Minnesota corporation with principal offices at 444 Cedar Street, Suite 1500, St. Paul, Minnesota 55101, hereinafter referred to as TKDA.

WITNESSETH:

That the OWNER and TKDA, for the consideration hereinafter named, agree as follows:

ARTICLE 1. GENERAL DESCRIPTION OF WORK TO BE DONE

The OWNER agrees to and hereby does retain TKDA and TKDA agrees to perform Professional Services (Engineering, Architectural, and Planning) at the Southwest Minnesota Regional Airport, all as described by subsequent "Authorization(s)."

Professional Services may in general include studies and reports, design, preparation of working drawings and specifications; construction observations, checking of shop drawings and estimates and recommendations regarding acceptance of work; and other related tasks of a type normally associated with facility planning, design, construction, operation and/or maintenance. Some of these services may be financed in part by grant-in-aid programs of the Minnesota Department of Transportation, Office of Aeronautics (MnDOT), and/or the Federal Aviation Administration (FAA).

Individual Authorizations for services to be provided for specific projects shall be duly approved by the OWNER and accepted by TKDA; and all records and documents for services with respect thereto shall be appropriately referenced to each specific Authorization. TKDA shall provide the OWNER with a written work scope and associated fees for each project for authorization by the OWNER.

ARTICLE 2. INDEPENDENT CONTRACTOR

TKDA, in performance of work hereunder operates as an independent contractor and covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of the OWNER by reason hereof, and that it will not, by reason hereby, make any claim, demand or shall it apply for any right or privilege applicable to an officer or employee of the OWNER, including, but not limited to, workmen's compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

ARTICLE 3. PERIOD OF SERVICE

TKDA is hereby retained on a continuing basis through March 24, 2025, subject, however, to termination by either party in accordance with ARTICLE 17. A period of service for each project shall be set forth in specific Authorization as appropriate.

ARTICLE 4. COMPENSATION TO TKDA

- A. Compensation to TKDA for services described in this Agreement shall be consistent with the contracting methods described in FAA Advisory Circular 150/5100-14E (dated Sept. 25, 2015) (the FAA Advisory Circular). Compensation shall be specified in each Authorization on either a Lump Sum basis, an Hourly Cost Reimbursement Plus Fixed Fee basis, or an Hourly Rate basis. Compensation shall also include Direct Non-Salary Expenses.
1. A Lump Sum method of payment for TKDA's services shall apply to all or parts of an authorized project scope where TKDA's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. Reimbursement for Direct Non-Salary Expenses incurred in the performance of this Lump Sum work shall be included in the Lump Sum amount, unless otherwise set forth in the Authorization. The OWNER shall make monthly payments to TKDA within 30 days of date of invoice based on an estimated percentage of completion of TKDA'S services.
 2. An Hourly Cost Reimbursement Plus Fixed Fee method of payment for TKDA's services may apply to all or parts of a work scope where TKDA's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be established with any reasonable degree of accuracy. Under an Hourly Cost Reimbursement Plus Fixed Fee method of payment, TKDA shall be paid Direct Salary Costs, Overhead Costs, Direct Non-Salary Costs, and a fixed fee payment.
 - (a) TKDA shall be paid a fixed fee calculated as a percentage of the Direct Salary Cost and Overhead Costs initially approved in an Authorization, at the rate set forth in ATTACHMENT A.
 - (b) OWNER shall make monthly payments to TKDA within 30 days of the date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, including a proportionate amount of the fixed fee. Invoices shall be accompanied by supporting evidence as required.
 3. An Hourly Rate method of payment for TKDA's services may apply to all or parts of a work scope where TKDA's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, TKDA shall be paid for the actual hours worked on an authorization by TKDA technical personnel times an hourly billing rate established for each employee. Each TKDA employee's hourly billing rate shall be based on their direct hourly rate times the Hourly Rate Multiplier defined in ATTACHMENT A. The Hourly Rate Multiplier includes all Overhead Costs and a professional fee (profit). TKDA will furnish an updated rate schedule to OWNER annually.

- B. Terms defined.
1. Direct Salary Costs: Direct Salary Costs incurred by TKDA for employees' time directly chargeable to a project, and in accordance with TKDA's schedule included in ATTACHMENT A. Periodic revisions to the schedule may be made and any such revisions shall be submitted by TKDA to the OWNER for approval.
 2. Overhead Costs include overhead on direct labor, including, but not limited to, employment taxes, fringe benefits, holidays, vacation, and sick leave, and all allowable general and administrative overhead costs. Overhead Costs shall be calculated as a percentage of Direct Salary Costs, with such percentage based on TKDA's audited records. The Overhead Multiplier Rate to be applied to this Agreement and any special provisions relating thereto shall be set forth in ATTACHMENT A.
 3. Direct Non-Salary Expenses incurred by TKDA for costs directly chargeable to a project include, but are not limited to, the following:
 - (a) Travel and subsistence.
 - (b) OWNER-approved outside professional and technical services.
 - (c) Identifiable reproduction and reprographic charges.
 - (d) Expendable field supplies and special field equipment rental.
 - (e) Other acceptable costs for such additional items and services as may be required by the OWNER to fulfill the terms of this Agreement.
- C. The OWNER will pay the balance stated on the invoice unless OWNER notifies TKDA in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1-1/2% per month, or the maximum amount authorized by law, whichever is less. In addition, TKDA may after giving seven days' written notice to the OWNER, suspend services under this Agreement until TKDA has been paid in full for all amounts then due for services, expenses and charges. OWNER acknowledges that TKDA shall not be responsible for any claim for consequential damages arising from suspension of services hereunder.
- D. Pursuant to 2 CFR §§ 200.326 & 200.333, TKDA must maintain an acceptable cost accounting system. TKDA agrees to provide the OWNER, the FAA, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of TKDA which are directly pertinent to the specific contract for the purpose of making audit, excerpts, examination, and transcriptions. TKDA agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

ARTICLE 5. EXTRA WORK

In the event that a lump sum or maximum payment amount is specified in an Authorization and TKDA is of the opinion that any services it has been directed to perform are beyond the scope of the Authorization, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes Extra Work, TKDA shall promptly notify the OWNER of that fact. Extra Work, additional compensation for same, and extension of time for completion shall

be covered by a supplemental Authorization entered into by both parties, and approved by MnDOT and FAA if required, prior to proceeding with any Extra Work or related expenditures.

ARTICLE 6. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs prepared by TKDA under an Authorization will be made on the basis of TKDA's experience and qualifications and represent TKDA's best judgment as an experienced and qualified design professional. It is recognized, however, that TKDA does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or TKDA's methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of TKDA's cost opinions, must of necessity, be speculative until completion of construction or acquisition. Accordingly, TKDA does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by TKDA under an Authorization.

ARTICLE 7. CONSTRUCTION PHASE SERVICES

OWNER acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of a project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or or-equal items of materials and equipment proposed by bidders and TKDA, (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to TKDA's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. OWNER agrees that unless TKDA is employed to provide such services during the Bidding (if the work is out for bids) and the Construction Phases of a project authorized under this Agreement, TKDA will not be responsible for damages or claims arising out of or resulting from interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by owner or others. Nothing contained in this paragraph shall be construed to release TKDA (or TKDA's professional associates or consultants) from liability for failure to perform in accordance with professional standards any duty or responsibility which TKDA has undertaken or assumed under an Authorization and this Agreement.

ARTICLE 8. DISPOSITION OF PLANS, REPORT AND OTHER DATA

At the time of completion or termination of an Authorization TKDA shall make available to the OWNER, upon request, all maps, tracings, reports, resource materials and other documents pertaining to the work described in an Authorization. All such documents are not intended or represented to be suitable for reuse by the OWNER or others on extensions of the work or to any other project. Any reuse without written verification or adaptation by TKDA for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to TKDA. In this regard, the OWNER will indemnify and hold harmless TKDA from any and all suits or claims of third parties arising out of such reuse, which is not specifically verified, adapted, or authorized by TKDA.

In the event electronic copies of documents are made available to the OWNER pursuant to the foregoing paragraph, the OWNER acknowledges that the useful life of electronic media such as DVDs or CD-roms may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, TKDA makes no representation that such media will be fully usable beyond 30 days from date of delivery to OWNER.

ARTICLE 9. OWNER’S RESPONSIBILITIES

- A. To permit TKDA to perform the services required hereunder, the OWNER shall supply, in proper time and sequence, the following for each Authorization at no expense to TKDA:
1. Provide all necessary information regarding its requirements as necessary for orderly progress of the work.
 2. Designate in writing, a person to act as the OWNER’S representative with respect to the services to be rendered hereunder. Such person shall have authority to transmit instructions, receive instructions, receive information, and interpret and define OWNER’S policies with respect to TKDA’S services.
 3. Furnish, as required for performance of TKDA’s services (except to the extent provided otherwise in an Authorization), data prepared by or services of others, including without limitation, core borings, probings and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in an Authorization.
 4. Provide access to, and make all provisions for, TKDA to enter upon publicly or privately owned property as required to perform their services.
 5. Act as liaison with other agencies to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over a project described in an Authorization, and such approvals and consents from others as may be necessary for completion of a project.
 6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by TKDA, obtain advice of an attorney, insurance counselor or others as OWNER deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of TKDA.
 7. Give prompt written notice to TKDA whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of TKDA’s services or any defect in the work of Construction Contractor(s), Consultants or TKDA.
 8. Provide record drawings and specifications for all existing physical plants or facilities which are pertinent to an Authorization.
 9. Provide other services, materials, or data as may be set forth in an Authorization.
 10. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of these General Provisions, “pollution” and “pollutant” shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste, pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing

or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If TKDA encounters, or reasonably suspects that it has encountered, asbestos or pollution in a project, TKDA shall cease activity on the project and promptly notify the OWNER who shall proceed as set forth above. Unless otherwise specifically provided in the Authorization, the services to be provided by TKDA do not include identification of asbestos or pollution and TKDA has no duty to identify or attempt to identify the same within the area of any project.

11. Provide such accounting, independent cost estimating and insurance counseling services as may be required for a project described in an Authorization, such legal services as OWNER may require or TKDA may reasonably request with regard to legal issues pertaining to a project including any that may be raised by contractors such auditing service as OWNER may require to ascertain how or for what purpose any contractor has used the moneys paid under a construction contract, and such inspection services as OWNER may require to ascertain that contractors are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.
 12. When applicable, provide written notice to TKDA when a project has been financially closed-out by FAA.
- B. TKDA shall be entitled to rely on the accuracy and completeness of information furnished by OWNER. If TKDA finds that any information furnished by OWNER is in error or is inadequate for its purpose, TKDA shall promptly notify OWNER.

ARTICLE 10. FEDERAL AND STATE PARTICIPATION

Services to be performed under an Authorization pursuant to this Agreement may be financed in part by State and/or Federal Funds. However, payments to TKDA will be made by the OWNER.

The State of Minnesota and the United States are not parties to this Agreement and no reference herein to MnDOT and to the Federal Aviation Administration or any representatives thereof makes the State of Minnesota or the United States a party to this Agreement.

ARTICLE 11. FEDERAL CONTRACT COMPLIANCE

If any services under an Authorization pursuant to this Agreement are to be financed in part by Federal funds, TKDA shall comply with those provisions of 49 CFR §18.36(i) and the FAA Provisions, attached hereto as ATTACHMENT B, which specifically relate to the furnishing and procurement of professional services.

ARTICLE 12. GENERAL CIVIL RIGHTS

TKDA agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

ARTICLE 13. EQUAL EMPLOYMENT OPPORTUNITY ASSURANCES

TKDA provides affirmative action and equal opportunity for all employees and applicants for employment. To implement this commitment, TKDA has adopted an Affirmative Action Plan conforming to the requirements of Executive Order 11246, 41 CFR § 60.1.4, and Minnesota laws. TKDA's Affirmative Action Plan shall be made available for review upon request.

ARTICLE 14. INDEMNIFICATION

TKDA shall indemnify and hold harmless OWNER and all of its officers, agents and employees for all liability from suits, actions or claims of any character brought for or on account of any injuries or damages received by any person or property, including OWNER, to the extent they result from a negligent error, act, or omission of TKDA or any persons for whom TKDA is legally liable, in carrying out the terms of this Agreement.

OWNER shall indemnify and hold harmless TKDA and all of its officers, agents and employees for all liability from suits, actions or claims of any character brought for or on account of any injuries or damages received by any person or property, including TKDA, resulting from or arising out of an error, act, or omission of OWNER or any persons for whom OWNER is legally liable, in carrying out the terms of this Agreement.

It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this Agreement shall survive any termination of this Agreement.

ARTICLE 15. INSURANCE

Subject to the provisions of ARTICLE 14, TKDA shall also procure and maintain professional and commercial general liability insurance, and auto and excess insurance, for all damages arising out of the performance of services caused by a negligent error, omission or act for which TKDA is legally liable.

TKDA shall procure and maintain insurance for protection from claims against it under worker's compensation acts (statutory limits), claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom. Certificates of insurance will be provided to the OWNER upon request.

ARTICLE 16. ASBESTOS/POLLUTION INDEMNIFICATION

TKDA hereby states, and the OWNER acknowledges, that TKDA has no professional liability (errors and omissions) or other insurance, and is unable to reasonably obtain such insurance, for claims arising out of the performance or failure to perform professional services, including, but not limited to, the preparation of reports, designs, drawings, and specifications, related to the investigation, detection, abatement, replacement, modification, removal or dispersal of (1) pollutants or of (2) products, materials, or processes containing asbestos. Accordingly, the OWNER hereby agrees to bring no claim for negligence, breach of contract, indemnity or other claim or cause of action against TKDA, its principals, employees, agents and consultants if such claim in any way arises out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, or the investigation of remedial work related to such pollutants or asbestos a project. The OWNER further agrees to defend, indemnify and hold TKDA and its principals, employees, agents, and consultants harmless from any such pollutant or asbestos related claim that may be brought by third parties as a result of the services provided by TKDA pursuant to this Agreement.

Notwithstanding the foregoing, the OWNER shall not be prohibited from bringing suit against TKDA for its alleged negligence, breach of contract, or other cause of action arising out of its professional services rendered in connection with the design and construction of potable water systems, storm water systems and sewerage systems, including those receiving industrial waste pre-treated in accordance with EPA standards, nor is the OWNER required to indemnify and hold harmless TKDA for claims and suits brought against it by third parties arising out of such professional services.

OWNER further agrees that, in the event a court of competent jurisdiction determines that the foregoing indemnification provision is unenforceable, TKDA's total liability to OWNER or third parties for pollution or asbestos related claims arising out of an authorization shall not exceed the total compensation paid by OWNER to TKDA for services rendered under an authorization pursuant to this Agreement or \$25,000 per authorization, whichever is less.

ARTICLE 17. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

The OWNER may, by written notice to TKDA, terminate this Agreement for its convenience and without cause or default on the part of TKDA. Upon receipt of the notice of termination, except as explicitly directed by the OWNER, TKDA must immediately discontinue all services affected.

Upon termination of the Agreement, TKDA must deliver to the OWNER all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by TKDA under this contract, whether complete or partially complete.

OWNER agrees to make just and equitable compensation to TKDA for satisfactory work completed up through the date TKDA receives the termination notice. Compensation will not include anticipated profit on non-performed services.

OWNER further agrees to hold TKDA harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

A. Termination for Default (Professional Services)

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party seven days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

1. **Termination by OWNER:** The OWNER may terminate this Agreement in whole or in part, for the failure of TKDA to:
 - a. Perform the services within the time specified in this contract or by OWNER approved extension;
 - b. Make adequate progress so as to endanger satisfactory project performance;
 - c. Fulfill the obligations of the Agreement essential to project completion.

2. Upon receipt of the notice of termination, TKDA must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, TKDA must deliver to the OWNER all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by TKDA under this contract, whether complete or partially complete.
 - a. OWNER agrees to make just and equitable compensation to TKDA for satisfactory work completed up through the date TKDA receives the termination notice. Compensation will not include anticipated profit on non-performed services.
 - b. OWNER further agrees to hold TKDA harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.
 - c. If, after finalization of the termination action, the OWNER determines TKDA was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the OWNER issued the termination for the convenience of the OWNER.
3. **Termination by TKDA:** TKDA may terminate this Agreement in whole or in part, if the OWNER:
 - a. Defaults on its obligations under this Agreement;
 - b. Fails to make payment to TKDA in accordance with the terms of this Agreement;
 - c. Suspends the project for more than [180] days due to reasons beyond the control of TKDA.
4. Upon receipt of a notice of termination from TKDA, OWNER agrees to cooperate TKDA for the purpose of terminating the agreement or portion thereof, by mutual consent. If OWNER and TKDA cannot reach mutual agreement on the termination settlement, TKDA may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the OWNER's breach of the contract.
5. In the event of termination due to OWNER breach, TKDA is entitled to invoice OWNER and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by TKDA through the effective date of termination action. OWNER agrees to hold TKDA harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

ARTICLE 18. COVENANT AGAINST CONTINGENT FEES

TKDA warrants that no person or legal entity has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by TKDA for the purpose of securing business. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability or in its discretion, to deduct from payment to TKDA, the full amount of each commission, percentages, brokerage or contingent fee.

ARTICLE 19. **NOTICES**

All notices required by law or by this Agreement to be given to TKDA must be written and may be given personally or by depositing the same in the United States mail, postage prepaid, and addressed to TKDA at such premises and at the following address:

TKDA President/CEO
444 Cedar Street, Suite 1500
St. Paul, Minnesota 55101

All notices required or permitted to be given to the OWNER hereunder shall be given by United States mail, postage prepaid, and addressed to:

Director of Public Works/City Engineer
City of Marshall
344 West Main Street
Marshall, Minnesota 56258-1313

Notice shall be deemed given as of the date said notice is deposited in the mail or personally delivered.

The parties must notify each other promptly in the event of a change in name or address.

ARTICLE 20. **ASSIGNMENT**

This Agreement, being intended to secure the personal service of the individuals employed by and through whom TKDA performs work hereunder, shall not be assigned, sublet or transferred without the written consent of the OWNER.

ARTICLE 21. **SEVERABILITY**

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken. All remaining provisions shall continue to be valid and binding between OWNER and TKDA.

ARTICLE 22. **CONTROLLING LAW**

This Agreement to be governed by the laws of the State of Minnesota.

ARTICLE 23. **DISPUTE RESOLUTION**

In the event of an irreconcilable dispute under this Agreement, which cannot be resolved through informal means, the parties may, upon written agreement, submit to the resolution process set out in this provision. Once the parties have agreed to the resolution process, each party shall have seven calendar days to designate one representative, who shall have authority to act on this Agreement. If either party fails within that time to inform the other party in writing of its designation, the other party is free to pursue all other legal and equitable remedies.

Within ten calendar days of designation of the representative, the representatives shall meet and shall entertain such presentation of testimony and other evidence as TKDA and the OWNER may wish to present with respect to the dispute. Within seven calendar days after the close of such presentation, the representatives shall resolve the dispute or either party is free to pursue all other legal and equitable remedies.

When the representatives resolve the dispute, their decision shall be final and conclusive. Should the representatives be unable to agree on a resolution of the dispute, then the parties are free to

pursue all other legal and equitable remedies. Each party's costs for the dispute resolution shall be borne by the respective party.

If the parties do not agree in writing to the resolution process set out above, either party is entitled to pursue any other legal or equitable remedies available.

ARTICLE 24. DOCUMENTS FORMING THE CONTRACT

The contract documents shall be deemed to include this Agreement with all accompanying Attachments a part hereof, and any subsequent authorizations issued pursuant to the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first above written.

CITY OF MARSHALL

TOLTZ, KING, DUVALL, ANDERSON
AND ASSOCIATES, INCORPORATED

By _____

By _____
John W. Ahern, PE
Vice President, Aviation

Date Signed _____

Date Signed _____

ATTACHMENTS: ATTACHMENT A: RATE SCHEDULE
 ATTACHMENT B: FAA REQUIRED CONTRACT PROVISIONS

ATTACHMENT A



2020 SCHEDULE OF HOURLY BILLING RATES

<u>Classification</u>	<u>Range of Hourly Billing Rates*</u>		
Senior Registered Engineer, Architect, Landscape Architect, Senior Scientist, Senior GIS Analyst or Senior Planner	\$ 40.00	to	\$ 94.00
Engineering, Architectural, Planning, or GIS Specialist II	\$ 36.00	to	\$ 83.00
Engineering, Architectural, Planning, or GIS Specialist I	\$ 26.00	to	\$ 52.00
Registered Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Professional Land Surveyor, Scientist, or Certified Interior Designer	\$ 28.00	to	\$ 62.00
Graduate Engineer, Planner, Interior Designer, Scientist, GIS Analyst, or Land Surveyor	\$ 22.00	to	\$ 42.00
Architectural Designer or Landscape Architectural Designer	\$ 22.00	to	\$ 35.00
Technician III	\$ 22.00	to	\$ 41.00 **
Technician II	\$ 22.00	to	\$ 31.00 **
Technician I	\$ 15.00	to	\$ 25.00 **

* Rates effective until December 26, 2020.

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

In addition to hourly charges, TKDA shall be reimbursed for direct expenses when incurred in the performance of the work. Direct expenses for travel and subsistence will be billed at or up to applicable IRS and US GSA published rates. Unless provided otherwise in the master services agreement or a project agreement, TKDA shall be reimbursed for subconsultant fees at the amount billed TKDA plus 10%.

Notes:

1. Overhead Costs shall be calculated as the Direct Hourly Rate times TKDA's audited Overhead Multiplier Rate of 167.87%.
2. For Hourly Rate Authorizations, Direct Rates will be subject to an Hourly Rate Multiplier of 2.95, which includes Overhead Costs and Fee (Profit).
3. For Hourly Cost Reimbursement Plus Fixed Fee Authorizations, the Fixed Fee shall be 15% of the Direct Salary Costs and Overhead Costs amount initially approved under the Authorization.

ATTACHMENT B

FAA AIRPORT IMPROVEMENT PROGRAM REQUIRED CONTRACT PROVISIONS

For additional information regarding the following Provisions, please refer to FAA, Contract Provisions Guidelines for Obligated Sponsors and Airport Improvement Program Projects (issued June 19, 2018).

For the purposes of these Provisions, **Capitalized Terms** shall have the definitions intended by the referenced federal requirement and/or the Agreement to which these Provisions are attached. "Contractor" and "Consultant" mean TKDA, unless otherwise specified.

1. ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

2. CONSTRUCTION, ALTERATIONS, OR REPAIRS

The emergence of different project delivery methods has created situations where Professional Service Agreements (PSAs) include tasks that meet the definition of construction, alteration, or repair as defined in 29 CFR Part 5. If any Authorization under this Agreement result in work that qualifies as construction, alteration, or repair and it exceeds \$2,000, the Authorization shall incorporate the following provisions:

1. **The Copeland Anti-Kickback** provisions required by the FAA pursuant to 18 USC 874 and 40 USC 3145, as supplemented by Department of Labor regulation 29 CFR part 3.
2. **The Davis-Bacon Act** and implementing regulations.

Sponsors are required to set goals for minority and female participation in all construction projects. To the extent an Authorization exceeds \$10,000 and includes tasks that meet the definition of construction work, such as the installation of monitoring systems, the Authorization shall incorporate the **Affirmative Action Requirements** of 41 CFR part 60-4 and Executive Order 11246, and federal requirements prohibiting the segregation of facilities.

3. BUY AMERICAN PREFERENCE

TKDA agrees to comply with 49 USC § 50101 ("Buy American Requirements"), which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list. At this time, there is no deliverable steel and manufactured goods contemplated by this Agreement. To the extent an Authorization contemplates such a deliverable, TKDA shall certify compliance with Buy American Requirements at that time.

4. CIVIL RIGHTS – GENERAL

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

5. CIVIL RIGHTS – TITLE VI ASSURANCE

A. Title VI Solicitation Notice:

All AIP funded solicitations for bids, requests for bids, requests for proposals, or any work subject to Title VI regulations, and all sponsor proposals for negotiated agreements must contain the following:

The **[SPONSOR]**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, [select disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

B. Compliance with Nondiscrimination Requirements:

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor’s noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with

respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

C. Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, TKDA, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
 - 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
 - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
 - The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
 - The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
 - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*).

6. CLEAN AIR AND WATER POLLUTION CONTROL

TKDA agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC § 740-7671q) and the Federal Water Pollution Control Act as amended (33 USC § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

TKDA must include this requirement in all subcontracts that exceed \$150,000.

7. CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS

The following provisions apply to Authorizations that exceed \$100,000 and employ laborers, mechanics, watchmen, and guards, including survey crews and exploratory drilling operations.

1. **Overtime Requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer

or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. **Violation; Liability for Unpaid Wages; Liquidated Damages.** In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.
3. **Withholding for Unpaid Wages and Liquidated Damages.** The Federal Aviation Administration (FAA) or the Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.
4. **Subcontractors.** The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

8. DEBARMENT AND SUSPENSION

Certification of Offerer/Bidder Regarding Debarment

By submitting a bid/proposal under this solicitation, TKDA certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

Certification of Lower Tier Contractors Regarding Debarment

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offerer /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

9. DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§ 26.13) – The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of Department of Transportation-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

Prompt Payment (§26.29) – The Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 10 days from the receipt of each payment the prime contractor receives from Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within 10 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBE and non-DBE subcontractors.

10. DISTRACTED DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 that involve driving a motor vehicle in performance of work activities associated with the project.

11. ENERGY CONSERVATION REQUIREMENTS

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201*et seq*).

12. EQUAL EMPLOYMENT OPPORTUNITY

A. EQUAL OPPORTUNITY CLAUSE

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identify, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however*, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

B. CONSTRUCTION CONTRACT SPECIFICATIONS

1. As used in these specifications:
 - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
 - b. "Director" means Director, Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, or any person to whom the Director delegates authority;
 - c. "Employer identification number" means the Federal social security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941;
 - d. "Minority" includes: (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin); (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race); (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and (4) American Indian or Alaskan native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
3. If the Contractor is participating (pursuant to 41 CFR part 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors shall be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each contractor or subcontractor participating in an approved plan is individually required to comply with its obligations under the EEO clause and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other contractors or subcontractors toward a goal in an approved Plan does not excuse any covered contractor's or subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.
4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7a through 7p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered construction contractors performing construction work in a geographical area where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.
5. Neither the provisions of any collective bargaining agreement nor the failure by a union with whom the Contractor has a collective bargaining agreement to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.
6. In order for the non-working training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees shall be employed by the Contractor during the training period and the Contractor shall have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees shall be trained pursuant to training programs approved by the U.S. Department of Labor.
7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully and shall implement affirmative action steps at least as extensive as the following:
 - a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other onsite supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
 - b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

- c. Maintain a current file of the names, addresses, and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source, or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore along with whatever additional actions the Contractor may have taken.
- d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or female sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.
- f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions, including specific review of these items, with onsite supervisory personnel such superintendents, general foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other contractors and subcontractors with whom the Contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority, female, and community organizations, to schools with minority and female students; and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations, such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer, and vacation employment to minority and female youth both on the site and in other areas of a contractor's workforce.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel, for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

- m. Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.
 - n. Ensure that all facilities and company activities are non-segregated except that separate or single user toilet and necessary changing facilities shall be provided to assure privacy between the sexes. **(A19)**
 - o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
 - p. Conduct a review, at least annually, of all supervisor's adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
8. Contractors are encouraged to participate in voluntary associations, which assist in fulfilling one or more of their affirmative action obligations (7a through 7p). The efforts of a contractor association, joint contractor union, contractor community, or other similar groups of which the Contractor is a member and participant may be asserted as fulfilling any one or more of its obligations under 7a through 7p of these specifications provided that the Contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.
9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, if the particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally), the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized.
10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
11. The Contractor shall not enter into any subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.
12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination, and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR part 60-4.8.
14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government, and to keep records. Records shall at least include for each employee,

the name, address, telephone number, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g. those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

13. FAIR LABOR STANDARDS ACT (FLSA)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

14. CERTIFICATION REGARDING LOBBYING

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

15. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

This Agreement incorporates by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

16. PROCUREMENT OF RECOVERED MATERIALS

Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to use products containing the highest percentage of recovered materials for items designated by the Environmental Protection Agency (EPA) under 40 CFR Part 247 whenever:

1. The contract requires procurement of \$10,000 or more of a designated item during the fiscal year; or,
2. The contractor has procured \$10,000 or more of a designated item using Federal funding during the previous fiscal year.

The list of EPA-designated items is available at www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products.

Section 6002(c) establishes exceptions to the preference for recovery of EPA-designated products if the contractor can demonstrate the item is: (a) not reasonably available within a timeframe providing for compliance with the contract performance schedule; (b) fails to meet reasonable contract performance requirements; or (b) is only available at an unreasonable price.

17. RIGHTS TO INVENTIONS

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental, or research work.

18. SEISMIC SAFETY

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a "certification of compliance" that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

19. TAX DELINQUENCY AND FELONY CONVICTIONS

Certifications

TKDA makes the following representations:

1. TKDA has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
2. TKDA is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

TKDA shall require substantially similar representations of all lower tier subcontracts.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section

of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

20. TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

1. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
2. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
3. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

1. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
2. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
3. who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

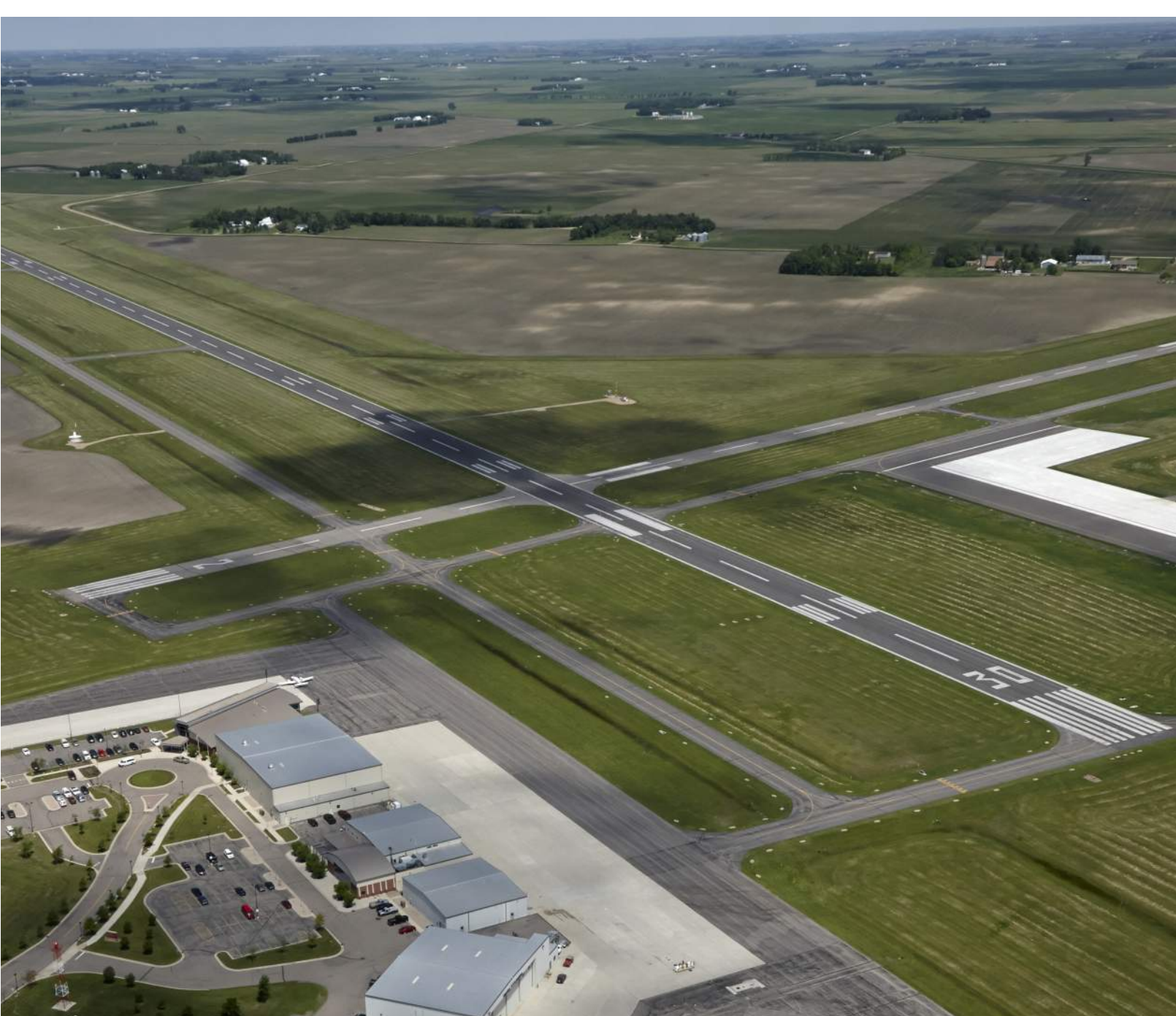
The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal

Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

21. VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.



SOUTHWEST MINNESOTA REGIONAL AIRPORT

Professional Airport Consulting Services

John Peterson, PE
Client Service Manager
john.peterson@tkda.com | 651.292.4558



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February 28, 2020

Mr. Glenn J. Olson, PE
Public Works Director/City Engineer
City of Marshall
344 West Main Street
Marshall, Minnesota 56258

Re: Request for Qualifications
Airport Consultant Services
Southwest Minnesota Regional Airport

Dear Mr. Olson:

It has been TKDA's pleasure to serve as the consultant for the Southwest Minnesota Regional Airport since our selection by the City in 1992. We are excited for the opportunity to continue working with the City to maintain and improve the airport well into the future. Through our experience working closely with city staff, the Airport Commission, and airport users, we are familiar with and understand the importance of the airport to the community and local businesses.

It is crucial that your aviation consultant understand, enhance, and translate your local needs and vision into a plan that supports sustained growth and economic activity in a fiscally responsible fashion. We advocate on your behalf with the federal and state agencies to ensure you get the maximum amount of funding available, and thus can reduce your local costs. As your trusted advisor, we will help you plan for growth, maintain existing facilities, design cost effective projects, and oversee these projects through completion so your airport can continue to grow and prosper.

We will continue to bring to you the same team that you've become familiar with, including John Peterson, PE as your client service manager, Dan Sherer, PE as lead engineer, Marcus Watson, CM as planning lead, and Jay Wiederholt, AIA as architect. Those key personnel are backed by a talented staff of 35 dedicated full-time aviation experts who are also familiar with your airport, plus technical assistance from over 300 other in-house professionals who are available to assist you. Our superior technical expertise comes from having served Minnesota airports both large and small for over 77 years. That long history provides us with the distinct advantage of having a full range of specialized airport services from a single source.

Our team has extensive experience on projects very similar, if not identical to those you've identified in your Request for Qualifications and 5-year Capital Improvement Program. We have experience in all of the following areas, including previous experience at Southwest Minnesota Regional Airport:

- Acquire Land in the Runway Approach
- Wildlife Management Plan Update
- Acquire Snow Removal Equipment
- Design and Construct Dual Use ARFF and Maintenance Equipment Facility
- Design and Construct Corporate Hangar Facility

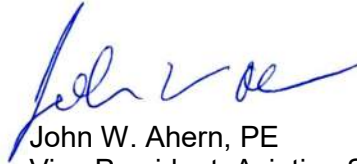
Southwest Minnesota Regional Airport
City of Marshall
Request for Qualifications, Airport Consultant Services
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- Construct Hangar Site Taxilanes and T-Hangars
- Construct Parking Lot, Access Roads
- Install Airport Perimeter Fencing and Access Gates
- Install Airfield Lighting & Navigational Aids
- Rehabilitate Airfield Pavements
- Conduct Environmental Assessment to Extend Runway 2/20 and Taxiway B
- Construct Runway 2/20 and Taxiway B Extension
- Conduct Miscellaneous Studies for the Above Listed Projects

We are excited about the opportunity to continue to serve the City of Marshall as you improve the Southwest Minnesota Regional Airport to meet the needs of the community. If you have any questions about any of the enclosed information, please contact us. As always, we welcome any opportunity to come out and meet with your Airport Commission or City Council to present our services and discuss the opportunities for your airport.



John N. Peterson, PE
Group Manager, Aviation Services
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John W. Ahern, PE
Vice President, Aviation Services
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The Source for Expert Aviation Services

- Services
- Engineering**
- Planning**
- Sustainable Design**
- Construction Administration**
- Architecture**

Awards

City of Marshall (Southwest MN Regional Airport); Marshall Air Park East Building Area

Project of the Year (Key GA Airport)
Minnesota Council of Airports

City of Park Rapids; Runway 18/36

Project of the Year (Key GA Airport)
Minnesota Council of Airports

City of Morris; FBO Hangar

Business Development/
Non-Aeronautical Award
Minnesota Council of Airports

Minneapolis-St. Paul International Airport; Runway 17/35

Grand Award
ACEC of Minnesota

Camp Ripley Taxiway Reconstruction

Concrete Paving Merit Award
Concrete Paving Association of Minnesota

Firm of the Year Award

ACEC of Minnesota

Duluth International Airport Terminal

Project of the Year
Minnesota Council of Airports

Minnesota Offices

- Saint Paul, MN**
- Duluth, MN**
- Bloomington, MN - Aviation**
- Mankato, MN - Aviation (coming soon)**

TKDA is a Minnesota-based 100% employee-owned engineering, architecture, and planning firm established in 1910. As a multidiscipline firm, TKDA has provided comprehensive, award-winning services to communities, public agencies, and the private industry for over 100 years.

TKDA has operated a strong aviation division since 1943 with a team of airport professionals solely dedicated to airport planning, design, and construction services. This group is supported by TKDA’s architecture, facilities engineering, municipal, rail, and surface transportation professionals who work closely with our aviation team to address any project challenges that may arise. Our employees are passionate about aviation and dedicated to delivering the highest standards of excellence to our general, commercial, and military aviation clients across the United States.

We are proud to have served as your trusted advisor over the last 28 years and see ourselves as an extension of your city staff. Our work will be centered on your needs, goals, and values. As your consultant, we will continue to collaborate with you to ensure your expectations are clearly met. As your trusted partner, our expertise and experience supports your leadership role on each successful project.

TKDA has completed many successful projects at MML and we have a keen understanding of your airport needs. We have the experience to complete nearly any type of planning, design, and construction administration project at your airport with a staff based entirely in Minnesota.



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Firm History and Overview

Providing Exceptional Service to Minnesota Airports

Our experienced staff and quality service are what have made TKDA a leader in the aviation market in Minnesota for over 77 years. We have performed a wide range of services for our clients including feasibility studies, master planning, preliminary design, cost estimating, surveying, final design, construction observation, and administration. TKDA also provides in-house electrical, mechanical, and structural engineering along with architecture, interior design, hydrology, and GIS. All of these services provide a single-source solution meeting nearly all of your airport needs.

TKDA's success as consulting engineers at airports, large and small, has taught us that engineering design is only part (in some cases, a small part) of the service we provide. **Our true value comes to you when our technical skills are combined with our working understanding of airport environments, MnDOT and FAA relationships, requirements, and processes.**

In addition to FAA compliance, each airport has a unique set of issues: geographic location, soil conditions, property boundaries, airspace restrictions, wetlands, and utility crossings, just to name a few. In each case, these unique issues must be reconciled with MnDOT, FAA, adjacent landowners, environmental agencies, utility companies, and concerned citizens. TKDA recognizes the importance of addressing these issues early and throughout the project, so they can be successfully resolved. Since we are a full-service firm, TKDA can draw from a range of technical disciplines to address virtually any issue that may arise.

Our Service Philosophy

At TKDA, we strive to develop long-term client relationships by providing high-quality, specialized work products and superior client service. Our aviation resume illustrates our strong technical skills, but we know technical competence alone is not enough to fully meet our client's expectations. Client service is easy in concept, but more difficult in practice. Everyone claims to provide it, but few actually deliver it. **TKDA makes superior client service an integral part of our overall aviation services.**

- **Knowing you.** It has been a great pleasure getting to know the Marshall staff and we look forward to further cultivating that relationship.
- **Managing our overall project and client backlog.** We work hard to meet the needs of our existing clients and only undertake new clients when qualified staff is available and can be fully committed to serve the client's needs.

- **Taking time to understand your local challenges.** Other firms ignore the local aspect associated with planned airport development, which often leads to delays and higher development costs. TKDA takes the time to understand your specific challenges, whether it's funding, political opposition, or community concern, we work with you to keep projects moving forward. As an airport advisor, we measure success in how well we meet the needs of your community.
- **Being readily accessible to answer our client's questions and concerns.** Our project team is available in person, by phone, or electronically to provide you the quickest and most efficient service. We strive to provide timely responses to your questions or issues within 24 hours.
- **Routine communication during and between projects.** The importance of project communication is obvious, but we also regularly communicate with our clients between projects by attending airport commission meetings, providing regular updates via telephone, electronically, and during face-to-face meetings. This regular communication between projects is critical since it provides important insight with regard to future development and allows the team to address any unforeseen issues or opportunities.
- **Being a team player.** In the end, this is your airport and must reflect your unique set of uses, features, and amenities. As your advisor, we will continue to ensure your wishes and expectations are addressed in our work and will always be respectful of your leadership role.
- **Delivering projects on time and within budget.** TKDA recognizes projects delivered on time and within budget are vital for success. Over the past 5 years of completed projects, TKDA's average bid cost for airport projects is 13.0% less than the engineer's estimate, with the final project construction cost 3.2% less than the bid price. We also understand the demands of your airport users and the impacts to your airport when schedules are not met.



Mankato Taxiway Lighting Replacement

Firm History and Overview

Effective Planning

TKDA has worked with many airports to maintain their existing facilities in excellent condition while developing new facilities to accommodate both existing and potential airport users, including airfield development, hangar improvements, and building areas.

TKDA's airport master planning process evaluates short-and long-term issues and opportunities, works with airport stakeholders to identify facility requirements, and presents flexible development options and recommendations. TKDA will continue to assist you in producing a 5-, 10-, and 20-year Capital Improvements Program (CIP) and economic analysis to provide airport management a roadmap for future growth. One of the requirements for receiving funding is for projects to be included on your Airport Layout Plan (ALP). We confirm any changes to your plans are reflected on your ALP and, thus, eligible for state and federal funding.

In addition to the master planning efforts, development on and near the airport must consider zoning requirements and compatible land use. TKDA is well-versed with the Minnesota airport zoning rules in addition to local zoning and land use regulations. TKDA assists our clients in implementing zoning criteria that protects the airport from potential hazards to air navigation while maximizing the opportunity for local land use and positive growth.

Marshall is due to update its airport zoning ordinance to reflect current and planned airport approaches. TKDA has the knowledge and experience to complete that update.

Another critical funding requirement is to have an up-to-date Disadvantaged Business Enterprise (DBE) Plan. We routinely develop and update your DBE plan in order to capitalize on incentives in this area.

Maximize Grants and Funding

Successful projects depend upon the availability of funding to execute them. TKDA will champion your airport development needs by collaborating with you, airport users, the general public, local entities, elected government officials, and agencies to support the airport's role within the system. TKDA's experience, knowledge of regulations, and long-standing relationships with your FAA and MnDOT representatives will result in a unique and financially feasible plan that meets your specific airport needs.

There are a variety of funding programs available to Minnesota airports including:

- FAA GA Entitlement Funding. Up to \$150,000 per year for federally eligible (NPIAS) general aviation locations. This money can be accumulated for four years before the

funds are in a "use-or-lose" situation.

- FAA Discretionary Funding. These are excess or "turn back" funds distributed toward the end of the FAA fiscal year according to a project priority formula.
- FAA State Apportionment Funding. Approximately \$5.0M is annually distributed statewide according to priorities established by MnDOT and the FAA. These funds are usually designated by location several years in advance.
- MnDOT Grant Program. These funds (historically \$3.0M to \$5.0M per year) are used to supplement FAA projects and project not qualifying for federal funds.
- MnDOT Revolving Hangar Loan Fund. This fund provides for 20-year 80% interest-free loans for hangar buildings.
- MnDOT Operation and Maintenance Funds. These funds are available on a 75% basis for snow removal, mowing, and lighting costs. The amount of funding varies by the size of the airport.
- Alternative funding sources. These may include federal stimulus, "green" programs, state bonding, or economic development grants.

TKDA has worked with all of the above programs and will leverage our knowledge to benefit your development goals. In addition to traditional FAA and State funding sources, we help our airport clients secure FAA Discretionary or State Apportionment funds for major airport development projects. Our staff is very knowledgeable in the FAA grant administration process, requirements, and deadlines. Examples of our recent funding successes for Minnesota general aviation airports include:

- Southwest Minnesota Regional Airport
Mill and Overlay Runway 2/20\$640,822
- Ely Municipal Airport
Rehabilitate Runway 12/30, Lighting.....\$3,704,613
- Ely Municipal Airport
Construct Taxiway, Remove Obstructions\$2,836,567
- Alexandria – Chandler Field
Rehabilitate Runway 4/22, Taxiways, Apron.....\$1,234,874
- Mankato Regional Airport
Install Taxiway Edge Lights (LED)\$1,813,437
- Morris Municipal Airport
Acquire Land, Construct 110' x 80' Hangar..... \$854,860
- Morris Municipal Airport
Construct Parallel Taxiway\$2,567,160
- Park Rapids Municipal Airport
Construct Runway 18/36..... \$2,491,395
- Park Rapids Municipal Airport
Rehabilitate Apron/Taxiway\$1,517,745

Firm History and Overview

Helping You Get the Most for Your Money

TKDA actively advocates on behalf of the City of Marshall with the FAA and MnDOT Aeronautics to ensure that you are well positioned for federal and state funding to support the projects that are a local priority. We understand that for a community such as yours, the local share is often some of the hardest funding to obtain, so maximizing the federal and state shares is critical to getting your projects completed. We also serve as an open resource to guide you through the myriad of federal and state regulations.

Projects need to provide a return on investment and TKDA will assist the City in maximizing its investment. To achieve that, TKDA will participate in Airport Commission meetings as well as the Capital Improvement Program Outreach Meeting with MnDOT and the FAA every year at no cost to you. Furthermore, when we provide you with a proposal for services, we include a fee schedule illustrating hours estimated, fees, and direct costs. We work with you to identify potential savings to deliver a successful project within its budget.

We also help position our clients for funding by developing detailed project scopes and estimates early in the CIP process. Cities, MnDOT, and the FAA have greatly appreciated the detail and accuracy of TKDA's planning efforts as it has allowed them to better plan for future infrastructure improvements, aggressively compete for funds, and efficiently distribute funds when made available.

Leveraged Relationships

As stated earlier, grants and funding are the great enabler of your airport's plans. Your success will be the direct result of our ability to leverage our relationships with the FAA and MnDOT Aeronautics. TKDA staff in Saint Paul are in close proximity to, and have strong working relationships with, your agency contacts at MnDOT Aeronautics and the FAA. Recent staff turn-over at both agencies pose challenges to funding, but TKDA's staff maintains close relationships with both new and old contacts, and ensures that your projects remain on track.

TKDA recently re-hired Simon Schmitz after he worked at the FAA's Airport District Office at MSP for five years. Simon provides us with unique insight into working with the FAA that other consultants don't have.

As a result of these relationships, we have a strong working knowledge of these agencies' programs, priorities, and processes and have earned their respect and trust. These characteristics go a long way in securing funding for your airport. In addition, we stay current with recent developments on airport funding and other airport topics

through our involvement with the Minnesota Council of Airports (MCOA) and the University of Minnesota's Airport Technical Assistance Program (AirTAP).

Knowledge of Regulations and Procedures

TKDA staff have a keen understanding of all FAA Airport Improvement Program (AIP) rules and procedures, particularly FAA Airport Design (FAA AC 150/5300-13) and the FAA AIP Handbook (FAA Order 5100.38). This experience allows us to better package and present your capital projects so they have the highest possible likelihood of being approved.

We are effective at following the grant administrative process from start to finish to provide timely project completion and reimbursement. Our staff have an eye on the "big picture" so your projects are identified for funding well ahead of time. We work with your community to develop a realistic path forward for funding and implementing your priority projects. We help you complete all project formulation steps. A sample formulation program for major development is below:

- Complete Airport Planning (3-5 years prior)
- Identify Project on CIP (3-5 years prior)
- Secure Project Funding on FAA's "List" (3 years prior)
- Prepare Environmental Documentation (2 years prior)
- Prepare Project Plans & Specifications (1 year prior)

We also find strategies to condense timelines within the bounds of the FAA and State funding requirements. Once your project is ready for grant funding, TKDA regularly assists airport clients with all grant administration procedures to secure FAA grant funding. Required steps for a typical design/construction project are identified below:

- Complete Consultant Selection
- Update Disadvantaged Business Enterprise (DBE) Plan
- Update Capital Improvement Plan
- Obtain Environmental Approval
- Prepare FAA Grant Pre-Application
- Submit Consultant Scope of Services
- Submit Construction Safety/Phasing Plan
- Submit Project Plans/Specifications for FAA Review
- Advertise Project for Bids
- Submit FAA Grant Application
- Obtain Grant Offer/Execute Grant
- Notice-to-Proceed/Begin Work
- Complete Grant Closeout Report

Firm History and Overview

Finally, at TKDA we do not consider the project to be successful until the final closeout documentation is approved by MnDOT and the FAA. This is important because it allows your final grant payment and withholding amount to be released. We prioritize grant closeout procedures as soon as practicable after all project costs have been incurred and shepherd the paperwork through the agency approval process.

Efficient Design Services

Our team has very recent experience with all aspects of airport engineering and architectural design. Since we work at airports of all sizes, and do it every day, we are very efficient at moving design projects forward quickly while delivering a product that has already been tested as tried and true. We are intimately familiar with federal and state regulations and the development of plans and specifications complying with these regulations so you will not need to worry about costly rework. With TKDA, you know the personnel on your projects are uniquely qualified and capable of completing your airport projects.

As technologies advance, we actively seek out new and innovative ways of not only improving our internal design procedures, but also seeking out new and innovative construction methods and materials. New innovations and techniques often will save you money, while providing a final product that meets or exceeds your expectations. For example, we have recently completed several paving projects that saved our clients extensive reconstruction costs by providing a pavement solution that delivered a quality product at a fraction of the cost. Whether it is bituminous or concrete overlays, joint sealing and repair, pavement surface sealants, partial or full depth reclamation, we've successfully done it before.

Our specialized design experience at both large and small airports also allows us the ability to have full-time staff that is knowledgeable in all facets of airport design. For instance, our in-house electrical engineers frequently design edge lighting systems, NAVAIDS, and power distribution systems of all complexities for airports of various sizes. Those specialists are up-to-date with current regulations and also knowledgeable with upcoming technologies. They can design a system for utilizing new LED lighting and upgrades in your distribution systems to realize real-life energy savings. This is just one example where our in-house expertise will be beneficial to your airport.

Quality Construction Services

TKDA is committed to providing clients with dedicated, quality construction observation. We know by having projects built as designed, clients can be confident their projects will be closed out and funded as planned. For each project, we will incorporate construction services into the project scope, define the level of construction services required, and assign properly qualified personnel. We only use trained aviation staff for airport construction inspection. Our personnel know the FAA regulations and requirements and will guide your projects to a safe and successful outcome. Our field representatives are also involved in grant closeouts so they know the importance of following all the required policies and procedures of MnDOT and the FAA. This ensures a timely closeout and proper funding of your projects.

Comprehensive Project Support from Start to Finish

We believe our experience, reputation as airport engineers, and collaborative approach to problem solving provide our clients with the information and the credibility needed to reach a successful outcome for all parties. TKDA supports its airport clients in all aspects of airport development from project start-up to project closeout.

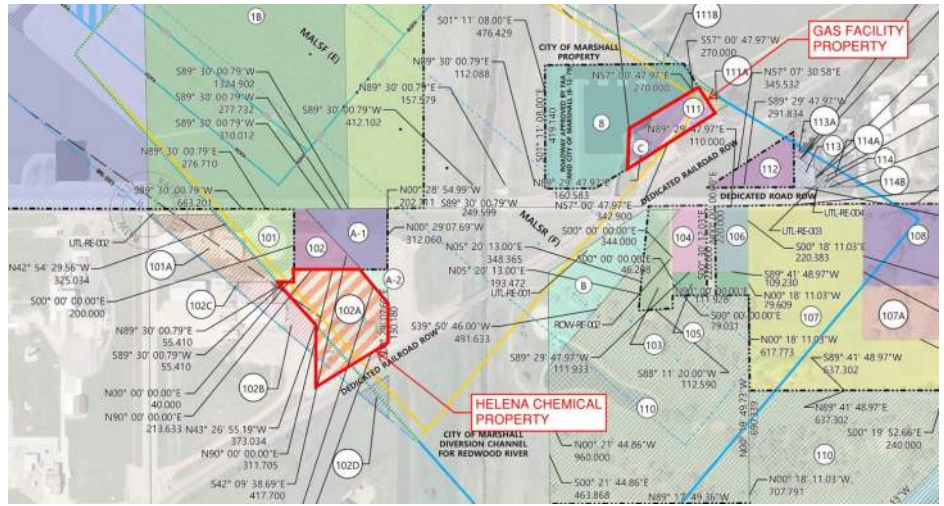


Project Understanding

TKDA has worked with the City to identify near-term projects, to be accomplished within the next three years. Those projects include:

Land Acquisition Assistance

The City has long desired to acquire land within the approach to Runway 30, including the Helena Chemical Property, and a gas facility. TKDA has assisted the City in project formulation necessary to obtain state or federal funding for these property acquisitions. TKDA continues to partner with Evergreen Land Services to provide any necessary land acquisition assistance with negotiations and appraisals and ensure compliance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 which is necessary for federal funding eligibility. These acquisitions are programmed to occur in 2020 and 2021.



Airport Property Map – Southwest Parcels (2019 ALP)

Design and Construction of ARFF and Maintenance Equipment Facility

The city desires to construct a new facility in the East Building Area to replace the aging and undersized maintenance shop, as well as provide firefighting capabilities to support both future FAR Part 139 aircraft operations, as well as provide fire fighting for the City to the west of the railroad. Through the master plan process, a facility was sited to accommodate all of these functions in one common location. TKDA staff including lead architect Jay Wiederholt, AIA have extensive experience designing maintenance equipment storage facilities, as well as municipal and airport fire stations. Several examples are included on page 10 in this statement of qualifications.



Terminal Area – East Building Area (2019 ALP)

Project Understanding

Design and Construct Corporate Hangar Facility

TKDA has extensive experience in providing project formulation, design, and construction services for development of corporate style box hangar buildings. TKDA advocates on behalf of the City with the agencies to find any possible funding sources, including the future bonding program which MnDOT Aeronautics is currently exploring with the legislature. TKDA has identified Marshall as a good candidate for that funding.

Construct Parking Lots and Access Roads

As development on the East Building Area proceeds, parking lots and access roads will be necessary to support the development. TKDA prepared preliminary design for these areas during the early development of the building area, and could efficiently design these projects as they become necessary. TKDA will provide design and construction phase services, as well as work with the state and federal agencies to obtain the maximum amount of funding available.

Install Airport Perimeter Fencing and Access Gates

Perimeter fencing is required for improved security of the airport, as well as reducing any wildlife incursions within the airport environment. TKDA has extensive experience with security and wildlife fencing at airports of all sizes.

Rehabilitate Airfield Pavements

TKDA is available to assist with any type of runway rehabilitation project, from bituminous mill and overlays, crack repairs, concrete joint sealing, and slurry seals. We actively seek out new products and repair methods such as mastics and concrete surface repairs like Elephant Armor, and will work with the agencies to make sure they are able to be funded.

Wildlife Hazard Management Plan Update

A new wildlife hazard site assessment was completed by USDA Wildlife Services as part of the recently completed Airport Master Plan. The result of that assessment was a recommendation to update the airport's Wildlife Hazard Management Plan (WHMP). TKDA partners with wildlife biologists from firms such as Advantage Consulting to prepare these WHMP's. The WHMP will be funded through a future FAA entitlement grant.

Acquire Snow Removal Equipment

TKDA will advise you and provide project formulation to apply for funding for necessary equipment for use on the airport, including snow removal equipment. Snow removal equipment identified on your CIP includes a front-end loader with push blade, and snow blowers. TKDA often prepares equipment sizing and justification studies to ensure the equipment acquired is eligible for federal or state funding.

Other projects likely to begin within the next five years, include:

Conduct Environmental Studies for Runway and Taxiway Extensions

When aircraft operations justify the extension of the secondary runway, TKDA staff will be able to perform the necessary environmental evaluations to comply with state and federal regulations. Through the Airport Master Plan prepared by TKDA, the runway extension was determined to be justified at a time when the design critical aircraft is nearing 500 operations a year. TKDA has extensive experience in working with our clients in determining when to start that process, and then expediting the project to get it completed in a timely manner.

Runway 2/20 Extension and Taxiway B Extension

TKDA has extensive experience with runway and taxiway extensions, including our previous experience on two runways in Marshall. Once the environmental studies are complete for that project, TKDA will work with the City to formulate a funding plan that maximizes federal discretionary dollars and completes the extensions in an expedited manner.

Install Airfield Lighting and Navigational Aids

The City has identified several projects for lighting and NAVAID upgrades, including new or relocated AWOS-3 weather station. TKDA has also assisted many airports to upgrade runway and taxiway lighting to LED for energy savings, and TKDA's in-house electrical engineering staff is available to assist the City in those endeavors.

Runway Redesignation – Magnetic Declination Change

Due to changes in the Earth's magnetic fields, runway designations, which coincide with compass headings, can change over time. Such is the case for both runways at MML. Runway 12/30 would be redesignated as Runway 13/31, and Runway 2/20 would become Runway 3/21. By coordinating with the FAA, it was determined that this would best be completed during the next major runway construction project. The project would include pavement markings, signage replacement, as well as updating the aeronautical charts and airport records. TKDA has experience performing this type of project at several airports.

FAR Part 139 Certification

TKDA will partner with the City to provide all assistance needed to help guide you through the process of obtaining Part 139 Certification for the airport. We're able to identify design deficiencies in advance, and get those corrected prior to any certification inspections, which goes a long ways in getting your airport certified faster. TKDA's experience at MSP has given us the critical insight, and contacts within the FAA that you'll need to obtain certification.

Firm Experience at MML

TKDA has extensive project experience at the Southwest Minnesota Regional Airport.

In addition to project specific services, TKDA has provided continuous aviation advice in all aspects of airport development and operations, including:

- Project Formulation and Cost Estimates
- Capital Improvement Program (CIP) Development
- Agency (FAA and MnDOT) Coordination
- Federal and State Grant Administration and Funding Assistance
- Obstruction Removal Survey and Assistance
- Planning Studies
- Aeronautical Obstruction Evaluations
- Runway Approach Development
- Equipment Acquisition

The following is a list of some of the great projects at the Southwest Minnesota Regional Airport that we have been involved with:

Airport Master Plan and Airport Layout Plan Update

In 2015, TKDA began preparing a new Master Plan and Airport Layout Plan, to plan for the future of the airport for the next 20-years. The resulting long-term recommendations of the master plan include a future extension of crosswind Runway 2/20 by 799 feet to 4,798 feet, and building area expansion that best utilizes the existing infrastructure for both aeronautical and airport related businesses. This necessary planning document ensures that future airport projects remain eligible for federal funding.

Runway 2/20 Mill and Overlay

TKDA completed the 2018 bituminous mill and overlay paving of Runway 2/20. This project was accelerated on the CIP and design efforts expedited to take advantage of federal discretionary dollars that had freed up within the state. Working with the City, we were able to secure those funds and get the project completed a year earlier than planned. TKDA worked closely with the Contractor to minimize disruption to airport operations, and the project was completed within 6 days.

East Building Area – Marshall Airpark

TKDA completed a \$4.3M development of a bridge, entrance roadway, building area, airfield apron and taxiways to support future commercial development at the airport. Planning efforts for this development included Environmental Assessments to support all future expansion, and updates to the Airport Layout Plan. Future plans include



areas for corporate aircraft hangars, commercial service terminal building, auto parking and an airport maintenance/ARFF facility. Funding from the MnDOT Aeronautics Development Program was utilized to provide over 70 percent of the funds for this building area expansion.

Runway 12/30 Extension

Primary Runway 12/30 was extended from 5,010 feet to 7,220 feet to accommodate overseas corporate jet operations, as well as potential commercial air service or scheduled charter operations. Included in this project were land acquisition, relocation of township roadways, and major earthwork for the extended runway, taxiway and associated safety areas. The extended pavements were paved with a high-performance bituminous mixture, and the existing runway and taxiway were provided with a bituminous overlay to support larger aircraft. The \$14.0M program for the extension of both runways was accomplished almost entirely with Federal discretionary funds, and completed in a very short three-year timeline from planning to construction.

Runway 2/20 Extension

TKDA completed bituminous paving and lighting of the extended runway and parallel taxiway in 2008. Runway 2/20 was extended from 3,200-feet to 4,000-feet to minimize disruption to normal aircraft traffic during subsequent planned construction closures of primary Runway 12/30 and to improve the operational safety for arriving aircraft during periods of high crosswinds. Additional surface and subsurface drainage were also included in this project.

Terminal Area Improvements

In 2001-2002, TKDA assisted the City of Marshall in redevelopment of the existing South Building Area, an investment of approximately \$8.0M. This terminal area improvement program provided for new and relocated buildings, aircraft apron areas, auto parking, access roadways, landscaping, and city utilities. Innovative

approaches were taken to maintain regular airport operations while completing major construction of a new terminal area. Existing T-Hangar buildings were salvaged and relocated to a new apron area along Highway 19. An existing electrical distribution facility was relocated to a new hangar building. TKDA worked diligently with State and Federal officials to ensure strong justification was provided in order to obtain the highest State and Federal funding rates possible.

Airfield Development, 1995-1996

In 1995-1996, a \$6.5M airfield development program was completed, providing upgraded apron pavements, safety areas, runway lighting and guidance signs, navigational aids, partial Taxiway B, and a full length parallel Taxiway A. These improvements formed the foundation for future improvements and extensions to the airport.

Instrumented Landing System and Approach Lighting Systems

TKDA provided design of the Instrumented Landing System (ILS) for Runway 12. This included the Medium Intensity Approach Lighting System (MALRS), Localizer, Glide Slope Antenna and associated equipment shelters and electrical distribution equipment. Our experience with the design and construction of the system was valuable in the relocation of the ILS equipment during the runway extension later on.



Wildlife Management Plan

TKDA worked with Peterson Environmental to develop a wildlife management plan for the airport. New FAA regulations will require the airport to revisit this plan in the near future, and our previous experience will help ensure efficiencies in meeting the new regulations. This wildlife management plan is still in place, and will be updated to current standards with an upcoming project.

Land Acquisition Assistance

TKDA and our teaming partner Evergreen Land Services worked with the City to complete the Land Acquisition for the construction of the future runway extension. All land acquisition services were conducted in a manner that will ensure that federal regulations were met, and that all land acquisition will be eligible for reimbursement from the FAA at a 90 percent participation rate.

Utilities

TKDA provided design of all sanitary sewer, storm sewer, watermain, telecommunications, natural gas, and electrical utilities for the South and East Building Areas.

Power Distribution and Navigation Aids

TKDA provided design for all the airfield electrical systems. These systems included Runway and Taxiway Edge Lights, Runway End Identifier Lights (REIL's), Precision Approach Path Indicators (PAPI's) and Lighted Windcones. TKDA's familiarity with these systems will be beneficial for any future upgrades.

Environmental Assessments

TKDA provided Environmental Assessments for all development work on the airport since 1992. By packaging the environmental work into major development programs, TKDA was able to obtain environmental approval without a project by project effort being required. A Finding of No Significant Impact (FONSI) was obtained for the runway extensions, and a later Environmental Assessment obtained a FONSI for the build out of the East Building Area. Those EA's helped clear the way for project approvals and funding for those major development programs.

Southwest Minnesota Regional Airport Awards

- ☐ **2014 Project of the Year (Key GA Airport) – Marshall Airport East Building Area**
Minnesota Council of Airports (MCOA)
- ☐ **2008 Merit Award**
Minnesota Society of Professional Engineers
- ☐ **2003 City Engineers Association of Minnesota Award**
City Engineers Association of Minnesota
- ☐ **2003 Governor's Award**
Federal Aviation Administration
- ☐ **2002 League of Minnesota Cities Award**
League of Minnesota Cities
- ☐ **2002 Project of the Year**
Minnesota Council of Airports

Firm Experience

ARFF AND MAINTENANCE EQUIPMENT FACILITIES



Corporate Campus Fire Station
Confidential Corporate Client,
Cordova, IL

A corporate chemical plant is planning a major expansion in the near future. The current on-site fire station is outdated and unable to support the operational mission. TKDA worked with the client's in-house fire department staff to develop the building program through interactive presentations and interviews. The new facility will have three drive-through apparatus bays, gear locker storage, decontamination area, classroom, office, campus fire suppression control room, and support spaces. The team has creatively utilized cost-effective and durable building materials, such as insulated wall panels and pre-engineered metal building components to meet the project budget of \$2.5M. The 8,100 SF facility is planned for completion in 2021.



WINONA SRE
Winona Municipal Airport (ONA),
Winona, MN

The City of Winona required a building for the storage of snow removal equipment and sand. The City also wanted the building to include public restrooms for airport users and site improvements to refresh the entrance road to the airport. TKDA coordinated with City officials and the FAA to identify the best location for the SRE Building. The selected location balanced many factors, including building functionality, proximity to existing public utilities, impacts to navigational aids, integration with surrounding buildings, and project cost.

TKDA prepared several architectural concepts from which the City officials and City Council were able to identify preferred alternatives. The final design was carefully coordinated with the FAA and MnDOT Aeronautics for maximized funding eligibility. TKDA prepared 100% design drawings and specifications for public bid.

The SRE Building consists of over 3,100 square feet of enclosed, heated space. The building features two vehicle/equipment bays and a partial bay for indoor sand storage. Supporting features include mechanical and electrical rooms, as well as a storage mezzanine for maximized use of interior space. Two public restrooms will be accessible from the exterior of the building.



Fire Station No. 11 Schematic
Design Study
Duluth, MN

The design of a new Fire Station No. 11 in Duluth began with an intensive study of different sites. Fire apparatus needs, infrastructure requirements, traffic counts and patterns, and response call locations and times were examined for each site. A final site was selected for testing a preliminary schematic design for the facility and developing a project budget estimate.

The facility was designed around "Hot," "Transition," and "Cold" zones to address the hazardous materials that firefighters and emergency response teams encounter on a daily basis. The goal was to isolate the contaminated apparatus in the hot zone, create a transition zone where individuals and gear can be decontaminated, and provide a cold or clean zone of office and living space that would remain contamination-free. In addition to careful space planning, the design required sophisticated mechanical system controls and zoning to maintain the integrity of each area.

HANGARS

LARGE AIRCRAFT HANGAR **Morris Municipal Airport (MOX),** **Morris, MN**

TKDA and the City of Morris worked together to complete the FAA project programming documents, develop a project scope based on tenant needs, and select the most responsible and cost effective alternatives based on the bid results. The hangar is 110 feet by 80 feet with in-floor heat and an 80-foot by 20-foot strap lift bi-fold door. TKDA provided a 30% and final design package for a contractor led design-build bidding process that led to more competitive bids and lower overall development costs. TKDA performed construction inspection and contract administration. The hangar serves the Morris Airport's corporate clients. This project won the 2014 Business Development/Non-Aeronautical Award from the Minnesota Council of Airports.

TRANSIENT AIRCRAFT STORAGE HANGAR **Dodge Center Municipal Airport (TOB),** **Dodge Center, MN**

The Dodge Center Municipal Airport required additional hangar storage for transient aircraft that utilize the airport on a daily and seasonal basis. TKDA worked closely with city staff, the Airport Advisory Board and the FBO to develop a business plan to fund the capital and operational expense of a hangar facility to accommodate the daily and seasonal transient aircraft of varying sizes.

TKDA prepared a 30% design and performance based specifications package for use by contractors in bidding, and the selected manufacturer/bidder provided final design services once awarded the contract. Bid alternates were included to match the desired facility features to the available funding. Bid alternates were awarded for additional concrete apron, and under floor insulation.



WASECA FBO HANGAR **Waseca Municipal Airport (ACQ),** **Waseca, MN**

The Waseca Municipal Airport and its FBO (Fixed Based Operator), Stensrud Aviation, required additional hangar space to accommodate aircraft maintenance and storage for transient aircraft. Working closely with MnDOT Aeronautics staff, TKDA was able to help obtain the necessary state funding to make this project possible.

TKDA provided project formulation, conceptual design (30% design), bidding, and construction phase services on this project. On pre-manufactured steel buildings such as this, TKDA has had much success utilizing an innovative partial design-build approach, which can result in lower construction costs and generate additional interest by bidders. TKDA prepared a 30% design and performance based specifications package for use by contractors in bidding, and the selected manufacturer/bidder provided final design services once awarded the contract.

The new FBO hangar consists of an 80-foot by 80-foot fully insulated pre-manufactured steel building. A suspended mezzanine constructed across the rear of the hangar provides additional aircraft parts storage while maintaining the entire floor area for maintenance and aircraft storage purposes. Heating and plumbing in the hangar allow for year round aircraft maintenance activities by the FBO.



4-UNIT AIRCRAFT STORAGE HANGAR **Benson Municipal Airport (BBB),** **Benson, MN**

In 2012, a 4-unit hangar was constructed along with a taxiway and apron pavements. TKDA provided architectural design services, site design, and construction phase services for this project. The project was 90% federally funded, including TKDA's services for FAA programming and project formulation.



T-HANGAR DESIGN AND CONSTRUCTION **Hutchinson Municipal Airport (HCD),** **Hutchinson, MN**

TKDA provided design engineering, grant assistance, and construction observation services to the City of Hutchinson for the construction of a new 8-unit nested T-hangar at the Hutchinson Municipal Airport. The hangar was constructed on a previously graded and paved apron designed by TKDA. Construction of the new hangar was completed in 120 days. Total construction cost was \$277,300 and used Federal AIP Entitlement Funds at a 95% participation rate.

Firm Experience

PAVEMENT REHABILITATION



2018 PAVEMENT REHABILITATION
Ely Municipal Airport (ELO),
Ely, MN

The 2018 Pavement Rehabilitation project included reconstructing 18,000 square yards of general aviation apron pavement, airport entrance road and parking lot pavement, new overhead lighting, a new automatic gate operator, and storm sewer improvements. Ely's existing parking lot was originally sized for when the airport had commercial operations and was much too large to suit their current needs. The new parking lot was resized to create additional green space and new LED overhead lighting was installed to reduce the airport's energy consumption. The project secured \$1.33 million in federal discretionary funding and \$600,000 in State funding in September 2018. Construction was completed in summer 2019.

New aircraft tie-downs were installed near the terminal building to help ensure safe aircraft operations on the GA apron. The existing GA aircraft tie-down anchors were located near the tie-down anchors used by the United States Forest Service (USFS). The mixing of GA aircraft traffic and USFS traffic on the apron was causing safety hazards. The combination of new tie-down locations and new automatic gate opener greatly increased safety at the airport.

ADDITIONAL PROJECTS

- **On-going Pavement Management Programs** – MSP, Alexandria, Park Rapids, Mankato, Ely, Waseca, St. James, Morris, and Benson



RUNWAY 12/30 RECONSTRUCTION AND ELECTRICAL DISTRIBUTION
Ely Municipal Airport (ELO), Ely, MN

Ely Municipal Airport opened its fully reconstructed Runway 12/30 in August 2015. The new 5,600-foot by 100-foot paved and lighted runway replaced aging runway pavement and an inadequate electrical distribution system. The pavement reconstruction included full-depth excavation to remove frost susceptible soils and construction of a bituminous pavement, aggregate base, and granular section. Airfield electrical improvements included a new electrical distribution system, conduit and counterpoise, energy-efficient LED runway edge lights, and airfield sign LED retrofits.

Construction began in May 2015 and was limited to 90 days. The closure of Runway 12/30 was further restricted to 60 days to minimize impacts to airfield and United States Forest Service operations. The \$4.3M funding was accomplished with nearly 90% federal discretionary and entitlement funds, 5% state funds and 5% local funds. The in-house staff at TKDA provided project programming: engineering, civil, structural, and electrical design services.



RUNWAY 18/36 PAVING AND LIGHTING
Park Rapids Municipal Airport (PKD),
Park Rapids, MN

Completed in July 2014, the new 75-foot by 3,500-foot paved and lighted Runway 18/36 replaced a turf runway, allowing the airport to offer improved year-round operations and land aircraft in nearly all wind and weather conditions. TKDA provided all planning, environmental assessments, design engineering, and construction phase services for this project. The \$3.4M program for the paving and lighting of the crosswind runway was accomplished almost entirely with Federal discretionary and entitlement funds, and completed in a short timeline from planning to construction. TKDA worked to obtain the highest federal funding participation rate possible, with much of the runway program funded 95 percent by the FAA.

BITUMINOUS CRACK REPAIR
St. James Municipal Airport (JYG),
St. James, MN

TKDA provided design and construction services for the 2014 and 2018 Bituminous Crack Repair projects at St. James Municipal Airport. The project included bituminous pavement crack repairs, resealing and bituminous surface repair on the runway, taxiway, and apron. Deep cracks on the taxiway were leveled with mastic for an improved ride on the taxiway. Other minor cracks were sealed to minimize water intrusion into the base and improve long-term pavement performance.

LIGHTING



TAXIWAY LIGHTING REPLACEMENT
Mankato Regional Airport (MKT),
Mankato, MN

The project includes several unique design features, and through an accelerated schedule was able to take advantage of federal discretionary funds that may have otherwise been unavailable. At the request of Kevin Baker and City staff, helical screw anchors were designed for use as light bases. These anchors had successfully been installed previously on the runway threshold lights, and had greatly improved performance over the standard concrete encased light bases. Since this is not a standard FAA design, TKDA lobbied the FAA to include this project as a test case in order to qualify for federal funding. Working alongside TKDA staff, the local FAA staff successfully got the anchors approved in the funding package.

The replacement of all of the taxiway edge lights with LED fixtures will reduce the energy consumption of the airfield lighting by upwards of 40%. The replacement of the light bases will eliminate the concrete light bases which have experienced significant movement due to expansive soils on the airport.

TKDA's close working relationship with the Minneapolis FAA staff helped us to secure federal discretionary funding for this project. The City of Mankato's ability to obtain the matching local share ensured that this project moved forward on an accelerated basis.



RUNWAY LIGHTING REPLACEMENT
St. James Municipal Airport (JYG),
St. James, MN

The Runway Lighting Replacement Project at the St. James Municipal Airport provided for the replacement of aging runway edge lighting, cable, conduit and REILs for Runway 15/33. The existing system had reached the end of its usable life. The project greatly improved the reliability of the runway lighting at the St. James Municipal Airport, ensuring a safe operating environment during nighttime hours.

The project called for the replacement of 52 runway edge lights and associated cables as well as modifications to the electrical distribution building and new regulators. The existing system was direct buried and wired in parallel with no regulators which lead to significant voltage drops and reliability issues.

TKDA designed a replacement runway lighting system featuring constant current regulators and new energy efficient LED runway edge lights and threshold lights. New conduit was run to concrete encased light foundations designed in accordance with FAA Regulations. Concrete protector pads placed around all light foundations ensure protection of the lights from mowing and airport maintenance operations. New LED REIL's were installed at both runway ends.

FENCING



SECURITY FENCE IMPROVEMENTS
Mankato Regional Airport (MKT),
Mankato, MN

The Security Fence Improvements project at MKT included the construction of 420 linear feet of chain link fence, installation of a new automatic access gate, replacement of 4 swing gates, installation of a swing arm gate, security sign installation, and bituminous restoration. TKDA completed project programming, final design, and construction engineering services for this program.



PERIMETER FENCE SECURITY IMPROVEMENTS
Minneapolis-St. Paul International Airport (MSP), MN

The Perimeter Fence Security Improvements program was a three-year program to install new crash-rated security gates and security cable within portions of an existing perimeter fence line to minimize the threat of vehicle incursions. TKDA completed preliminary design, final design, and construction engineering services for this program.

Firm Experience

ENVIRONMENTAL ANALYSIS



ENVIRONMENTAL ASSESSMENT – RUNWAY 14/32 EXTENSION Morris Municipal Airport (MOX), Morris, MN

TKDA, in partnership with Wenck, is completing an environmental assessment for an 897-foot runway extension at this general aviation airport to support expanded business aviation use. The scope of the project includes agency coordination, wetland delineation, as well as historical and cultural resource reviews. Unique to this project is to mitigate potential impacts to a nearby Federal Waterfowl Production Area (WPA), a Section 4(f) public resource. The study is expected to be completed in early 2020.

ENVIRONMENTAL ASSESSMENT - PARALLEL TAXIWAY CONSTRUCTION Morris Municipal Airport (MOX), Morris, MN

TKDA completed the environmental assessment for a new full-length parallel taxiway to meet all NEPA and FAA environmental requirements.

ENVIRONMENTAL ASSESSMENT - RUNWAY 18/36 IMPROVEMENT PROJECT

Park Rapids Municipal Airport (PKD), Park Rapids, MN

Completed in July 2014, the new 75-foot by 3,500-foot paved and lighted Runway 18/36 replaced a turf runway, allowing the airport to offer improved year-round operations and support aircraft in nearly all wind and weather conditions. TKDA provided all planning, environmental assessments, design engineering, and construction phase services for this project. The \$3.4M program for the paving and lighting of the crosswind runway was accomplished almost entirely with Federal discretionary and entitlement funds, and completed in a short timeline from planning to construction. TKDA worked to obtain the highest federal funding participation rate possible, with much of the runway program funded 95% by the FAA.

ENVIRONMENTAL ASSESSMENT - CONNECTOR TAXIWAY AND OBSTRUCTION REMOVAL

Ely Municipal Airport (ELO), Ely, MN

In spring of 2016, TKDA completed the Environmental Assessment for connector taxiway, partial parallel taxiway, apron extension, and obstruction removal projects to meet all NEPA and FAA environmental requirements. Also included was a Phase I Archaeological Resources Survey and wetland permitting.

ZONING

UPDATE AIRPORT ZONING ORDINANCE

Little Falls/Morrison County Airport (LXL) MN

TKDA was hired by the City of Little Falls to assist the community with updating the zoning ordinance for the Little Falls/Morrison County Airport (LXL). The city was in need of an updated ordinance to protect airspace and land use for their planned paved crosswind runway as identified on their Airport Layout Plan. TKDA airport planning team assisted with establishing a new multi-jurisdictional Joint Airport Zoning Board (JAZB), educating the JAZB on the basic fundamentals of airport zoning, answering questions at the public hearing, and coordinating with MnDOT Office of Aeronautics. The team assisted the JAZB with complying with newly revised Minnesota State Statutes Chapter 360 to develop an ordinance that meets minimum standards yet was tailored for their airport.

A unique feature of this project included developing flexibility for two crosswind runway configurations. The ordinance is crafted to protect for both the existing and future crosswind runways, but allows the old runway restrictions to “sunset” when the new runway is built. The airspace and land use zones were developed in Geographical Information Systems (GIS) format, allowing the City and Morrison County to include this information in reviewing land use proposals. The zoning ordinance received a Commissioner’s Order from MnDOT, and was adopted by the JAZB in January 2020.

ADDITIONAL ZONING PROJECTS

- Waseca Municipal Airport
- Dodge Center Municipal Airport
- Winona Municipal Airport

Project Team Organization



John Ahern, PE
Principal



John Peterson, PE
Client Service Manager

FACILITIES ENGINEERING

Jay Wiederholt, AIA, LEED AP BD+C
Architect

Chris Leiter, PE
Electrical Engineer

AIRPORT ENGINEERING

Dan Sherer, PE
Aviation Engineer

Matt Gustafson, PE
Aviation Engineer

Mike Rydel
Construction Inspection

Nathan DuBois
Construction Inspection

PLANNING & ENVIRONMENTAL

Marcus Watson, CM
Project Programming

Junior Lindsay, PMP, CM
Zoning

ADDITIONAL IN-HOUSE RESOURCES

Architects – 20
Electrical Engineers – 13
Structural Engineers – 24

Mechanical Engineers – 13
Civil Engineers – 64
Hydrologist – 1
(some hold multiple registrations)

GIS Analysts – 3
Aviation Planners – 1

Designers and Technicians – 137

Administrative – 47

Project Team



John Peterson, PE Client Service Manager

John manages TKDA's services for Greater Minnesota Airports and will provide project oversight, while assuring client satisfaction. John has served as design engineer and client manager for Marshall for 20-years. He will handle coordination with the FAA and MnDOT on any project issues and funding. He is an experienced project manager working on projects at both large hub airports and numerous regional and municipal airports. John's experience includes project formulation, planning, environmental analysis, site grading and drainage design, utility design, project coordination, preliminary surveys, and construction administration. His strong attention to detail and past experience working with the MnDOT Office of Material and Road Research contribute to the successful completion of projects.

Education

University of Minnesota
Bachelor of Civil Engineering

Registrations/Affiliations

Professional Engineer – MN
American Society of Civil Engineers
American Planning Association

PROJECT EXPERIENCE

- **Airpark East Building Area Development** | Southwest Minnesota Regional Airport, MN
- **Runway 12/30 and 2/20 Extensions** | Southwest Minnesota Regional Airport, MN
- **Airport Master Plan/ALP Update** | Southwest Minnesota Regional Airport, MN
- **Runway Pavement Rehabilitation** | St. James Municipal Airport, MN
- **Transient Aircraft Storage Hangar** | Dodge Center Municipal Airport, MN
- **Arrival/Departure Building** | City of Benson, MN
- **Taxiway Lighting Replacement** | Mankato Regional Airport, MN
- **Runway 18/36 Paving and Lighting** | Park Rapids Municipal Airport, MN
- **Terminal Area Improvements** | Park Rapids Municipal Airport, MN
- **Hangar Apron Reconstruction** | Grand Rapids-Itasca County Airport Commission, MN
- **Hangar Site Taxiway Development and Apron Reconstruction** | Waseca Municipal Airport, MN



John Ahern, PE Principal

John is directly involved with airport planning and engineering from small general aviation airports to large international airports. He is experienced in all aspects of airside and landside development and has extensive experience in construction staging and phasing plans to accommodate major construction projects while maintaining airport operations. As Vice President of TKDA's Aviation Division, he is responsible for allocating division resources and performing quality control and assurance duties.

Education

University of Minnesota
Bachelor of Civil Engineering

Registrations/Affiliations

Professional Engineer – WI, FL, IL, MI, MN
American Association of Airport Executives

PROJECT EXPERIENCE

- **Taxiway Lighting Replacement** | Mankato Regional Airport, MN
- **Runway 12/30 Reconstruction and Electrical Distribution** | Ely Municipal Airport, MN
- **Taxiway S Reconstruction** | MSP Airport, Minneapolis-St. Paul, MN
- **Runway 17/35** | MSP Airport, Minneapolis-St. Paul, MN
- **Enhanced Master Plan** | Mankato Regional Airport, MN
- **West Terminal Utility Relocation** | MSP Airport, Minneapolis-St. Paul, MN
- **2019 Passenger Boarding Bridge Replacement Design** | MSP Airport, Minneapolis-St. Paul, MN
- **Concourse A/B Reconfiguration** | MSP Airport, Minneapolis-St. Paul, MN
- **Electrical Infrastructure Rehabilitation** | MSP Airport, Minneapolis-St. Paul, MN



Dan Sherer, PE, LEED GA, ENV-SP Aviation Engineer

Dan has been designing aviation projects for both the public and private sector for over 16 years and will serve as lead engineer for MML airfield design. He leads design efforts from programming and concept generation through final documentation and construction, carefully coordinating with design team members. Dan has worked on several runway and taxiway rehabilitations and expansions, apron expansions, and airside infrastructure projects throughout the country.

Education

North Dakota State
University
Bachelor of Civil Engineering

Registrations/Affiliations

Professional Engineer – MN
Airport Consultant Council
(ACC) – Engineering

PROJECT EXPERIENCE

- Taxiway A Realignment and Hangar Taxilane | Eveleth-Virginia Municipal Airport, MN
- Hangar Apron Pavement Reconstruction | Fairmont Municipal Airport, MN
- Airfield Pavement Rehabilitation | Little Falls/Morrison County Airport, MN
- Apron and Taxilane Pavement Rehabilitation | Mankato Regional Airport, MN
- Taxiway S Reconstruction | MSP Airport, Minneapolis-St. Paul, MN
- Consolidated Loading Dock Facility | MSP Airport, Minneapolis-St. Paul, MN



Matt Gustafson, PE Aviation Engineer

Matt is a Registered Engineer with over eight years of engineering and design experience. Matt has been the design engineer for several projects at MML, including the Runway 2/20 Mill and Overlay Project. He has worked on numerous airport projects including apron expansions and rehabilitation, aircraft hangars, taxilanes, and pavement reconstruction. He is well versed in FAA design standards, AutoCAD, and Civil 3D. Matt also works closely with MnDOT and the FAA on grant assistance and DBE program development.

Education

University of Minnesota
Bachelor of Civil Engineering

Registrations/Affiliations

Professional Engineer – MN
American Society of Civil
Engineers

PROJECT EXPERIENCE

- Mill and Overlay Runway 2/20 | Southwest Minnesota Regional Airport, MN
- Hangar Site Taxiway | St. James Municipal Airport, MN
- Runway Pavement Rehabilitation | St. James Municipal Airport, MN
- Transient Aircraft Storage Hangar | Dodge Center Municipal Airport, MN
- Arrival/Departure Building | City of Benson, MN
- GA Apron & Taxilane Rehabilitation | Morris Municipal Airport, MN
- Fueling Facility Site Preparation | Mankato Regional Airport, MN
- Pavement Rehabilitation | Ely Municipal Airport, MN
- Pavement Rehabilitation | Alexandria Municipal Airport, MN
- Taxiway Lighting Replacement | Mankato Regional Airport, MN



Nathan Dubois Construction Inspection

Nathan has experience in project scheduling, field inspection, and construction management. He specializes in overseeing construction administration and inspection activities for airport projects. He has performed construction staking and field inspections for various aviation projects including: **Taxiway S Reconstruction, T1-Lindbergh Parking Ramp Site Preparation, Concourse A-B Reconfiguration and 2015 Pavement Reconstruction** at MSP Airport, Minneapolis-St. Paul, MN.

Project Team



Jay Wiederholt, AIA, NCARB, LEED AP Architect

Jay has 16 years of experience designing and managing projects for aviation, government, and corporate/industrial clients. From planning and programming through construction documents, he works efficiently with detailed client programs and demanding requests, translating them into facility designs which exceed client requirements and express a clean, modern aesthetic. Having extensive aviation experience, Jay understands the nuances associated with aviation facilities and the details that improve their overall functionality.

Education

Iowa State University
Bachelor of Architecture

Registrations/Affiliations

Architect - MN
LEED AP
NCARB Certified
AIA – American Institute of Architects
PHA-MSP – Passive House Alliance –President

PROJECT EXPERIENCE

- **Corporate Campus Fire Station** | Confidential Corporate Client, Cordova, IL
- **Winona SRE Building** | Winona Municipal Airport, MN
- **Transient Aircraft Storage Hangar** | Dodge Center Municipal Airport, MN
- **FBO Hangar** | Waseca Municipal Airport, MN
- **Arrival/Departure Building** | Benson Municipal Airport, MN
- **Passenger Boarding Bridge Kiosks** | Delta Air Lines, MSP Airport, Minneapolis-St. Paul, MN*
- **Terminal 1 Hub Control Center Renovation** | Delta Air Lines, MSP Airport, Minneapolis-St. Paul, MN*
- **Public Safety Facility** | The Eastern Iowa Airport, Cedar Rapids, IA*
- **Terminal 2 Expansion** | MSP Airport, Minneapolis-St. Paul, MN*
- **Terminal 2 Parking Facility** | MSP Airport, Minneapolis-St. Paul, MN*
- **Light Rail Station** | MSP Airport, Minneapolis-St. Paul, MN*

* Project from Previous Employment



Chris Leiter, PE Electrical Engineer

Chris has experience in the design and construction administration of aviation facilities. This includes lighting, underground construction, communication, security, and power distribution systems. He is knowledgeable in the design of series lighting circuits, airfield signage, sponsor and FAA navigational aids, control systems, and power distribution. Chris has also performs field inspections during the aviation construction season at the Minneapolis-St. Paul International Airport.

Education

University of Minnesota
Bachelor of Electrical Engineering

Registrations/Affiliations

Professional Engineer - MN, AK, CA, CT, DE, MD, NC, OR, PA, TN, VA, WA, WI
NCEES

PROJECT EXPERIENCE

- **Municipal Airport Improvements** | Southwest Minnesota Regional Airport, MN
- **Airpark East Apron Design and Construction** | Southwest Minnesota Regional Airport, MN
- **Municipal Airport Improvements** | Benson Municipal Airport, MN
- **Runway 5/23 Paving and Lighting** | Grand Rapids-Itasca County Airport, MN
- **Taxiway C-D Complex** | MSP Airport, Minneapolis-St. Paul, MN
- **Runway 12L/30R Segment 3 Reconstruction** | MSP Airport, Minneapolis-St. Paul, MN
- **FiberOptic Cable/Switch Upgrade** | MSP Airport, Minneapolis-St. Paul, MN
- **Taxiway M Construction** | MSP Airport, Minneapolis-St. Paul, MN
- **Runway 12/30 Reconstruction and Electrical Distribution** | Ely Municipal Airport, MN



Marcus Watson, CM Project Programming

Marcus will lead your airport project programming, funding, and planning phases. He is an aviation planner as well as client and project manager with experience in airport master planning, ALPs, airport design, and FAA AIP grant funding. His goal is to work together with clients to identify and achieve their airport development goals. Marcus has 13 years of experience as a consultant serving general aviation and commercial service airports. He is also a licensed FAA commercial pilot with an instrument rating, providing a unique operator's perspective to airport planning efforts.

Education

University of North Dakota
Bachelor of Science
Business Administration,
Aviation

Registrations/Affiliations

FAA Licensed Commercial Pilot
with Instrument Rating
Certified Member –American
Association of
Airport Executives

PROJECT EXPERIENCE

- **Airport Master Plan/ALP Update** | Southwest Minnesota Regional Airport, MN
- **Airport Master Plan/ALP Update** | St. James Municipal Airport, MN
- **Airport Master Plan/ALP Update** | Morris Municipal Airport, MN
- **Airport Master Plan/ALP Update** | Mankato Regional Airport, MN
- **Airport Master Plan/ALP Update** | Winona Municipal Airport, MN
- **Airport Master Plan** | West Bend Municipal Airport, WI
- **Airport Master Plan** | Portage Municipal Airport, WI
- **Environmental Assessment** | Morris Municipal Airport, MN



Junior Lindsay, PMP, CM Zoning

Planner Junior Lindsay has over six years of experience in aviation planning and is knowledgeable in FAA airport planning and design guidelines. He is familiar with the airport master planning process and experienced in airport baggage handling systems. Junior has recent experience preparing airport zoning ordinances in accordance with current Minnesota regulations. His goal is to work together with clients to identify and achieve their airport development goals. Junior is a proficient aviation technical writer and possesses solid analytical and critical thinking skills. He is experienced in AutoCAD, GIS, INM, Google Sketch, and Smartsheet.

Education

Bachelor of Science
Aviation Management
Florida Institute of
Technology

Registrations/Affiliations

Private Pilot Certificate – FAA

PROJECT EXPERIENCE

- **Environmental Assessment** | Morris Municipal Airport, MN
- **Airport Master Plan/ALP Update** | Morris Municipal Airport, MN
- **Airport Master Plan** | Portage Municipal Airport, WI
- **Airport Master Plan/ALP Update** | Winona Municipal Airport, MN



Mike Rydel Construction Inspection

Mike Rydel has over 37 years of field experience including as both a field representative and as a surveyor. He understands how to coordinate construction with client operations. His experience facilitates the construction process while maintaining a safe and secure site. He successfully incorporates his skills as a surveyor into project observation through routine checks of contractor work. His attention to detail helps projects keep on schedule and run smoothly.

PROJECT EXPERIENCE

- **Airpark East Building Area Development** | Southwest Minnesota Regional Airport, MN
- **Runway 12/30 and 2/20 Extensions** | Southwest Minnesota Regional Airport, MN
- **Airport Master Plan/ALP Update** | Southwest Minnesota Regional Airport

References

At TKDA, we dedicate the necessary time and resources of our experienced professionals to build relationships and oversee the details of the services we provide. We offer you the following references and welcome you to contact them regarding the quality of our services:

Mr. Jeff Johnson, PE

Director of Public Works/City Engineer, City of Mankato
507.387.8640
jjohnson@mankatomn.gov

Mr. Blaine Hill

City Manager, City of Morris
320.589.3141
bhill@ci.morris.mn.us

Mr. Pat Mosites

Project Manager, Metropolitan Airport Commission
612.713.7499
pat.mosites@mspmac.org





**REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT CONSULTANT SERVICES
SOUTHWEST MINNESOTA REGIONAL AIRPORT
MARSHALL, MINNESOTA**

The City of Marshall desires to retain the professional services of a qualified airport consulting firm (or team) for a five-year period to assist the Southwest Minnesota Regional Airport (MML) in the completion of airport projects included in the Capital Improvement Plan (CIP). Projects undertaken will meet the requirements of all applicable laws, rules, regulations, and codes.

The required professional services includes architectural and engineering (preliminary, design, bidding, construction, and closeout phase), land acquisition, and other related special services to complete projects listed on the CIP.

Subject to receipt of Federal Aviation Administration (FAA) and MnDOT Aeronautics funding, the following CIP projects may be initiated within this consultant selection period:

- Acquire Land in the Runway Approach
- Wildlife Management Plan Update
- Acquire Snow Removal Equipment
- Design and Construct Dual Use ARFF and Maintenance Equipment Facility
- Design and Construct Corporate Hangar Facility
- Construct Hangar Site Taxilanes and T-Hangars
- Construct Parking Lot, Access Roads
- Install Airport Perimeter Fencing and Access Gates
- Install Airfield Lighting & Navigational Aids
- Rehabilitate Airfield Pavements
- Conduct Environmental Assessment to Extend Runway 2/20 and Taxiway B
- Construct Runway 2/20 and Taxiway B Extension
- Conduct Miscellaneous Studies for the Above Listed Projects

Projects are expected to follow all applicable requirements of FAA Advisory Circulars. All services must meet the current requirements for FAA funded projects. The work may be accomplished during the course of multiple grants and work orders.

To facilitate review, submissions should conform to the following format and include:

1. **Experience of the Firm:** Provide description of your firm's prior experience and qualifications in airport architectural, engineering, and land acquisition projects similar in scope to the Southwest Minnesota Regional Airport.
2. **Project Team:** Identify proposed team members, responsibilities, background, and experience.
3. **Project Approach:** Describe your understanding and knowledge of the Airport and approach to projects listed on the CIP.
4. **References:** Provide name and contact information for at least three (3) references of similar size airports familiar with the quality of work by your firm.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm.

The Statement of Qualifications (SOQ) shall be limited to 20 pages in length, excluding cover(s) and cover letter.

The following criteria will be used in screening, ranking and selecting the successful firm:

1. Qualification of the Firm and Key Personnel (20 points)
2. Demonstrated Understanding of Airport Needs (20 points)
3. Experience on Comparable Projects (20 points)
4. Ability to Provide Responsive Service to the Airport (20 points)
5. Experience with State and Federal Grant Programs and Requirements (20 points)

A qualification based selection process conforming to FAA Advisory Circular 150/5100-14E will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the SOQ.

The selection committee will review and rank the SOQ's submitted based on the selection criteria. The City may directly select the most qualified firm or develop a short-list and conduct interviews.

The City intends to retain the selected firm for five years after the date of the initial contract for this procurement period. Fees will be negotiated as individual project contracts are initiated. Contracts are subject to Federal contract provisions found on the FAA's website.

http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/

Interested firms must submit five (5) hard copies and digital PDF copy of the Statement of Qualifications no later than 3:00 p.m. on February 28, 2020 to:

City of Marshall
344 West Main Street
Marshall, MN 56258

Envelopes should be clearly marked as "Airport Consultant Statement of Qualifications".

All questions regarding this RFQ should be directed to: Office of the Director of Public Works/City Engineer at 507-537-6773.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020				
Category:	OLD BUSINESS				
Type:	ACTION				
Subject:	Project Z50-2020: Chip Sealing on Various City Streets –Consider Resolution Accepting Bid (Award Contract).				
Background Information:	<p>Bids were received on March 17, 2020 for the above-referenced project. Five bids were received as shown on the attached resolution awarding contract. The low bid was received from Pearson Bros., Inc. of Hanover, Minnesota, in the amount of \$116,347.05</p> <p>Attached is a map showing the proposed affected street segments.</p>				
Fiscal Impact:	<p>The engineer’s estimate for the bituminous chip sealing project is \$131,500.</p> <p>\$154,300 has been included in the 2020 budget or funded as follows:</p> <table border="1" data-bbox="394 898 1490 1066"> <tr> <td>\$140,000</td> <td>Street Department 2020 budget for bituminous chip sealing on various city streets and will be funded under Account #101-60211-2227 (General Fund-Street Department-Other Repairs & Maintenance)</td> </tr> <tr> <td>\$14,300</td> <td>Red Baron Arena & Expo parking lot</td> </tr> </table>	\$140,000	Street Department 2020 budget for bituminous chip sealing on various city streets and will be funded under Account #101-60211-2227 (General Fund-Street Department-Other Repairs & Maintenance)	\$14,300	Red Baron Arena & Expo parking lot
\$140,000	Street Department 2020 budget for bituminous chip sealing on various city streets and will be funded under Account #101-60211-2227 (General Fund-Street Department-Other Repairs & Maintenance)				
\$14,300	Red Baron Arena & Expo parking lot				
Alternative/ Variations:	No alternative actions recommended.				
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, which is the “Resolution Accepting Bid (Award Contract)” for Project Z50-2020: Bituminous Chip Sealing on Various City Streets to Pearson Bros., Inc. of Hanover, Minnesota, in the amount of \$116,347.05, with a not-to-exceed expenditure of \$154,300.				

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION ACCEPTING BID (AWARD CONTRACT)

WHEREAS, pursuant to an advertisement for bids for Project Z50-2020: Bituminous Chip Sealing Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement for bids:

Bidder	Amount
Pearson Bros., Inc. Hanover, MN	\$116,347.05
Asphalt Surface Technologies Corp. St. Cloud, MN	\$119,933.11
RH Sealcoating Russell, MN	\$127,743.20
Allied Blacktop Company Maple Grove, MN	\$136,535.71
Bituminous Paving, Inc. Ortonville, MN	\$176,557.30

AND WHEREAS, it appears that Pearson Bros., Inc. of Hanover, Minnesota, in the amount of \$116,347.05, is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Pearson Bros., Inc. of Hanover, Minnesota, in the name of the City of Marshall for Project Z50-2020, in the amount of \$116,347.05, with a maximum of \$154,300.00 according to the plans and specifications on file in the office of the City Clerk.

Passed and adopted by the Council this 24th day of March, 2020.

Mayor

ATTEST:

City Clerk

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

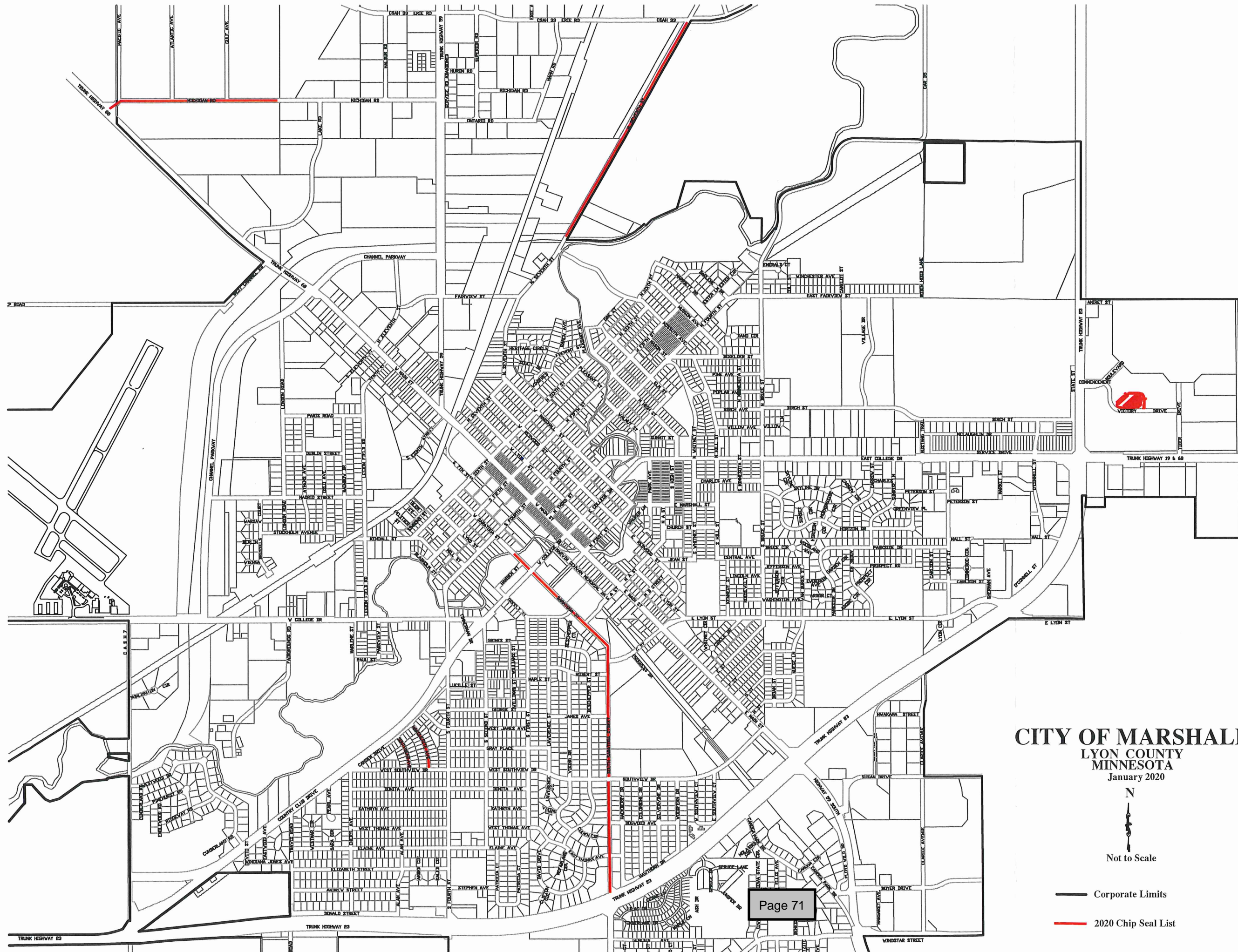


3/17/2020

CITY OF MARSHALL
Project Bid Summary

Project Name: BITUMINOUS CHIP SEALING
ON VARIOUS CITY STREETS Contract No.:
Client: CITY OF MARSHALL Project No.: Z50-2020
Bid Opening: 03/17/2020 10:00 AM Owner: City Of Marshall

Vendor Number	Business Name	Total Bid Amount	Percent Over/Under Estimate
	Engineers Estimate	\$131,535.60	
N/A	Pearson Bros., Inc.	\$116,347.05	11.55% UNDER ESTIMATE
N/A	Asphalt Surface Technologies Corp.	\$119,933.11	8.82% UNDER ESTIMATE
9999	RH Sealcoating	\$127,743.20	2.88% UNDER ESTIMATE
N/A	Allied Blacktop Company	\$136,535.71	3.80% OVER ESTIMATE
N/A	Bituminous Paving, Inc.	\$176,557.30	34.23% OVER ESTIMATE



CITY OF MARSHALL
 LYON COUNTY
 MINNESOTA
 January 2020

N



Not to Scale

-  Corporate Limits
-  2020 Chip Seal List

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Project Z51-2019: Bituminous Resurfacing on Various City Streets - Consider Resolution Accepting Bid (Award Contract).
Background Information:	<p>Bids were received on March 19, 2020 for the above-referenced project. Duininck, Inc. of Prinsburg, Minnesota, was the lowest responsible bidder as shown on the attached resolution.</p> <p>Attached is a map showing the proposed affected street segments.</p> <p>Attached is the “Resolution Accepting Bid” awarding the contract to Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$598,912.10, with a maximum of \$625,000.00.</p>
Fiscal Impact:	The engineer’s estimate for the bituminous overlay was approximately \$624,300. The 2020 Public Improvement Revolving Fund includes \$625,000 for this project.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, which is the “Resolution Accepting Bid (Award Contract)” for Project Z51-2020: Bituminous Overlay on Various City Streets to Duininck, Inc. of Prinsburg, Minnesota, in the amount of \$598,912.10, with a maximum of \$625,000.00.

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION ACCEPTING BID (AWARD CONTRACT)

WHEREAS, pursuant to an advertisement for bids for Project Z51-2020: 2020 Bituminous Overlay Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement for bids:

Bidder	Bid Amount
Duininck, Inc. Prinsburg, Minnesota	\$598,912.10
Central Specialties, Inc. Alexandria, Minnesota	\$740,246.50

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

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Duininck, Inc. of Prinsburg, Minnesota, in the name of the City of Marshall for Project Z51-2020, in the amount of \$598,912.10, with a maximum of \$625,000.00, according to the plans and specifications on file in the office of the City Clerk.

Passed and adopted by the Council this 24th day of March, 2020.

Mayor

ATTEST:

City Clerk

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



3/19/2020

CITY OF MARSHALL
Project Bid Summary

Project Name: BITUMINOUS RESURFACING ON VARIOUS CITY STREETS Contract No.:
 Client: CITY OF MARSHALL Project No.: Z51-2020
 Bid Opening: 03/17/2020 10:00 AM Owner: City Of Marshall

Vendor Number	Business Name	Total Bid Amount	Percent Over/Under Estimate
	Engineers Estimate	\$624,309.75	
01-1020	DUININCK, INC.	\$598,912.10	4.07% UNDER ESTIMATE
01-0828	Central Specialties Inc.	\$740,246.50	18.57% OVER ESTIMATE

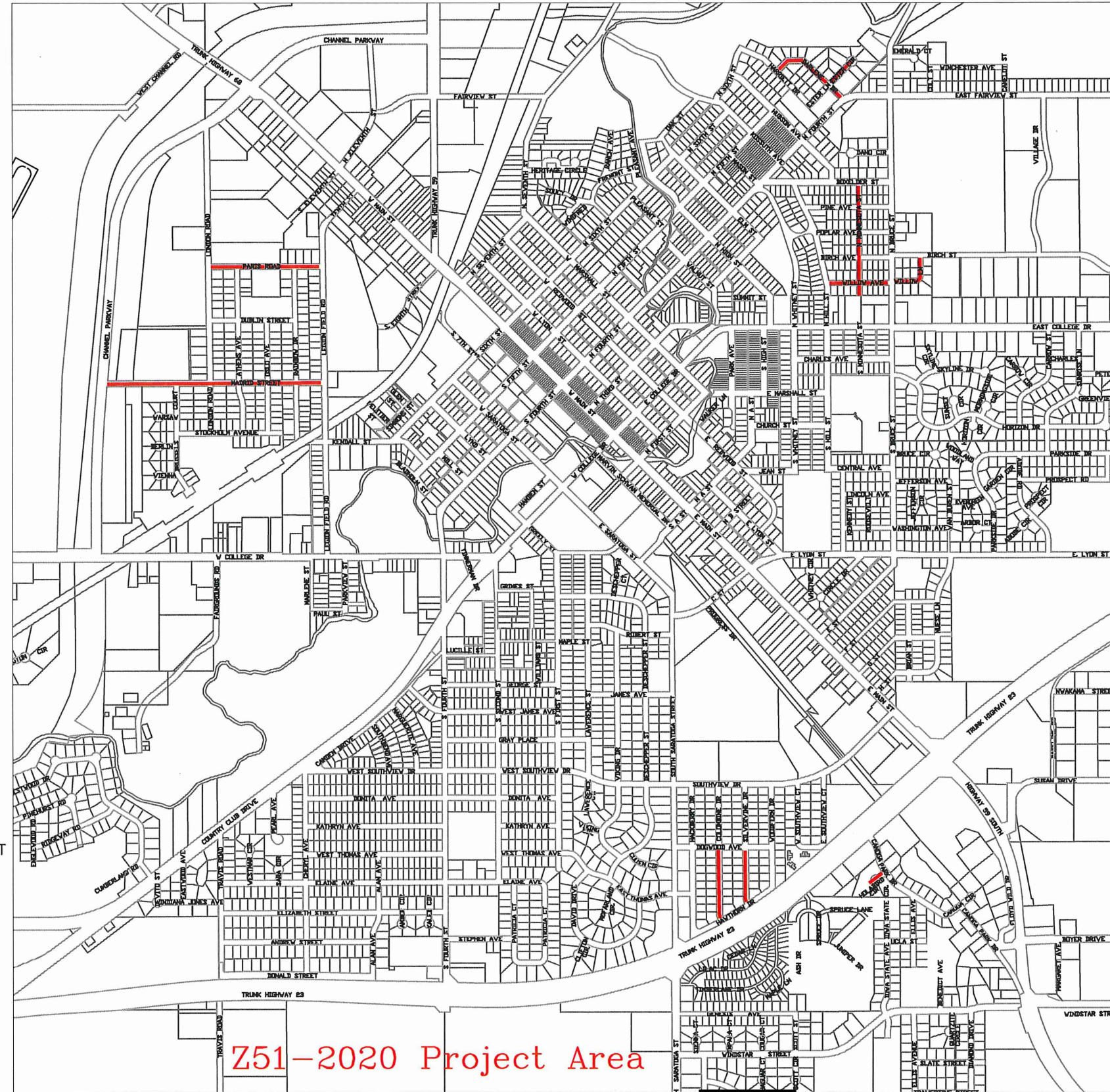
STATE OF MINNESOTA CITY OF MARSHALL, MINNESOTA

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

INDEX

Legend

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



SHEET NO.	DESCRIPTION
1.	TITLE SHEET
2.	ESTIMATED QUANTITY SHEET
3.	ADA QUANTITY TABLES
4.	CONSTRUCTION NOTES SHEETS
5.	DETAIL SHEETS
6-12.	ADA PLAN SHEETS
13-22.	MNDOT STANDARD PLAN SHEETS

SPECIFICATION REFERENCE

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

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

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS

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

APPROVED: CITY ENGINEER, MARSHALL, MINNESOTA
 DATE **3-1-20**
 REG NO 53322

ELECTED OFFICIALS

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

CITY OF MARSHALL STAFF

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



PLAN 1"=40'
 PROFILE NA
 INDEX MAP 1"=100'
 GENERAL LAYOUT 1"=40'

NOT TO SCALE

REVISIONS	DATE	DRAWN BY
		JAR

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Declaration of Surplus Items from Public Works Department.
Background Information:	<p>This item is placed on the agenda as a housekeeping item to officially declare the vehicles below as surplus items. The information was provided in background at previous Council meetings, but the recommendations did not include the actual declaration as surplus.</p> <p>1993 Chevrolet Pickup-Building Maintenance: At the November 13, 2018 meeting, the City Council authorized the purchase of a new 2019 Dodge Ram Pick-Up for the Surface Water Department from Lockwood Motors of Marshall, Minnesota, in the amount of \$24,996.62, including tax and no trade-in. The trade-in amount for the Building Maintenance 1993 Chevrolet pick-up was only \$500.00. In lieu of the trade-in, it was proposed to list the vehicle on Purple Wave Auction.</p> <p>2005 Chevrolet Impala-Community Planning: At the September 10, 2019 meeting, the City Council ratified the purchase of two new 2019 Dodge Ram 1500 Quad Cab Pick-Ups with 6.5' Boxes for the Community Planning Department from Lockwood Motors of Marshall, Minnesota, in the amount of \$49,601.22. Staff proposed to sell the 2005 Chevrolet Impala with approximately 105,000 miles on the Purple Wave Auction site as staff believes the City could receive more than the \$500 trade-in offer.</p>
Fiscal Impact:	Revenue generated from the sale of the vehicles.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council declare the Building Maintenance 1993 Chevrolet pickup and the Community Planning 2005 Chevrolet Impala as surplus.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	INFO/ACTION
Subject:	Authorization for City Staff to apply for various grants to be utilized for an Inclusive Playground
Background Information:	<p>As the City Parks Department looks to add amenities to the community, staff feels the addition of an inclusive playground would fill a void not only in the Marshall but also in the region. Amanda and Preston have met with several times with various stakeholders in the community who feel this is a need and would help promote inclusivity and accessibility.</p> <p>Amanda and Preston would like to apply for various grants. The Otto Bremer Trust, United Way Community Impact Grant, and the MN DNR Recreation Grant would be examples of some currently available.</p> <p>These grants would be for various amounts ranging from \$25,000 up to \$150,000 and several grants require Council approval to submit application. Deadlines for one of these grants is March 27th.</p> <p>Staff has also had discussions with local groups like Rotary, Marshall Community Foundation, and will be talking with Kiwanis in the next couple weeks. These groups have all been supportive of this idea, but financial commitments have not yet been made at this time.</p> <p>The goal would be to costs of the inclusive playground covered in full via these grants, donations, and partnerships. At this time, it is estimated a destination inclusive playground will cost approximately \$285,000. If more funds are received the intent would be to utilize all funds to make the most impact or enlarge the playground. There are several locations staff feels this playground could be placed but exact location has yet to be determined.</p> <p>Staff will update Council as grants are received.</p> <p>United Way Grant application is attached as example but not fully complete.</p> <p>A concept drawing has been attached – for concept only as an example.</p>
Fiscal Impact:	NA
Alternative/ Variations:	NA
Recommendations:	Recommendation #1: Authorize City Staff to apply for various grant to be utilized for an inclusive playground.



strengthen communities in Southwest Minnesota.

We serve people living in Lincoln, Lyon, Murray, Yellow Medicine and portions of Cottonwood, Lac qui Parle, Nobles and Redwood Counties in Minnesota.



COMMUNITY IMPACT GRANT APPLICATION 2020

IF YOU HAVE NOT REVIEWED OUR ORGANIZATION'S GRANT REQUIREMENTS, GUIDELINES, EXAMPLES OF REQUESTED UPLOADS, ETC., PLEASE CLICK HERE TO REVIEW THOSE PRIOR TO STARTING YOUR APPLICATION.

Instructions

All applicants are required to have or create an account to complete and submit your application. Keep your user name and password handy so that you can "save a draft" and return to complete your submission. Also this user name and password will continue to be used for agency reporting and future applications. **YOU CAN ONLY WORK ON ONE PROGRAM APPLICATION AT A TIME IN THE SYSTEM. IF YOU HAVE MULTIPLE PROGRAMS YOU ARE APPLYING FOR, YOU WILL NEED TO SUBMIT ONE BEFORE BEGINNING ANOTHER.**

- [LOGIN HERE](#) (If you already have a user name and password)
- [CREATE AN ACCOUNT](#) (New users only - an email will be sent to you)
- [RESET YOUR PASSWORD](#) (if your email has been used previously, you can reset your password)
- [LOGOUT](#) (Be sure to log out once you have saved your draft or submitted your application)

Incomplete applications will not be reviewed. It is your responsibility to verify your application is complete prior to submission. Do not leave any blanks; enter N/A if not applicable.

If you have any questions, please send an email to unitedway@unitedwayswmn.org or call us at 507-929-2273.

Applications must be submitted by 5:00 p.m. on Wednesday, April 1, 2020. Applications submitted after this deadline WILL NOT be reviewed.

After you submit your application, you will receive an email with a pdf copy of it (without uploads). Please be certain that you **deliver six copies** of the submission attached to your email to the United Way of Southwest Minnesota office **by 5:00 p.m. on Tuesday, April 7, 2020**. This must be done in order to finalize your submission.

Our mailing address is: UWSWMN, PO Box 41, Marshall, MN 56258

Our office is located at: 800 E Main Street, Marshall, MN 56258



Please review your submission. Your submission is not complete until you press the "Submit" button!

Organization Information

Organization Name: City of Marshall/Marshall Community Services

Program Name: Inclusive Playground

Organization Operates as:

Unit of Government

Organization Federal Tax Identification Number:

Organization Website: ci.marshall.mn.us

Organization Mission Statement:

The mission of Marshall Community Services is to promote or provide, through leadership, facilitation, partnerships and collaboration, an enriched community experience for all citizens.

Street Address: 344 West Main Street

City: Marshall

State: Minnesota

Zip Code: 56258

Do you have a separate mailing address?

No

CEO's First Name:
CEO's Last Name:
CEO's Title:
CEO's Email Address:
CEO's Phone Number:

Grant Contact's First Name:
Grant Contact's Last Name:
Grant Contact's Email Address:

Grant Contact's Phone Number:

Community Impact Grant Workshop Requirement

Amanda Beckler - Community Education Coordinator

Governance Information

When does your current fiscal year end? Thu, 12/31/2020

Do board/advisory committee members sign a conflict of interest statement?

Does the board/advisory committee meet at least quarterly, establishing policy and providing supervision of operations and finances?

Yes

Does the board/advisory committee annually approve, and at least quarterly review, the organization's financial statements, including actual revenue and expense as compared to budget?

Yes

Does the organization do an annual independent audit and/or financial review that conforms to general accounting standards?

Yes

Do all board members receive and review the audit/financial review annually?

Did the most recent audit/financial review state any qualifications?

Please explain:

Program Information

This section of your application will be used by the members of the review committee to assess your (proposed) program and its (potential) impact based on the following categories: community need; proposed impact; ability and evaluation; financial management.

Please note: If your organization is requesting funds for more than one program, please submit a separate grant application for each program.

Program Purpose Statement:

The City of Marshall - Marshall Community Services is seeking funding for an inclusive playground to be installed in the city of Marshall in order to meet the needs of all citizens living in and around the Marshall Community.

What is the amount of your grant request? \$ 25,000

What is the primary UWSWMN Community Impact Priority Area that your program will address?

Safety & Well-Being

How does your program align to the Community Impact Priority Area selected above? Include any specific bullet points that your program is targeting. (30 to 200 words suggested)

By adding an inclusive playground to the city of Marshall, we are increasing access to services focused on safety and well-being by providing engagement opportunities for community involvement, service, mentoring and/or youth development and strengthening efforts to create equitable opportunities. The City of Marshall strives to become a regional destination that provides the residents and visitors of Marshall with a playground that can offer unlimited play and accessibility. An inclusive playground is designed for children of all ages, abilities, race and income to have a safe place to play and promotes a welcoming environment. The benefits of play for children are numerous. Play encourages brain development and children meet developmental milestones and cultivates social skills.

What is the annual budget for this program? \$ 285,000

What is the annual budget for your organization? \$ 12,202,961

How many staff members work full-time for this program? 8

How many staff members work part-time for this program? 20

How many volunteers have been engaged with this program over the past year? 8

Individuals Served

How many unduplicated individuals were served within the UWSWMN service area by this program during the most recently completed fiscal year? *(If this is a new program, please use projected numbers for the upcoming year.)* ONLY include numbers relative to the portion of the county that is in the UWSWMN service area.

Lincoln County:

Lyon County: 14,000

Murray County:

Yellow Medicine County:

Cottonwood County:

Lac Qui Parle County:

Nobles County:

Redwood County:

What are the local community/client needs or problems that will be addressed by this program? Why is this issue important? (30 to 250 words suggested)

The City of Marshall is home to 13,680 residents of which estimates 10.1% of Marshall's population lives with a disability. The city currently has 10 playgrounds throughout the community, yet none of these meet the needs of those with physical or developmental impairments. The opportunity for play and physical activity is lost when playground equipment and surface pose barriers for those with disabilities who may use canes, crutches, walkers or wheelchairs from ambulating through the play area. Pushing a wheelchair over loose gravel or sand requires tremendous physical effort. When so much effort is exerted, little to no energy is left for play. With the addition of an inclusive playground in the City of Marshall, children with disabilities will have the opportunity and access to play and grow developmentally alongside their peers. Upon completion of the inclusive playground, the city will become a healthier place to live with opportunities for active living for all residents and visitors to Marshall.

What research, local statistics or evidence demonstrates this need and/or potential community benefit? (25 to 250 words suggested)

The City of Marshall is a regional hub and hosts numerous events which draw thousands of visitors throughout the year. Many communities look to Marshall for recreational opportunities such as parks and playgrounds. In Southwest Minnesota 11.9% of people are living with a disability which is higher than the statewide average of 11%. Currently the closest access to an inclusive playground is more than sixty miles from Marshall. The lack of accessibility to play for children with disabilities has driven community members to be instrumental in moving this project forward. The presence of physical barriers can prevent children and caregivers from accessing all elements of a playground or responding when a child needs assistance.

How will your program address this community need? (25 to 200 words suggested)

An inclusive playground in the City of Marshall would provide the opportunity for all children to play regardless of ability. When children are playing, they can process language, symbolic thinking, social skills, and motor skills. Children who engage in free play are healthier and have higher self-esteem. These effects can be seen in all children, so it is important that play structures accommodate children of all abilities and developmental levels. For children with and without disabilities, the community playground can facilitate a positive environment for physical activity and inclusion. Today, lack of physical activity is considered one of the leading factors contributing to poor health among children. The neighborhood playground fulfills a critical role in community wellness, enabling children to play with friends and burn calories at the same time.

What are your goals and objectives for this program? (25 to 200 words suggested)

As part of the Marshall Health Impact Assessment in 2015, the City of Marshall in conjunction with local stakeholders have identified common goals of a healthier, more livable community that increases economic opportunity and social inclusion. A city's most vulnerable population cannot benefit from the same experiences as their peers when playgrounds are not inclusive. Connectedness promotes well-being and positive social behavior and decreases isolation and related mental health concerns. According to a study on physical and developmental disabilities, 53% of kids with disabilities spent less than two hours a week with their peers outside of class. Social isolation is linked to an increase in mental health concerns in people of all ages. In the 2019 Community Health Assessment, mental health was identified as the top concern for those living in Southwest Minnesota.

How would funding from United Way of Southwest Minnesota help you achieve your goals and objectives? Please include specifics about what funds will be used for. (25 to 300 words suggested)

By purchasing and installing playground equipment with an accessible surface for children who use wheelchairs and other mobility aids will have the ability to play alongside their peers. As part of this project, a fully poured rubber surface will provide accessibility to all facets of the playground. In the design, the playground will include ramps, swings, ground level structures, sensory stations and other equipment to meet the needs of visually, physically, and/or mentally challenged individuals. By adding an inclusive playground to the City of Marshall, we are not only meeting the needs of those which live in the community, but those living throughout Southwest Minnesota to develop motor and social skills.

How will you define and measure success? (25 to 300 words suggested)

With the addition of an inclusive playground, children will be able to utilize and play with others creating a true feeling of community. Not only will this playground be a draw for residents of Marshall, but also to the surrounding communities creating a regional destination. The impact goes beyond the number of people that use the equipment, by creating a place for all children to play together the City of Marshall will be taking a huge step in becoming a more inclusive and equitable community.

The success of our work will be defined by the installation of an inclusive playground that is welcoming for all. Children will be playing alongside one another and caregivers will have the ability to monitor their children at play while seeing their physical, social, and mental growth. The burden of travel and play with barriers will no longer be an issue.

The City of Marshall will continue to work with the community stakeholders to gather input in design, implementation, and evaluation. These stakeholders will be key in promoting the success of this community project.

The City of Marshall - Marshall Community Services will use the annual Healthy and Green Living Expo to educate and informally evaluate the success of the inclusive playground. Every five years Southwest Health and Human Services conducts the Community Health Assessment which is a community-driven process used to establish health priorities and identify strategies to improve health in a six county service area. By looking at the results from these formal and

surveys, the City of Marshall will be able to determine if the needs within the community have been identified and what future steps are needed to continue to meet the needs for all.

The installation of an inclusive playground will provide a level playing field for all children regardless of race, ability and income which will make this project a success.

Describe your program's relationship(s) with other organizations working with similar programs. Do you collaborate with them? If so, how? If not, why not?

The City of Marshall - Marshall Community Services in collaboration with Southwest Center for Independent Living, Statewide Health Improvement Partnership, Marshall Convention & Visitors Bureau, Healthy56258, Marshall GreenStep, Marshall Community Foundation, Marshall Rotary Clubs and local community members has identified the need for an inclusive playground. These community partners contribute expertise in what they provide and have a common goal of creating a healthier more livable community for all within Southwest Minnesota. The Marshall Rotary Clubs and Marshall Community Foundation have both partnered with the City of Marshall on past projects which have included playground equipment and parks improvement projects. These partners will also play a vital role in the evaluation of this project. Members from each organization have played a role in the research, design and planning of an inclusive playground that will meet the needs of children in our region regardless of ability. Each brings their own perspective to the project and has provided valuable input to achieve our common goal. All are different, but together they look at all aspects of quality of life. Throughout the planning process of the inclusive playground these community partners have been a key component in the planning process because of their personal investment in the needs of children.

Marshall Community Services has been influential in building key partnerships and relationships with these community organizations. Since 2018, Marshall Community Services has been an active participant in Community Leadership Team meetings facilitated by public health staff working under the Statewide Health Improvement Partnership. These meetings provide an opportunity for community collaboration and identification of community needs.

If this is an ongoing program, please provide an example of how this program is/has made a difference in a local client's life:

One community member that has been influential in identifying the need for an inclusive playground is Jose Laleman. Josie is a teacher at a local school and a mother of a child with disabilities. "Life with a medical issue is hard enough, having fun shouldn't be. By adding an accessible park to Marshall, we are giving area children with disabilities and their parents a place to experience joy without struggling. Our community needs to support everyone, not just some. A park like this shows that Marshall is serious about providing for people in their community." - Josie Laleman.

Have you received funding for this program from UWSWMN in the past two years? No

Indicate dollar amount awarded for 2019-20 Community Impact Grant:

Indicate dollar amount awarded for 2018-19 Community Impact Grant:

Indicate dollar amount awarded for a Small Grant after July 1, 2018:

Please indicate how your program/organization demonstrates your ongoing support of UWSWMN. Select all that apply.

Uploads

Upload your ORGANIZATION'S current IRS tax determination letter regarding your status as a 501(c)(3) organization, a public school or a unit of government:

Completed ST3 - City of Marshall.pdf

Upload your FISCAL SPONSOR'S current IRS tax determination letter regarding your status as a 501(c)(3) organization, a public school or a unit of government:

Upload a confirmation letter from your FISCAL SPONSOR stating they agree to serve as fiscal sponsor for this program from July 1, 2020 – June 30, 2021 and verifying that they understand their responsibilities when serving in this capacity:

Please upload your ORGANIZATION'S current board list, including terms and leadership positions:
city council.pdf

If you have an advisory committee for this PROGRAM, please upload your current committee list including terms and leadership positions:

Marshall Community Services Advisory Board.pdf

Upload your PROGRAM'S current fiscal year budget compared to year-to-date actual income and expense information. Be certain to indicate time frame covered.

RG REVENUE & EXPENSE REPORT - TO BUDGET.pdf

Upload your PROGRAM'S PROPOSED budget for the grant time frame of July 1, 2020 - June 30, 2021, including activities proposed in this application. Be certain to list other sources of funding for proposed program activities, noting whether approved, pending or declined.

Inclusive Playground Budget Proposal with other sources of funding.pdf

Please upload your ORGANIZATION'S most recent balance sheet, indicating effective date:

RG BALANCE SHEET.pdf

Please upload the first two pages of your ORGANIZATION'S most recently filed Federal Form 990 or equivalent:

Please upload your ORGANIZATION'S most recent audited or reviewed financial statements:

Please include anything additional that you feel is necessary to adequately review your request:

Statements and Verifications

Anti-Discrimination Statement: Yes

Anti-Terrorism Compliance: Yes

Funding Terms and Conditions:

Do you verify by your typed signature below that the staff and board of your organization have reviewed the criteria and procedures of the United Way of Southwest Minnesota community investment process and have familiarized yourselves with the various terms and conditions associated with being a community partner with United Way of Southwest Minnesota including the following use of fund guidelines? 1) Granted funds will only be used to serve individuals living within the UWSWMN service area; 2) Funded activities shall commence in a timely manner and expenditures shall cease within one year after the grant is awarded unless an extension is granted by the UWSWMN Board of Directors; 3) Funds not expended by the end of the grant period will be returned to UWSWMN; 4) Our organization will submit a final report as required by UWSWMN by the deadline; 5) Failure to adhere to the above and the terms of the Community Partner Agreement may result in removal from consideration of future grant opportunities.

Signature:

Title:

Date:

SAVE DRAFT < PREVIOUS SUBMIT



United Way of Southwest Minnesota

800 East Main St, PO Box 41

Marshall, MN 56258

507-929-2273

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GET TO KNOW US

- Service
- Area & Mission
- Board Of Directors
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- Public



OUR IMPACT

- Community Investments
- Community Initiatives
- Community Impact Grants
- Small Grants

CAMPAIGN & EVENTS

- Ambassador Resources
- School Resources
- United Acts Of Kindness
- United We Dine

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Provided by: OneEach Technologies

INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA

9160 SQ.FT.

PERIMETER

1145 FT.

STRUCTURE SIZE

110' 3" x 109' 3"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

- 6-23 MONTH OLDS
- 2-5 YEAR OLDS
- 5-12 YEAR OLDS
- 13 + YEAR OLDS



Registered
to ISO 9001

Registered
to ISO 14001

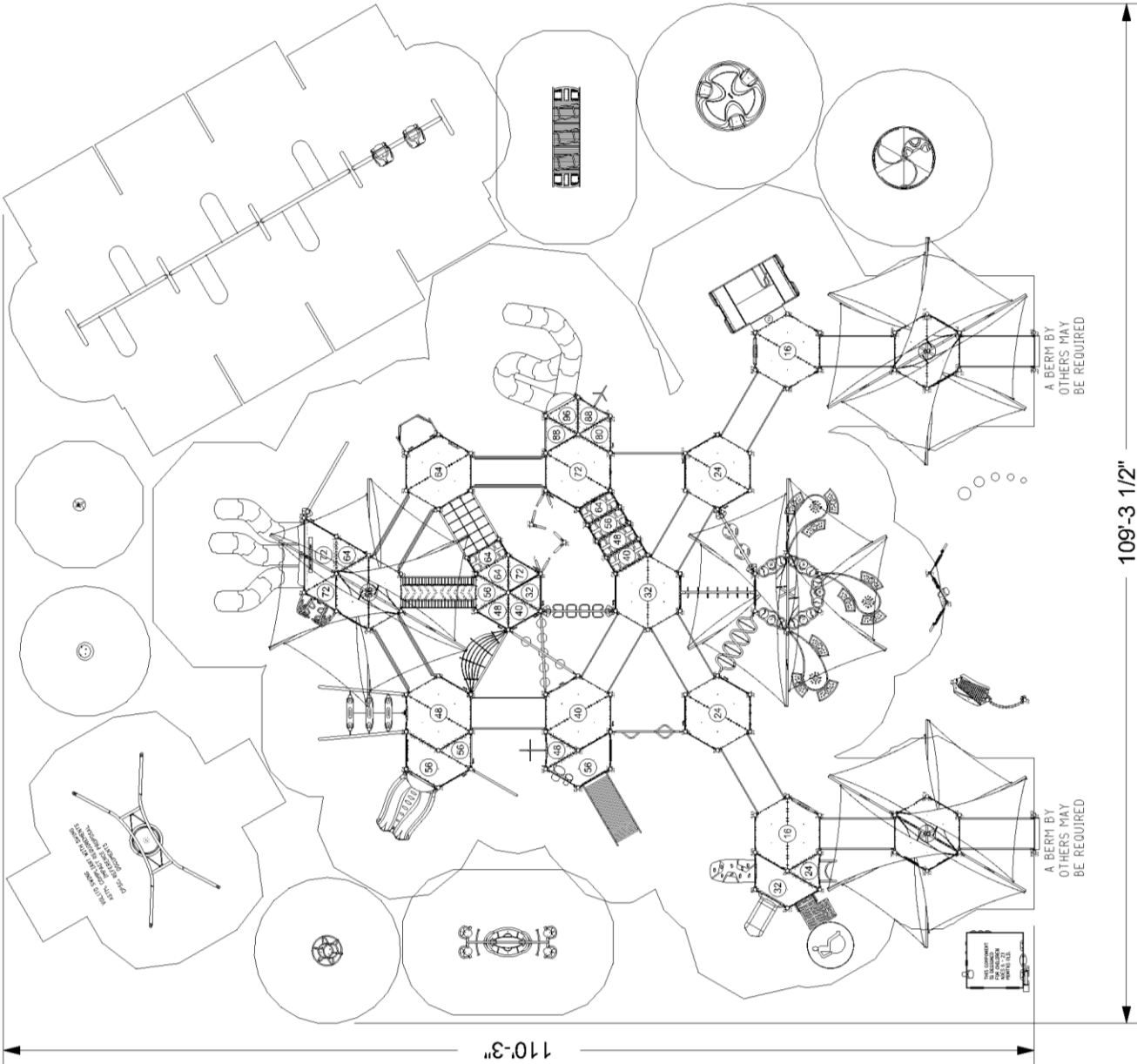


To verify product certification,
visit www.ipema.org

The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.



WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.
FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.
PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	90	RECD:	12
NUMBER OF ELEVATED PLAY EVENTS:	46	PROVIDED:	30
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	30	PROVIDED:	46
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	46	RECD:	11
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	46	RECD:	0
NUMBER OF GROUND LEVEL PLAY EVENTS:	44	PROVIDED:	44
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	18	PROVIDED:	18



October 17, 2019

SERIES: Basics, Intensity, Nucleus

Legion Field Inclusive Park

St. Croix Recreation Company, Inc.

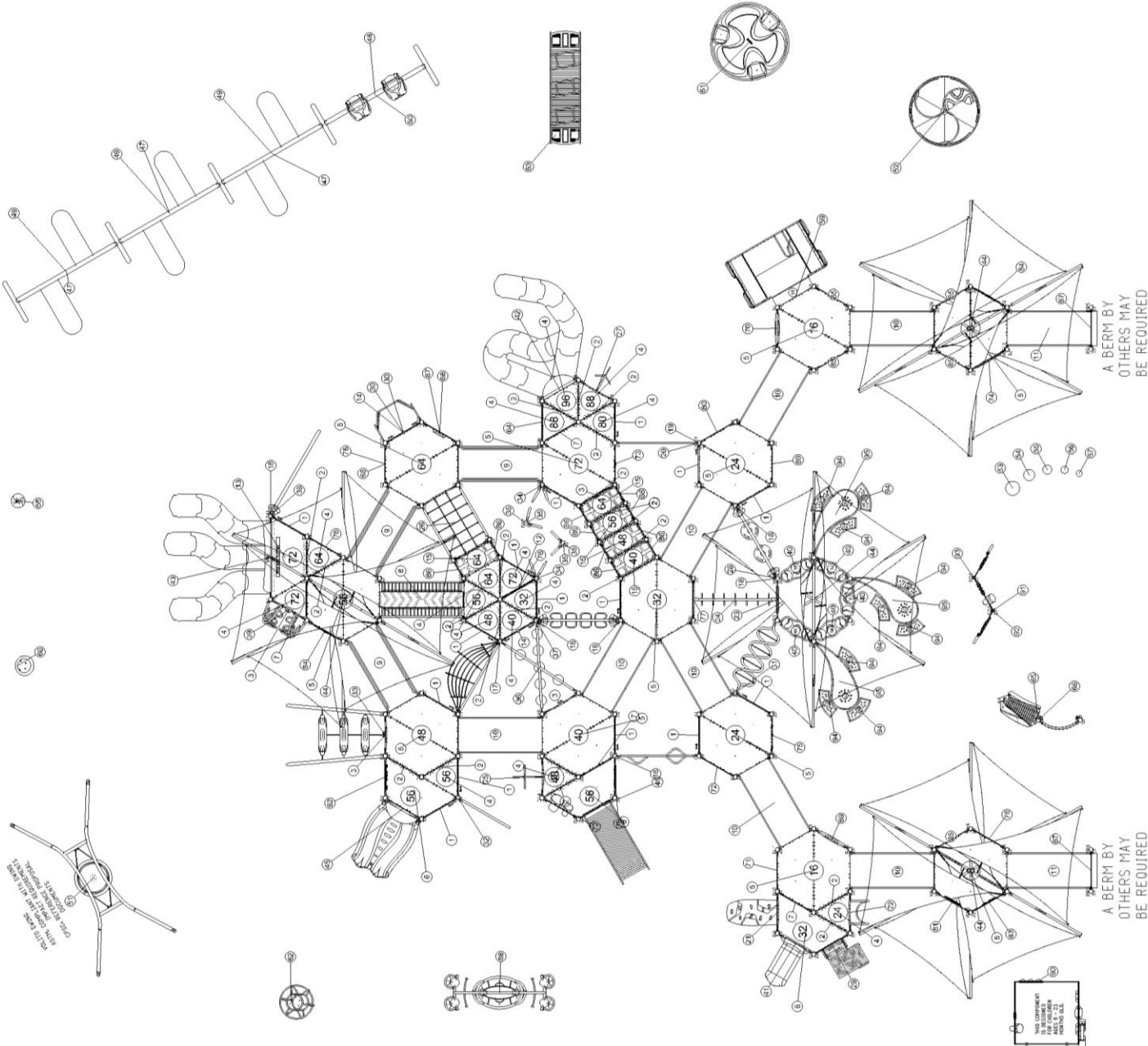
SITE PLAN

305 Legion Field Road

DRAWN BY: Kari Champeau

Marshall, MN 56258

ITEM	COMP.	DESCRIPTION
1	270-0001	OFFSET ENCLOSURE
2	270-0050	8" CLOSURE PLATE
3	270-0112	UNITARY ENCLOSURE
4	270-0129	TRIANGLE PLATFORM
5	270-0131	HEXAGONAL PLATFORM S5P
6	270-0132	HALF HEXAGON PLATFORM
7	270-0185	PLATFORM LADDER 16"
8	270-0219	ARCHED CATWALK BRIDGE 96"
9	270-0220	8" RISE RAMP W/ BARRIERS
10	270-0221	8" RISE RAMP W/ GUARDRAILS
11	270-0223	8" RISE ENTRANCE RAMP W/ GUARDRAILS
12	270-0233	40" PLATFORM TO PLATFORM B
13	270-0236	VIPER SLIDE HALF HEX PLATFORM
14	270-0266	CENTER MOUNT ENCLOSURE
15	270-0290	HALF PLATFORM
16	370-0004	POWER PIPES CLIMBER
17	370-0008	WILD WEB ROPE CLIMBER
18	370-0027	LAUNCH PAD
19	370-0033	ODYSSEY POST LINK DOUBLE
20	370-0034	ODYSSEY POST LINK SINGLE
21	370-0037	ASCEND ROCK CLIMBER, 32"-40"
22	370-0175	LOOP RUNG LADDER 24"
23	370-0247	END RUNGS
24	370-0412	LONG STR TRIANGLE OH, DK TO
25	370-0446	LINKING RING CLIMBER 32"-48"
26	370-0551	ARCHED ROPE CLIMBER
27	370-0556	ATOM CLIMBER 80"-96"
28	370-0711	POWERFUL PODS
29	370-0718	TRANSFER STATION, HANDRAIL
30	370-0763	ODYSSEY DECK LINK
31	370-0808	TWISTING TRAVERSE
32	370-0813	RIDGE POINT CLIMBER
33	370-0838	TRIGON ARCH CLIMBER
34	370-0852	VERTO CLIMBER 2
35	370-0854	VERTO CLIMBER 1
36	370-1593	PODSTEP LINK
37	370-1611	ROBUST ROCKER
38	370-1612	APEX ELLIPSE CLIMBER
39	370-1640	CONVERGE CLIMBER 72"
40	470-0101	DYNAMIC PAD
41	470-0514	ROCKN ROLL SLIDE, 24" - 32"
42	470-0574	VIPER II OVER UNDER 96"
43	470-0588	VIPER III SSS 64-72"
44	470-0678	ARA HEX SHADE CANOPY
45	470-0755	LUGE SLIDE, 48"-56"
46	470-0756	ROLLER SLIDE, 48"-56"
47	550-0112	BELT SEAT, 8" PAIR, STD CHAIN
48	550-0135	5" OD ARCH SWING
49	550-0136	5" OD ARCH SWING ADD-ON
50	550-0175	FREEDOM SWING SEAT, PAIR, 8"
51	550-0186	VOLUTO
52	560-0042	INCLUSIVE ORBIT
53	560-0055	PLAYENSEMBLE CIRQUE DRUM
54	560-0056	PLAYENSEMBLE CIRQUE DRUM
55	560-0057	PLAYENSEMBLE CIRQUE DRUM
56	560-0058	PLAYENSEMBLE CIRQUE DRUM
57	560-0059	PLAYENSEMBLE CIRQUE DRUM
58	560-0457	SWIFT TWIST SPINNER
59	560-0563	CRUISER WITH ADAPTER
60	560-2573	KID-FORCE SPINNER
61	560-2579	VOLTA INCLUSIVE SPINNER
62	560-2586	COMET I
63	560-2601	ROLLER TABLE
64	570-0394	PIPE WALL
65	570-0410	PLAYENSEMBLE TITAN CHIMES
66	570-0411	PLAYENSEMBLE SUPINE CHIMES
67	570-0584	CUSTOM ARCH SIGN
68	570-0696	CUSTOM PANEL, 57" BELOW PLAT
69	570-0797	CHARADE PANEL, ABOVE PLATF



October 17, 2019

SERIES: Basics, Intensity, Nucleus

Legion Field Inclusive Park

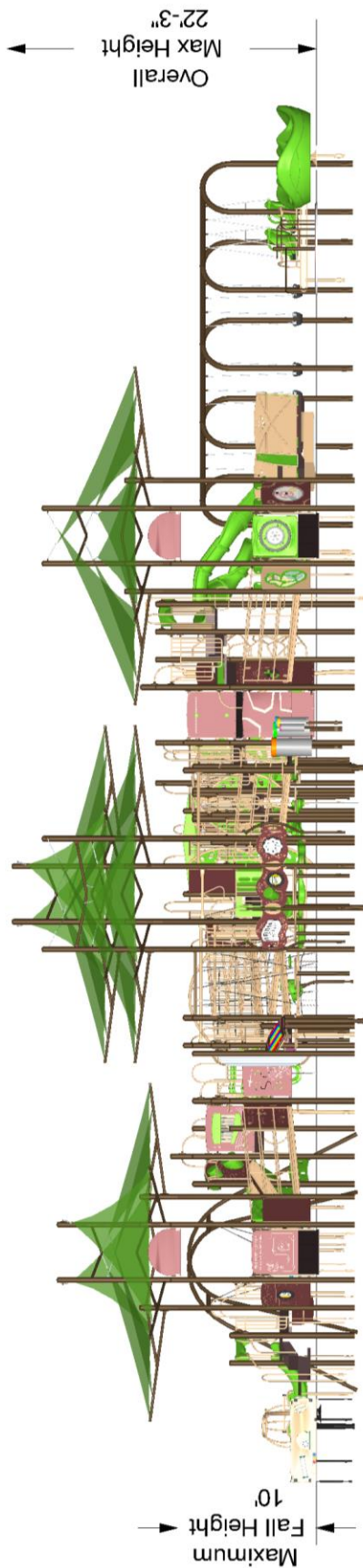
St. Croix Recreation Company, Inc.

COMPONENT PLAN

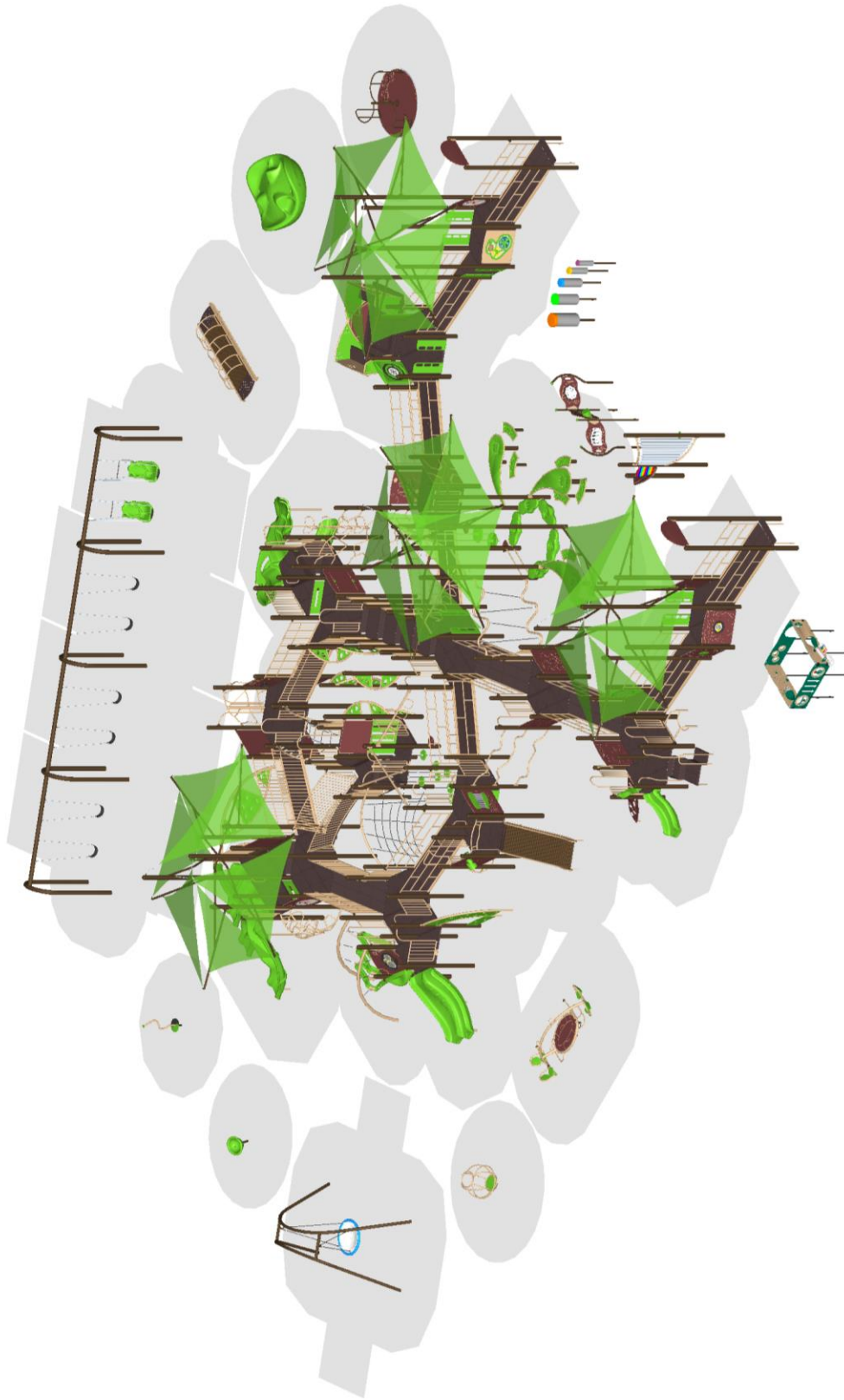
305 Legion Field Road

DRAWN BY: Kari Champeau

Marshall, MN 56258



The protective surfacing for this design must accommodate the critical fall height.



Burke

October 17, 2019

SERIES: Basics, Intensity, Nucleus

Legion Field Inclusive Park

St. Croix Recreation Company, Inc.

ISOMETRIC PLAN

305 Legion Field Road

DRAWN BY: Kari Champeau

Marshall, MN 56258

100-122686-1
Page 89

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that City of Marshall act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on 27th Day of March, 2020 and that Preston Stensrud is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Marshall.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the state related to the application or a grant award.

BE IT FURTHER RESOLVED that City of Marshall has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Marshall has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Marshall has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, City of Marshall may enter into an agreement with the State of Minnesota for the above-referenced project, and that City of Marshall certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that MAYOR ROBERT BYRNES is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City of Marshall City Council on the 24th Day of March, 2020.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval Declaration of Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds
Background Information:	<p>On Tuesday, November 26, 2019, the City Council approved the purchase of the Self-Contained Breathing Apparatus (SCBA's) from ALEX Air Apparatus for \$214,637.</p> <p>Based on the 2020 Capital Improvement Budget – the equipment is planned to be purchased using bond proceeds of the future 2020B Bond Issuance. Since the purchase of the equipment will be made prior to bond proceeds being received, the City needs to declare the intent to reimburse using tax-exempt bonds.</p> <p>Approval of the 2020B Bonds will be done in the next few months.</p>
Fiscal Impact:	214,637
Alternative/ Variations:	
Recommendations:	Approve Declaration of Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds

RESOLUTION NUMBER _____, SECOND SERIES

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

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

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

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

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

Self-Contained Breathing Apparatuses – A self-contained breathing apparatus (SCBA) is a device worn by rescue workers or firefighters that provides breathable air in an immediately dangerous to life or health atmosphere. A SCBA has four main components: a high-pressure tank, a pressure regulator, and inhalation connection (mask) and a personal alert safety system device.

The principal amount of debt expected to be issued for the project referred to above will not exceed \$214,637.

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

Capital Improvements Projects Fund

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

Passed and adopted by the City Council this 24th day of March 2020.

ATTEST:

City Clerk

Mayor

This Instrument Drafted By: Annette Storm; Director of Administrative Services



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval Declaration of Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds
Background Information:	<p>On Tuesday, March 10, 2020, the City Council awarded a bid for construction of a new restroom facility (the project) at Freedom Park to Sussner Construction and demolition of existing facility to D&G Excavating in the amount of 126,900.</p> <p>Based on the 2020 Capital Improvement Budget – the project is planned to be purchased using bond proceeds of the future 2020B Bond Issuance. Since the demolition and start of the construction will be started prior to bond proceeds being received, the City needs to declare the intent to reimburse those expenditures using tax-exempt bonds.</p> <p>Approval of the 2020B Bonds will be done in the next few months.</p>
Fiscal Impact:	126,900
Alternative/ Variations:	
Recommendations:	Approve Declaration of Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds

RESOLUTION NUMBER _____, SECOND SERIES

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

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

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

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

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

New Restroom Facility at Freedom Park – A new restroom facility includes demolition of the current facility, new restroom facility with ADA compliance and a small attached storage area for volleyball equipment and other miscellaneous equipment.

The principal amount of debt expected to be issued for the project referred to above will not exceed \$126,900.

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

Capital Improvements Projects Fund

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

Passed and adopted by the City Council this 24th day of March 2020.

ATTEST:

City Clerk

Mayor

This Instrument Drafted By: Annette Storm; Director of Administrative Services

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of a Temporary 3.2 Percent Malt Liquor Licenses for the Marshall Baseball Association.
Background Information:	The Marshall Baseball Association has applied for a Temporary 3.2 Percent Malt Liquor License at Legion Field from May 15, 2019 to August 31, 2019.
Fiscal Impact:	The fee for these licenses is \$50.00 per month. The application for Legion Field is for four (4) months.
Alternative/ Variations:	None Recommended
Recommendations:	That the Council approve a Temporary 3.2 Percent Malt Liquor License for the Marshall Baseball Association to use at Legion Field from April 1, 2020 to July 31, 2020 at a fee of \$200.00.

TEMPORARY 3.2 PERCENT MALT LIQUOR APPLICATION
City of Marshall ~ 344 West Main Street ~ Marshall MN 56258
Phone (507) 537-6775 ~ Fax (507) 537-6830

LICENSE PERIOD FROM 4-1-2020 TO July 31 2020

TO COMPLY WITH THE CITY CODE OF THE CITY OF MARSHALL, MINNESOTA, REGULATING 3.2 PERCENT MALT LIQUOR LICENSE

Name of Applicant: Russell David Snow
(First) (Middle) (Last)

Date of Birth: 4-25-1953 US Citizen Yes No

Home Address: 508 Bladholm Av
(Street)

Marshall MN 56258
(City) (State) (Zip Code)

Phone Number: (507) 537-1788 (Home) (507) 929-2606 (Work)

Name of Club or Organization: Marshall Business Assn
(Name)

Address: 508 Bladholm Av
(Street)

Marshall MN 56258
(City) (State) (Zip Code)

Phone Number: (507) 537-1788 (H) 507-828-4647 (C)

LOCATION WHERE LICENSE WILL BE USED:

Legion Field - Marshall MN

Russell Snow
Signature of Applicant

3-5-2020
Date

TEMPORARY LICENSE FEE:

\$30 per day up to 3 days

or

\$50.00 per month up to 6 month



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Resolution Calling Public Hearings on Street Reconstruction Plan, Tax Abatements, and Issuance of Bonds
Background Information:	<p>Calling for these public hearings begins the bonding process for 2020 budgeted projects and equipment. The public hearing will be for the street reconstructions, S 1st Street and S 4th Street, and the abatement bond will be for the Freedom Park Restroom Replacement.</p> <p>The next step in the bonding process will be to have the public hearings on the reference projects above to give the City the authority to finance the projects on April 14, 2020.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve Resolution Calling Public Hearings on Street Reconstruction Plan, Tax Abatements, and Issuance of Bonds

CITY OF MARSHALL, MINNESOTA

**RESOLUTION NO. _____
SECOND SERIES**

**RESOLUTION CALLING PUBLIC HEARINGS ON STREET
RECONSTRUCTION PLAN, TAX ABATEMENTS AND
ISSUANCE OF BONDS**

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

Section 1. Background.

1.01. The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b (the “Street Reconstruction Act”), to prepare a plan for reconstruction of streets in the City over the next five years, which includes a description of the affected streets and estimated costs (the “Street Reconstruction Plan”), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Street Reconstruction Plan, including the South 4th Street Reconstruction Project and South 1st Street Reconstruction Project (the “Street Reconstruction Bonds”).

1.02. Pursuant to the Street Reconstruction Act, before adopting a Street Reconstruction Plan or issuing Street Reconstruction Bonds, the City Council is required to hold a public hearing regarding the Street Reconstruction Plan and issuance of the Street Reconstruction Bonds.

1.03. Under the proposed Street Reconstruction Plan, the City will issue Street Reconstruction Bonds to finance a portion of the costs described in the Street Reconstruction Plan.

1.04. The City is authorized by Minnesota Statutes, Sections 469.1812 through 469.1815 (the “Abatement Act”) to grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries (the “Abatement”) and to issue general obligation bonds to finance public improvements (the “Abatement Bonds”).

1.05. Pursuant to the Abatement Act, before approving a property tax abatement, the City Council is required to hold a public hearing regarding the Abatement.

1.06. The City proposes to issue Abatement Bonds to finance public improvements, including improvements to a restroom at Freedom Park in the City.

Section 2. Hearings Scheduled.

2.01. The City Council will hold a public hearing regarding the approval of the Street Reconstruction Plan and issuance of the Street Reconstruction Bonds on Tuesday, April 14, 2020, at approximately 5:30 PM in the Professional Development Room of the Marshall Middle School. The City Clerk is authorized and directed to publish a notice substantially in the form attached hereto as EXHIBIT A, to be published in the official newspaper of the City at least 10 days but not more than 28 days before the date of the hearing.

2.03. The City Council will hold a public hearing regarding the approval of the Abatement on Tuesday, April 14, 2020 at approximately 5:30 PM in the Professional Development Room of the Marshall Middle School or at the MERIT Center. The City Clerk is authorized and directed to publish a notice substantially the form attached as EXHIBIT B, to be published in a newspaper of general circulation in the City more than 10 days but less than 30 days before the date of the hearing.

2.04. City staff and consultants are authorized to take all other actions needed to the Street Reconstruction Plan and the proposed Abatement and issuance of the Street Reconstruction Bonds and Abatement Bonds before the City Council.

Approved this March 24, 2020 by the City Council of the City of Marshall, Minnesota.

CITY OF MARSHALL, MINNESOTA

Mayor

Attest:

City Clerk

EXHIBIT A

NOTICE OF PUBLIC HEARING

**CITY OF MARSHALL, MINNESOTA
NOTICE OF PUBLIC HEARING
REGARDING THE ADOPTION OF A FIVE-YEAR STREET RECONSTRUCTION PLAN AND THE
ISSUANCE OF GENERAL OBLIGATION BONDS THEREUNDER**

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall, Minnesota (the “City”), will meet on Tuesday, April 14, 2020 at approximately 5:30 PM [in the Professional Development Room of the Marshall Middle School, 401 S. Saratoga St., Marshall, Minnesota] [at the MERIT Center located at 1001 West Erie Road in Marshall, Minnesota], to hold a public hearing concerning: (1) the adoption of a five-year street reconstruction plan (the “Plan”); and (2) the proposed issuance of general obligation bonds (the “Bonds”) to finance certain street reconstruction projects described in the Plan, all pursuant to Minnesota Statutes, Section 475.58, subdivision 3b. The maximum principal amount of the Bonds to be issued under the Plan is \$1,400,000. A draft copy of the Plan is on file with the City Clerk and is available for public inspection at City Hall during regular business hours.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Clerk before the hearing.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent (5%) of the votes cast in the City in the last general election, is filed with the City Clerk within 30 days after the public hearing (i.e., by May 14, 2020), the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

PLEASE NOTE, due to COVID-19, the public hearing will be conducted via telephone or other electronic means as allowed under Minnesota Statutes, Section 13D.021. Please refer to the City of Marshall’s website at or call City Hall at 507-537-6760 to learn how to attend the public hearing via telephone or electronically.

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

EXHIBIT B

NOTICE OF PUBLIC HEARING

**CITY OF MARSHALL, MINNESOTA
NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall, Minnesota (the “City”), will meet on Tuesday, April 14, 2020 at approximately 5:30 PM [in the Professional Development Room of the Marshall Middle School, 401 S. Saratoga St., Marshall, Minnesota] [at the MERIT Center located at 1001 West Erie Road in Marshall, Minnesota], to hold a public hearing on the proposal that the City abate property taxes levied by the City on the property identified as tax parcel numbers (collectively, the “Property”):

[insert PID nos.]

The total amount of the taxes proposed to be abated by the City on the Property is estimated to be not more than \$130,000. The City Council will consider the property tax abatement in connection with financing certain public improvements, including improvements to a restroom at Freedom Park in the City.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Clerk before the hearing.

PLEASE NOTE, due to COVID-19, the public hearing will be conducted via telephone or other electronic means as allowed under Minnesota Statutes, Section 13D.021. Please refer to the City of Marshall’s website at or call City Hall at 507-537-6760 to learn how to attend the public hearing via telephone or electronically.

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Glenn Olson at 537-6773 or Finance Director Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	That the following bills and project payments be authorized for payment

PACKET: 07289 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0560	AFSCME COUNCIL 65					
		I-83 202002054320	101-21265	UNION DUES UNION DUES AFSCM	003882	401.80
		I-83 202002194373	101-21265	UNION DUES UNION DUES AFSCM	003882	404.54
		I-85 202002054320	101-21265	UNION DUES UNION DUES AFSCM	003882	26.99
		I-85 202002194373	101-21265	UNION DUES UNION DUES AFSCM	003882	26.99
01-1571	MADISON NATIONAL LIFE I					
		I-202003124453	101-21249	COMBINED INSU Housing	003896	16.69
01-1923	NCPERS MN GROUP LIFE IN					
		I-42 202002194373	101-21256	LIFE INSURANC NCPERS MINNESOTA - 614000	003903	320.00
01-5688	MINNESOTA LIFE					
		I-202003124451	101-21249	COMBINED INSU Feb - Retirees	003920	194.83
		I-202003124451	101-21249	COMBINED INSU Feb - Housing	003920	78.69
		I-44 202002054320	101-21271	Voluntary Lif VOLUNTARY SUPPLEMENTAL LIFE	003920	328.99
		I-44 202002194373	101-21271	Voluntary Lif VOLUNTARY SUPPLEMENTAL LIFE	003920	407.62
01-6440	MN PEIP-C/O MMB FISCAL					
		I-202002204387	101-21249	COMBINED INSU retirees	003925	5,586.18
		I-202002204387	101-21249	COMBINED INSU housing	003925	6,020.90
		I-202002204387	101-21249	COMBINED INSU rounding adjustment	003925	0.64-
		I-FH3202002054320	101-21231	HSA / VEBA (E FAMILY HSA 3000	003925	5,555.75
		I-FH3202002194373	101-21231	HSA / VEBA (E FAMILY HSA 3000	003925	5,541.74
		I-FV3202002054320	101-21231	HSA / VEBA (E FAMILY VEBA 3000	003925	974.21
		I-FV3202002194373	101-21231	HSA / VEBA (E FAMILY VEBA 3000	003925	996.66
		I-SH3202002054320	101-21231	HSA / VEBA (E SINGLE HSA 3000	003925	570.05
		I-SH3202002194373	101-21231	HSA / VEBA (E SINGLE HSA 3000	003925	589.95
		I-SV3202002054320	101-21231	HSA / VEBA (E SINGLE VEBA 3000	003925	346.42
		I-SV3202002194373	101-21231	HSA / VEBA (E SINGLE VEBA 3000	003925	346.42

DEPARTMENT NON-DEPARTMENTAL TOTAL: 28,734.78

01-0658	AP DESIGN					
		I-72578	101-40141-2211	GENERAL SUPPL DESK WEDGE	003883	43.90
					DEPARTMENT 0141 MAYOR & COUNCIL	TOTAL: 43.90

01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-50151-1133	LIFE INSURANC LONG TERM DISABILITY	003896	127.40
		I-24 202002054320	101-50151-1133	LIFE INSURANC LONG TERM DISABILITY	003896	3.62
	PROJ: PG1-1133	BLR GANG/DRUG TF-GANG		LIFE INSURANCE		
		I-24 202002194373	101-50151-1133	LIFE INSURANC LONG TERM DISABILITY	003896	100.82
		I-24 202002194373	101-50151-1133	LIFE INSURANC LONG TERM DISABILITY	003896	4.20
	PROJ: PG1-1133	BLR GANG/DRUG TF-GANG		LIFE INSURANCE		

01-3653 LANGUAGE LINE SERVICES

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0151 POLICE ADMINISTRATION
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-3653	LANGUAGE LINE SERVICES		continued			
		I-4772201	101-50151-3311	GENERAL PROFE 02/20 SVC	003912	37.24
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-50151-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	28.80
		I-23F202002194373	101-50151-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	28.79
		I-23S202002054320	101-50151-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	3.39
		I-23S202002054320	101-50151-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.51
	PROJ: PG1-1133		BLR GANG/DRUG TF-GANG	LIFE INSURANCE		
		I-23S202002194373	101-50151-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	3.31
		I-23S202002194373	101-50151-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.59
	PROJ: PG1-1133		BLR GANG/DRUG TF-GANG	LIFE INSURANCE		
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-50151-1131	HEALTH INSURA FAMILY HSA 3000	003925	11,382.60
		I-FH3202002194373	101-50151-1131	HEALTH INSURA FAMILY HSA 3000	003925	11,382.60
		I-FV3202002054320	101-50151-1131	HEALTH INSURA FAMILY VEBA 3000	003925	654.68
		I-FV3202002194373	101-50151-1131	HEALTH INSURA FAMILY VEBA 3000	003925	654.68
		I-SH3202002054320	101-50151-1131	HEALTH INSURA SINGLE HSA 3000	003925	1,237.44
		I-SH3202002054320	101-50151-1131	HEALTH INSURA SINGLE HSA 3000	003925	227.91
	PROJ: PG1-1131		BLR GANG/DRUG TF-GANG	HEALTH INSURANCE		
		I-SH3202002194373	101-50151-1131	HEALTH INSURA SINGLE HSA 3000	003925	1,201.51
		I-SH3202002194373	101-50151-1131	HEALTH INSURA SINGLE HSA 3000	003925	263.84
	PROJ: PG1-1131		BLR GANG/DRUG TF-GANG	HEALTH INSURANCE		
		I-SV3202002054320	101-50151-1131	HEALTH INSURA SINGLE VEBA 3000	003925	469.05
		I-SV3202002194373	101-50151-1131	HEALTH INSURA SINGLE VEBA 3000	003925	469.23
DEPARTMENT 0151 POLICE ADMINISTRATION					TOTAL:	28,282.21
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	29.66
		I-24 202002054320	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.71
	PROJ: E03-1133		SNOW REMOVAL AIRPORT	LIFE INSURANCE		
		I-24 202002054320	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.09
	PROJ: Z52-1133		WCA BUS SHELTER PROJECT	LIFE INSURANCE		
		I-24 202002054320	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	6.33
	PROJ: Z75-1133		S 4TH ST. RECON	LIFE INSURANCE		
		I-24 202002194373	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	28.01
		I-24 202002194373	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	1.48
	PROJ: E03-1133		SNOW REMOVAL AIRPORT	LIFE INSURANCE		
		I-24 202002194373	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.18
	PROJ: Z52-1133		WCA BUS SHELTER PROJECT	LIFE INSURANCE		
		I-24 202002194373	101-60162-1133	LIFE INSURANC LONG TERM DISABILITY	003896	7.18
	PROJ: Z75-1133		S 4TH ST. RECON	LIFE INSURANCE		
01-4753	ENTERPRISE LEASING CO					
		I-23765176	101-60162-3331	TRAVEL, CONFE 8CKX13,J LEE 01/27-01/30/20	003916	141.00
		I-23810113	101-60162-3331	TRAVEL, CONFE 8CYQWW, G OLSON,01/28-02/01/20	003916	188.00

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0162 ENGINEERING
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-4753	ENTERPRISE LEASING CO		continued			
		I-24005521	101-60162-3331	TRAVEL, CONFE 8MBD29, G OLSON, 02/20-02/21/2	003916	49.44
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	5.11
		I-23F202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.21
PROJ: E03-1133		SNOW REMOVAL AIRPORT		LIFE INSURANCE		
		I-23F202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.02
PROJ: Z52-1133		WCA BUS SHELTER PROJECT		LIFE INSURANCE		
		I-23F202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.52
PROJ: Z75-1133		S 4TH ST. RECON		LIFE INSURANCE		
		I-23F202002194373	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	5.64
		I-23F202002194373	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.43
PROJ: E03-1133		SNOW REMOVAL AIRPORT		LIFE INSURANCE		
		I-23F202002194373	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.04
PROJ: Z52-1133		WCA BUS SHELTER PROJECT		LIFE INSURANCE		
		I-23F202002194373	101-60162-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.94
PROJ: Z75-1133		S 4TH ST. RECON		LIFE INSURANCE		
		I-23R202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE-OVER 65	003920	1.31
		I-23R202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE-OVER 65	003920	0.10
PROJ: Z75-1133		S 4TH ST. RECON		LIFE INSURANCE		
		I-23R202002194373	101-60162-1133	LIFE INSURANC LIFE INSURANCE-OVER 65	003920	1.41
		I-23S202002054320	101-60162-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.60
		I-23S202002194373	101-60162-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.41
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-60162-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,213.05
		I-FH3202002054320	101-60162-1131	HEALTH INSURA FAMILY HSA 3000	003925	103.79
PROJ: E03-1131		SNOW REMOVAL AIRPORT		HEALTH INSURANCE		
		I-FH3202002054320	101-60162-1131	HEALTH INSURA FAMILY HSA 3000	003925	37.94
PROJ: Z75-1131		S 4TH ST. RECON		HEALTH INSURANCE		
		I-FH3202002194373	101-60162-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,199.68
		I-FH3202002194373	101-60162-1131	HEALTH INSURA FAMILY HSA 3000	003925	213.24
PROJ: E03-1131		SNOW REMOVAL AIRPORT		HEALTH INSURANCE		
		I-FH3202002194373	101-60162-1131	HEALTH INSURA FAMILY HSA 3000	003925	37.94
PROJ: Z75-1131		S 4TH ST. RECON		HEALTH INSURANCE		
		I-FV3202002054320	101-60162-1131	HEALTH INSURA FAMILY VEBA 3000	003925	606.27
		I-FV3202002054320	101-60162-1131	HEALTH INSURA FAMILY VEBA 3000	003925	48.41
PROJ: Z75-1131		S 4TH ST. RECON		HEALTH INSURANCE		
		I-FV3202002194373	101-60162-1131	HEALTH INSURA FAMILY VEBA 3000	003925	654.68
		I-SH3202002054320	101-60162-1131	HEALTH INSURA SINGLE HSA 3000	003925	299.87
		I-SH3202002054320	101-60162-1131	HEALTH INSURA SINGLE HSA 3000	003925	3.66
PROJ: Z52-1131		WCA BUS SHELTER PROJECT		HEALTH INSURANCE		
		I-SH3202002054320	101-60162-1131	HEALTH INSURA SINGLE HSA 3000	003925	69.60
PROJ: Z75-1131		S 4TH ST. RECON		HEALTH INSURANCE		
		I-SH3202002194373	101-60162-1131	HEALTH INSURA SINGLE HSA 3000	003925	393.58
		I-SH3202002194373	101-60162-1131	HEALTH INSURA SINGLE HSA 3000	003925	7.33
PROJ: Z52-1131		WCA BUS SHELTER PROJECT		HEALTH INSURANCE		
		I-SH3202002194373	101-60162-1131	HEALTH INSURA SINGLE HSA 3000	003925	76.93
PROJ: Z75-1131		S 4TH ST. RECON		HEALTH INSURANCE		

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6440	MN PEIP-C/O	MMB FISCAL	continued			
		I-SV3202002054320	101-60162-1131	HEALTH INSURA SINGLE VEBA 3000	003925	90.41
		I-SV3202002054320	101-60162-1131	HEALTH INSURA SINGLE VEBA 3000	003925	202.66
	PROJ: Z75-1131	S 4TH ST. RECON		HEALTH INSURANCE		
		I-SV3202002194373	101-60162-1131	HEALTH INSURA SINGLE VEBA 3000	003925	14.84
		I-SV3202002194373	101-60162-1131	HEALTH INSURA SINGLE VEBA 3000	003925	278.23
	PROJ: Z75-1131	S 4TH ST. RECON		HEALTH INSURANCE		
					DEPARTMENT 0162 ENGINEERING	TOTAL: 8,022.93
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-60164-1133	LIFE INSURANC LONG TERM DISABILITY	003896	24.17
		I-24 202002194373	101-60164-1133	LIFE INSURANC LONG TERM DISABILITY	003896	15.79
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-60164-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	6.83
		I-23F202002194373	101-60164-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	5.64
01-5891	ONE OFFICE SOLUTION					
		I-1987813-0	101-60164-2211	GENERAL SUPPL CHAIRMAT	003922	55.31
01-6440	MN PEIP-C/O	MMB FISCAL				
		I-FH3202002054320	101-60164-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,122.56
		I-FH3202002194373	101-60164-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,017.64
		I-FV3202002054320	101-60164-1131	HEALTH INSURA FAMILY VEBA 3000	003925	654.68
		I-FV3202002194373	101-60164-1131	HEALTH INSURA FAMILY VEBA 3000	003925	654.68
		I-SH3202002054320	101-60164-1131	HEALTH INSURA SINGLE HSA 3000	003925	189.33
					DEPARTMENT 0164 COMMUNITY PLANNING	TOTAL: 5,746.63
01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	101-70176-3384	REFUSE DISPOS 02/20 SVC	003907	0.00
					DEPARTMENT 0176 AQUATIC CENTER	TOTAL: 0.00
01-0836	CHARTER COMMUNICATIONS					
		I-0000810030120	101-60211-3321	TELEPHONE & C 03/01-03/31/20	003887	98.71
01-1090	FASTENAL COMPANY					
		I-101610	101-60211-2215	SAFETY WEAR & SAFETY GLASSES	003888	33.87
01-1502	LITTLE FALLS MACHINE IN					
		I-358190	101-60211-2221	EQUIPMENT REP #1 SNOWPLOW	003894	1,197.28
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	9.54

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0211 STREET ADMINISTRATION
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1571	MADISON NATIONAL LIFE I			continued		
		I-24 202002054320	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	26.42
PROJ: S01-1133			SNOW REMOVAL - STREET DEP	LIFE INSURANCE		
		I-24 202002054320	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	5.35
PROJ: S02-1133			EQUIPMENT REPAIR & MAINTENANCE	LIFE INSURANCE		
		I-24 202002054320	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.54
PROJ: S03-1133			STREET REPAIR & MAINTENANCE	LIFE INSURANCE		
		I-24 202002054320	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.18
PROJ: S05-1133			STREET SIGNING & TRAFFIC	LIFE INSURANCE		
		I-24 202002194373	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.36
		I-24 202002194373	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.07
PROJ: MER-1133			MERIT CENTER	LIFE INSURANCE		
		I-24 202002194373	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	23.53
PROJ: S01-1133			SNOW REMOVAL - STREET DEP	LIFE INSURANCE		
		I-24 202002194373	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	5.83
PROJ: S02-1133			EQUIPMENT REPAIR & MAINTENANCE	LIFE INSURANCE		
		I-24 202002194373	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	5.36
PROJ: S03-1133			STREET REPAIR & MAINTENANCE	LIFE INSURANCE		
		I-24 202002194373	101-60211-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.18
PROJ: S05-1133			STREET SIGNING & TRAFFIC	LIFE INSURANCE		
01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	101-60211-3384	REFUSE DISPOS 02/20 SVC	003907	145.22
		I-202003104442	101-60211-3384	REFUSE DISPOS 02/20 SVC	003907	46.74
01-2428	TITAN MACHINERY					
		I-13670578GP	101-60211-2221	EQUIPMENT REP OSHKOSH PLOW/PLOW EDGES	003908	1,445.99
01-3564	KESTELOOT ENTERPRISES,					
		I-IN38973	101-60211-2221	EQUIPMENT REP KUBOTA BROOM	003911	521.26
01-3845	DAKOTA FLUID POWER INC.					
		I-6757117	101-60211-2221	EQUIPMENT REP LERENZ SNOBLOWER CHUTE	003913	109.78
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	2.63
		I-23F202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	7.90
PROJ: S01-1133			SNOW REMOVAL - STREET DEP	LIFE INSURANCE		
		I-23F202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.66
PROJ: S02-1133			EQUIPMENT REPAIR & MAINTENANCE	LIFE INSURANCE		
		I-23F202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.15
PROJ: S03-1133			STREET REPAIR & MAINTENANCE	LIFE INSURANCE		
		I-23F202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.04
PROJ: S05-1133			STREET SIGNING & TRAFFIC	LIFE INSURANCE		
		I-23F202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.48
		I-23F202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.02
PROJ: MER-1133			MERIT CENTER	LIFE INSURANCE		
		I-23F202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	8.52
PROJ: S01-1133			SNOW REMOVAL - STREET DEP	LIFE INSURANCE		

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0211 STREET ADMINISTRATION
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-5688	MINNESOTA LIFE		continued			
		I-23F202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.81
PROJ: S02-1133		EQUIPMENT REPAIR & MAINTENANCE		LIFE INSURANCE		
		I-23F202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.78
PROJ: S03-1133		STREET REPAIR & MAINTENANCE		LIFE INSURANCE		
		I-23F202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.04
PROJ: S05-1133		STREET SIGNING & TRAFFIC		LIFE INSURANCE		
		I-23S202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.13
		I-23S202002054320	101-60211-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.66
PROJ: S01-1133		SNOW REMOVAL - STREET DEPARTMENT		LIFE INSURANCE		
		I-23S202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.08-
		I-23S202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.83
PROJ: S01-1133		SNOW REMOVAL - STREET DEPARTMENT		LIFE INSURANCE		
		I-23S202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.02
PROJ: S02-1133		EQUIPMENT REPAIR & MAINTENANCE		LIFE INSURANCE		
		I-23S202002194373	101-60211-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.12
PROJ: S03-1133		STREET REPAIR & MAINTENANCE		LIFE INSURANCE		
01-6128	ACTION CO LLC					
		I-516	101-60211-3311	GENERAL PROFE 02/09/20 SNOW HAULING	003923	1,903.00
		I-553	101-60211-3311	GENERAL PROFE 02/09-02/10 SNOW HAULING	003923	1,155.00
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	922.58
		I-FH3202002054320	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,052.84
PROJ: S01-1131		SNOW REMOVAL - STREET DEPARTMENT		HEALTH INSURANCE		
		I-FH3202002054320	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	746.82
PROJ: S02-1131		EQUIPMENT REPAIR & MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002054320	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	74.35
PROJ: S03-1131		STREET REPAIR & MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002054320	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	18.97
PROJ: S05-1131		STREET SIGNING & TRAFFIC		HEALTH INSURANCE		
		I-FH3202002194373	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	284.56
		I-FH3202002194373	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,092.21
PROJ: S01-1131		SNOW REMOVAL - STREET DEPARTMENT		HEALTH INSURANCE		
		I-FH3202002194373	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	749.45
PROJ: S02-1131		EQUIPMENT REPAIR & MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	334.21
PROJ: S03-1131		STREET REPAIR & MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-60211-1131	HEALTH INSURA FAMILY HSA 3000	003925	18.97
PROJ: S05-1131		STREET SIGNING & TRAFFIC		HEALTH INSURANCE		
		I-FV3202002054320	101-60211-1131	HEALTH INSURA FAMILY VEBA 3000	003925	199.19
		I-FV3202002054320	101-60211-1131	HEALTH INSURA FAMILY VEBA 3000	003925	559.65
PROJ: S01-1131		SNOW REMOVAL - STREET DEPARTMENT		HEALTH INSURANCE		
		I-FV3202002194373	101-60211-1131	HEALTH INSURA FAMILY VEBA 3000	003925	7.62-
		I-FV3202002194373	101-60211-1131	HEALTH INSURA FAMILY VEBA 3000	003925	11.44
PROJ: MER-1131		MERIT CENTER		HEALTH INSURANCE		
		I-FV3202002194373	101-60211-1131	HEALTH INSURA FAMILY VEBA 3000	003925	639.69
PROJ: S01-1131		SNOW REMOVAL - STREET DEPARTMENT		HEALTH INSURANCE		

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0211 STREET ADMINISTRATION
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6440	MN PEIP-C/O	MMB FISCAL	continued			
		I-FV3202002194373	101-60211-1131	HEALTH INSURA FAMILY VEBA 3000	003925	244.05
PROJ: S03-1131			STREET REPAIR & MAINTENAN	HEALTH INSURANCE		
		I-SH3202002054320	101-60211-1131	HEALTH INSURA SINGLE HSA 3000	003925	83.98
		I-SH3202002054320	101-60211-1131	HEALTH INSURA SINGLE HSA 3000	003925	566.14
PROJ: S01-1131			SNOW REMOVAL - STREET DEP	HEALTH INSURANCE		
		I-SH3202002194373	101-60211-1131	HEALTH INSURA SINGLE HSA 3000	003925	17.43-
		I-SH3202002194373	101-60211-1131	HEALTH INSURA SINGLE HSA 3000	003925	684.89
PROJ: S01-1131			SNOW REMOVAL - STREET DEP	HEALTH INSURANCE		
		I-SH3202002194373	101-60211-1131	HEALTH INSURA SINGLE HSA 3000	003925	10.15
PROJ: S02-1131			EQUIPMENT REPAIR & MAINTEN	HEALTH INSURANCE		
		I-SH3202002194373	101-60211-1131	HEALTH INSURA SINGLE HSA 3000	003925	149.84
PROJ: S03-1131			STREET REPAIR & MAINTENAN	HEALTH INSURANCE		
		I-SV3202002054320	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	33.62
		I-SV3202002054320	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	193.33
PROJ: S01-1131			SNOW REMOVAL - STREET DEP	HEALTH INSURANCE		
		I-SV3202002054320	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	24.45
PROJ: S02-1131			EQUIPMENT REPAIR & MAINTEN	HEALTH INSURANCE		
		I-SV3202002194373	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	29.04-
		I-SV3202002194373	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	217.09
PROJ: S01-1131			SNOW REMOVAL - STREET DEP	HEALTH INSURANCE		
		I-SV3202002194373	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	47.51
PROJ: S02-1131			EQUIPMENT REPAIR & MAINTEN	HEALTH INSURANCE		
		I-SV3202002194373	101-60211-1131	HEALTH INSURA SINGLE VEBA 3000	003925	15.84
PROJ: S03-1131			STREET REPAIR & MAINTENAN	HEALTH INSURANCE		
					DEPARTMENT 0211 STREET ADMINISTRATION	TOTAL: 17,684.65

01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-70276-1133	LIFE INSURANC LONG TERM DISABILITY	003896	15.94
		I-24 202002194373	101-70276-1133	LIFE INSURANC LONG TERM DISABILITY	003896	13.41

01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	101-70276-3384	REFUSE DISPOS 02/20 SVC	003907	103.98
		I-202003104442	101-70276-3384	REFUSE DISPOS 02/20 SVC	003907	0.00
		I-202003104442	101-70276-3384	REFUSE DISPOS 02/20 SVC	003907	0.00

01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-70276-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	3.08
		I-23F202002194373	101-70276-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	3.08
		I-23S202002054320	101-70276-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	1.21
		I-23S202002194373	101-70276-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	1.30

01-6440	MN PEIP-C/O	MMB FISCAL				
		I-FH3202002054320	101-70276-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
		I-FH3202002194373	101-70276-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
		I-SH3202002054320	101-70276-1131	HEALTH INSURA SINGLE HSA 3000	003925	252.77
		I-SH3202002194373	101-70276-1131	HEALTH INSURA SINGLE HSA 3000	003925	293.07

DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.TOTAL: 2,205.52

3/12/2020 2:48 PM
 PACKET: 07289 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0352 FIRE SERVICES
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1267	HEIMAN INC.	I-0886731-IN	101-50352-2245	EQUIPMENT/TOO EMERGENCY AHEAD SIGN	003891	734.30
01-2318	SOUTHWEST SANITATION IN	I-202003104442	101-50352-3384	REFUSE DISPOS 02/20 SVC	003907	0.00
01-3545	MARSHALL RADIO	I-202003124457	101-50352-3345	ADVERTISING 02/20 CLEAR HYDRANT AD	003910	300.00
DEPARTMENT 0352 FIRE SERVICES					TOTAL:	1,034.30
01-1571	MADISON NATIONAL LIFE I	I-24 202002054320	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	3.80
		I-24 202002054320	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.19
PROJ: E03-1133	SNOW REMOVAL AIRPORT			LIFE INSURANCE		
		I-24 202002054320	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	3.40
PROJ: E04-1133	BUILDING MAINTENANCE - AI			LIFE INSURANCE		
		I-24 202002054320	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.15
PROJ: E05-1133	GROUND MAINTENANCE - AIRP			LIFE INSURANCE		
		I-24 202002054320	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	1.52
PROJ: E06-1133	EQUIPMENT MAINTENANCE - A			LIFE INSURANCE		
		I-24 202002194373	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.34
		I-24 202002194373	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	5.99
PROJ: E03-1133	SNOW REMOVAL AIRPORT			LIFE INSURANCE		
		I-24 202002194373	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.50
PROJ: E04-1133	BUILDING MAINTENANCE - AI			LIFE INSURANCE		
		I-24 202002194373	101-60364-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.02
PROJ: E06-1133	EQUIPMENT MAINTENANCE - A			LIFE INSURANCE		
01-1813	MN POLLUTION CONTROL AG	I-10000089223	101-60364-3437	LICENSES AND WATER PERMIT FEES 7875 LOCATI	003902	400.00
01-2201	RUNNINGS SUPPLY INC	I-4817288	101-60364-2245	EQUIPMENT/TOO DEWALT 18V BATTERIES	003906	149.99
01-2318	SOUTHWEST SANITATION IN	I-202003104442	101-60364-3384	REFUSE DISPOS 02/20 SVC	003907	227.15
01-2428	TITAN MACHINERY	I-13670578GP	101-60364-2221	EQUIPMENT REP OSHKOSH PLOW/PLOW EDGES	003908	2,019.02
01-5095	KIBBLE EQUIPMENT	I-2252887	101-60364-2221	EQUIPMENT REP JD EQUIPMENT PARTS	003919	730.61
01-5688	MINNESOTA LIFE	I-23F202002054320	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.19
		I-23F202002054320	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.73
PROJ: E03-1133	SNOW REMOVAL AIRPORT			LIFE INSURANCE		

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0364 AIRPORT
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-5688	MINNESOTA LIFE		continued			
		I-23F202002054320	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.02
PROJ: E04-1133		BUILDING MAINTENANCE - AI		LIFE INSURANCE		
		I-23F202002054320	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.05
PROJ: E05-1133		GROUND MAINTENANCE - AIRP		LIFE INSURANCE		
		I-23F202002054320	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.48
PROJ: E06-1133		EQUIPMENT MAINTENANCE - A		LIFE INSURANCE		
		I-23F202002194373	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.61
		I-23F202002194373	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.96
PROJ: E03-1133		SNOW REMOVAL AIRPORT		LIFE INSURANCE		
		I-23F202002194373	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.80
PROJ: E04-1133		BUILDING MAINTENANCE - AI		LIFE INSURANCE		
		I-23F202002194373	101-60364-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.63
PROJ: E06-1133		EQUIPMENT MAINTENANCE - A		LIFE INSURANCE		
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	583.74
		I-FH3202002054320	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	363.15
PROJ: E03-1131		SNOW REMOVAL AIRPORT		HEALTH INSURANCE		
		I-FH3202002054320	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	503.06
PROJ: E04-1131		BUILDING MAINTENANCE - AI		HEALTH INSURANCE		
		I-FH3202002054320	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	22.54
PROJ: E05-1131		GROUND MAINTENANCE - AIRP		HEALTH INSURANCE		
		I-FH3202002054320	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	236.80
PROJ: E06-1131		EQUIPMENT MAINTENANCE - A		HEALTH INSURANCE		
		I-FH3202002194373	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	296.56
		I-FH3202002194373	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	968.20
PROJ: E03-1131		SNOW REMOVAL AIRPORT		HEALTH INSURANCE		
		I-FH3202002194373	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	396.70
PROJ: E04-1131		BUILDING MAINTENANCE - AI		HEALTH INSURANCE		
		I-FH3202002194373	101-60364-1131	HEALTH INSURA FAMILY HSA 3000	003925	312.47
PROJ: E06-1131		EQUIPMENT MAINTENANCE - A		HEALTH INSURANCE		
				DEPARTMENT 0364 AIRPORT	TOTAL:	7,241.37
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-50453-1133	LIFE INSURANC LONG TERM DISABILITY	003896	1.21
		I-24 202002194373	101-50453-1133	LIFE INSURANC LONG TERM DISABILITY	003896	1.11
01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	101-50453-3384	REFUSE DISPOS 02/20 SVC	003907	0.00
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-50453-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.46
		I-23F202002194373	101-50453-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.47
01-6440	MN PEIP-C/O MMB FISCAL					
		I-SV3202002054320	101-50453-1131	HEALTH INSURA SINGLE VEBA 3000	003925	75.42

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0453 ANIMAL IMPOUNDMENT
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6440	MN PEIP-C/O	MMB FISCAL continued				
		I-SV3202002194373	101-50453-1131	HEALTH INSURA SINGLE VEBA 3000	003925	75.24
					DEPARTMENT 0453 ANIMAL IMPOUNDMENT	TOTAL: 153.91
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-40671-1133	LIFE INSURANC LONG TERM DISABILITY	003896	7.24
		I-24 202002194373	101-40671-1133	LIFE INSURANC LONG TERM DISABILITY	003896	7.04
01-4220	WEBTOMIX					
		I-52104	101-40671-3311	GENERAL PROFE 01/20 WEBSITE MAINTENANCE-STUD	003914	132.50
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-40671-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.23
		I-23F202002194373	101-40671-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.23
		I-23S202002054320	101-40671-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
		I-23S202002194373	101-40671-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
01-6440	MN PEIP-C/O	MMB FISCAL				
		I-FH3202002054320	101-40671-1131	HEALTH INSURA FAMILY HSA 3000	003925	607.08
		I-FH3202002194373	101-40671-1131	HEALTH INSURA FAMILY HSA 3000	003925	607.07
		I-SH3202002054320	101-40671-1131	HEALTH INSURA SINGLE HSA 3000	003925	293.07
		I-SH3202002194373	101-40671-1131	HEALTH INSURA SINGLE HSA 3000	003925	293.07
					DEPARTMENT 0671 CABLE COMMISSION	TOTAL: 1,950.83
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-70675-1133	LIFE INSURANC LONG TERM DISABILITY	003896	17.38
		I-24 202002194373	101-70675-1133	LIFE INSURANC LONG TERM DISABILITY	003896	14.38
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-70675-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	3.08
		I-23F202002194373	101-70675-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	3.08
		I-23S202002054320	101-70675-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
		I-23S202002194373	101-70675-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
01-6440	MN PEIP-C/O	MMB FISCAL				
		I-FH3202002054320	101-70675-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
		I-FH3202002194373	101-70675-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
		I-SH3202002054320	101-70675-1131	HEALTH INSURA SINGLE HSA 3000	003925	293.07
		I-SH3202002194373	101-70675-1131	HEALTH INSURA SINGLE HSA 3000	003925	293.07
		I-SV3202002054320	101-70675-1131	HEALTH INSURA SINGLE VEBA 3000	003925	293.07
		I-SV3202002194373	101-70675-1131	HEALTH INSURA SINGLE VEBA 3000	003925	293.07
					DEPARTMENT 0675 COMM SERVICES ADMIN	TOTAL: 2,729.18

PACKET: 07289 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
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-40741-1133	LIFE INSURANC LONG TERM DISABILITY	003896	25.34
		I-24 202002194373	101-40741-1133	LIFE INSURANC LONG TERM DISABILITY	003896	24.74
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-40741-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	6.16
		I-23F202002194373	101-40741-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	6.16
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-40741-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,276.52
		I-FH3202002194373	101-40741-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,276.52
		I-SV3202002054320	101-40741-1131	HEALTH INSURA SINGLE VEBA 3000	003925	293.07
		I-SV3202002194373	101-40741-1131	HEALTH INSURA SINGLE VEBA 3000	003925	293.07
DEPARTMENT 0741 CITY ADMINISTRATION					TOTAL:	5,201.58
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-40821-1133	LIFE INSURANC LONG TERM DISABILITY	003896	18.09
		I-24 202002194373	101-40821-1133	LIFE INSURANC LONG TERM DISABILITY	003896	17.99
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-40821-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.62
		I-23F202002194373	101-40821-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.62
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-40821-1131	HEALTH INSURA FAMILY HSA 3000	003925	1,517.68
		I-FH3202002194373	101-40821-1131	HEALTH INSURA FAMILY HSA 3000	003925	1,517.68
		I-FV3202002054320	101-40821-1131	HEALTH INSURA FAMILY VEBA 3000	003925	758.84
		I-FV3202002194373	101-40821-1131	HEALTH INSURA FAMILY VEBA 3000	003925	758.84
DEPARTMENT 0821 FINANCE					TOTAL:	4,598.36
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-70871-1133	LIFE INSURANC LONG TERM DISABILITY	003896	3.70
		I-24 202002194373	101-70871-1133	LIFE INSURANC LONG TERM DISABILITY	003896	3.70
01-1637	MARSHALL PUBLIC SCHOOLS					
		I-202003104440	101-70871-3314	INSTRUCTORS F 01-02/28/20 ECFE FEES	003901	1,119.59
	PROJ: 557-3314	ECFE CLASS		INSTRUCTOR'S FEES		
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-70871-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54
		I-23F202002194373	101-70871-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54
DEPARTMENT 0871 COMMUNITY EDUCATION					TOTAL:	1,130.07

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 0931 APPRAISING & ASSESSING
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-40931-1133	LIFE INSURANC LONG TERM DISABILITY	003896	16.37
		I-24 202002054320	101-40931-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.12
	PROJ: E15-1133		STORM WATER UTILITY	LIFE INSURANCE		
		I-24 202002194373	101-40931-1133	LIFE INSURANC LONG TERM DISABILITY	003896	15.53
		I-24 202002194373	101-40931-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.09
	PROJ: D06-1133		PURCHASING	LIFE INSURANCE		
		I-24 202002194373	101-40931-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.09
	PROJ: D07-1133		NAME SEARCHES	LIFE INSURANCE		
		I-24 202002194373	101-40931-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.12
	PROJ: E15-1133		STORM WATER UTILITY	LIFE INSURANCE		
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-40931-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.58
		I-23F202002054320	101-40931-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.04
	PROJ: E15-1133		STORM WATER UTILITY	LIFE INSURANCE		
		I-23F202002194373	101-40931-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.52
		I-23F202002194373	101-40931-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.03
	PROJ: D06-1133		PURCHASING	LIFE INSURANCE		
		I-23F202002194373	101-40931-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.03
	PROJ: D07-1133		NAME SEARCHES	LIFE INSURANCE		
		I-23F202002194373	101-40931-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.04
	PROJ: E15-1133		STORM WATER UTILITY	LIFE INSURANCE		
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-40931-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,257.55
		I-FH3202002054320	101-40931-1131	HEALTH INSURA FAMILY HSA 3000	003925	18.97
	PROJ: E15-1131		STORM WATER UTILITY	HEALTH INSURANCE		
		I-FH3202002194373	101-40931-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,229.09
		I-FH3202002194373	101-40931-1131	HEALTH INSURA FAMILY HSA 3000	003925	14.23
	PROJ: D06-1131		PURCHASING	HEALTH INSURANCE		
		I-FH3202002194373	101-40931-1131	HEALTH INSURA FAMILY HSA 3000	003925	14.23
	PROJ: D07-1131		NAME SEARCHES	HEALTH INSURANCE		
		I-FH3202002194373	101-40931-1131	HEALTH INSURA FAMILY HSA 3000	003925	18.97
	PROJ: E15-1131		STORM WATER UTILITY	HEALTH INSURANCE		
DEPARTMENT 0931 APPRAISING & ASSESSING					TOTAL:	4,594.60

01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-70971-1133	LIFE INSURANC LONG TERM DISABILITY	003896	4.94
		I-24 202002194373	101-70971-1133	LIFE INSURANC LONG TERM DISABILITY	003896	4.94
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-70971-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54
		I-23F202002194373	101-70971-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-70971-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6440	MN PEIP-C/O	MMB FISCAL continued				
		I-FH3202002194373	101-70971-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
					DEPARTMENT 0971 RECREATION	TOTAL: 1,530.64
01-2096	QUARNSTROM & DOERING, P					
		I-202003104441	101-41041-2211	GENERAL SUPPL 02/29/20 GEN & PROSECUTION ACC 003905		10.78
		I-202003104441	101-41041-3322	POSTAGE 02/29/20 GEN & PROSECUTION ACC 003905		5.65
					DEPARTMENT 1041 LEGAL	TOTAL: 16.43
01-1616	MARSHALL CONVENTION & V					
		I-202003104444	101-41136-2219	LODGING TAX 01/20 LODGING TAX	003898	10,472.65
					DEPARTMENT 1136 GEN COMM DEVELOPMENT	TOTAL: 10,472.65
01-1243	HARDWARE HANK					
		I-2231	101-41231-2221	EQUIPMENT REP BATTERY CONNECTORS	003890	3.49
		I-57116	101-41231-2211	GENERAL SUPPL DISINFECTANT SUPPLIES	003890	15.96
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	1.81
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.55
PROJ: D01-1133	AIRPORT MAINTENANCE			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.07
PROJ: D02-1133	MERIT CENTER MAINTENANCE			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.97
PROJ: D05-1133	MUNICIPAL BLDG MAINTENANC			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.20
PROJ: D08-1133	SENIOR CENTER MAINTENANCE			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.04
PROJ: D13-1133	STREET DEPT MAINTENANCE			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.77
PROJ: L65-1133	JANITORIAL-LIB			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.16
PROJ: L66-1133	INTERIOR MAINTENANCE			LIFE INSURANCE		
		I-24 202002054320	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.33
PROJ: L67-1133	EXTERIOR MAINTENANCE			LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.44
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.62
PROJ: D01-1133	AIRPORT MAINTENANCE			LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.21
PROJ: D02-1133	MERIT CENTER MAINTENANCE			LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	3.40
PROJ: D05-1133	MUNICIPAL BLDG MAINTENANC			LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.25
PROJ: D08-1133	SENIOR CENTER MAINTENANCE			LIFE INSURANCE		

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 REGULAR ACCOUNT PAYMENT REGISTER
 PACKET: 07289 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 1231 MUNICIPAL BLDG MAINT
 BUDGET TO USE: CB-CURRENT BUDGET

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 BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1571	MADISON NATIONAL LIFE I			continued		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.15
PROJ: D13-1133				LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	2.75
PROJ: L65-1133				LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.29
PROJ: L66-1133				LIFE INSURANCE		
		I-24 202002194373	101-41231-1133	LIFE INSURANC LONG TERM DISABILITY	003896	0.49
PROJ: L67-1133				LIFE INSURANCE		
01-1961	NORTHERN SAFETY COMPANY					
		I-903850244	101-41231-2215	SAFETY WEAR & VINYL GLOVES	003904	79.11
01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	101-41231-3384	REFUSE DISPOS 02/20 SVC	003907	0.00
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.42
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.01
PROJ: D01-1133				LIFE INSURANCE		
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.02
PROJ: D02-1133				LIFE INSURANCE		
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.88
PROJ: D05-1133				LIFE INSURANCE		
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.06
PROJ: D08-1133				LIFE INSURANCE		
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.05
PROJ: L66-1133				LIFE INSURANCE		
		I-23F202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.10
PROJ: L67-1133				LIFE INSURANCE		
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.05
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.06
PROJ: D02-1133				LIFE INSURANCE		
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.08
PROJ: D05-1133				LIFE INSURANCE		
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.08
PROJ: D08-1133				LIFE INSURANCE		
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.05
PROJ: D13-1133				LIFE INSURANCE		
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.07
PROJ: L66-1133				LIFE INSURANCE		
		I-23F202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	0.15
PROJ: L67-1133				LIFE INSURANCE		
		I-23S202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.06
		I-23S202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.09
PROJ: D01-1133				LIFE INSURANCE		
		I-23S202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.02
PROJ: D05-1133				LIFE INSURANCE		
		I-23S202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.01
PROJ: D13-1133				LIFE INSURANCE		

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 1231 MUNICIPAL BLDG MAINT
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-5688	MINNESOTA LIFE		continued			
		I-23S202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.46
PROJ: L65-1133		JANITORIAL-LIB		LIFE INSURANCE		
		I-23S202002054320	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.01
PROJ: L67-1133		EXTERIOR MAINTENANCE		LIFE INSURANCE		
		I-23S202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.04
		I-23S202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.10
PROJ: D01-1133		AIRPORT MAINTENANCE		LIFE INSURANCE		
		I-23S202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.03
PROJ: D05-1133		MUNICIPAL BLDG MAINTENANC		LIFE INSURANCE		
		I-23S202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.47
PROJ: L65-1133		JANITORIAL-LIB		LIFE INSURANCE		
		I-23S202002194373	101-41231-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.01
PROJ: L66-1133		INTERIOR MAINTENANCE		LIFE INSURANCE		
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	208.75
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	4.35
PROJ: D01-1131		AIRPORT MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	10.87
PROJ: D02-1131		MERIT CENTER MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	434.86
PROJ: D05-1131		MUNICIPAL BLDG MAINTENANC		HEALTH INSURANCE		
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	30.44
PROJ: D08-1131		SENIOR CENTER MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	23.92
PROJ: L66-1131		INTERIOR MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002054320	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	45.65
PROJ: L67-1131		EXTERIOR MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	21.78
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	31.70
PROJ: D02-1131		MERIT CENTER MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	531.99
PROJ: D05-1131		MUNICIPAL BLDG MAINTENANC		HEALTH INSURANCE		
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	38.63
PROJ: D08-1131		SENIOR CENTER MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	23.77
PROJ: D13-1131		STREET DEPT MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	35.67
PROJ: L66-1131		INTERIOR MAINTENANCE		HEALTH INSURANCE		
		I-FH3202002194373	101-41231-1131	HEALTH INSURA FAMILY HSA 3000	003925	75.30
PROJ: L67-1131		EXTERIOR MAINTENANCE		HEALTH INSURANCE		
		I-SH3202002054320	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	32.95
		I-SH3202002054320	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	38.47
PROJ: D01-1131		AIRPORT MAINTENANCE		HEALTH INSURANCE		
		I-SH3202002054320	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	11.00
PROJ: D05-1131		MUNICIPAL BLDG MAINTENANC		HEALTH INSURANCE		
		I-SH3202002054320	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	2.75
PROJ: D13-1131		STREET DEPT MAINTENANCE		HEALTH INSURANCE		

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 1231 MUNICIPAL BLDG MAINT
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6440	MN PEIP-C/O	MMB FISCAL	continued			
		I-SH3202002054320	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	205.15
PROJ: L65-1131		JANITORIAL-LIB		HEALTH INSURANCE		
		I-SH3202002054320	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	2.75
PROJ: L67-1131		EXTERIOR MAINTENANCE		HEALTH INSURANCE		
		I-SH3202002194373	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	22.44
		I-SH3202002194373	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	45.79
PROJ: D01-1131		AIRPORT MAINTENANCE		HEALTH INSURANCE		
		I-SH3202002194373	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	10.08
PROJ: D05-1131		MUNICIPAL BLDG MAINTENANC		HEALTH INSURANCE		
		I-SH3202002194373	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	210.64
PROJ: L65-1131		JANITORIAL-LIB		HEALTH INSURANCE		
		I-SH3202002194373	101-41231-1131	HEALTH INSURA SINGLE HSA 3000	003925	4.12
PROJ: L66-1131		INTERIOR MAINTENANCE		HEALTH INSURANCE		
					DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL: 2,224.26

01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	101-42071-1133	LIFE INSURANC LONG TERM DISABILITY	003896	5.26
		I-24 202002194373	101-42071-1133	LIFE INSURANC LONG TERM DISABILITY	003896	5.06
01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	101-42071-3384	REFUSE DISPOS 02/20 SVC	003907	129.54
01-5688	MINNESOTA LIFE					
		I-23F202002054320	101-42071-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54
		I-23F202002194373	101-42071-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54
01-6440	MN PEIP-C/O	MMB FISCAL				
		I-FH3202002054320	101-42071-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
		I-FH3202002194373	101-42071-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84
					DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL: 1,660.62

					FUND 101 GENERAL FUND	TOTAL: 135,259.42

PACKET: 07289 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-20640-1	208-41136-3820	APPROPRIATION 2020 CITY APPROPRIATION	003897	70.00
					DEPARTMENT 1136 GENERAL COMMUNITY DEV	TOTAL: 70.00
					FUND 208 EDA ADMINISTRATION	TOTAL: 70.00

PACKET: 07289 EFT Payments
 VENDOR SET: 01
 FUND : 211 LIBRARY FUND
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT			
01-1923	NCPERS MN GROUP LIFE IN								
		I-42 202002194373	211-21256	LIFE INS-PERA NCPERS MINNESOTA - 614000	003903	16.00			
01-5688	MINNESOTA LIFE								
		I-44 202002054320	211-21271	Voluntary Li VOLUNTARY SUPPLEMENTAL LIFE	003920	73.23			
		I-44 202002194373	211-21271	Voluntary Li VOLUNTARY SUPPLEMENTAL LIFE	003920	43.89			
01-6440	MN PEIP-C/O MMB FISCAL								
		I-FH3202002054320	211-21231	HSA /VEBA (ER FAMILY HSA 3000	003925	132.34			
		I-FH3202002194373	211-21231	HSA /VEBA (ER FAMILY HSA 3000	003925	132.34			
		I-SH3202002054320	211-21231	HSA /VEBA (ER SINGLE HSA 3000	003925	175.40			
		I-SH3202002194373	211-21231	HSA /VEBA (ER SINGLE HSA 3000	003925	175.40			
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	748.60	
01-1571	MADISON NATIONAL LIFE I								
		I-24 202002054320	211-70437-1133	LIFE INSURANC LONG TERM DISABILITY	003896	32.04			
		I-24 202002194373	211-70437-1133	LIFE INSURANC LONG TERM DISABILITY	003896	31.04			
01-5688	MINNESOTA LIFE								
		I-23F202002054320	211-70437-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.62			
		I-23F202002194373	211-70437-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.62			
		I-23R202002054320	211-70437-1133	LIFE INSURANC LIFE INSURANCE-OVER 65	003920	2.82			
		I-23R202002194373	211-70437-1133	LIFE INSURANC LIFE INSURANCE-OVER 65	003920	2.82			
		I-23S202002054320	211-70437-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	1.30			
		I-23S202002194373	211-70437-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	1.30			
01-6440	MN PEIP-C/O MMB FISCAL								
		I-FH3202002054320	211-70437-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84			
		I-FH3202002194373	211-70437-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84			
		I-SH3202002054320	211-70437-1131	HEALTH INSURA SINGLE HSA 3000	003925	1,172.28			
		I-SH3202002194373	211-70437-1131	HEALTH INSURA SINGLE HSA 3000	003925	1,172.28			
					DEPARTMENT 0437	LIBRARY	TOTAL:	3,942.80	
					FUND	211	LIBRARY FUND	TOTAL:	4,691.40

PACKET: 07289 EFT Payments

VENDOR SET: 01

FUND : 256 LOCAL SALES/LODGING TAX

DEPARTMENT: 0579 AMATEUR SPORTS CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1271	HENLE PRINTING COMPANY	I-162858	256-70579-3346	GENERAL NOTIC SALES TAX INSERTS	003892	721.50
					DEPARTMENT 0579 AMATEUR SPORTS CENTER TOTAL:	721.50
					FUND 256 LOCAL SALES/LODGING TAX TOTAL:	721.50

PACKET: 07289 EFT Payments
 VENDOR SET: 01
 FUND : 258 ARENA & EXPO
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT			
01-0560	AFSCME COUNCIL 65								
		I-83 202002054320	258-21265	UNION DUES UNION DUES AFSCM	003882	57.00			
		I-83 202002194373	258-21265	UNION DUES UNION DUES AFSCM	003882	57.00			
01-5688	MINNESOTA LIFE								
		I-44 202002054320	258-21271	VOLUNTARY LIF VOLUNTARY SUPPLEMENTAL LIFE	003920	7.27			
		I-44 202002194373	258-21271	VOLUNTARY LIF VOLUNTARY SUPPLEMENTAL LIFE	003920	7.27			
01-6440	MN PEIP-C/O MMB FISCAL								
		I-FH3202002054320	258-21231	HSA/VBA (ER O FAMILY HSA 3000	003925	423.49			
		I-FH3202002194373	258-21231	HSA/VBA (ER O FAMILY HSA 3000	003925	423.49			
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	975.52	
01-0802	CARLSON & STEWART REFRI								
		I-24589	258-70579-2221	EQUIPMENT REP AMMONIA VALVE REPLACEMENT	003886	2,950.67			
		I-24734	258-70579-3405	MAINTENANCE A COMPRESSOR #1 REBUILD	003886	2,992.91			
01-1090	FASTENAL COMPANY								
		I-101654	258-70579-2227	OTHER REPAIRS HVAC FILTERS	003888	308.97			
01-1571	MADISON NATIONAL LIFE I								
		I-24 202002054320	258-70579-1133	LIFE INSURANC LONG TERM DISABILITY	003896	16.45			
		I-24 202002194373	258-70579-1133	LIFE INSURANC LONG TERM DISABILITY	003896	15.45			
01-2201	RUNNINGS SUPPLY INC								
		I-4817508	258-70579-2211	GENERAL SUPPL SUPPLIES	003906	33.38			
01-2318	SOUTHWEST SANITATION IN								
		I-202003104442	258-70579-3384	REFUSE DISPOS 02/20 SVC	003907	810.68			
01-5688	MINNESOTA LIFE								
		I-23F202002054320	258-70579-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	6.47			
		I-23F202002194373	258-70579-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	6.47			
01-6440	MN PEIP-C/O MMB FISCAL								
		I-FH3202002054320	258-70579-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,428.28			
		I-FH3202002194373	258-70579-1131	HEALTH INSURA FAMILY HSA 3000	003925	2,428.29			
					DEPARTMENT 0579	AMATEUR SPORTS CENTER	TOTAL:	11,998.02	
					FUND	258	ARENA & EXPO	TOTAL:	12,973.54

PACKET: 07289 EFT Payments
 VENDOR SET: 01
 FUND : 270 MERIT
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT			
01-5688	MINNESOTA LIFE								
		I-44 202002054320	270-21271	Voluntary Lif VOLUNTARY SUPPLEMENTAL LIFE	003920	0.65			
		I-44 202002194373	270-21271	Voluntary Lif VOLUNTARY SUPPLEMENTAL LIFE	003920	0.65			
01-6440	MN PEIP-C/O MMB FISCAL								
		I-FH3202002054320	270-21231	HSA / VEBA (E FAMILY HSA 3000	003925	132.34			
		I-FH3202002194373	270-21231	HSA / VEBA (E FAMILY HSA 3000	003925	132.34			
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	265.98	
01-1571	MADISON NATIONAL LIFE I								
		I-24 202002054320	270-50551-1133	LIFE INSURANC LONG TERM DISABILITY	003896	4.74			
		I-24 202002194373	270-50551-1133	LIFE INSURANC LONG TERM DISABILITY	003896	4.24			
01-2318	SOUTHWEST SANITATION IN								
		I-202003104442	270-50551-3384	REFUSE DISPOS 02/20 SVC	003907	35.20			
01-5688	MINNESOTA LIFE								
		I-23F202002054320	270-50551-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54			
		I-23F202002194373	270-50551-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	1.54			
01-6440	MN PEIP-C/O MMB FISCAL								
		I-FH3202002054320	270-50551-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84			
		I-FH3202002194373	270-50551-1131	HEALTH INSURA FAMILY HSA 3000	003925	758.84			
					DEPARTMENT 0551	MERIT OPERATIONS	TOTAL:	1,564.94	
					FUND	270	MERIT	TOTAL:	1,830.92

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 494 CITY HALL BUILDING
DEPARTMENT: 1136 GENERAL GOVERNMENT
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6248	ENGAN ASSOCIATES P.A.					
		I-2020-12	494-41136-5520	BUILDINGS & S PHASE 3	003924	3,953.76
	PROJ: CH1-5520		CITY HALL-NEW	BUILDING & STRUCTURES		
					DEPARTMENT 1136 GENERAL GOVERNMENT	TOTAL: 3,953.76
					FUND 494 CITY HALL BUILDING	TOTAL: 3,953.76

PACKET: 07289 EFT Payments

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	EFT #	AMOUNT
01-1417	KENNEDY & GRAVEN, CHART	I-MA175-00119	495-41136-3313	LEGAL FEES APX DEVELOPMENT- LEGAL	003893	414.00
DEPARTMENT 1136 GEN COMM DEVELOPMENT TOTAL:						414.00
FUND 495 PUBLIC IMPROVE REVOLVING TOTAL:						414.00

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 602 WASTEWATER OPERATING
DEPARTMENT: N/A NON-DEPARTMENTAL
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-0560	AFSCME COUNCIL 65						
		I-83 202002054320	602-21265	UNION DUES UNION DUES AFSCM	003882	196.70	
		I-83 202002194373	602-21265	UNION DUES UNION DUES AFSCM	003882	193.96	
01-1923	NCPERS MN GROUP LIFE IN						
		I-42 202002194373	602-21256	LIFE INSURANC NCPERS MINNESOTA - 614000	003903	64.00	
01-5688	MINNESOTA LIFE						
		I-44 202002054320	602-21271	Voluntary Li VOLUNTARY SUPPLEMENTAL LIFE	003920	67.46	
		I-44 202002194373	602-21271	Voluntary Li VOLUNTARY SUPPLEMENTAL LIFE	003920	50.94	
01-6440	MN PEIP-C/O MMB FISCAL						
		I-FH3202002054320	602-21231	HSA / VEBA (E FAMILY HSA 3000	003925	637.76	
		I-FH3202002194373	602-21231	HSA / VEBA (E FAMILY HSA 3000	003925	651.77	
		I-FV3202002054320	602-21231	HSA / VEBA (E FAMILY VEBA 3000	003925	605.36	
		I-FV3202002194373	602-21231	HSA / VEBA (E FAMILY VEBA 3000	003925	582.91	
		I-SH3202002054320	602-21231	HSA / VEBA (E SINGLE HSA 3000	003925	131.55	
		I-SH3202002194373	602-21231	HSA / VEBA (E SINGLE HSA 3000	003925	111.65	
		I-SV3202002054320	602-21231	HSA / VEBA (E SINGLE VEBA 3000	003925	171.02	
		I-SV3202002194373	602-21231	HSA / VEBA (E SINGLE VEBA 3000	003925	171.02	
				DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	3,636.10
01-1090	FASTENAL COMPANY						
		I-101560	602-90581-2211	GENERAL SUPPL TOWELS	003888	52.40	
		I-101573	602-90581-2211	GENERAL SUPPL MATERIALS	003888	16.29	
01-1201	GRAINGER INC						
		I-9458190692	602-90581-2211	GENERAL SUPPL TEST LEADS	003889	36.30	
01-1571	MADISON NATIONAL LIFE I						
		I-24 202002054320	602-90581-1133	LIFE INSURANC LONG TERM DISABILITY	003896	61.11	
		I-24 202002194373	602-90581-1133	LIFE INSURANC LONG TERM DISABILITY	003896	49.47	
01-1633	MARSHALL MUNICIPAL UTIL						
		I-10177	602-90581-3311	GENERAL PROFE 03/20 WW BILLING	003899	6,676.58	
01-1635	MARSHALL NORTHWEST PIPE						
		I-440709	602-90581-3322	POSTAGE FREIGHT	003900	7.93	
		I-440855	602-90581-2211	GENERAL SUPPL BALL VALVE	003900	34.93	
01-1813	MN POLLUTION CONTROL AG						
		I-10000088378	602-90581-3437	LICENSES AND WATER PERMIT FEES-146482 LOCAT	003902	400.00	
		I-10000093441	602-90581-3437	LICENSES AND WATER PERMIT FEE 1333 LOCATIO	003902	5,900.00	
01-2318	SOUTHWEST SANITATION IN						
		I-202003104442	602-90581-3384	REFUSE DISPOS 02/20 SVC	003907	252.82	
		I-202003104442	602-90581-3384	REFUSE DISPOS 02/20 SVC	003907	0.00	

PACKET: 07289 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
01-5095	KIBBLE EQUIPMENT					
		I-2253274	602-90581-2211	GENERAL SUPPL HYDRAULIC PIT PUMP	003919	148.98
01-5688	MINNESOTA LIFE					
		I-23F202002054320	602-90581-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	18.20
		I-23F202002194373	602-90581-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	17.40
		I-23S202002054320	602-90581-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
		I-23S202002194373	602-90581-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
01-5891	ONE OFFICE SOLUTION					
		I-1985150-1	602-90581-2211	GENERAL SUPPL BADGE REFILLS	003922	26.99
01-6440	MN PEIP-C/O MMB FISCAL					
		I-FH3202002054320	602-90581-1131	HEALTH INSURA FAMILY HSA 3000	003925	3,656.93
		I-FH3202002194373	602-90581-1131	HEALTH INSURA FAMILY HSA 3000	003925	3,737.29
		I-FV3202002054320	602-90581-1131	HEALTH INSURA FAMILY VEBA 3000	003925	2,068.20
		I-FV3202002194373	602-90581-1131	HEALTH INSURA FAMILY VEBA 3000	003925	1,939.48
		I-SH3202002054320	602-90581-1131	HEALTH INSURA SINGLE HSA 3000	003925	879.21
		I-SH3202002194373	602-90581-1131	HEALTH INSURA SINGLE HSA 3000	003925	746.20
		I-SV3202002054320	602-90581-1131	HEALTH INSURA SINGLE VEBA 3000	003925	502.80
		I-SV3202002194373	602-90581-1131	HEALTH INSURA SINGLE VEBA 3000	003925	502.80
DEPARTMENT 0581 WW OPERATIONS					TOTAL:	27,733.61
FUND 602 WASTEWATER OPERATING					TOTAL:	31,369.71

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-5688	MINNESOTA LIFE					
		I-44 202002054320	609-21271	VOLUNTARY LIF VOLUNTARY SUPPLEMENTAL LIFE	003920	21.77
		I-44 202002194373	609-21271	VOLUNTARY LIF VOLUNTARY SUPPLEMENTAL LIFE	003920	13.37
01-6440	MN PEIP-C/O MMB FISCAL					
		I-SH3202002054320	609-21231	HSA / VEBA (E SINGLE HSA 3000	003925	131.55
		I-SH3202002194373	609-21231	HSA / VEBA (E SINGLE HSA 3000	003925	131.55
		I-SV3202002054320	609-21231	HSA / VEBA (E SINGLE VEBA 3000	003925	85.51
		I-SV3202002194373	609-21231	HSA / VEBA (E SINGLE VEBA 3000	003925	85.51
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	469.26
01-1571	MADISON NATIONAL LIFE I					
		I-24 202002054320	609-90991-1133	LIFE INSURANC LONG TERM DISABILITY	003896	17.08
		I-24 202002194373	609-90991-1133	LIFE INSURANC LONG TERM DISABILITY	003896	13.08
01-2318	SOUTHWEST SANITATION IN					
		I-202003104442	609-90991-3384	REFUSE DISPOS 02/20 SVC	003907	216.45
		I-202003104442	609-90991-3384	REFUSE DISPOS 02/20 SVC	003907	0.00
01-4594	VINOQUIA					
		I-0253455-IN	609-90991-3333	FREIGHT .	003915	28.00
01-4855	SOUTHERN GLAZER'S OF MN					
		I-1931997	609-90991-3333	FREIGHT .	003917	64.00
		I-1931998	609-90991-3333	FREIGHT .	003917	16.80
		I-5055791	609-90991-3333	FREIGHT .	003917	37.20
01-5688	MINNESOTA LIFE					
		I-23F202002054320	609-90991-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.62
		I-23F202002194373	609-90991-1133	LIFE INSURANC LIFE INSURANCE FAMILY	003920	4.62
		I-23S202002054320	609-90991-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
		I-23S202002194373	609-90991-1133	LIFE INSURANC LIFE INSURANCE SINGLE	003920	0.65
01-5891	ONE OFFICE SOLUTION					
		I-1987865-0	609-90991-2211	GENERAL SUPPL LABELS	003922	41.58
01-6128	ACTION CO LLC					
		I-551	609-90991-3311	GENERAL PROFE 02/13/20 SNOW REMOVAL	003923	149.00
		I-552	609-90991-3311	GENERAL PROFE 02/09/20 SNOW REMOVAL	003923	298.00
01-6440	MN PEIP-C/O MMB FISCAL					
		I-SH3202002054320	609-90991-1131	HEALTH INSURA SINGLE HSA 3000	003925	879.21
		I-SH3202002194373	609-90991-1131	HEALTH INSURA SINGLE HSA 3000	003925	879.21
		I-SV3202002054320	609-90991-1131	HEALTH INSURA SINGLE VEBA 3000	003925	251.40
		I-SV3202002194373	609-90991-1131	HEALTH INSURA SINGLE VEBA 3000	003925	251.40
				DEPARTMENT 0991 LIQUOR OPERATIONS	TOTAL:	3,152.95

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 609 LIQUOR
DEPARTMENT: 0992 LIQUOR PURCHASES
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-0688	BELLBOY CORPORATION						
		C-01000999000	609-90992-2254	GEN MDSE PURC .	003884	30.13-	
		I-0083143900	609-90992-2251	LIQUOR PURCHA .	003884	257.00	
		I-0100998300	609-90992-2254	GEN MDSE PURC .	003884	34.25	
		I-0100998300	609-90992-2211	GENERAL SUPPL .	003884	89.36	
01-1507	LOCHER BROTHERS INC						
		I-18504	609-90992-2252	BEER PURCHASE .	003895	251.30	
01-2538	VIKING COCA COLA BOTTLI						
		I-2489707	609-90992-2254	GEN MDSE PURC .	003909	173.45	
01-4594	VINOUCUPIA						
		I-0253455-IN	609-90992-2254	GEN MDSE PURC .	003915	56.00	
		I-0253455-IN	609-90992-2253	WINE PURCHASE .	003915	120.00	
		I-0253455-IN	609-90992-2251	LIQUOR PURCHA .	003915	1,720.25	
01-4855	SOUTHERN GLAZER'S OF MN						
		I-1931997	609-90992-2251	LIQUOR PURCHA .	003917	4,956.72	
		I-1931998	609-90992-2253	WINE PURCHASE .	003917	682.00	
		I-5055791	609-90992-2251	LIQUOR PURCHA .	003917	2,798.75	
01-5731	DOLL DISTRIBUTING						
		I-281754	609-90992-2254	GEN MDSE PURC .	003921	28.00	
		I-282810	609-90992-2254	GEN MDSE PURC .	003921	121.00	
		I-282810	609-90992-2252	BEER PURCHASE .	003921	2,121.75	
		I-284481	609-90992-2252	BEER PURCHASE .	003921	13,053.75	
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL:	26,433.45
					FUND 609 LIQUOR	TOTAL:	30,055.66

PACKET: 07289 EFT Payments
VENDOR SET: 01
FUND : 630 SURFACE WATER MGT UTILITY
DEPARTMENT: 0661 SURFACE WATER MGT UTILITY
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0724	BOLTON & MENK INC	I-0246341	630-90661-3312	CONSULTANT FE 4TH ST /RUNNINGS	003885	5,840.00
01-1633	MARSHALL MUNICIPAL UTIL	I-10176	630-90661-3312	CONSULTANT FE 03/20 SWM UTILITY	003899	2,670.58
01-5023	US GEOLOGICAL SURVEY	I-90786403	630-90661-3312	CONSULTANT FE Q1 2020 REDWOOD GAUGING	003918	2,112.50
DEPARTMENT 0661 SURFACE WATER MGT UTILITYTOTAL:						10,623.08
FUND 630 SURFACE WATER MGT UTILITYTOTAL:						10,623.08
REPORT GRAND TOTAL:						231,962.99

** 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	101-21231	HSA / VEBA (ER ONLY)	14,921.20						
	101-21249	COMBINED INSURANCE	11,896.65						
	101-21256	LIFE INSURANCE - PERA	320.00						
	101-21265	UNION DUES	860.32						
	101-21271	Voluntary Life Ins.	736.61						
	101-40141-2211	GENERAL SUPPLIES	43.90	8,000	5,658.34				
	101-40671-1131	HEALTH INSURANCE	1,800.29	14,711	11,686.51				
	101-40671-1133	LIFE INSURANCE & LTD	18.04	120	89.04				
	101-40671-3311	GENERAL PROFESSIONAL SERVI	132.50	5,000	4,625.10				
	101-40741-1131	HEALTH INSURANCE	5,139.18	35,142	26,508.17				
	101-40741-1133	LIFE INSURANCE & LTD	62.40	641	539.73				
	101-40821-1131	HEALTH INSURANCE	4,553.04	73,557	65,907.88				
	101-40821-1133	LIFE INSURANCE & LTD	45.32	874	800.64				
	101-40931-1131	HEALTH INSURANCE	4,553.04	44,136	36,486.89				
	101-40931-1133	LIFE INSURANCE & LTD	41.56	518	450.31				
	101-41041-2211	GENERAL SUPPLIES	10.78	1,000	989.22				
	101-41041-3322	POSTAGE	5.65	120	114.35				
	101-41136-2219	LODGING TAX	10,472.65	171,000	173,378.89				
	101-41231-1131	HEALTH INSURANCE	2,103.82	20,431	16,896.53				
	101-41231-1133	LIFE INSURANCE & LTD	21.88	259	223.35				
	101-41231-2211	GENERAL SUPPLIES	15.96	5,800	4,395.51				
	101-41231-2215	SAFETY WEAR & EQUIPMENT	79.11	500	160.38				
	101-41231-2221	EQUIPMENT REPAIR & MAINTEN	3.49	1,000	321.88				
	101-41231-3384	REFUSE DISPOSAL	0.00	1,600	1,580.00				
	101-42071-1131	HEALTH INSURANCE	1,517.68	14,711	12,161.29				
	101-42071-1133	LIFE INSURANCE & LTD	13.40	159	137.18				
	101-42071-3384	REFUSE DISPOSAL	129.54	1,800	1,540.92				
	101-50151-1131	HEALTH INSURANCE	27,943.54	301,805	254,859.94				
	101-50151-1133	LIFE INSURANCE & LTD	301.43	3,624	3,120.78				
	101-50151-3311	GENERAL PROFESSIONAL SERVI	37.24	31,355	30,047.18				
	101-50352-2245	EQUIPMENT/TOOLS UP TO \$500	734.30	40,481	33,959.93				
	101-50352-3345	ADVERTISING	300.00	150	167.00-			Y	
	101-50352-3384	REFUSE DISPOSAL	0.00	1,000	1,000.00				
	101-50453-1131	HEALTH INSURANCE	150.66	0	253.23-			Y	
	101-50453-1133	LIFE INSURANCE & LTD	3.25	0	5.53-			Y	
	101-50453-3384	REFUSE DISPOSAL	0.00	100	100.00				
	101-60162-1131	HEALTH INSURANCE	7,552.11	103,805	91,552.18				
	101-60162-1133	LIFE INSURANCE & LTD	92.38	1,220	1,061.21				
	101-60162-3331	TRAVEL, CONFERENCES, AND S	378.44	10,700	8,800.62				
	101-60164-1131	HEALTH INSURANCE	5,638.89	56,421	46,985.18				
	101-60164-1133	LIFE INSURANCE & LTD	52.43	640	555.34				
	101-60164-2211	GENERAL SUPPLIES	55.31	2,500	2,186.28				
	101-60211-1131	HEALTH INSURANCE	10,921.73	114,784	96,264.38				
	101-60211-1133	LIFE INSURANCE & LTD	106.07	1,223	1,063.56				
	101-60211-2215	SAFETY WEAR & EQUIPMENT	33.87	5,000	4,545.85				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	3,274.31	56,000	32,144.05				
	101-60211-3311	GENERAL PROFESSIONAL SERVI	3,058.00	18,500	671.62-	Y			
	101-60211-3321	TELEPHONE & CELLULAR PHONE	98.71	2,800	2,127.86				
	101-60211-3384	REFUSE DISPOSAL	191.96	4,300	3,834.61				
	101-60364-1131	HEALTH INSURANCE	3,683.22	27,216	20,741.42				
	101-60364-1133	LIFE INSURANCE & LTD	31.38	277	219.90				
	101-60364-2221	EQUIPMENT REPAIR & MAINTEN	2,749.63	15,100	9,678.02				
	101-60364-2245	EQUIPMENT/TOOLS UP TO \$500	149.99	2,100	1,627.63				
	101-60364-3384	REFUSE DISPOSAL	227.15	3,200	2,732.85				
	101-60364-3437	LICENSES AND TAXES	400.00	25,000	24,397.00				
	101-70176-3384	REFUSE DISPOSAL	0.00	500	465.26				
	101-70276-1131	HEALTH INSURANCE	2,063.52	30,894	27,487.79				
	101-70276-1133	LIFE INSURANCE & LTD	38.02	427	362.67				
	101-70276-3384	REFUSE DISPOSAL	103.98	2,500	2,147.18				
	101-70675-1131	HEALTH INSURANCE	2,689.96	34,142	29,596.18				
	101-70675-1133	LIFE INSURANCE & LTD	39.22	535	469.81				
	101-70871-1133	LIFE INSURANCE & LTD	10.48	165	147.95				
	101-70871-3314	INSTRUCTORS FEES	1,119.59	11,200	10,080.41				
	101-70971-1131	HEALTH INSURANCE	1,517.68	14,712	12,162.29				
	101-70971-1133	LIFE INSURANCE & LTD	12.96	147	126.00				
	208-41136-3820	APPROPRIATIONS	70.00	0	3,570.00-	Y			
	211-21231	HSA /VEBA (ER ONLY)	615.48						
	211-21256	LIFE INS-PERA	16.00						
	211-21271	Voluntary Life Ins.	117.12						
	211-70437-1131	HEALTH INSURANCE	3,862.24	70,863	64,326.32				
	211-70437-1133	LIFE INSURANCE/LTD	80.56	907	777.77				
	256-70579-3346	GENERAL NOTICES & PUBLICAT	721.50	0	721.50-	Y			
	258-21231	HSA/VBA (ER ONLY)	846.98						
	258-21265	UNION DUES	114.00						
	258-21271	VOLUNTARY LIFE INS	14.54						
	258-70579-1131	HEALTH INSURANCE	4,856.57	0	8,182.75-	Y			
	258-70579-1133	LIFE INSURANCE & LTD	44.84	0	71.78-	Y			
	258-70579-2211	GENERAL SUPPLIES	33.38	48,749	44,119.33				
	258-70579-2221	EQUIPMENT REPAIR & MAINTEN	2,950.67	0	4,426.22-	Y			
	258-70579-2227	OTHER REPAIRS & MAINTENANC	308.97	0	3,962.30-	Y			
	258-70579-3384	REFUSE DISPOSAL	810.68	0	1,621.36-	Y			
	258-70579-3405	MAINTENANCE AGREEMENTS	2,992.91	0	5,176.91-	Y			
	270-21231	HSA / VEBA (ER ONLY)	264.68						
	270-21271	Voluntary Life Ins.	1.30						
	270-50551-1131	HEALTH INSURANCE	1,517.68	0	2,557.61-	Y			
	270-50551-1133	LIFE INSURANCE & LTD	12.06	0	19.86-	Y			
	270-50551-3384	REFUSE DISPOSAL	35.20	0	57.30-	Y			
	494-41136-5520	BUILDINGS & STRUCTURES	3,953.76	0	588,021.00-	Y			
	495-41136-3313	LEGAL FEES	414.00	0	414.00-	Y			
	602-21231	HSA / VEBA (ER ONLY)	3,063.04						

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	602-21256	LIFE INSURANCE - PERA	64.00				
	602-21265	UNION DUES	390.66				
	602-21271	Voluntary Life Ins.	118.40				
	602-90581-1131	HEALTH INSURANCE	14,032.91	145,810	122,055.59		
	602-90581-1133	LIFE INSURANCE & LTD	147.48	1,880	1,631.00		
	602-90581-2211	GENERAL SUPPLIES	315.89	280,000	227,093.92		
	602-90581-3311	GENERAL PROFESSIONAL SERVI	6,676.58	104,400	83,299.02		
	602-90581-3322	POSTAGE	7.93	2,000	1,968.79		
	602-90581-3384	REFUSE DISPOSAL	252.82	3,500	2,841.36		
	602-90581-3437	LICENSES AND TAXES	6,300.00	12,400	448.16		
	609-21231	HSA / VEBA (ER ONLY)	434.12				
	609-21271	VOLUNTARY LIFE INS	35.14				
	609-90991-1131	HEALTH INSURANCE	2,261.22	26,350	22,519.54		
	609-90991-1133	LIFE INSURANCE & LTD	40.70	440	371.59		
	609-90991-2211	GENERAL SUPPLIES	41.58	7,500	5,573.60		
	609-90991-3311	GENERAL PROFESSIONAL SERVI	447.00	3,000	402.04		
	609-90991-3333	FREIGHT	146.00	30,000	25,097.79		
	609-90991-3384	REFUSE DISPOSAL	216.45	2,000	1,567.10		
	609-90992-2211	GENERAL SUPPLIES	89.36	0	98.62- Y		
	609-90992-2251	LIQUOR PURCHASES	9,732.72	1,091,165	911,234.49		
	609-90992-2252	BEER PURCHASES	15,426.80	1,576,627	1,279,972.00		
	609-90992-2253	WINE PURCHASES	802.00	456,941	379,548.92		
	609-90992-2254	GEN MDSE PURCHASES	382.57	73,019	57,942.67		
	630-90661-3312	CONSULTANT FEES	10,623.08	45,885	29,920.76		
	** 2020-2021 YEAR TOTALS **		231,962.99				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	28,734.78
101-0141	MAYOR & COUNCIL	43.90
101-0151	POLICE ADMINISTRATION	28,282.21
101-0162	ENGINEERING	8,022.93
101-0164	COMMUNITY PLANNING	5,746.63
101-0176	AQUATIC CENTER	0.00
101-0211	STREET ADMINISTRATION	17,684.65
101-0276	PARK MAINTENANCE & DEVEL.	2,205.52
101-0352	FIRE SERVICES	1,034.30
101-0364	AIRPORT	7,241.37
101-0453	ANIMAL IMPOUNDMENT	153.91

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-0671	CABLE COMMISSION	1,950.83
101-0675	COMM SERVICES ADMIN	2,729.18
101-0741	CITY ADMINISTRATION	5,201.58
101-0821	FINANCE	4,598.36
101-0871	COMMUNITY EDUCATION	1,130.07
101-0931	APPRAISING & ASSESSING	4,594.60
101-0971	RECREATION	1,530.64
101-1041	LEGAL	16.43
101-1136	GEN COMM DEVELOPMENT	10,472.65
101-1231	MUNICIPAL BLDG MAINT	2,224.26
101-2071	ADULT COMMUNITY CTR	1,660.62

101 TOTAL	GENERAL FUND	135,259.42
208-1136	GENERAL COMMUNITY DEV	70.00

208 TOTAL	EDA ADMINISTRATION	70.00
211	NON-DEPARTMENTAL	748.60
211-0437	LIBRARY	3,942.80

211 TOTAL	LIBRARY FUND	4,691.40
256-0579	AMATEUR SPORTS CENTER	721.50

256 TOTAL	LOCAL SALES/LODGING TAX	721.50
258	NON-DEPARTMENTAL	975.52
258-0579	AMATEUR SPORTS CENTER	11,998.02

258 TOTAL	ARENA & EXPO	12,973.54
270	NON-DEPARTMENTAL	265.98
270-0551	MERIT OPERATIONS	1,564.94

270 TOTAL	MERIT	1,830.92

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
494-1136	GENERAL GOVERNMENT	3,953.76

494 TOTAL	CITY HALL BUILDING	3,953.76
495-1136	GEN COMM DEVELOPMENT	414.00

495 TOTAL	PUBLIC IMPROVE REVOLVING	414.00
602	NON-DEPARTMENTAL	3,636.10
602-0581	WW OPERATIONS	27,733.61

602 TOTAL	WASTEWATER OPERATING	31,369.71
609	NON-DEPARTMENTAL	469.26
609-0991	LIQUOR OPERATIONS	3,152.95
609-0992	LIQUOR PURCHASES	26,433.45

609 TOTAL	LIQUOR	30,055.66
630-0661	SURFACE WATER MGT UTILITY	10,623.08

630 TOTAL	SURFACE WATER MGT UTILITY	10,623.08

** TOTAL **		231,962.99

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
557 ECFE CLASS	3314 INSTRUCTOR'S FEES	1,119.59
		** PROJECT 557 TOTAL **
		1,119.59
CH1 CITY HALL-NEW	5520 BUILDING & STRUCTURES	3,953.76
		** PROJECT CH1 TOTAL **
		3,953.76
D01 AIRPORT MAINTENANCE	1131 HEALTH INSURANCE	88.61
	1133 LIFE INSURANCE	1.37
		** PROJECT D01 TOTAL **
		89.98

*** PROJECT TOTALS ***

PROJECT	LINE ITEM		AMOUNT
D02 MERIT CENTER MAINTENANCE	1131	HEALTH INSURANCE	42.57
	1133	LIFE INSURANCE	0.36
		** PROJECT D02 TOTAL **	42.93
D05 MUNICIPAL BLDG MAINTENANC	1131	HEALTH INSURANCE	987.93
	1133	LIFE INSURANCE	8.38
		** PROJECT D05 TOTAL **	996.31
D06 PURCHASING	1131	HEALTH INSURANCE	14.23
	1133	LIFE INSURANCE	0.12
		** PROJECT D06 TOTAL **	14.35
D07 NAME SEARCHES	1131	HEALTH INSURANCE	14.23
	1133	LIFE INSURANCE	0.12
		** PROJECT D07 TOTAL **	14.35
D08 SENIOR CENTER MAINTENANCE	1131	HEALTH INSURANCE	69.07
	1133	LIFE INSURANCE	0.59
		** PROJECT D08 TOTAL **	69.66
D13 STREET DEPT MAINTENANCE	1131	HEALTH INSURANCE	26.52
	1133	LIFE INSURANCE	0.25
		** PROJECT D13 TOTAL **	26.77
E03 SNOW REMOVAL AIRPORT	1131	HEALTH INSURANCE	1,648.38
	1133	LIFE INSURANCE	13.70
		** PROJECT E03 TOTAL **	1,662.08
E04 BUILDING MAINTENANCE - AI	1131	HEALTH INSURANCE	899.76
	1133	LIFE INSURANCE	7.72
		** PROJECT E04 TOTAL **	907.48
E05 GROUND MAINTENANCE - AIRP	1131	HEALTH INSURANCE	22.54
	1133	LIFE INSURANCE	0.20
		** PROJECT E05 TOTAL **	22.74
E06 EQUIPMENT MAINTENANCE - A	1131	HEALTH INSURANCE	549.27
	1133	LIFE INSURANCE	4.65
		** PROJECT E06 TOTAL **	553.92

*** PROJECT TOTALS ***

PROJECT	LINE ITEM		AMOUNT
E15 STORM WATER UTILITY	1131	HEALTH INSURANCE	37.94
	1133	LIFE INSURANCE	0.32
		** PROJECT E15 TOTAL **	38.26
L65 JANITORIAL-LIB	1131	HEALTH INSURANCE	415.79
	1133	LIFE INSURANCE	6.45
		** PROJECT L65 TOTAL **	422.24
L66 INTERIOR MAINTENANCE	1131	HEALTH INSURANCE	63.71
	1133	LIFE INSURANCE	0.58
		** PROJECT L66 TOTAL **	64.29
L67 EXTERIOR MAINTENANCE	1131	HEALTH INSURANCE	123.70
	1133	LIFE INSURANCE	1.08
		** PROJECT L67 TOTAL **	124.78
MER MERIT CENTER	1131	HEALTH INSURANCE	11.44
	1133	LIFE INSURANCE	0.09
		** PROJECT MER TOTAL **	11.53
PG1 BLR GANG/DRUG TF-GANG	1131	HEALTH INSURANCE	491.75
	1133	LIFE INSURANCE	8.92
		** PROJECT PG1 TOTAL **	500.67
S01 SNOW REMOVAL - STREET DEP	1131	HEALTH INSURANCE	7,005.84
	1133	LIFE INSURANCE	67.86
		** PROJECT S01 TOTAL **	7,073.70
S02 EQUIPMENT REPAIR & MAINTENANCE	1131	HEALTH INSURANCE	1,578.38
	1133	LIFE INSURANCE	14.67
		** PROJECT S02 TOTAL **	1,593.05
S03 STREET REPAIR & MAINTENANCE	1131	HEALTH INSURANCE	818.29
	1133	LIFE INSURANCE	7.95
		** PROJECT S03 TOTAL **	826.24
S05 STREET SIGNING & TRAFFIC	1131	HEALTH INSURANCE	37.94
	1133	LIFE INSURANCE	0.44
		** PROJECT S05 TOTAL **	38.38

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
Z52 WCA BUS SHELTER PROJECT	1131 HEALTH INSURANCE	10.99
	1133 LIFE INSURANCE	0.33
	** PROJECT Z52 TOTAL **	11.32
Z75 S 4TH ST. RECON	1131 HEALTH INSURANCE	751.71
	1133 LIFE INSURANCE	17.07
	** PROJECT Z75 TOTAL **	768.78

NO ERRORS

** END OF REPORT **

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5606	LEGALSHIELD	I-45 202002194373	101-21272	LEGAL SHIELD LEGALSHIELD	115824	92.70
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	92.70
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-40141-1151	WORK COMP INS Q2 2020 WC	115821	13.00
01-4660	MARSHALL FESTIVALS INC.	I-202003124456	101-40141-3811	COMMUNITY CON 2020 SOUNDS OF SUMMER	115830	10,000.00
				DEPARTMENT 0141 MAYOR & COUNCIL	TOTAL:	10,013.00
01-0656	AVERA MARSHALL REGIONAL	I-202003094435	101-50151-3311	GENERAL PROFE 01/20 BLOOD DRAWS	115801	76.00
01-1006	DOMINOS PIZZA	I-202003094437	101-50151-3434	INVESTIGATION PIZZA FOR INVESTIGATION	115816	192.87
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-50151-1151	WORK COMP INS Q2 2020 WC	115821	13,165.00
01-1508	LOCKWOOD MOTORS INC.	I-CW05662802	101-50151-2221	EQUIPMENT REP CAR WASHES	115825	59.52
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-50151-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00
	PROJ: PG1-2212	BLR GANG/DRUG TF-GANG		MOTOR FUEL, LUBRICANTS		
		I-202003104443	101-50151-2212	MOTOR FUELS, 02/19 FUEL	115826	2,258.70
01-1756	MN CHIEFS OF POLICE	I-10697	101-50151-3331	TRAVEL, CONFE CHIEF'S CONFERENCE	115836	485.00
01-4140	KRUSE FORD-LINCOLN-MERC	I-124371	101-50151-2221	EQUIPMENT REP BATTERY	115820	129.95
01-5733	VAST BROADBAND	I-002687001-0220	101-50151-3321	TELEPHONE & C 02/26-03/25/20	115854	33.97
		I-015044401-0220	101-50151-3321	TELEPHONE & C 02/26-03/25/20	115854	34.52
01-6166	PULVER MOTOR SVC, LLC	I-150929	101-50151-3436	TOWING CHARGE ICR # 20-3599	115845	75.00
		I-154797	101-50151-3436	TOWING CHARGE ICR# 20-1352	115845	75.00
01-6406	COLE WEICK	I-202003094436	101-50151-3331	TRAVEL, CONFE ARMORER COURSE- C KRUK	115802	375.00
				DEPARTMENT 0151 POLICE ADMINISTRATION	TOTAL:	16,960.53

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-50156-1151	WORK COMP INS Q2 2020 WC	115821	168.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-50156-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00
	PROJ: PC5-2212	10/14-09/16 CAT GRANT		MOTOR FUELS, LUBRICANTS & ADDI		
DEPARTMENT 0156 CHEMICAL ASSESSMENT TEAM TOTAL:						168.00

01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-60162-1151	WORK COMP INS Q2 2020 WC	115821	486.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-60162-2212	MOTOR FUELS, 02/19 FUEL	115826	208.75
01-1821	MN SOCIETY OF PROFESSIO	I-202003114448	101-60162-3331	TRAVEL, CONFE REFRESHER CLASS FOR INSPECTORS	115817	210.00
01-5683	ASSOCIATION OF MINNESOT	I-56242	101-60162-3345	ADVERTISING JOB AD- ASST CITY ENGINEER	115800	75.00
DEPARTMENT 0162 ENGINEERING TOTAL:						979.75

01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-60164-1151	WORK COMP INS Q2 2020 WC	115821	297.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-60164-2212	MOTOR FUELS, 02/19 FUEL	115826	149.20
01-2387	SW CHAPTER OF ICC	I-202003114446	101-60164-3433	DUES & SUBSCR 2020 DUES	115851	150.00
DEPARTMENT 0164 COMMUNITY PLANNING TOTAL:						596.20

01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-70176-1151	WORK COMP INS Q2 2020 WC	115821	1,025.00
DEPARTMENT 0176 AQUATIC CENTER TOTAL:						1,025.00

		I-10002543-Q2	101-60211-1151	WORK COMP INS Q2 2020 WC	115821	7,823.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-60211-2212	MOTOR FUELS, 02/19 FUEL	115826	7,038.20
		I-202003104443	101-60211-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0211 STREET ADMINISTRATION
 BUDGET TO USE: CB-CURRENT BUDGET

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1649	MARSHALL TRUCK SALVAGE	I-70133	101-60211-2221	EQUIPMENT REP TORCH OXYGEN	115832	35.43
01-1844	MN WEST COMMUNITY & TEC	I-646663	101-60211-3331	TRAVEL, CONFE VEHICLE INSPECTION RECERT-G HA	115837	100.00
01-5813	ACE HOME & HARDWARE	I-112960	101-60211-2211	GENERAL SUPPL BACK SHOP	115796	31.98
01-5942	SNAP-ON	I-0309203771	101-60211-2245	EQUIPMENT/TOO TOOLS	115848	308.00
01-6168	TEREX USA LLC	I-7010002	101-60211-3311	GENERAL PROFE BUCKET TRUCK INSPECTION	115852	600.00
DEPARTMENT 0211 STREET ADMINISTRATION					TOTAL:	15,936.61
01-0018	BORDER STATES ELECTRIC	I-919561691	101-70276-2245	EQUIPMENT/TOO 18V SAWZALL, BATTERY	115806	249.01
		I-919587291	101-70276-2211	GENERAL SUPPL GLOVES	115806	40.20
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-70276-1151	WORK COMP INS Q2 2020 WC	115821	2,755.00
01-1508	LOCKWOOD MOTORS INC.	I-48122	101-70276-2221	EQUIPMENT REP END CAP	115825	6.89
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-70276-2212	MOTOR FUELS, 02/19 FUEL	115826	1,006.29
		I-202003104443	101-70276-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00
01-1555	LYON LINCOLN ELECTRIC C	I-202003094438	101-70276-3381	ELECTRIC UTIL 01/31-02/21/20	115829	40.19
01-3819	DACOTAH PAPER CO	I-61992	101-70276-2211	GENERAL SUPPL TOWELS	115813	37.09
01-5733	VAST BROADBAND	I-001744201-0320	101-70276-3321	TELEPHONE 03/06-04/05/20	115854	217.96
01-5813	ACE HOME & HARDWARE	I-112897	101-70276-2211	GENERAL SUPPL SUPPLIES	115796	17.83
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.					TOTAL:	4,370.46
01-0920	CULLIGAN WATER CONDITIO	I-202003124455	101-50352-2211	GENERAL SUPPL 02/07/20 WATER	115812	6.00

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0352 FIRE SERVICES
 BUDGET TO USE: CB-CURRENT BUDGET

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-50352-1151	WORK COMP INS Q2 2020 WC	115821	4,511.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-50352-2212	MOTOR FUELS, 02/19 FUEL	115826	162.65
		I-202003104443	101-50352-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00
01-3022	SOUTHWEST HEALTH & HUM	I-43611	101-50352-3311	GENERAL PROFE HEP 3 IMMUNIZATIONS	115849	180.00
01-3851	RIDGEWATER COLLEGE	I-00235906	101-50352-3331	TRAVEL, CONFE EMR REFRESHER COURSE	115846	2,500.00
01-6202	SUNDANCE AUTO REPAIR	I-13597	101-50352-2221	EQUIPMENT REP TIRE REPAIRS CHIEF'S TRUCK	115850	22.00
DEPARTMENT 0352 FIRE SERVICES					TOTAL:	7,381.65
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-60364-1151	WORK COMP INS Q2 2020 WC	115821	1,365.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-60364-2212	MOTOR FUELS, 02/19 FUEL	115826	118.44
01-1548	LYON COUNTY LANDFILL	I-303029	101-60364-2211	GENERAL SUPPL MICROWAVE DISPOSAL	115827	15.00
01-1945	NORMS GTC	I-102511	101-60364-2245	EQUIPMENT/TOO TIRE REMOVAL CART	115840	85.45
DEPARTMENT 0364 AIRPORT					TOTAL:	1,583.89
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-70377-1151	WORK COMP INS Q2 2020 WC	115821	82.00
DEPARTMENT 0377 MUNICIPAL BAND					TOTAL:	82.00
		I-10002543-Q2	101-50453-1151	WORK COMP INS Q2 2020 WC	115821	74.00
DEPARTMENT 0453 ANIMAL IMPOUNDMENT					TOTAL:	74.00
		I-10002543-Q2	101-40671-1151	WORK COMP INS Q2 2020 WC	115821	44.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-40671-2212	MOTOR FUELS, 02/19 FUEL	115826	21.81
DEPARTMENT 0671 CABLE COMMISSION					TOTAL:	65.81

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-70675-1151	WORK COMP INS Q2 2020 WC	115821	1,059.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	101-70675-2212	MOTOR FUELS, 02/19 FUEL	115826	29.16
DEPARTMENT 0675 COMM SERVICES ADMIN					TOTAL:	1,088.16
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-40741-1151	WORK COMP INS Q2 2020 WC	115821	352.00
		I-10002543-Q2	101-40741-1151	WORK COMP INS Q2 2020 WC	115821	9,780.00
01-6262	CHARTWELLS DINING SVC	I-3254402356	101-40741-3311	GENERAL PROFE 03/04/20 OPEN HOUSE	115810	110.20
DEPARTMENT 0741 CITY ADMINISTRATION					TOTAL:	10,242.20
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	101-70772-1151	WORK COMP INS Q2 2020 WC	115821	109.00
DEPARTMENT 0772 CS YOUTH ACTIVITIES					TOTAL:	109.00
		I-10002543-Q2	101-70774-1151	WORK COMP INS Q2 2020 WC	115821	8.00
DEPARTMENT 0774 CS GENERAL-OTHER					TOTAL:	8.00
		I-10002543-Q2	101-40821-1151	WORK COMP INS Q2 2020 WC	115821	260.00
DEPARTMENT 0821 FINANCE					TOTAL:	260.00
		I-10002543-Q2	101-70871-1151	WORK COMP INS Q2 2020 WC	115821	928.00
		I-10002543-Q2	101-70871-1151	WORK COMP INS Q2 2020 WC	115821	0.00
		I-10002543-Q2	101-70871-1151	WORK COMP INS Q2 2020 WC	115821	0.00
DEPARTMENT 0871 COMMUNITY EDUCATION					TOTAL:	928.00
		I-10002543-Q2	101-40931-1151	WORK COMP INS Q2 2020 WC	115821	204.00
01-1552	LYON COUNTY RECORDER	I-202035-1	101-40931-3433	DUES & SUBSCR 02/20 LAREDO BILLING	115828	69.10
DEPARTMENT 0931 APPRAISING & ASSESSING					TOTAL:	273.10

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0971 RECREATION
 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-Q2	101-70971-1151	WORK COMP INS Q2 2020 WC	115821	1,111.00
		I-10002543-Q2	101-70971-1151	WORK COMP INS Q2 2020 WC	115821	0.00
		I-10002543-Q2	101-70971-1151	WORK COMP INS Q2 2020 WC	115821	0.00
01-6268	DAKOTA CURLING SUPPLIES					
		I-10001311	101-70971-2211	GENERAL SUPPL CURLING SUPPLIES	115814	309.22
	PROJ: 200-2211	CURLING		GENERAL SUPPLIES		
				DEPARTMENT 0971 RECREATION	TOTAL:	1,420.22
01-1808	MINNESOTA MUNICIPAL UTI					
		I-55011	101-41136-3311	GENERAL PROFE Q1 2020 SAFETY TRAINING	115835	4,116.85
				DEPARTMENT 1136 GEN COMM DEVELOPMENT	TOTAL:	4,116.85
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-Q2	101-41231-1151	WORK COMP INS Q2 2020 WC	115821	1,275.00
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003104443	101-41231-2212	MOTOR FUELS, 02/19 FUEL	115826	147.31
01-1945	NORMS GTC					
		I-102582	101-41231-2221	EQUIPMENT REP BATTERIES-FLOOR SCRUBBER	115840	300.00
01-3819	DACOTAH PAPER CO					
		I-61724	101-41231-2211	GENERAL SUPPL TOWELS, BAGS	115813	204.38
		I-95697	101-41231-2221	EQUIPMENT REP VACUUM PARTS	115813	52.81
01-5733	VAST BROADBAND					
		I-015038701-0220	101-41231-3321	TELEPHONE & C 02/24-03/23/20	115854	27.97
				DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL:	2,007.47
		I-015038601-0220	101-41641-3321	TELEPHONE 02/06-03/05/20	115854	16.76
01-6467	RSM US LLP					
		I-5910480	101-41641-3311	GENERAL PROFE SVC THRU 02/15/20	115847	231.00
				DEPARTMENT 1641 INFORMATION TECHNOLOGY	TOTAL:	247.76
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-Q2	101-42071-1151	WORK COMP INS Q2 2020 WC	115821	283.00
01-5733	VAST BROADBAND					

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PACKET: 07288 Regular Payments
VENDOR SET: 01
FUND : 101 GENERAL FUND
DEPARTMENT: 2071 ADULT COMMUNITY CTR
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5733	VAST BROADBAND		continued			
		I-015790801-0320	101-42071-3321	TELEPHONE & C 03/06-04/05/20	115854	10.67
				DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL:	293.67
				FUND 101 GENERAL FUND	TOTAL:	80,324.03

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 208 EDA ADMINISTRATION
 DEPARTMENT: 1136 GENERAL COMMUNITY DEV
 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-Q2	208-41136-1151	WORK COMP INS Q2 2020 WC	115821	64.00
01-1808	MINNESOTA MUNICIPAL UTI	I-55011	208-41136-3331	TRAVEL, CONFER Q1 2020 SAFETY TRAINING	115835	6.96
01-6374	CONNECT BUSINESS MAGAZI	I-21381	208-41136-3345	ADVERTISING 1/2 PAGE AD	115811	150.00
DEPARTMENT 1136 GENERAL COMMUNITY DEV					TOTAL:	220.96
FUND 208 EDA ADMINISTRATION					TOTAL:	220.96

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 211 LIBRARY FUND
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5606	LEGALSHIELD					
		I-45 202002194373	211-21272	LEGAL SHIELD LEGALSHIELD	115824	52.80
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	52.80
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-Q2	211-70437-1151	WORK COMP INS Q2 2020 WC	115821	645.00
01-1808	MINNESOTA MUNICIPAL UTI					
		I-55011	211-70437-3331	TRAVEL, CONFER Q1 2020 SAFETY TRAINING	115835	71.01
				DEPARTMENT 0437 LIBRARY	TOTAL:	716.01
				FUND 211 LIBRARY FUND	TOTAL:	768.81

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 PACKET: 07288 Regular Payments
 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	CHECK#	AMOUNT
01-0707	BISBEE PLUMBING AND HEA	I-52054	258-70579-2223	BLDG REPAIR & WATER VALVE REPLACEMENT	115805	176.21
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	258-70579-1151	WORK COMP INS Q2 2020 WC	115821	1,137.00
01-1808	MINNESOTA MUNICIPAL UTI	I-55011	258-70579-3331	TRAVEL, CONFE Q1 2020 SAFETY TRAINING	115835	125.14
01-1864	MONTES ELECTRIC INC	I-18564	258-70579-2227	OTHER REPAIRS ARENA SIGN	115838	206.95
		I-18682	258-70579-2227	OTHER REPAIRS ARENA SIGN	115838	236.95
01-3819	DACOTAH PAPER CO	I-61727	258-70579-2211	GENERAL SUPPL DEODORIZER	115813	80.97
01-4980	MENARDS INC	I-54887	258-70579-2211	GENERAL SUPPL SUPPLIES	115834	56.56
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	2,019.78
FUND 258 ARENA & EXPO					TOTAL:	2,019.78

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 PACKET: 07288 Regular Payments
 VENDOR SET: 01
 FUND : 270 MERIT
 DEPARTMENT: 0551 MERIT OPERATIONS
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	270-50551-1151	WORK COMP INS Q2 2020 WC	115821	67.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	270-50551-2212	MOTOR FUELS, 02/19 FUEL	115826	103.81
01-1808	MINNESOTA MUNICIPAL UTI	I-55011	270-50551-3331	TRAVEL, CONFE Q1 2020 SAFETY TRAINING	115835	7.38
DEPARTMENT 0551 MERIT OPERATIONS					TOTAL:	178.19
FUND 270 MERIT					TOTAL:	178.19

PACKET: 07288 Regular Payments

VENDOR SET: 01

FUND : 394 2020A CAPITAL IMPR PLAN

DEPARTMENT: 6420 DEBT SERVICE

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2499	US BANK	I-5661633	394-96420-6630	FISCAL AGENT 2020A BOND	115853	850.00
					DEPARTMENT 6420 DEBT SERVICE	TOTAL: 850.00
					FUND 394 2020A CAPITAL IMPR PLAN	TOTAL: 850.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-6404	ADVANCED HEALTH, SAFETY					
		I-IN4013MN	494-41136-5520	BUILDINGS & S #6 HAZMAT REMOVAL CITY HALL BUILDING & STRUCTURES	115797	83,270.83
	PROJ: CH1-5520	CITY HALL-NEW				
		I-IN4029MN	494-41136-5520	BUILDINGS & S #2 HAZMAT REMOVAL-CITY HALL BUILDING & STRUCTURES	115797	2,992.50
	PROJ: CH1-5520	CITY HALL-NEW				
01-6468	BRENNAN CONSTRUCTION OF					
		I-202003114450	494-41136-5520	BUILDINGS & S #1, MARSHALL MUNICIPAL BLDG BUILDING & STRUCTURES	115809	291,100.50
	PROJ: CH1-5520	CITY HALL-NEW				
DEPARTMENT 1136 GENERAL GOVERNMENT					TOTAL:	377,363.83
FUND 494 CITY HALL BUILDING					TOTAL:	377,363.83

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0018	BORDER STATES ELECTRIC	I-919573026	602-90581-2211	GENERAL SUPPL GFI OUTLETS	115806	206.80
01-0689	BEND RITE FABRICATION I	I-45171	602-90581-2211	GENERAL SUPPL .	115803	3.48
01-1256	HAWKINS INC	I-4674903	602-90581-2211	GENERAL SUPPL FERRIC CHLORIDE	115818	5,461.41
01-1483	LEAGUE OF MINNESOTA CIT	I-10002543-Q2	602-90581-1151	WORK COMP INS Q2 2020 WC	115821	5,182.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003104443	602-90581-2212	MOTOR FUELS, 02/19 FUEL	115826	414.75
01-1808	MINNESOTA MUNICIPAL UTI	I-55011	602-90581-3331	TRAVEL, CONFE Q1 2020 SAFETY TRAINING	115835	570.42
01-1877	MOTION INDUSTRIES INC	I-MN01-177761	602-90581-2211	GENERAL SUPPL O RINGS	115839	1.17
01-1945	NORMS GTC	I-102595	602-90581-2212	MOTOR FUELS, FUEL STABILIZER	115840	13.99
01-2064	POWERPLAN	I-P6412411	602-90581-2211	GENERAL SUPPL HYDRAULIC HOSE & FITTINGS	115844	141.00
01-3809	O'REILLY AUTOMOTIVE STO	I-1538-240448	602-90581-2221	EQUIPMENT REP 2007 FORD 150 ROTOR	115841	98.40
01-4356	DIGI-KEY, INC	I-202003114445	602-90581-2211	GENERAL SUPPL SPARE COOLING FAN MAIL LIFT PU	115815	106.25
	PROJ: W00-2211	SANITARY SEWER		GENERAL SUPPLIES		
01-4980	MENARDS INC	I-54739	602-90581-2211	GENERAL SUPPL MAGNETICS & SCREWDRIVER SET	115834	59.79
01-5139	MATHESON TRI-GAS INC	I-31598596	602-90581-2211	GENERAL SUPPL TANK EXCHANGES	115833	102.14
01-5283	BREDE, WAYNE	I-202003124454	602-90581-3312	CONSULTANT FE HAY POINTING LAB SPECIALIST	115808	75.00
01-5733	VAST BROADBAND	I-015082101-0320	602-90581-3321	TELEPHONE & C 03/06-04/05/20	115854	282.95
01-5813	ACE HOME & HARDWARE	I-112906	602-90581-2211	GENERAL SUPPL SUPPLIES	115796	15.18
		I-112966	602-90581-2211	GENERAL SUPPL GFCI TESTER	115796	9.59

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PACKET: 07288 Regular Payments
VENDOR SET: 01
FUND : 602 WASTEWATER OPERATING
DEPARTMENT: 0581 WW OPERATIONS
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-6168	TEREX USA LLC	I-7010001	602-90581-2221	EQUIPMENT REP INSPECTION LIFT ON TRUCK	115852	400.00
					DEPARTMENT 0581 WW OPERATIONS	TOTAL: 13,144.32
					FUND 602 WASTEWATER OPERATING	TOTAL: 13,144.32

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1399	JOHNSON BROTHERS LIQUOR					
		I-1515452	609-90991-3333	FREIGHT .	115819	84.50
		I-1517367	609-90991-3333	FREIGHT .	115819	16.48
		I-1517368	609-90991-3333	FREIGHT .	115819	73.66
		I-1522564	609-90991-3333	FREIGHT .	115819	113.52
		I-1522565	609-90991-3333	FREIGHT .	115819	30.42
01-1483	LEAGUE OF MINNESOTA CIT					
		I-10002543-Q2	609-90991-1151	WORK COMP INS Q2 2020 WC	115821	1,724.00
01-1623	MARSHALL INDEPENDENT, I					
		I-056315	609-90991-3345	ADVERTISING 02/20 DISPLAY & SHOPPER	115831	165.00
01-1808	MINNESOTA MUNICIPAL UTI					
		I-55011	609-90991-3331	TRAVEL, CONFE Q1 2020 SAFETY TRAINING	115835	189.74
01-1864	MONTES ELECTRIC INC					
		I-18566	609-90991-2211	GENERAL SUPPL INSTALL ANGLE CAP ON COOLER CO	115838	135.54
01-2019	PAUSTIS WINE COMPANY					
		I-82304	609-90991-3333	FREIGHT .	115842	20.00
		I-82562	609-90991-3333	FREIGHT .	115842	92.50
01-2036	PHILLIPS WINE AND SPIRI					
		I-6008678	609-90991-3333	FREIGHT .	115843	19.38
		I-6008679	609-90991-3333	FREIGHT .	115843	6.08
		I-6012416	609-90991-3333	FREIGHT .	115843	44.78
		I-6012417	609-90991-3333	FREIGHT .	115843	20.28
01-4457	BREAKTHRU BEVERAGE					
		I-1081109667	609-90991-3333	FREIGHT .	115807	54.27
		I-1081109668	609-90991-3333	FREIGHT .	115807	14.80
01-4980	MENARDS INC					
		I-54895	609-90991-2211	GENERAL SUPPL SUPPLIES	115834	20.14
01-5733	VAST BROADBAND					
		I-015429901-0220	609-90991-3321	TELEPHONE 02/29-03/28/20	115854	187.44
DEPARTMENT 0991 LIQUOR OPERATIONS					TOTAL:	3,012.53
01-0630	ARCTIC GLACIER					
		I-3450003504	609-90992-2254	GEN MDSE PURC .	115798	167.35
01-0699	BEVERAGE WHOLESALERS					
		I-105351	609-90992-2252	BEER PURCHASE .	115804	1,286.60
		I-105706	609-90992-2254	GEN MDSE PURC .	115804	44.80
		I-105706	609-90992-2252	BEER PURCHASE .	115804	5,074.90

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1399	JOHNSON BROTHERS LIQUOR					
		C-593258	609-90992-2251	LIQUOR PURCHA .	115819	97.69-
		C-593259	609-90992-2253	WINE PURCHASE .	115819	19.31-
		C-593259	609-90992-2251	LIQUOR PURCHA .	115819	28.00-
		C-593260	609-90992-2253	WINE PURCHASE .	115819	13.79-
		C-593472	609-90992-2251	LIQUOR PURCHA .	115819	16.15-
		I-1515452	609-90992-2251	LIQUOR PURCHA .	115819	5,344.75
		I-1517367	609-90992-2251	LIQUOR PURCHA .	115819	1,549.24
		I-1517368	609-90992-2253	WINE PURCHASE .	115819	3,109.25
		I-1522564	609-90992-2251	LIQUOR PURCHA .	115819	4,659.45
		I-1522565	609-90992-2253	WINE PURCHASE .	115819	910.45
01-2019	PAUSTIS WINE COMPANY					
		I-82304	609-90992-2253	WINE PURCHASE .	115842	816.00
		I-82562	609-90992-2253	WINE PURCHASE .	115842	4,015.00
01-2036	PHILLIPS WINE AND SPIRI					
		I-6007340	609-90992-2251	LIQUOR PURCHA .	115843	408.00
		I-6008678	609-90992-2251	LIQUOR PURCHA .	115843	2,535.15
		I-6008679	609-90992-2253	WINE PURCHASE .	115843	198.00
		I-6012416	609-90992-2251	LIQUOR PURCHA .	115843	2,135.35
		I-6012417	609-90992-2253	WINE PURCHASE .	115843	546.00
01-4457	BREAKTHRU BEVERAGE					
		I-1081109666	609-90992-2252	BEER PURCHASE .	115807	122.75
		I-1081109667	609-90992-2254	GEN MDSE PURC .	115807	104.10
		I-1081109667	609-90992-2251	LIQUOR PURCHA .	115807	3,901.52
		I-1081109668	609-90992-2253	WINE PURCHASE .	115807	616.00
		I-2080260732	609-90992-2251	LIQUOR PURCHA SB REDWOOD FALLS CREDIT	115807	137.00
01-5447	ARTISAN BEER COMPANY					
		I-3408698	609-90992-2252	BEER PURCHASE .	115799	372.45
		I-3410172	609-90992-2252	BEER PURCHASE .	115799	211.05

DEPARTMENT 0992 LIQUOR PURCHASES TOTAL: 38,090.22

FUND 609 LIQUOR TOTAL: 41,102.75

PACKET: 07288 Regular Payments
VENDOR SET: 01
FUND : 630 SURFACE WATER MGT UTILITY
DEPARTMENT: 0661 SURFACE WATER MGT UTILITY
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003104443	630-90661-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00
		I-202003104443	630-90661-2212	MOTOR FUELS, 02/19 FUEL	115826	0.00
01-5733	VAST BROADBAND					
		I-015038601-0220	630-90661-3321	TELEPHONE & C 02/06-03/05/20	115854	18.76
DEPARTMENT 0661 SURFACE WATER MGT UTILITYTOTAL:						18.76
FUND 630 SURFACE WATER MGT UTILITYTOTAL:						18.76
REPORT GRAND TOTAL:						515,991.43

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2020-2021	101-21272	LEGAL SHIELD	92.70						
	101-40141-1151	WORK COMP INSURANCE PREMIU	13.00	162	136.00				
	101-40141-3811	COMMUNITY CONTRIBUTIONS	10,000.00	13,635	6,365.00-	Y			
	101-40671-1151	WORK COMP INSURANCE PREMIU	44.00	989	901.00				
	101-40671-2212	MOTOR FUELS, LUBRICANTS	21.81	600	578.19				
	101-40741-1151	WORK COMP INSURANCE PREMIU	10,132.00	2,042	8,442.00-	Y			
	101-40741-3311	GENERAL PROFESSIONAL SERVI	110.20	5,000	4,889.80				
	101-40821-1151	WORK COMP INSURANCE PREMIU	260.00	2,653	2,133.00				
	101-40931-1151	WORK COMP INSURANCE PREMIU	204.00	1,625	1,217.00				
	101-40931-3433	DUES & SUBSCRIPTIONS	69.10	600	104.60				
	101-41136-3311	GENERAL PROFESSIONAL SERVI	4,116.85	0	10,555.90-	Y			
	101-41231-1151	WORK COMP INSURANCE PREMIU	1,275.00	6,173	3,623.00				
	101-41231-2211	GENERAL SUPPLIES	204.38	5,800	4,395.51				
	101-41231-2212	MOTOR FUELS, LUBRICANTS &	147.31	1,250	1,102.69				
	101-41231-2221	EQUIPMENT REPAIR & MAINTEN	352.81	1,000	321.88				
	101-41231-3321	TELEPHONE & CELLULAR PHONE	27.97	1,400	1,171.10				
	101-41641-3311	GENERAL PROFESSIONAL SERVI	231.00	0	6,739.24-	Y			
	101-41641-3321	TELEPHONE	16.76	1,200	1,153.10				
	101-42071-1151	WORK COMP INSURANCE PREMIU	283.00	1,173	607.00				
	101-42071-3321	TELEPHONE & CELLULAR PHONE	10.67	1,000	820.60				
	101-50151-1151	WORK COMP INSURANCE PREMIU	13,165.00	59,690	33,356.00				
	101-50151-2212	MOTOR FUELS, LUBRICANTS &	2,258.70	45,000	42,741.30				
	101-50151-2221	EQUIPMENT REPAIR & MAINTEN	189.47	20,600	16,377.48				
	101-50151-3311	GENERAL PROFESSIONAL SERVI	76.00	31,355	30,047.18				
	101-50151-3321	TELEPHONE & CELLULAR PHONE	68.49	22,300	19,400.01				
	101-50151-3331	TRAVEL, CONFERENCES AND SC	860.00	16,500	10,842.84				
	101-50151-3434	INVESTIGATIONS	192.87	2,000	1,807.13				
	101-50151-3436	TOWING CHARGES	150.00	22,500	20,600.00				
	101-50156-1151	WORK COMP INSURANCE PREMIU	168.00	0	336.00-	Y			
	101-50156-2212	MOTOR FUELS, LUBRICANTS &	0.00	1,000	1,000.00				
	101-50352-1151	WORK COMP INSURANCE PREMIU	4,511.00	23,486	14,464.00				
	101-50352-2211	GENERAL SUPPLIES	6.00	8,000	6,100.79				
	101-50352-2212	MOTOR FUELS, LUBRICANTS &	162.65	5,000	4,837.35				
	101-50352-2221	EQUIPMENT REPAIR & MAINTEN	22.00	29,000	26,509.95				
	101-50352-3311	GENERAL PROFESSIONAL SERVI	180.00	11,400	11,220.00				
	101-50352-3331	TRAVEL, CONFERENCES AND SC	2,500.00	10,387	2,663.13-	Y			
	101-50453-1151	WORK COMP INSURANCE PREMIU	74.00	237	89.00				
	101-60162-1151	WORK COMP INSURANCE PREMIU	486.00	4,055	3,083.00				
	101-60162-2212	MOTOR FUELS, LUBRICANTS &	208.75	5,000	4,791.25				
	101-60162-3331	TRAVEL, CONFERENCES, AND S	210.00	10,700	8,800.62				
	101-60162-3345	ADVERTISING	75.00	250	175.00				
	101-60164-1151	WORK COMP INSURANCE PREMIU	297.00	1,995	1,401.00				
	101-60164-2212	MOTOR FUELS, LUBRICANTS &	149.20	1,500	1,350.80				
	101-60164-3433	DUES & SUBSCRIPTIONS	150.00	3,000	2,700.00				
	101-60211-1151	WORK COMP INSURANCE PREMIU	7,823.00	42,817	27,171.00				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-60211-2211	GENERAL SUPPLIES	31.98	8,000	6,981.51				
	101-60211-2212	MOTOR FUELS, LUBRICANTS &	7,038.20	55,000	45,569.91				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	35.43	56,000	32,144.05				
	101-60211-2245	EQUIPMENT/TOOLS UP TO \$500	308.00	11,650	10,531.14				
	101-60211-3311	GENERAL PROFESSIONAL SERVI	600.00	18,500	671.62-	Y			
	101-60211-3331	TRAVEL, CONFERENCES, AND S	100.00	1,500	1,400.00				
	101-60364-1151	WORK COMP INSURANCE PREMIU	1,365.00	6,046	3,316.00				
	101-60364-2211	GENERAL SUPPLIES	15.00	14,000	9,050.86				
	101-60364-2212	MOTOR FUELS, LUBRICANTS &	118.44	17,500	13,137.30				
	101-60364-2245	EQUIPMENT/TOOLS UP TO \$500	85.45	2,100	1,627.63				
	101-70176-1151	WORK COMP INSURANCE PREMIU	1,025.00	5,435	3,385.00				
	101-70276-1151	WORK COMP INSURANCE PREMIU	2,755.00	10,137	4,627.00				
	101-70276-2211	GENERAL SUPPLIES	95.12	37,000	35,189.49				
	101-70276-2212	MOTOR FUELS, LUBRICANTS &	1,006.29	15,000	13,993.71				
	101-70276-2221	EQUIPMENT REPAIR & MAINTEN	6.89	15,000	13,804.83				
	101-70276-2245	EQUIPMENT/TOOLS UP TO \$500	249.01	12,400	11,946.00				
	101-70276-3321	TELEPHONE	217.96	4,000	3,065.84				
	101-70276-3381	ELECTRIC UTILITIES	40.19	26,780	21,972.48				
	101-70377-1151	WORK COMP INSURANCE PREMIU	82.00	390	226.00				
	101-70675-1151	WORK COMP INSURANCE PREMIU	1,059.00	5,498	3,380.00				
	101-70675-2212	MOTOR FUELS, LUBRICANTS &	29.16	515	325.84				
	101-70772-1151	WORK COMP INSURANCE PREMIU	109.00	1,030	812.00				
	101-70774-1151	WORK COMP INSURANCE PREMIU	8.00	41	25.00				
	101-70871-1151	WORK COMP INSURANCE PREMIU	928.00	5,169	3,313.00				
	101-70971-1151	WORK COMP INSURANCE PREMIU	1,111.00	2,983	761.00				
	101-70971-2211	GENERAL SUPPLIES	309.22	36,000	33,827.62				
	208-41136-1151	WORK COMP INS PREMIUM	64.00	0	127.00-	Y			
	208-41136-3331	TRAVEL, CONFERENCES & SCHOOL	6.96	2,000	1,493.04				
	208-41136-3345	ADVERTISING	150.00	1,500	801.00				
	211-21272	LEGAL SHIELD	52.80						
	211-70437-1151	WORK COMP INS PREMIUM	645.00	3,769	2,479.00				
	211-70437-3331	TRAVEL, CONFERENCES & SCHOO	71.01	500	428.99				
	258-70579-1151	WORK COMP INSURANCE PREMIU	1,137.00	0	2,274.00-	Y			
	258-70579-2211	GENERAL SUPPLIES	137.53	48,749	44,119.33				
	258-70579-2223	BLDG REPAIR & MAINT	176.21	0	279.25-	Y			
	258-70579-2227	OTHER REPAIRS & MAINTENANC	443.90	0	3,962.30-	Y			
	258-70579-3331	TRAVEL, CONFERENCES AND SC	125.14	0	125.14-	Y			
	270-50551-1151	WORK COMP INSURANCE PREMIU	67.00	0	134.00-	Y			
	270-50551-2212	MOTOR FUELS, LUBRICANTS	103.81	0	103.81-	Y			
	270-50551-3331	TRAVEL, CONFERENCES & SCHO	7.38	0	237.38-	Y			
	394-96420-6630	FISCAL AGENT FEES	850.00	0	850.00-	Y			
	494-41136-5520	BUILDINGS & STRUCTURES	377,363.83	0	588,021.00-	Y			
	602-90581-1151	WORK COMP INSURANCE PREMIU	5,182.00	35,957	25,593.00				
	602-90581-2211	GENERAL SUPPLIES	6,106.81	280,000	227,093.92				
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	428.74	66,000	51,188.22				

** 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
	602-90581-2221	EQUIPMENT REPAIR & MAINTEN	498.40	150,000			134,777.12		
	602-90581-3312	CONSULTANT FEES	75.00	16,998			16,923.00		
	602-90581-3321	TELEPHONE & CELLULAR PHONE	282.95	7,440			5,812.38		
	602-90581-3331	TRAVEL, CONFERENCES AND SC	570.42	7,725			4,224.58		
	609-90991-1151	WORK COMP INSURANCE PREMIU	1,724.00	7,343			3,895.00		
	609-90991-2211	GENERAL SUPPLIES	155.68	7,500			5,573.60		
	609-90991-3321	TELEPHONE	187.44	1,350			635.16		
	609-90991-3331	TRAVEL, CONFERENCES AND SC	189.74	1,500			1,270.05		
	609-90991-3333	FREIGHT	590.67	30,000			25,097.79		
	609-90991-3345	ADVERTISING	165.00	50,800			44,816.22		
	609-90992-2251	LIQUOR PURCHASES	20,528.62	1,091,165			911,234.49		
	609-90992-2252	BEER PURCHASES	7,067.75	1,576,627			1,279,972.00		
	609-90992-2253	WINE PURCHASES	10,177.60	456,941			379,548.92		
	609-90992-2254	GEN MDSE PURCHASES	316.25	73,019			57,942.67		
	630-90661-2212	MOTOR FUELS, LUBRICANTS &	0.00	7,500			7,500.00		
	630-90661-3321	TELEPHONE & CELLULAR PHONE	18.76	750			456.46		
**	2020-2021 YEAR TOTALS	**	515,991.43						

 ** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	92.70
101-0141	MAYOR & COUNCIL	10,013.00
101-0151	POLICE ADMINISTRATION	16,960.53
101-0156	CHEMICAL ASSESSMENT TEAM	168.00
101-0162	ENGINEERING	979.75
101-0164	COMMUNITY PLANNING	596.20
101-0176	AQUATIC CENTER	1,025.00
101-0211	STREET ADMINISTRATION	15,936.61
101-0276	PARK MAINTENANCE & DEVEL.	4,370.46
101-0352	FIRE SERVICES	7,381.65
101-0364	AIRPORT	1,583.89
101-0377	MUNICIPAL BAND	82.00
101-0453	ANIMAL IMPOUNDMENT	74.00
101-0671	CABLE COMMISSION	65.81
101-0675	COMM SERVICES ADMIN	1,088.16
101-0741	CITY ADMINISTRATION	10,242.20
101-0772	CS YOUTH ACTIVITIES	109.00
101-0774	CS GENERAL-OTHER	8.00
101-0821	FINANCE	260.00

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-0871	COMMUNITY EDUCATION	928.00
101-0931	APPRAISING & ASSESSING	273.10
101-0971	RECREATION	1,420.22
101-1136	GEN COMM DEVELOPMENT	4,116.85
101-1231	MUNICIPAL BLDG MAINT	2,007.47
101-1641	INFORMATION TECHNOLOGY	247.76
101-2071	ADULT COMMUNITY CTR	293.67

101 TOTAL	GENERAL FUND	80,324.03
208-1136	GENERAL COMMUNITY DEV	220.96

208 TOTAL	EDA ADMINISTRATION	220.96
211	NON-DEPARTMENTAL	52.80
211-0437	LIBRARY	716.01

211 TOTAL	LIBRARY FUND	768.81
258-0579	AMATEUR SPORTS CENTER	2,019.78

258 TOTAL	ARENA & EXPO	2,019.78
270-0551	MERIT OPERATIONS	178.19

270 TOTAL	MERIT	178.19
394-6420	DEBT SERVICE	850.00

394 TOTAL	2020A CAPITAL IMPR PLAN	850.00
494-1136	GENERAL GOVERNMENT	377,363.83

494 TOTAL	CITY HALL BUILDING	377,363.83
602-0581	WW OPERATIONS	13,144.32

602 TOTAL	WASTEWATER OPERATING	13,144.32

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
609-0991	LIQUOR OPERATIONS	3,012.53
609-0992	LIQUOR PURCHASES	38,090.22

609 TOTAL	LIQUOR	41,102.75
630-0661	SURFACE WATER MGT UTILITY	18.76

630 TOTAL	SURFACE WATER MGT UTILITY	18.76

** TOTAL **		515,991.43

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
200 CURLING	2211 GENERAL SUPPLIES	309.22
	** PROJECT 200 TOTAL **	309.22
CH1 CITY HALL-NEW	5520 BUILDING & STRUCTURES	377,363.83
	** PROJECT CH1 TOTAL **	377,363.83
PC5 10/14-09/16 CAT GRANT	2212 MOTOR FUELS, LUBRICANTS & ADDI	0.00
	** PROJECT PC5 TOTAL **	0.00
PG1 BLR GANG/DRUG TF-GANG	2212 MOTOR FUEL, LUBRICANTS	0.00
	** PROJECT PG1 TOTAL **	0.00
W00 SANITARY SEWER	2211 GENERAL SUPPLIES	106.25
	** PROJECT W00 TOTAL **	106.25

NO ERRORS

** END OF REPORT **

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1480	LAW ENFORCEMENT LABOR S					
		I-80 202003174466	101-21265	UNION DUES	LELS UNION DUES	004007 1,240.00
				DEPARTMENT	NON-DEPARTMENTAL	TOTAL: 1,240.00
01-1604	MARSHALL AREA CHAMBER O					
		I-20826	101-40141-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	60.00
				DEPARTMENT 0141	MAYOR & COUNCIL	TOTAL: 60.00
		I-20826	101-50151-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	20.00
01-4489	VERIZON WIRELESS					
		I-9849540904	101-50151-3321	TELEPHONE & C 02/02-03/01/20	004021	49.04
		I-9850027958	101-50151-3321	TELEPHONE & C 02/09-03/08/20	004021	360.11
01-5327	BAUMANN, ADAM					
		I-202003134458	101-50151-2214	UNIFORMS	A BAUMANN WORKBOOKS	004025 150.00
01-5515	HOFFMANN, RYAN					
		I-202003134461	101-50151-3331	TRAVEL, CONFE 03/0420 EMERGENCY RESPONSE TRA	004026	284.88
01-6405	CELLEBRITE INC					
		I-INVUS214425	101-50151-3405	MAINTENANCE A SOFTWARE UPDATES	004033	3,700.00
				DEPARTMENT 0151	POLICE ADMINISTRATION	TOTAL: 4,564.03
01-1604	MARSHALL AREA CHAMBER O					
		I-20826	101-60162-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	20.00
01-1633	MARSHALL MUNICIPAL UTIL					
		I-10186	101-60162-3311	GENERAL PROFE 02/19 LOCATES	004013	18.90
				DEPARTMENT 0162	ENGINEERING	TOTAL: 38.90
01-1604	MARSHALL AREA CHAMBER O					
		I-20826	101-60164-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	20.00
				DEPARTMENT 0164	COMMUNITY PLANNING	TOTAL: 20.00
01-1502	LITTLE FALLS MACHINE IN					
		I-358274	101-60211-2221	EQUIPMENT REP #1 SNOWPLOW	004008	121.68
01-1938	NEWMAN SIGNS					

PACKET: 07303 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0211 STREET ADMINISTRATION
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1938	NEWMAN SIGNS			continued		
		I-TRFINV019713	101-60211-2227	OTHER REPAIRS STREET SIGNS	004014	160.68
		I-TRFINV019714	101-60211-2227	OTHER REPAIRS STREET SIGNS	004014	294.77
01-2201	RUNNINGS SUPPLY INC					
		I-4821978	101-60211-2215	SAFETY WEAR & SAFETY GLOVES	004017	59.34
				DEPARTMENT 0211 STREET ADMINISTRATION	TOTAL:	636.47
01-0658	AP DESIGN					
		I-72632	101-70276-2211	GENERAL SUPPL RESTROOM SIGN	003999	25.00
01-1243	HARDWARE HANK					
		I-57394	101-70276-2211	GENERAL SUPPL MOUNTING TAPE	004005	8.49
01-1604	MARSHALL AREA CHAMBER O					
		I-20826	101-70276-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	20.00
01-5891	ONE OFFICE SOLUTION					
		C-C1981990-0	101-70276-2211	GENERAL SUPPL REFUND FOR DESK	004028	357.03-
		I-1981990-0	101-70276-2211	GENERAL SUPPL OFFICE DESK, STORAGE	004028	1,143.44
				DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.	TOTAL:	839.90
01-1604	MARSHALL AREA CHAMBER O					
		I-20826	101-50352-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	20.00
				DEPARTMENT 0352 FIRE SERVICES	TOTAL:	20.00
01-1632	MARSHALL MINI-STORAGE,					
		I-33337	101-70675-2211	GENERAL SUPPL 04/20 STORAGE RENTAL	004012	72.00
01-1961	NORTHERN SAFETY COMPANY					
		I-903858654	101-70675-2211	GENERAL SUPPL OFFICE MATS	004015	337.19
				DEPARTMENT 0675 COMM SERVICES ADMIN	TOTAL:	409.19
01-1604	MARSHALL AREA CHAMBER O					
		I-20826	101-40741-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	40.00
				DEPARTMENT 0741 CITY ADMINISTRATION	TOTAL:	40.00
		I-20826	101-70774-3331	TRAVEL, CONFE 2020 STATE OF THE CITY	004011	20.00
				DEPARTMENT 0774 CS GENERAL-OTHER	TOTAL:	20.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1604	MARSHALL AREA CHAMBER O		continued			
		I-20826	101-40821-3331	TRAVEL, CONF 2020 STATE OF THE CITY	004011	20.00
				DEPARTMENT 0821 FINANCE	TOTAL:	20.00
		I-20826	101-40931-3331	TRAVEL, CONF 2020 STATE OF THE CITY	004011	20.00
				DEPARTMENT 0931 APPRAISING & ASSESSING	TOTAL:	20.00
		I-774	101-70971-2211	GENERAL SUPPL ADULT WATER SPORTS AWARDS	004011	675.00
PROJ: 227-2211	VOLLEYBALL COED			GENERAL SUPPLIES		
		I-774	101-70971-2211	GENERAL SUPPL ADULT WATER SPORTS AWARDS	004011	450.00
PROJ: 230-2211	VOLLEYBALL WOMENS			GENERAL SUPPLIES		
		I-774	101-70971-2211	GENERAL SUPPL ADULT WATER SPORTS AWARDS	004011	225.00
PROJ: 229-2211	VOLLEYBALL MENS			GENERAL SUPPLIES		
		I-774	101-70971-2211	GENERAL SUPPL ADULT WATER SPORTS AWARDS	004011	300.00
PROJ: 200-2211	CURLING			GENERAL SUPPLIES		
				DEPARTMENT 0971 RECREATION	TOTAL:	1,650.00
01-0836	CHARTER COMMUNICATIONS					
		I-202003134459	101-42071-2211	GENERAL SUPPL 03/01-03/31/20	004001	11.99
01-6161	RADKE, HEATHER					
		I-202003134464	101-42071-3331	TRAVEL, CONF REIMBURSE FOR FITNESS TRAINING	004031	162.00
				DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL:	173.99
				FUND 101 GENERAL FUND	TOTAL:	9,752.48

PACKET: 07303 EFT Payments
 VENDOR SET: 01
 FUND : 211 LIBRARY FUND
 DEPARTMENT: 0437 LIBRARY
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-3597	PAAPE DISTRIBUTING CO	I-007322-1	211-70437-2223	BUILDING REPA WTW	004020	48.50
					DEPARTMENT 0437 LIBRARY	TOTAL: 48.50
					FUND 211 LIBRARY FUND	TOTAL: 48.50

PACKET: 07303 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-4821076	258-70579-2211	GENERAL SUPPL SUPPLIES	004017	18.26	
		I-4822150	258-70579-2211	GENERAL SUPPL DISTILLED WATER	004017	5.94	
01-3597	PAAPE DISTRIBUTING CO						
		I-007402	258-70579-2227	OTHER REPAIRS CONTROLLER REPAIR HEATERS	004020	407.75	
01-5138	L & A SYSTEMS, LLC						
		I-4554	258-70579-3323	ALARMS 03/29-03/28/21 MONITORING	004024	724.08	
					DEPARTMENT 0579 AMATEUR SPORTS CENTER	TOTAL:	1,156.03
					FUND 258 ARENA & EXPO	TOTAL:	1,156.03

PACKET: 07303 EFT Payments

VENDOR SET: 01

FUND : 270 MERIT

DEPARTMENT: 0551 MERIT OPERATIONS

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-6128	ACTION CO LLC						
		I-501	270-50551-3311	GENERAL PROFE 01/31/20 SNOW REMOVAL	004029	250.00	
		I-516-1	270-50551-3311	GENERAL PROFE 02/09/20 SNOW REMOVAL	004029	450.00	
		I-535	270-50551-3311	GENERAL PROFE 02/13/20 SNOW REMOVAL	004029	250.00	
					DEPARTMENT 0551 MERIT OPERATIONS	TOTAL:	950.00
					FUND 270 MERIT	TOTAL:	950.00

PACKET: 07303 EFT Payments

VENDOR SET: 01
FUND : 456 2013 AMATEUR SPORTS CTR

DEPARTMENT: 0579 AMATEUR SPORTS CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-0934	D & G EXCAVATING INC						
		I-85096	456-70579-5530	IMPR OTHER TH ARENA PARKING LOT ROCK	004003	713.76	
		I-85114	456-70579-5530	IMPR OTHER TH PARKING LOT ROCK FINAL	004003	226.00	
					DEPARTMENT 0579 AMATEUR SPORTS CENTER	TOTAL:	939.76
					FUND 456 2013 AMATEUR SPORTS CTR	TOTAL:	939.76

PACKET: 07303 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
01-0934	D & G EXCAVATING INC	I-85095	602-90581-2227	OTHER REPAIRS NON-POTABLE REPAIR	004003	1,820.81
01-1090	FASTENAL COMPANY	I-101671	602-90581-2211	GENERAL SUPPL SUPPLIES	004004	11.45
		I-101683	602-90581-2211	GENERAL SUPPL PAPER TOWELS	004004	50.12
DEPARTMENT 0581 WW OPERATIONS					TOTAL:	1,882.38
FUND 602 WASTEWATER OPERATING					TOTAL:	1,882.38

3/19/2020 2:45 PM
 PACKET: 07303 EFT Payments
 VENDOR SET: 01
 FUND : 609 LIQUOR
 DEPARTMENT: 0991 LIQUOR OPERATIONS
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0595	AMERIPRIDE SERVICES, IN	I-2801142359	609-90991-3311	GENERAL PROFE 03/16/20 SVC	003998	161.08
01-0688	BELLBOY CORPORATION	I-0101012400	609-90991-3333	FREIGHT .	004000	5.86
		I-0101012400	609-90991-2211	GENERAL SUPPL .	004000	232.76
		I-0101035700	609-90991-3333	FREIGHT .	004000	2.14
01-0875	COMPUTER MAN INC	I-283457	609-90991-2211	GENERAL SUPPL RECYCLE FLAT SCREENS	004002	20.00
01-1271	HENLE PRINTING COMPANY	I-162893	609-90991-2211	GENERAL SUPPL SIGNS	004006	175.99
		I-163022	609-90991-2211	GENERAL SUPPL SIGNS	004006	207.54
01-2591	WESTERN PRINT GROUP	I-04185B	609-90991-3345	ADVERTISING WALKABOUT BOOKLET	004018	141.73
01-3545	MARSHALL RADIO	I-202003134465	609-90991-3345	ADVERTISING 02/20 ADVERTISING	004019	345.00
01-4594	VINOUCPIA	I-0253619-IN	609-90991-3333	FREIGHT .	004022	20.00
01-4855	SOUTHERN GLAZER'S OF MN	I-1934695	609-90991-3333	FREIGHT .	004023	11.40
		I-1934696	609-90991-3333	FREIGHT .	004023	77.02
		I-1934697	609-90991-3333	FREIGHT .	004023	4.00
		I-1934698	609-90991-3333	FREIGHT .	004023	5.40
		I-1934699	609-90991-3333	FREIGHT .	004023	2.80
		I-1934700	609-90991-3333	FREIGHT .	004023	7.20
		I-1934701	609-90991-3333	FREIGHT .	004023	9.20
		I-5055793	609-90991-3333	FREIGHT .	004023	18.00
DEPARTMENT 0991 LIQUOR OPERATIONS					TOTAL:	1,447.12
01-0688	BELLBOY CORPORATION	I-0083165000	609-90992-2251	LIQUOR PURCHA .	004000	1,868.45
		I-0101012400	609-90992-2254	GEN MDSE PURC .	004000	176.72
		I-0101035700	609-90992-2254	GEN MDSE PURC .	004000	31.20
01-1507	LOCHER BROTHERS INC	I-1156661	609-90992-2252	BEER PURCHASE .	004009	886.45
01-2026	PEPSI COLA BOTTLING OF	I-0002334063	609-90992-2254	GEN MDSE PURC .	004016	35.55
01-4594	VINOUCPIA					

PACKET: 07303 EFT Payments
VENDOR SET: 01
FUND : 609 LIQUOR
DEPARTMENT: 0992 LIQUOR PURCHASES
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-4594	VINOCUPIA		continued				
		I-0253619-IN	609-90992-2251	LIQUOR PURCHA .	004022	331.25	
		I-0253619-IN	609-90992-2253	WINE PURCHASE .	004022	440.00	
		I-0253687-IN	609-90992-2251	LIQUOR PURCHA .	004022	180.00	
01-4855	SOUTHERN GLAZER'S OF MN						
		I-1934696	609-90992-2251	LIQUOR PURCHA .	004023	6,024.74	
		I-1934697	609-90992-2251	LIQUOR PURCHA .	004023	314.90	
		I-1934698	609-90992-2251	LIQUOR PURCHA .	004023	378.00	
		I-1934699	609-90992-2251	LIQUOR PURCHA .	004023	221.26	
		I-1934701	609-90992-2253	WINE PURCHASE .	004023	936.00	
		I-5055793	609-90992-2251	LIQUOR PURCHA .	004023	1,890.00	
01-5731	DOLL DISTRIBUTING						
		I-287737	609-90992-2252	BEER PURCHASE .	004027	356.80	
		I-287738	609-90992-2252	BEER PURCHASE .	004027	2,597.80	
		I-288854	609-90992-2252	BEER PURCHASE .	004027	10,440.70	
		I-288855	609-90992-2254	GEN MDSE PURC .	004027	12.72-	
		I-288855	609-90992-2252	BEER PURCHASE .	004027	270.96	
		I-289706	609-90992-2252	BEER PURCHASE .	004027	10,261.75	
01-6156	TRUE BRANDS						
		I-613182	609-90992-2254	GEN MDSE PURC .	004030	61.68	
		I-613658	609-90992-2254	GEN MDSE PURC .	004030	838.88	
01-6277	TALKING WATERS BREWING						
		I-1277	609-90992-2252	BEER PURCHASE .	004032	211.00	
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL:	38,741.37
					FUND 609 LIQUOR	TOTAL:	40,188.49

PACKET: 07303 EFT Payments
VENDOR SET: 01
FUND : 630 SURFACE WATER MGT UTILITY
DEPARTMENT: 0661 SURFACE WATER MGT UTILITY
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1565	MACQUEEN EQUIPMENT INC.	I-P25846	630-90661-2221	EQUIPMENT REP STREET SWEEPER	004010	258.64
DEPARTMENT 0661 SURFACE WATER MGT UTILITYTOTAL:						258.64
FUND 630 SURFACE WATER MGT UTILITYTOTAL:						258.64
REPORT GRAND TOTAL:						55,176.28

** 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	101-21265	UNION DUES	1,240.00						
	101-40141-3331	TRAVEL, CONFERENCES AND SC	60.00	3,000	2,940.00				
	101-40741-3331	TRAVEL, CONFERENCES AND SC	40.00	5,130	4,179.20				
	101-40821-3331	TRAVEL, CONFERENCES AND SC	20.00	1,500	1,055.00				
	101-40931-3331	TRAVEL, CONFERENCES AND SC	20.00	3,000	2,855.00				
	101-42071-2211	GENERAL SUPPLIES	11.99	13,000	10,900.76				
	101-42071-3331	TRAVEL, CONFERENCES AND SC	162.00	740	280.00				
	101-50151-2214	UNIFORMS	150.00	8,750	7,961.17				
	101-50151-3321	TELEPHONE & CELLULAR PHONE	409.15	22,300	18,990.86				
	101-50151-3331	TRAVEL, CONFERENCES AND SC	304.88	16,500	10,109.96				
	101-50151-3405	MAINTENANCE AGREEMENTS	3,700.00	14,867	11,167.00				
	101-50352-3331	TRAVEL, CONFERENCES AND SC	20.00	10,387	2,683.13-	Y			
	101-60162-3311	GENERAL PROFESSIONAL SERVI	18.90	1,000	964.22				
	101-60162-3331	TRAVEL, CONFERENCES, AND S	20.00	10,700	8,990.62				
	101-60164-3331	TRAVEL, CONFERENCES, AND S	20.00	5,000	686.16				
	101-60211-2215	SAFETY WEAR & EQUIPMENT	59.34	5,000	4,486.51				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	121.68	56,000	31,686.59				
	101-60211-2227	OTHER REPAIRS & MAINTENANC	455.45	480,000	479,544.55				
	101-70276-2211	GENERAL SUPPLIES	819.90	37,000	34,358.15				
	101-70276-3331	TRAVEL, CONFERENCES, AND S	20.00	0	20.00-	Y			
	101-70675-2211	GENERAL SUPPLIES	409.19	3,914	3,289.55				
	101-70774-3331	TRAVEL, CONFERENCES, AND S	20.00	0	20.00-	Y			
	101-70971-2211	GENERAL SUPPLIES	1,650.00	36,000	32,112.89				
	211-70437-2223	BUILDING REPAIR & MAINTENA	48.50	1,750	4,617.37-	Y			
	258-70579-2211	GENERAL SUPPLIES	24.20	48,749	43,868.08				
	258-70579-2227	OTHER REPAIRS & MAINTENANC	407.75	0	4,370.05-	Y			
	258-70579-3323	ALARMS	724.08	0	724.08-	Y			
	270-50551-3311	GENERAL PROFESSIONAL SERVI	950.00	5,000	355.63				
	456-70579-5530	IMPR OTHER THAN BLDGS	939.76	0	939.76-	Y			
	602-90581-2211	GENERAL SUPPLIES	61.57	280,000	226,947.68				
	602-90581-2227	OTHER REPAIRS & MAINTENANC	1,820.81	26,250	24,429.19				
	609-90991-2211	GENERAL SUPPLIES	636.29	7,500	4,797.89				
	609-90991-3311	GENERAL PROFESSIONAL SERVI	161.08	3,000	136.96				
	609-90991-3333	FREIGHT	163.02	30,000	23,744.67				
	609-90991-3345	ADVERTISING	486.73	50,800	44,170.89				
	609-90992-2251	LIQUOR PURCHASES	11,208.60	1,091,165	859,412.51				
	609-90992-2252	BEER PURCHASES	25,025.46	1,576,627	1,202,179.60				
	609-90992-2253	WINE PURCHASES	1,376.00	456,941	361,435.98				
	609-90992-2254	GEN MDSE PURCHASES	1,131.31	73,019	56,589.91				
	630-90661-2221	EQUIPMENT REPAIR & MAINTEN	258.64	15,000	14,466.02				
**	2020-2021 YEAR TOTALS	**	55,176.28						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	1,240.00
101-0141	MAYOR & COUNCIL	60.00
101-0151	POLICE ADMINISTRATION	4,564.03
101-0162	ENGINEERING	38.90
101-0164	COMMUNITY PLANNING	20.00
101-0211	STREET ADMINISTRATION	636.47
101-0276	PARK MAINTENANCE & DEVEL.	839.90
101-0352	FIRE SERVICES	20.00
101-0675	COMM SERVICES ADMIN	409.19
101-0741	CITY ADMINISTRATION	40.00
101-0774	CS GENERAL-OTHER	20.00
101-0821	FINANCE	20.00
101-0931	APPRAISING & ASSESSING	20.00
101-0971	RECREATION	1,650.00
101-2071	ADULT COMMUNITY CTR	173.99

101 TOTAL	GENERAL FUND	9,752.48
211-0437	LIBRARY	48.50

211 TOTAL	LIBRARY FUND	48.50
258-0579	AMATEUR SPORTS CENTER	1,156.03

258 TOTAL	ARENA & EXPO	1,156.03
270-0551	MERIT OPERATIONS	950.00

270 TOTAL	MERIT	950.00
456-0579	AMATEUR SPORTS CENTER	939.76

456 TOTAL	2013 AMATEUR SPORTS CTR	939.76
602-0581	WW OPERATIONS	1,882.38

602 TOTAL	WASTEWATER OPERATING	1,882.38

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
609-0991	LIQUOR OPERATIONS	1,447.12
609-0992	LIQUOR PURCHASES	38,741.37

609 TOTAL	LIQUOR	40,188.49
630-0661	SURFACE WATER MGT UTILITY	258.64

630 TOTAL	SURFACE WATER MGT UTILITY	258.64

	** TOTAL **	55,176.28

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
200 CURLING	2211 GENERAL SUPPLIES	300.00
	** PROJECT 200 TOTAL **	300.00
227 VOLLEYBALL COED	2211 GENERAL SUPPLIES	675.00
	** PROJECT 227 TOTAL **	675.00
229 VOLLEYBALL MENS	2211 GENERAL SUPPLIES	225.00
	** PROJECT 229 TOTAL **	225.00
230 VOLLEYBALL WOMENS	2211 GENERAL SUPPLIES	450.00
	** PROJECT 230 TOTAL **	450.00

NO ERRORS

** END OF REPORT **

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 PACKET: 07302 Regular Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1325	ICMA RETIREMENT TRUST #					
		I-31 202003174466	101-21253	DEFERRED COMP ICMA DEFERRED COMP	115869	300.00
01-1757	MN CHILD SUPPORT PAYMEN					
		I-C12202003174466	101-21262	CHILD SUPPORT #0014992937	115879	356.25
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	656.25
01-1199	GRAHAM TIRE AND AUTOMOT					
		I-9329744	101-50151-3311	GENERAL PROFE TIRE DISPOSAL	115867	24.00
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003194482	101-50151-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00
	PROJ: PGL-2212	BLR GANG/DRUG TF-GANG		MOTOR FUEL, LUBRICANTS		
		I-202003194482	101-50151-2212	MOTOR FUELS, 02/19 FUEL	115871	2,605.90
01-2137	REDWOOD RIVER SPORTSMAN					
		I-196011	101-50151-3433	DUES & SUBSCR 2020 RANGE FEE	115885	500.00
01-5005	BRUNSVOLD, RYAN					
		I-202003134462	101-50151-3331	TRAVEL, CONFE 03/04/20 EMERGENCY RESPONSE TR	115864	98.00
01-6166	PULVER MOTOR SVC, LLC					
		I-150988	101-50151-3436	TOWING CHARGE ICR#20-3910	115884	75.00
			DEPARTMENT 0151	POLICE ADMINISTRATION	TOTAL:	3,302.90
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003194482	101-50156-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00
	PROJ: PC5-2212	10/14-09/16 CAT GRANT		MOTOR FUELS, LUBRICANTS & ADDI		
			DEPARTMENT 0156	CHEMICAL ASSESSMENT TEAM	TOTAL:	0.00
		I-202003194482	101-60162-2212	MOTOR FUELS, 02/19 FUEL	115871	298.13
			DEPARTMENT 0162	ENGINEERING	TOTAL:	298.13
01-1322	ICC					
		I-202003134463	101-60164-3433	DUES & SUBSCR 2020 MEMBERSHIP	115868	135.00
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003194482	101-60164-2212	MOTOR FUELS, 02/19 FUEL	115871	231.70
			DEPARTMENT 0164	COMMUNITY PLANNING	TOTAL:	366.70

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0018	BORDER STATES ELECTRIC	I-919615803	101-60211-2211	GENERAL SUPPL LED BULBS BACK SHOP	115862	50.00
01-0975	DEPUTY REGISTRAR #32	I-202003134460	101-60211-3437	LICENSES AND 1GCHK29434E340556	115866	19.00
01-1545	LYON COUNTY HIGHWAY DEP	I-202003194482	101-60211-2212	MOTOR FUELS, 02/19 FUEL	115871	11,653.46
		I-202003194482	101-60211-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00
01-1877	MOTION INDUSTRIES INC	I-MN01-177829	101-60211-2221	EQUIPMENT REP #2 SNOWBLOWER	115881	132.62
01-1945	NORMS GTC	I-102828	101-60211-2212	MOTOR FUELS, 644K PAINT REMOVER	115882	40.49
		I-102834	101-60211-2221	EQUIPMENT REP WOOD CHIPPER	115882	6.94
		I-102847	101-60211-2221	EQUIPMENT REP WING HOSES	115882	70.82
		I-102877	101-60211-2245	EQUIPMENT/TOO SOCKET	115882	46.08
		I-102878	101-60211-2221	EQUIPMENT REP WOOD CHIPPER	115882	125.40
01-5733	VAST BROADBAND	I-002687201-0320	101-60211-3321	TELEPHONE & C 03/08-04/07/20	115889	116.24
01-6137	TEIGS LAWN CARE & LANDS	I-202003184470	101-60211-3311	GENERAL PROFE 02/14/20 402 S FIFTH	115888	40.00
		I-202003184471	101-60211-3311	GENERAL PROFE 02/20 400 S 5TH	115888	60.00
		I-202003184472	101-60211-3311	GENERAL PROFE 02/20 800 HACKBERRY	115888	50.00
		I-202003184473	101-60211-3311	GENERAL PROFE 02/20 703 E COLLEGE DR	115888	30.00
		I-202003184474	101-60211-3311	GENERAL PROFE 02/20 503 E MAIN ST	115888	30.00
		I-202003184475	101-60211-3311	GENERAL PROFE 02/20 207 N 5TH	115888	40.00
		I-202003184476	101-60211-3311	GENERAL PROFE 02/20 600 W MAIN ST	115888	40.00
		I-202003184477	101-60211-3311	GENERAL PROFE 02/20 501 CENTRAL	115888	30.00
		I-202003184478	101-60211-3311	GENERAL PROFE 02/20 801 WOODFERN	115888	40.00
		I-202003184479	101-60211-3311	GENERAL PROFE 02/20 WALK BRIDGES	115888	270.00
DEPARTMENT 0211 STREET ADMINISTRATION					TOTAL:	12,891.05
01-1545	LYON COUNTY HIGHWAY DEP	I-202003194482	101-70276-2212	MOTOR FUELS, 02/19 FUEL	115871	910.04
		I-202003194482	101-70276-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00
01-4980	MENARDS INC	I-55525	101-70276-2211	GENERAL SUPPL SUPPLIES	115877	11.44
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.					TOTAL:	921.48
01-1545	LYON COUNTY HIGHWAY DEP					

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 PACKET: 07302 Regular Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0352 FIRE SERVICES
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1545	LYON COUNTY HIGHWAY DEP		continued			
		I-202003194482	101-50352-2212	MOTOR FUELS, 02/19 FUEL	115871	267.46
		I-202003194482	101-50352-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00
01-5473	MARCO -LEASE					
		I-26674230	101-50352-3416	MACHINERY & E COPIER-LASERJET M3035 XS	115873	259.20
01-5733	VAST BROADBAND					
		I-015038501-0320	101-50352-3321	TELEPHONE & C 03/08-04/07/20	115889	61.98
01-6469	ACTIVE911, INC					
		I-149735	101-50352-3433	DUES & SUBSCR ACTIVE911 SUBSCRIPTION	115858	585.00
					DEPARTMENT 0352 FIRE SERVICES	TOTAL: 1,173.64
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003194482	101-60364-2212	MOTOR FUELS, 02/19 FUEL	115871	297.84
					DEPARTMENT 0364 AIRPORT	TOTAL: 297.84
		I-202003194482	101-40671-2212	MOTOR FUELS, 02/19 FUEL	115871	21.30
01-1568	MACTA					
		I-00092	101-40671-3433	DUES & SUBSCR 2020 DUES	115872	315.00
					DEPARTMENT 0671 CABLE COMMISSION	TOTAL: 336.30
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003194482	101-70675-2212	MOTOR FUELS, 02/19 FUEL	115871	27.87
01-1623	MARSHALL INDEPENDENT, I					
		I-202003184467	101-70675-3433	DUES & SUBSCR RENEWAL THRU 4/16/21	115875	200.20
					DEPARTMENT 0675 COMM SERVICES ADMIN	TOTAL: 228.07
01-0147	TAHER FOOD SERVICE					
		I-1075	101-70772-2211	GENERAL SUPPL ASP	115887	124.20
	PROJ: 500-2211		AFTER SCHOOL CLUBS	GENERAL SUPPLIES		
					DEPARTMENT 0772 CS YOUTH ACTIVITIES	TOTAL: 124.20
01-3871	MARSHALL GIRL'S HOCKEY					
		I-202003184469	101-70971-3314	INSTRUCTORS F HELP W/BEGINNER'S HOCKEY	115874	800.00
	PROJ: 213-3314		HOCKEY ADULT	INSTRUCTORS FEES		
					DEPARTMENT 0971 RECREATION	TOTAL: 800.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	
01-1545	LYON COUNTY HIGHWAY DEP	I-202003194482	101-41231-2212	MOTOR FUELS, 02/19 FUEL	115871	245.90	
01-3819	DACOTAH PAPER CO	I-66998	101-41231-2211	GENERAL SUPPL PUMPS	115865	48.54	
		I-67000	101-41231-2211	GENERAL SUPPL CLEANING AND DISINFECTANT SUPP	115865	223.34	
01-4980	MENARDS INC	I-55181	101-41231-2245	EQUIPMENT/TOO CORD STORAGE BOXES	115877	27.24	
					DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL:	545.02
01-5733	VAST BROADBAND	I-015038601-0320	101-41641-3321	TELEPHONE 03/06-04/05/20	115889	19.96	
					DEPARTMENT 1641 INFORMATION TECHNOLOGY	TOTAL:	19.96
01-3819	DACOTAH PAPER CO	I-61993	101-42071-2211	GENERAL SUPPL SUPPLIES	115865	107.62	
01-5733	VAST BROADBAND	I-002685901-0320	101-42071-3321	TELEPHONE & C 03/08-04/07/20	115889	85.88	
					DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL:	193.50
					FUND 101 GENERAL FUND	TOTAL:	22,155.04

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PACKET: 07302 Regular Payments
VENDOR SET: 01
FUND : 106 PROP/MED LIABILITY INS
DEPARTMENT: 0276 PARK MAINTENANCE & DEVEL.
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0542	ABRA AUTOBODY AND GLASS	I-23503	106-70276-3363	AUTOMOTIVE IN 06 CHEVY VANDALISM	115856	2,044.01
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.TOTAL:						2,044.01
FUND 106 PROP/MED LIABILITY INS TOTAL:						2,044.01

PACKET: 07302 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
01-0656	AVERA MARSHALL REGIONAL	I-202003194481	208-41136-3311	GENERAL PROFE 02/20 SVC	115860	104.00
					DEPARTMENT 1136 GENERAL COMMUNITY DEV	TOTAL: 104.00
					FUND 208 EDA ADMINISTRATION	TOTAL: 104.00

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 PACKET: 07302 Regular Payments
 VENDOR SET: 01
 FUND : 258 ARENA & EXPO
 DEPARTMENT: 0579 AMATEUR SPORTS CENTER
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1774	MN DEPT OF LABOR AND IN	I-ABR0231300I	258-70579-3437	LICENSES AND 1651 VICTORY DR, PRESSURE VESS	115880	70.00
01-3819	DACOTAH PAPER CO	I-67018	258-70579-2211	GENERAL SUPPL DISINFECTANT	115865	47.89
		I-67019	258-70579-2211	GENERAL SUPPL DISINFECTANT	115865	179.16
01-5733	VAST BROADBAND	I-0105511601-0320	258-70579-3321	TELEPHONE & C 03/10-04/09/20	115889	174.88
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	471.93
FUND 258 ARENA & EXPO					TOTAL:	471.93

3/19/2020 3:13 PM
 PACKET: 07302 Regular Payments
 VENDOR SET: 01
 FUND : 270 MERIT
 DEPARTMENT: 0551 MERIT OPERATIONS
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1545	LYON COUNTY HIGHWAY DEP					
		I-202003194482	270-50551-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00
01-3819	DACOTAH PAPER CO					
		I-66999	270-50551-2211	GENERAL SUPPL TOILET PAPER	115865	93.73
01-5813	ACE HOME & HARDWARE					
		I-113263	270-50551-2211	GENERAL SUPPL TOOLS FOR PROJECTOR	115857	20.98
DEPARTMENT 0551 MERIT OPERATIONS					TOTAL:	114.71
FUND 270 MERIT					TOTAL:	114.71

3/19/2020 3:13 PM
 PACKET: 07302 Regular Payments
 VENDOR SET: 01
 FUND : 602 WASTEWATER OPERATING
 DEPARTMENT: 0581 WW OPERATIONS
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1545	LYON COUNTY HIGHWAY DEP	I-202003194482	602-90581-2212	MOTOR FUELS, 02/19 FUEL	115871	228.84
01-1649	MARSHALL TRUCK SALVAGE	I-70204	602-90581-2211	GENERAL SUPPL INSPECTION BOOKS	115876	6.75
01-4980	MENARDS INC	I-55417	602-90581-2211	GENERAL SUPPL SUPPLIES	115877	43.94
01-5733	VAST BROADBAND	I-005489701-0320	602-90581-3321	TELEPHONE & C 03/08-04/07/20	115889	106.95
01-5813	ACE HOME & HARDWARE	I-113382	602-90581-2211	GENERAL SUPPL DRILL BITS	115857	13.60
DEPARTMENT 0581 WW OPERATIONS					TOTAL:	400.08
FUND 602 WASTEWATER OPERATING					TOTAL:	400.08

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0656	AVERA MARSHALL REGIONAL					
		I-202003194481	609-90991-3311	GENERAL PROFE 02/20 SVC	115860	104.00
01-1399	JOHNSON BROTHERS LIQUOR					
		I-1519713	609-90991-3333	FREIGHT .	115870	56.77
		I-1519714	609-90991-3333	FREIGHT .	115870	92.96
		I-1524830	609-90991-3333	FREIGHT .	115870	78.30
		I-1524831	609-90991-3333	FREIGHT .	115870	37.18
		I-1527428	609-90991-3333	FREIGHT .	115870	1.69
		I-1527429	609-90991-3333	FREIGHT .	115870	125.19
		I-1527430	609-90991-3333	FREIGHT .	115870	118.30
01-2036	PHILLIPS WINE AND SPIRI					
		I-6010486	609-90991-3333	FREIGHT .	115883	141.55
		I-6010487	609-90991-3333	FREIGHT .	115883	59.82
		I-6014223	609-90991-3333	FREIGHT .	115883	58.71
		I-6014224	609-90991-3333	FREIGHT .	115883	16.90
		I-6015897	609-90991-3333	FREIGHT .	115883	1.69
		I-6015898	609-90991-3333	FREIGHT .	115883	177.31
		I-6015899	609-90991-3333	FREIGHT .	115883	81.12
01-4457	BREAKTHRU BEVERAGE					
		I-1081112860	609-90991-3333	FREIGHT .	115863	127.35
		I-1081112861	609-90991-3333	FREIGHT .	115863	15.26
01-4980	MENARDS INC					
		I-55159	609-90991-2211	GENERAL SUPPL SUPPLIES	115877	7.96
		I-55194	609-90991-2211	GENERAL SUPPL SUPPLIES	115877	7.96
				DEPARTMENT 0991 LIQUOR OPERATIONS	TOTAL:	1,310.02
01-0699	BEVERAGE WHOLESALERS					
		I-105978	609-90992-2252	BEER PURCHASE .	115861	17,118.49
		I-106762	609-90992-2254	GEN MDSE PURC .	115861	22.40
		I-106762	609-90992-2252	BEER PURCHASE .	115861	5,319.80
		I-107030	609-90992-2252	BEER PURCHASE .	115861	17,407.40
		I-107141	609-90992-2252	BEER PURCHASE .	115861	4,562.00
		I-107142	609-90992-2252	BEER PURCHASE .	115861	1,248.00
		I-107220	609-90992-2254	GEN MDSE PURC .	115861	15.60
		I-107220	609-90992-2252	BEER PURCHASE .	115861	6,190.80
01-1399	JOHNSON BROTHERS LIQUOR					
		I-1519713	609-90992-2253	WINE PURCHASE .	115870	2,695.52
		I-1519714	609-90992-2253	WINE PURCHASE .	115870	3,339.90
		I-1524830	609-90992-2251	LIQUOR PURCHA .	115870	3,885.69
		I-1524831	609-90992-2253	WINE PURCHASE .	115870	1,023.95
		I-1527428	609-90992-2251	LIQUOR PURCHA .	115870	309.00
		I-1527429	609-90992-2251	LIQUOR PURCHA .	115870	8,326.09

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1399	JOHNSON BROTHERS LIQUOR		continued			
		I-1527430	609-90992-2253	WINE PURCHASE .	115870	3,184.25
01-2036	PHILLIPS WINE AND SPIRI					
		I-6010486	609-90992-2251	LIQUOR PURCHA .	115883	8,231.98
		I-6010487	609-90992-2254	GEN MDSE PURC .	115883	112.50
		I-6010487	609-90992-2253	WINE PURCHASE .	115883	2,153.75
		I-6014223	609-90992-2251	LIQUOR PURCHA .	115883	3,259.00
		I-6014224	609-90992-2253	WINE PURCHASE .	115883	532.50
		I-6015897	609-90992-2251	LIQUOR PURCHA .	115883	516.00
		I-6015898	609-90992-2251	LIQUOR PURCHA .	115883	10,456.34
		I-6015899	609-90992-2253	WINE PURCHASE .	115883	2,710.07
01-4457	BREAKTHRU BEVERAGE					
		I-1081112859	609-90992-2252	BEER PURCHASE .	115863	185.55
		I-1081112860	609-90992-2254	GEN MDSE PURC .	115863	70.95
		I-1081112860	609-90992-2251	LIQUOR PURCHA .	115863	5,629.28
		I-1081112861	609-90992-2253	WINE PURCHASE .	115863	740.00
01-5447	ARTISAN BEER COMPANY					
		I-3409422	609-90992-2252	BEER PURCHASE .	115859	527.90
		I-3410837	609-90992-2252	BEER PURCHASE .	115859	207.00
01-5867	ROUND LAKE VINEYARDS &					
		I-2294	609-90992-2253	WINE PURCHASE .	115886	225.00
01-6230	MILLNER HERITAGE VINEYA					
		I-1-3-12-20-1	609-90992-2253	WINE PURCHASE .	115878	132.00
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL: 110,338.71
					FUND 609 LIQUOR	TOTAL: 111,648.73

PACKET: 07302 Regular 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	CHECK#	AMOUNT	
01-1545	LYON COUNTY HIGHWAY DEP						
		I-202003194482	630-90661-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00	
		I-202003194482	630-90661-2212	MOTOR FUELS, 02/19 FUEL	115871	0.00	
01-1877	MOTION INDUSTRIES INC						
		I-MN01-177828	630-90661-2221	EQUIPMENT REP STREET SWEEPER	115881	275.34	
01-5733	VAST BROADBAND						
		I-015038601-0320	630-90661-3321	TELEPHONE & C 03/06-04/05/20	115889	21.46	
DEPARTMENT 0661 SURFACE WATER MGT UTILITY						TOTAL:	296.80
FUND 630 SURFACE WATER MGT UTILITY						TOTAL:	296.80
REPORT GRAND TOTAL:							137,235.30

** 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						
	101-40671-2212	MOTOR FUELS, LUBRICANTS	21.30	600	556.89				
	101-40671-3433	DUES & SUBSCRIPTIONS	315.00	1,000	685.00				
	101-41231-2211	GENERAL SUPPLIES	271.88	5,800	4,123.63				
	101-41231-2212	MOTOR FUELS, LUBRICANTS &	245.90	1,250	856.79				
	101-41231-2245	EQUIPMENT/TOOLS UP TO \$500	27.24	5,000	4,825.78				
	101-41641-3321	TELEPHONE	19.96	1,200	1,133.14				
	101-42071-2211	GENERAL SUPPLIES	107.62	13,000	10,900.76				
	101-42071-3321	TELEPHONE & CELLULAR PHONE	85.88	1,000	734.72				
	101-50151-2212	MOTOR FUELS, LUBRICANTS &	2,605.90	45,000	40,135.40				
	101-50151-3311	GENERAL PROFESSIONAL SERVI	24.00	31,355	30,023.18				
	101-50151-3331	TRAVEL, CONFERENCES AND SC	98.00	16,500	10,109.96				
	101-50151-3433	DUES & SUBSCRIPTIONS	500.00	30,630	8,780.00				
	101-50151-3436	TOWING CHARGES	75.00	22,500	20,525.00				
	101-50156-2212	MOTOR FUELS, LUBRICANTS &	0.00	1,000	1,000.00				
	101-50352-2212	MOTOR FUELS, LUBRICANTS &	267.46	5,000	4,569.89				
	101-50352-3321	TELEPHONE & CELLULAR PHONE	61.98	1,500	1,223.30				
	101-50352-3416	MACHINERY & EQUIPMENT RENT	259.20	1,000	740.80				
	101-50352-3433	DUES & SUBSCRIPTIONS	585.00	3,325	689.00				
	101-60162-2212	MOTOR FUELS, LUBRICANTS &	298.13	5,000	4,493.12				
	101-60164-2212	MOTOR FUELS, LUBRICANTS &	231.70	1,500	1,119.10				
	101-60164-3433	DUES & SUBSCRIPTIONS	135.00	3,000	2,565.00				
	101-60211-2211	GENERAL SUPPLIES	50.00	8,000	6,931.51				
	101-60211-2212	MOTOR FUELS, LUBRICANTS &	11,693.95	55,000	33,875.96				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	335.78	56,000	31,686.59				
	101-60211-2245	EQUIPMENT/TOOLS UP TO \$500	46.08	11,650	10,485.06				
	101-60211-3311	GENERAL PROFESSIONAL SERVI	630.00	18,500	1,301.62-	Y			
	101-60211-3321	TELEPHONE & CELLULAR PHONE	116.24	2,800	2,011.62				
	101-60211-3437	LICENSES AND TAXES	19.00	0	453.00-	Y			
	101-60364-2212	MOTOR FUELS, LUBRICANTS &	297.84	17,500	12,839.46				
	101-70276-2211	GENERAL SUPPLIES	11.44	37,000	34,358.15				
	101-70276-2212	MOTOR FUELS, LUBRICANTS &	910.04	15,000	13,083.67				
	101-70675-2212	MOTOR FUELS, LUBRICANTS &	27.87	515	297.97				
	101-70675-3433	DUES & SUBSCRIPTIONS	200.20	1,800	358.80				
	101-70772-2211	GENERAL SUPPLIES	124.20	2,000	1,604.07				
	101-70971-3314	INSTRUCTORS FEES	800.00	23,000	19,700.00				
	106-70276-3363	AUTOMOTIVE INSURANCE	2,044.01	61	1,983.01-	Y			
	208-41136-3311	GENERAL PROFESSIONAL SERVI	104.00	5,000	4,746.50				
	258-70579-2211	GENERAL SUPPLIES	227.05	48,749	43,868.08				
	258-70579-3321	TELEPHONE & CELLULAR PHONE	174.88	0	614.64-	Y			
	258-70579-3437	LICENSES AND TAXES	70.00	0	289.25-	Y			
	270-50551-2211	GENERAL SUPPLIES	114.71	1,500	1,177.89				
	270-50551-2212	MOTOR FUELS, LUBRICANTS	0.00	0	103.81-	Y			
	602-90581-2211	GENERAL SUPPLIES	64.29	280,000	226,947.68				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	228.84	66,000	50,959.38		
	602-90581-3321	TELEPHONE & CELLULAR PHONE	106.95	7,440	5,705.43		
	609-90991-2211	GENERAL SUPPLIES	15.92	7,500	4,797.89		
	609-90991-3311	GENERAL PROFESSIONAL SERVI	104.00	3,000	136.96		
	609-90991-3333	FREIGHT	1,190.10	30,000	23,744.67		
	609-90992-2251	LIQUOR PURCHASES	40,613.38	1,091,165	859,412.51		
	609-90992-2252	BEER PURCHASES	52,766.94	1,576,627	1,202,179.60		
	609-90992-2253	WINE PURCHASES	16,736.94	456,941	361,435.98		
	609-90992-2254	GEN MDSE PURCHASES	221.45	73,019	56,589.91		
	630-90661-2212	MOTOR FUELS, LUBRICANTS &	0.00	7,500	7,500.00		
	630-90661-2221	EQUIPMENT REPAIR & MAINTEN	275.34	15,000	14,466.02		
	630-90661-3321	TELEPHONE & CELLULAR PHONE	21.46	750	435.00		
**	2020-2021 YEAR TOTALS	**	137,235.30				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	656.25
101-0151	POLICE ADMINISTRATION	3,302.90
101-0156	CHEMICAL ASSESSMENT TEAM	0.00
101-0162	ENGINEERING	298.13
101-0164	COMMUNITY PLANNING	366.70
101-0211	STREET ADMINISTRATION	12,891.05
101-0276	PARK MAINTENANCE & DEVEL.	921.48
101-0352	FIRE SERVICES	1,173.64
101-0364	AIRPORT	297.84
101-0671	CABLE COMMISSION	336.30
101-0675	COMM SERVICES ADMIN	228.07
101-0772	CS YOUTH ACTIVITIES	124.20
101-0971	RECREATION	800.00
101-1231	MUNICIPAL BLDG MAINT	545.02
101-1641	INFORMATION TECHNOLOGY	19.96
101-2071	ADULT COMMUNITY CTR	193.50
101 TOTAL	GENERAL FUND	22,155.04

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
106-0276	PARK MAINTENANCE & DEVEL.	2,044.01

106 TOTAL	PROP/MED LIABILITY INS	2,044.01
208-1136	GENERAL COMMUNITY DEV	104.00

208 TOTAL	EDA ADMINISTRATION	104.00
258-0579	AMATEUR SPORTS CENTER	471.93

258 TOTAL	ARENA & EXPO	471.93
270-0551	MERIT OPERATIONS	114.71

270 TOTAL	MERIT	114.71
602-0581	WW OPERATIONS	400.08

602 TOTAL	WASTEWATER OPERATING	400.08
609-0991	LIQUOR OPERATIONS	1,310.02
609-0992	LIQUOR PURCHASES	110,338.71

609 TOTAL	LIQUOR	111,648.73
630-0661	SURFACE WATER MGT UTILITY	296.80

630 TOTAL	SURFACE WATER MGT UTILITY	296.80

	** TOTAL **	137,235.30

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
213 HOCKEY ADULT	3314 INSTRUCTORS FEES	800.00
	** PROJECT 213 TOTAL **	800.00
500 AFTER SCHOOL CLUBS	2211 GENERAL SUPPLIES	124.20
	** PROJECT 500 TOTAL **	124.20
PC5 10/14-09/16 CAT GRANT	2212 MOTOR FUELS, LUBRICANTS & ADDI	0.00
	** PROJECT PC5 TOTAL **	0.00
PG1 BLR GANG/DRUG TF-GANG	2212 MOTOR FUEL, LUBRICANTS	0.00
	** PROJECT PG1 TOTAL **	0.00

NO ERRORS

** END OF REPORT **

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-202003194480	101-21249	Housing - April statement	115855	430.60
01-0966	DELTA DENTAL OF MINNESO	I-202003194480	101-21249	Retirees - April statement	115855	486.92
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-21243	DENTAL FAMILY	001124	656.17
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-21243	DENTAL FAMILY	001124	651.26
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-21243	DENTAL SINGLE	001124	64.54
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-21243	DENTAL SINGLE	001124	64.54
01-1358	INTERNAL REVENUE SERVIC	I-T1 202003174466	101-21221	FEDERAL W/H	001126	17,316.48
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-21222	SOCIAL SECURITY W/H	001126	7,513.34
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-21223	MEDICARE W/H	001126	2,635.96
01-1818	MN REVENUE	I-T2 202003174466	101-21224	STATE W/H	001128	8,129.17
01-2028	PERA OF MINNESOTA REG	I-12 202003174466	101-21225	PERA POLICE AND FIRE	001131	7,974.02
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-21225	PERA COORDINATED	001131	8,611.36
01-2512	NATIONWIDE RETIREMENT	I-33 202003174466	101-21251	USCM	001129	575.00
01-2513	NATIONWIDE RETIREMENT-F	I-34 202003174466	101-21252	USCM FIRE DEPT	001130	2,583.14
01-3443	VALIC DEFERRED COMP	I-35 202003174466	101-21257	VALIC DEFERRED COMP	001132	817.00
01-3443	VALIC DEFERRED COMP	I-35F202003174466	101-21257	VALIC - FIRE DEPARTMENT	001132	143.84
01-3443	VALIC DEFERRED COMP	I-35R202003174466	101-21255	VALIC ROTH	001132	600.00
01-3669	MINNESOTA STATE RETIREM	I-27A202003174466	101-21246	HEALTH CARE SAVINGS PLAN	001127	602.41
01-3669	MINNESOTA STATE RETIREM	I-27L202003174466	101-21246	HEALTH CARE SAVINGS PLAN	001127	1,275.00
01-3669	MINNESOTA STATE RETIREM	I-27N202003174466	101-21246	HEALTH CARE SAVINGS PLAN	001127	1,824.17
01-3669	MINNESOTA STATE RETIREM	I-27S202003174466	101-21246	HEALTH CARE SAVINGS PLAN	001127	200.00
01-3669	MINNESOTA STATE RETIREM	I-36 202003174466	101-21258	MNDP - DEFERRED COMP	001127	770.00
01-3669	MINNESOTA STATE RETIREM	I-36R202003174466	101-21259	MNDP - ROTH	001127	330.00
01-4805	FURTHER	I-202003184468	101-21249	Housing VEBA	001125	375.00
01-4805	FURTHER	I-202003184468	101-21249	Housing HSA	001125	145.84
01-4805	FURTHER	I-HEC202003174466	101-21231	EMPLOYEE HSA CONTRIBUTION	001125	7,029.78
01-6085	VOYA - INVESTORS CHOICE	I-37D202003174466	101-21275	VOYA DEFERRED	001133	150.00

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-6085	VOYA - INVESTORS CHOICE	I-37R202003174466	101-21274	VOYA ROTH PLAN	001133	395.00
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 72,350.54
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-50151-1132	DENTAL FAMILY	001124	907.31
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-50151-1132	DENTAL FAMILY	001124	907.30
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-50151-1132	DENTAL SINGLE	001124	92.25
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-50151-1132	DENTAL SINGLE	001124	92.25
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-50151-1122	SOCIAL SECURITY W/H	001126	354.14
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-50151-1125	MEDICARE W/H	001126	925.51
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-50151-1125	MEDICARE W/H	001126	36.08
01-2028	PERA OF MINNESOTA REG	I-12 202003174466	101-50151-1121	PERA POLICE AND FIRE	001131	11,499.54
01-2028	PERA OF MINNESOTA REG	I-12 202003174466	101-50151-1121	PERA POLICE AND FIRE	001131	461.49
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-50151-1121	PERA COORDINATED	001131	482.30
01-4805	FURTHER	I-5FH202003174466	101-50151-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	1,250.10
01-4805	FURTHER	I-5FV202003174466	101-50151-1135	EMPLOYER CONT FAM VEBA 5000	001125	187.50
01-4805	FURTHER	I-5SH202003174466	101-50151-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	312.50
01-4805	FURTHER	I-5SV202003174466	101-50151-1135	EMPLOYER CONT SINGL VEBA 5000	001125	135.42
DEPARTMENT 0151 POLICE ADMINISTRATION						TOTAL: 17,643.69
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60162-1132	DENTAL FAMILY	001124	266.53
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60162-1132	DENTAL FAMILY	001124	3.20
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60162-1132	DENTAL FAMILY	001124	46.64
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60162-1132	DENTAL FAMILY	001124	241.92
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60162-1132	DENTAL FAMILY	001124	1.28
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60162-1132	DENTAL FAMILY	001124	71.25
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-60162-1132	DENTAL SINGLE	001124	17.60
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60162-1132	DENTAL SINGLE	001124	18.45
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60162-1122	SOCIAL SECURITY W/H	001126	981.66
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60162-1122	SOCIAL SECURITY W/H	001126	6.03
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60162-1122	SOCIAL SECURITY W/H	001126	287.69
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60162-1125	MEDICARE W/H	001126	229.59
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60162-1125	MEDICARE W/H	001126	1.40
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60162-1125	MEDICARE W/H	001126	67.29

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60162-1121	PERA COORDINATED	001131	1,333.30
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60162-1121	PERA COORDINATED	001131	8.01
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60162-1121	PERA COORDINATED	001131	371.93
01-4805	FURTHER	I-5FH202003174466	101-60162-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	261.22
01-4805	FURTHER	I-5FV202003174466	101-60162-1135	EMPLOYER CONT FAM VEBA 5000	001125	187.50
01-4805	FURTHER	I-5SH202003174466	101-60162-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	125.00
01-4805	FURTHER	I-5SV202003174466	101-60162-1135	EMPLOYER CONT SINGL VEBA 5000	001125	62.50
DEPARTMENT 0162 ENGINEERING					TOTAL:	4,589.99
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60164-1132	DENTAL FAMILY	001124	196.23
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60164-1132	DENTAL FAMILY	001124	198.15
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60164-1122	SOCIAL SECURITY W/H	001126	537.63
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60164-1125	MEDICARE W/H	001126	125.74
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60164-1121	PERA COORDINATED	001131	772.37
01-4805	FURTHER	I-5FH202003174466	101-60164-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	238.82
01-4805	FURTHER	I-5FV202003174466	101-60164-1135	EMPLOYER CONT FAM VEBA 5000	001125	187.50
DEPARTMENT 0164 COMMUNITY PLANNING					TOTAL:	2,256.44
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60211-1132	DENTAL FAMILY	001124	101.25
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60211-1132	DENTAL FAMILY	001124	168.60
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60211-1132	DENTAL FAMILY	001124	63.43
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60211-1132	DENTAL FAMILY	001124	21.15
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60211-1132	DENTAL FAMILY	001124	3.52
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	76.33
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	13.46
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	4.81
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	3.84
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	63.43
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	181.65
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	2.24
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	3.84
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60211-1132	DENTAL FAMILY	001124	2.56
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-60211-1132	DENTAL SINGLE	001124	13.82
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-60211-1132	DENTAL SINGLE	001124	17.61
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-60211-1132	DENTAL SINGLE	001124	1.75

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-60211-1132	DENTAL SINGLE	001124	4.57
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	6.83
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	2.84
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	4.61
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	0.77
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	19.83
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	1.12
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-60211-1132	DENTAL SINGLE	001124	0.90
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	260.55
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	26.78
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	17.63
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	27.42
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	23.28
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	171.06
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	541.87
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	8.23
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	20.22
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60211-1122	SOCIAL SECURITY W/H	001126	12.85
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	60.92
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	6.26
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	4.12
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	6.41
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	5.44
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	40.01
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	126.73
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	1.92
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	4.73
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60211-1125	MEDICARE W/H	001126	3.01
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	361.59
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	39.72
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	24.82
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	37.92
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	30.47
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	234.83
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	735.68
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	11.58
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	27.67
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60211-1121	PERA COORDINATED	001131	17.22
01-4805	FURTHER	I-5FH202003174466	101-60211-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	405.87
01-4805	FURTHER	I-5FV202003174466	101-60211-1135	EMPLOYER CONT FAM VEBA 5000	001125	83.34
01-4805	FURTHER	I-5SH202003174466	101-60211-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	125.00
01-4805	FURTHER	I-5SV202003174466	101-60211-1135	EMPLOYER CONT SINGL VEBA 5000	001125	104.17
DEPARTMENT 0211 STREET ADMINISTRATION TOTAL:						4,394.08

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-70276-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-70276-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-70276-1132	DENTAL SINGLE	001124	18.45
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-70276-1132	DENTAL SINGLE	001124	18.45
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70276-1122	SOCIAL SECURITY W/H	001126	497.21
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70276-1125	MEDICARE W/H	001126	116.28
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-70276-1121	PERA COORDINATED	001131	641.46
01-4805	FURTHER	I-5FH202003174466	101-70276-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
01-4805	FURTHER	I-5SH202003174466	101-70276-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	62.50
DEPARTMENT 0276 PARK MAINTENANCE & DEV TOTAL:						1,540.21
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60364-1132	DENTAL FAMILY	001124	53.79
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60364-1132	DENTAL FAMILY	001124	15.74
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60364-1132	DENTAL FAMILY	001124	23.52
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60364-1132	DENTAL FAMILY	001124	4.99
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60364-1132	DENTAL FAMILY	001124	23.31
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-60364-1132	DENTAL FAMILY	001124	1.67
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60364-1132	DENTAL FAMILY	001124	19.49
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60364-1132	DENTAL FAMILY	001124	39.72
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60364-1132	DENTAL FAMILY	001124	13.45
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60364-1132	DENTAL FAMILY	001124	30.11
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60364-1132	DENTAL FAMILY	001124	1.28
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-60364-1132	DENTAL FAMILY	001124	5.13
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60364-1122	SOCIAL SECURITY W/H	001126	66.35
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60364-1122	SOCIAL SECURITY W/H	001126	96.03
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60364-1122	SOCIAL SECURITY W/H	001126	28.50
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60364-1122	SOCIAL SECURITY W/H	001126	78.10
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60364-1122	SOCIAL SECURITY W/H	001126	3.41
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-60364-1122	SOCIAL SECURITY W/H	001126	13.64
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60364-1125	MEDICARE W/H	001126	15.53
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60364-1125	MEDICARE W/H	001126	22.46
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60364-1125	MEDICARE W/H	001126	6.67
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60364-1125	MEDICARE W/H	001126	18.26
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60364-1125	MEDICARE W/H	001126	0.80
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-60364-1125	MEDICARE W/H	001126	3.19
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60364-1121	PERA COORDINATED	001131	93.83
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60364-1121	PERA COORDINATED	001131	139.17
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60364-1121	PERA COORDINATED	001131	41.93

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60364-1121	PERA COORDINATED	001131	112.41
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60364-1121	PERA COORDINATED	001131	4.89
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-60364-1121	PERA COORDINATED	001131	19.54
01-4805	FURTHER	I-5FH202003174466	101-60364-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	177.51
DEPARTMENT 0364 AIRPORT					TOTAL:	1,174.42
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-50453-1132	DENTAL FAMILY	001124	15.37
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-50453-1132	DENTAL FAMILY	001124	15.38
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-50453-1122	SOCIAL SECURITY W/H	001126	46.38
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-50453-1125	MEDICARE W/H	001126	10.84
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-50453-1121	PERA COORDINATED	001131	59.22
01-4805	FURTHER	I-5SV202003174466	101-50453-1135	EMPLOYER CONT SINGL VEBE 5000	001125	31.25
DEPARTMENT 0453 ANIMAL IMPOUNDMENT					TOTAL:	178.44
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-40671-1132	DENTAL FAMILY	001124	41.01
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-40671-1132	DENTAL FAMILY	001124	41.01
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-40671-1132	DENTAL SINGLE	001124	18.45
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-40671-1132	DENTAL SINGLE	001124	18.45
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-40671-1122	SOCIAL SECURITY W/H	001126	285.45
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-40671-1125	MEDICARE W/H	001126	66.78
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-40671-1121	PERA COORDINATED	001131	288.72
01-4805	FURTHER	I-5FH202003174466	101-40671-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	66.67
01-4805	FURTHER	I-5SH202003174466	101-40671-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	62.50
DEPARTMENT 0671 CABLE COMMISSION					TOTAL:	889.04
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-70675-1132	DENTAL FAMILY	001124	102.52
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-70675-1132	DENTAL FAMILY	001124	102.52
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-70675-1132	DENTAL SINGLE	001124	18.45
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-70675-1132	DENTAL SINGLE	001124	18.45
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70675-1122	SOCIAL SECURITY W/H	001126	525.67

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70675-1125	MEDICARE W/H	001126	122.94
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-70675-1121	PERA COORDINATED	001131	680.73
01-4805	FURTHER	I-5FH202003174466	101-70675-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
01-4805	FURTHER	I-5SH202003174466	101-70675-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	62.50
01-4805	FURTHER	I-5SV202003174466	101-70675-1135	EMPLOYER CONT SINGL VEBA 5000	001125	62.50
DEPARTMENT 0675 COMM SERVICES ADMIN						TOTAL: 1,779.62
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-40741-1132	DENTAL FAMILY	001124	102.52
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-40741-1132	DENTAL FAMILY	001124	102.52
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-40741-1122	SOCIAL SECURITY W/H	001126	712.90
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-40741-1122	SOCIAL SECURITY W/H	001126	40.34
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-40741-1125	MEDICARE W/H	001126	166.72
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-40741-1125	MEDICARE W/H	001126	9.44
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-40741-1121	PERA COORDINATED	001131	934.72
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-40741-1121	PERA COORDINATED	001131	57.75
01-4805	FURTHER	I-5FH202003174466	101-40741-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	250.02
01-4805	FURTHER	I-5SV202003174466	101-40741-1135	EMPLOYER CONT SINGL VEBA 5000	001125	62.50
DEPARTMENT 0741 CITY ADMINISTRATION						TOTAL: 2,439.43
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70772-1122	SOCIAL SECURITY W/H	001126	21.54
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70772-1125	MEDICARE W/H	001126	5.05
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-70772-1121	PERA COORDINATED	001131	3.68
DEPARTMENT 0772 CS YOUTH ACTIVITIES						TOTAL: 30.27
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-40821-1132	DENTAL FAMILY	001124	153.78
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-40821-1132	DENTAL FAMILY	001124	153.78
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-40821-1122	SOCIAL SECURITY W/H	001126	514.70
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-40821-1125	MEDICARE W/H	001126	120.37
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-40821-1121	PERA COORDINATED	001131	711.54

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-4805	FURTHER	I-5FH202003174466	101-40821-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	166.68
01-4805	FURTHER	I-5FV202003174466	101-40821-1135	EMPLOYER CONT FAM VEBA 5000	001125	83.34
DEPARTMENT 0821 FINANCE					TOTAL:	1,904.19
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-70871-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-70871-1132	DENTAL FAMILY	001124	51.26
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70871-1122	SOCIAL SECURITY W/H	001126	120.89
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70871-1125	MEDICARE W/H	001126	28.27
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-70871-1121	PERA COORDINATED	001131	148.68
DEPARTMENT 0871 COMMUNITY EDUCATION					TOTAL:	400.36
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-40931-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-40931-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-40931-1132	DENTAL SINGLE	001124	34.14
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-40931-1132	DENTAL SINGLE	001124	1.15
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-40931-1132	DENTAL SINGLE	001124	1.15
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-40931-1132	DENTAL SINGLE	001124	0.46
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-40931-1132	DENTAL SINGLE	001124	36.44
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-40931-1132	DENTAL SINGLE	001124	0.46
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-40931-1122	SOCIAL SECURITY W/H	001126	437.15
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-40931-1122	SOCIAL SECURITY W/H	001126	2.97
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-40931-1125	MEDICARE W/H	001126	102.24
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-40931-1125	MEDICARE W/H	001126	0.69
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-40931-1121	PERA COORDINATED	001131	630.10
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-40931-1121	PERA COORDINATED	001131	4.52
01-4805	FURTHER	I-5FH202003174466	101-40931-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	250.02
DEPARTMENT 0931 APPRAISING & ASSESSING					TOTAL:	1,604.01
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-70971-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-70971-1132	DENTAL FAMILY	001124	51.26
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	129.44
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	6.82
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	22.68

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	24.41
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	8.68
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	6.69
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-70971-1122	SOCIAL SECURITY W/H	001126	8.19
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	30.27
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	1.60
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	5.31
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	5.72
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	2.03
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	1.57
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	101-70971-1125	MEDICARE W/H	001126	1.91
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	101-70971-1121	PERA COORDINATED	001131	185.88
01-4805	FURTHER	I-5FH202003174466	101-70971-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
DEPARTMENT 0971 RECREATION						TOTAL: 627.06
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	9.98
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	3.74
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	31.16
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	0.62
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	0.93
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	3.90
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-41231-1132	DENTAL FAMILY	001124	0.93
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	7.70
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	1.28
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	32.36
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	2.56
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	2.24
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	2.56
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-41231-1132	DENTAL FAMILY	001124	2.56
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-41231-1132	DENTAL SINGLE	001124	3.26
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-41231-1132	DENTAL SINGLE	001124	1.96
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-41231-1132	DENTAL SINGLE	001124	0.55
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	101-41231-1132	DENTAL SINGLE	001124	12.68
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-41231-1132	DENTAL SINGLE	001124	5.19
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-41231-1132	DENTAL SINGLE	001124	0.23
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-41231-1132	DENTAL SINGLE	001124	1.61
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	101-41231-1132	DENTAL SINGLE	001124	11.42
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	50.17
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	12.99
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	32.19
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	78.63
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	37.35

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1358	INTERNAL REVENUE	SERVIC I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	6.91
01-1358	INTERNAL REVENUE	SERVIC I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	5.45
01-1358	INTERNAL REVENUE	SERVIC I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	16.03
01-1358	INTERNAL REVENUE	SERVIC I-T3 202003174466	101-41231-1122	SOCIAL SECURITY W/H	001126	75.51
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	11.72
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	3.04
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	7.53
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	18.39
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	8.73
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	1.62
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	1.27
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	3.75
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-41231-1125	MEDICARE W/H	001126	17.67
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	69.74
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	15.88
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	39.83
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	117.34
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	9.29
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	8.13
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	22.31
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-41231-1121	PERA COORDINATED	001131	101.36
01-4805	FURTHER	I-5FH202003174466	101-41231-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
01-4805	FURTHER	I-5SH202003174466	101-41231-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	62.50
DEPARTMENT 1231 MUNICIPAL BLDG MAINT						TOTAL: 1,058.09
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	101-42071-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	101-42071-1132	DENTAL FAMILY	001124	51.26
01-1358	INTERNAL REVENUE	SERVIC I-T3 202003174466	101-42071-1122	SOCIAL SECURITY W/H	001126	222.93
01-1358	INTERNAL REVENUE	SERVIC I-T4 202003174466	101-42071-1125	MEDICARE W/H	001126	52.14
01-2028	PERA OF MINNESOTA	REG I-13 202003174466	101-42071-1121	PERA COORDINATED	001131	304.09
01-4805	FURTHER	I-5FH202003174466	101-42071-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
DEPARTMENT 2071 ADULT COMMUNITY CTR						TOTAL: 765.02
FUND 101 GENERAL FUND						TOTAL: 115,624.90

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	211-21243	DENTAL FAMILY	001124	25.64
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	211-21243	DENTAL FAMILY	001124	25.64
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	211-21243	DENTAL SINGLE	001124	18.44
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	211-21243	DENTAL SINGLE	001124	18.44
01-1358	INTERNAL REVENUE SERVIC	I-T1 202003174466	211-21221	FEDERAL W/H	001126	2,077.29
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	211-21222	SOCIAL SECURITY W/H	001126	1,442.16
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	211-21223	MEDICARE W/H	001126	337.27
01-1818	MN REVENUE	I-T2 202003174466	211-21224	STATE W/H	001128	890.60
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	211-21225	PERA COORDINATED	001131	1,532.75
01-3669	MINNESOTA STATE RETIREM	I-27B202003174466	211-21246	HEALTH CARE SAVINGS PLAN	001127	170.00
01-3669	MINNESOTA STATE RETIREM	I-36 202003174466	211-21258	MNDPC - DEFERRED COMP	001127	200.00
01-4805	FURTHER	I-HEC202003174466	211-21231	EMPLOYEE HSA CONTRIBUTION	001125	285.00
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 7,023.23
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	211-70437-1132	DENTAL FAMILY	001124	102.52
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	211-70437-1132	DENTAL FAMILY	001124	102.52
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	211-70437-1132	DENTAL SINGLE	001124	73.80
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	211-70437-1132	DENTAL SINGLE	001124	73.80
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	211-70437-1122	SOCIAL SECURITY W/H	001126	1,442.16
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	211-70437-1125	MEDICARE W/H	001126	337.27
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	211-70437-1121	PERA COORDINATED	001131	1,768.54
01-4805	FURTHER	I-5FH202003174466	211-70437-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
01-4805	FURTHER	I-5SH202003174466	211-70437-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	250.00
DEPARTMENT 0437 LIBRARY						TOTAL: 4,233.95
FUND 211 LIBRARY FUND						TOTAL: 11,257.18

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	258-21243	DENTAL FAMILY	001124	53.84
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	258-21243	DENTAL FAMILY	001124	53.84
01-1358	INTERNAL REVENUE SERVIC	I-T1 202003174466	258-21221	FEDERAL W/H	001126	519.23
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	258-21222	SOCIAL SECURITY W/H	001126	512.20
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	258-21223	MEDICARE W/H	001126	119.80
01-1818	MN REVENUE	I-T2 202003174466	258-21224	STATE W/H	001128	261.51
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	258-21225	PERA COORDINATED	001131	569.66
01-3669	MINNESOTA STATE RETIREM	I-27N202003174466	258-21246	HEALTH CARE SAVINGS PLAN	001127	30.21
01-3669	MINNESOTA STATE RETIREM	I-36R202003174466	258-21259	MNDP - ROTH	001127	25.00
01-4805	FURTHER	I-HEC202003174466	258-21231	EMPLOYEE HSA CONTRIBUTION	001125	165.00
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	2,310.29
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	258-70579-1132	DENTAL FAMILY	001124	215.29
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	258-70579-1132	DENTAL FAMILY	001124	215.29
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	258-70579-1122	SOCIAL SECURITY W/H	001126	512.20
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	258-70579-1125	MEDICARE W/H	001126	119.80
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	258-70579-1121	PERA COORDINATED	001131	657.30
01-4805	FURTHER	I-5FH202003174466	258-70579-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	266.69
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	1,986.57
FUND 258 ARENA & EXPO					TOTAL:	4,296.86

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	270-21243	DENTAL FAMILY	001124	12.82
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	270-21243	DENTAL FAMILY	001124	12.82
01-1358	INTERNAL REVENUE SERVIC	I-T1 202003174466	270-21221	FEDERAL W/H	001126	164.42
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	270-21222	SOCIAL SECURITY W/H	001126	141.62
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	270-21223	MEDICARE W/H	001126	33.12
01-1818	MN REVENUE	I-T2 202003174466	270-21224	STATE W/H	001128	80.08
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	270-21225	PERA COORDINATED	001131	164.27
01-3669	MINNESOTA STATE RETIREM	I-27N202003174466	270-21246	HEALTH CARE SAVINGS PLAN	001127	25.27
01-4805	FURTHER	I-HEC202003174466	270-21231	EMPLOYEE HSA CONTRIBUTION	001125	25.00
01-6085	VOYA - INVESTORS CHOICE	I-37R202003174466	270-21274	VOYA ROTH PLAN	001133	15.00
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	674.42
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	270-50551-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	270-50551-1132	DENTAL FAMILY	001124	51.26
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	270-50551-1122	SOCIAL SECURITY W/H	001126	141.62
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	270-50551-1125	MEDICARE W/H	001126	33.12
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	270-50551-1121	PERA COORDINATED	001131	189.54
01-4805	FURTHER	I-5FH202003174466	270-50551-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	83.34
DEPARTMENT 0551 MERIT OPERATIONS					TOTAL:	550.14
FUND 270 MERIT					TOTAL:	1,224.56

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	602-21243	DENTAL FAMILY	001124	123.29
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	602-21243	DENTAL FAMILY	001124	128.20
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	602-21243	DENTAL SINGLE	001124	9.22
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	602-21243	DENTAL SINGLE	001124	9.22
01-1358	INTERNAL REVENUE SERVIC	I-T1 202003174466	602-21221	FEDERAL W/H	001126	2,428.46
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	602-21222	SOCIAL SECURITY W/H	001126	1,739.02
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	602-21223	MEDICARE W/H	001126	406.70
01-1818	MN REVENUE	I-T2 202003174466	602-21224	STATE W/H	001128	1,131.50
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	602-21225	PERA COORDINATED	001131	2,073.83
01-2512	NATIONWIDE RETIREMENT	I-33 202003174466	602-21251	USCM	001129	300.00
01-3443	VALIC DEFERRED COMP	I-35 202003174466	602-21257	VALIC DEFERRED COMP	001132	40.00
01-3443	VALIC DEFERRED COMP	I-35R202003174466	602-21255	VALIC ROTH	001132	650.00
01-3669	MINNESOTA STATE RETIREM	I-27A202003174466	602-21246	HEALTH CARE SAVINGS PLAN	001127	269.47
01-3669	MINNESOTA STATE RETIREM	I-27N202003174466	602-21246	HEALTH CARE SAVINGS PLAN	001127	408.21
01-4805	FURTHER	I-HEC202003174466	602-21231	EMPLOYEE HSA CONTRIBUTION	001125	1,262.94
01-6085	VOYA - INVESTORS CHOICE	I-37R202003174466	602-21274	VOYA ROTH PLAN	001133	410.00
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	11,390.06
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	602-90581-1132	DENTAL FAMILY	001124	492.97
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	602-90581-1132	DENTAL FAMILY	001124	512.60
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	602-90581-1132	DENTAL SINGLE	001124	36.90
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	602-90581-1132	DENTAL SINGLE	001124	36.90
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	602-90581-1122	SOCIAL SECURITY W/H	001126	1,739.02
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	602-90581-1125	MEDICARE W/H	001126	406.70
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	602-90581-1121	PERA COORDINATED	001131	2,392.88
01-4805	FURTHER	I-5FH202003174466	602-90581-1135	EMPLOYER CONTRIB FAM HSA 5000	001125	416.70
01-4805	FURTHER	I-5FV202003174466	602-90581-1135	EMPLOYER CONT FAM VEBA 5000	001125	458.34

3/19/2020 3:30 PM
VENDOR SET: 01 City of Marshall
PACKET: 07295 3/20/20 PR 1w - 2
FUND : 602 WASTEWATER OPERATING
DEPARTMENT: 0581 WW OPERATIONS

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 15
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-4805	FURTHER	I-5SH202003174466	602-90581-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	187.50
01-4805	FURTHER	I-5SV202003174466	602-90581-1135	EMPLOYER CONT SINGL VEBA 5000	001125	208.34
					DEPARTMENT 0581 WW OPERATIONS	TOTAL: 6,888.85
					FUND 602 WASTEWATER OPERATING	TOTAL: 18,278.91

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	609-21243	DENTAL FAMILY	001124	12.82
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	609-21243	DENTAL FAMILY	001124	12.82
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	609-21243	DENTAL SINGLE	001124	13.83
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	609-21243	DENTAL SINGLE	001124	13.83
01-1358	INTERNAL REVENUE SERVIC	I-T1 202003174466	609-21221	FEDERAL W/H	001126	856.14
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	609-21222	SOCIAL SECURITY W/H	001126	769.55
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	609-21223	MEDICARE W/H	001126	179.97
01-1818	MN REVENUE	I-T2 202003174466	609-21224	STATE W/H	001128	405.95
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	609-21225	PERA COORDINATED	001131	840.91
01-3443	VALIC DEFERRED COMP	I-35 202003174466	609-21257	VALIC DEFERRED COMP	001132	125.00
01-3669	MINNESOTA STATE RETIREM	I-27N202003174466	609-21246	HEALTH CARE SAVINGS PLAN	001127	149.21
01-4805	FURTHER	I-HEC202003174466	609-21231	EMPLOYEE HSA CONTRIBUTION	001125	138.56
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 3,518.59
01-0966	DELTA DENTAL OF MINNESO	I-22F202003034418	609-90991-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22F202003174466	609-90991-1132	DENTAL FAMILY	001124	51.26
01-0966	DELTA DENTAL OF MINNESO	I-22S202003034418	609-90991-1132	DENTAL SINGLE	001124	55.35
01-0966	DELTA DENTAL OF MINNESO	I-22S202003174466	609-90991-1132	DENTAL SINGLE	001124	55.35
01-1358	INTERNAL REVENUE SERVIC	I-T3 202003174466	609-90991-1122	SOCIAL SECURITY W/H	001126	769.55
01-1358	INTERNAL REVENUE SERVIC	I-T4 202003174466	609-90991-1125	MEDICARE W/H	001126	179.97
01-2028	PERA OF MINNESOTA REG	I-13 202003174466	609-90991-1121	PERA COORDINATED	001131	970.29
01-4805	FURTHER	I-5SH202003174466	609-90991-1135	EMPLOYER CONTRIB SNGL HSA 500	001125	187.50
01-4805	FURTHER	I-5SV202003174466	609-90991-1135	EMPLOYER CONT SINGL VEBA 5000	001125	104.17
DEPARTMENT 0991 LIQUOR OPERATIONS						TOTAL: 2,424.70
FUND 609 LIQUOR						TOTAL: 5,943.29
REPORT GRA TOTAL:						156,625.70

** 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	101-21221	FEDERAL WITHHOLDING	17,316.48						
	101-21222	FICA WITHHOLDING	7,513.34						
	101-21223	MEDICARE	2,635.96						
	101-21224	STATE WITHHOLDING	8,129.17						
	101-21225	PERA WITHHOLDING	16,585.38						
	101-21231	HSA / VEBA (ER ONLY)	7,029.78						
	101-21243	DENTAL INSURANCE	1,436.51						
	101-21246	HEALTH CARE SAVINGS PLAN	3,901.58						
	101-21249	COMBINED INSURANCE	1,438.36						
	101-21251	DEFERRED COMP - USCM	575.00						
	101-21252	DEFERRED COMPENSATION FIRE	2,583.14						
	101-21255	VALIC ROTH (TAXABLE)	600.00						
	101-21257	DEFERRED COMP--VALIC	960.84						
	101-21258	MNDP--DEFERRED COMP	770.00						
	101-21259	MNDP-ROTH	330.00						
	101-21274	DEFERRED COMP-VOYA ROTH	395.00						
	101-21275	VOYA - DEFERRED PRE TAX	150.00						
	101-40671-1121	PERA CONTRIBUTIONS	288.72	3,101	1,336.85				
	101-40671-1122	FICA CONTRIBUTIONS	285.45	3,804	1,998.42				
	101-40671-1125	MEDICARE CONTRIBUTIONS	66.78	890	467.68				
	101-40671-1132	DENTAL INSURANCE	118.92	1,134	637.83				
	101-40671-1135	HSA/VEBA EMPLOYER CONTRIBU	129.17	2,000	1,224.97				
	101-40741-1121	PERA CONTRIBUTIONS	992.47	19,887	13,969.13				
	101-40741-1122	FICA CONTRIBUTIONS	753.24	14,493	9,994.60				
	101-40741-1125	MEDICARE CONTRIBUTIONS	176.16	3,845	2,792.93				
	101-40741-1132	DENTAL INSURANCE	205.04	3,401	2,580.84				
	101-40741-1135	HSA/VEBA EMPLOYER CONTRIBU	312.52	5,500	3,624.88				
	101-40821-1121	PERA CONTRIBUTIONS	711.54	25,846	21,576.76				
	101-40821-1122	FICA CONTRIBUTIONS	514.70	21,366	18,272.99				
	101-40821-1125	MEDICARE CONTRIBUTIONS	120.37	4,997	4,273.65				
	101-40821-1132	DENTAL INSURANCE	307.56	5,669	4,438.76				
	101-40821-1135	HSA/VEBA EMPLOYER CONTRIBU	250.02	10,000	8,499.88				
	101-40931-1121	PERA CONTRIBUTIONS	634.62	15,425	11,617.28				
	101-40931-1122	FICA CONTRIBUTIONS	440.12	12,751	10,110.28				
	101-40931-1125	MEDICARE CONTRIBUTIONS	102.93	2,982	2,364.42				
	101-40931-1132	DENTAL INSURANCE	176.32	2,676	1,970.72				
	101-40931-1135	HSA/VEBA EMPLOYER CONTRIBU	250.02	6,000	4,499.88				
	101-41231-1121	PERA CONTRIBUTIONS	383.88	10,001	7,582.31				
	101-41231-1122	FICA CONTRIBUTIONS	315.23	8,330	6,357.37				
	101-41231-1125	MEDICARE CONTRIBUTIONS	73.72	1,948	1,486.65				
	101-41231-1132	DENTAL INSURANCE	139.42	1,542	984.32				
	101-41231-1135	HSA/VEBA EMPLOYER CONTRIBU	145.84	3,500	2,624.96				
	101-42071-1121	PERA CONTRIBUTIONS	304.09	6,148	4,408.52				
	101-42071-1122	FICA CONTRIBUTIONS	222.93	5,083	3,807.69				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
101-42071-1125		MEDICARE CONTRIBUTIONS	52.14	1,189	890.71				
101-42071-1132		DENTAL INSURANCE	102.52	1,134	723.92				
101-42071-1135		HSA/VEBA EMPLOYER CONTRIBU	83.34	2,000	1,499.96				
101-50151-1121		PERA CONTRIBUTIONS	12,443.33	249,736	173,899.74				
101-50151-1122		FICA CONTRIBUTIONS	354.14	14,292	12,143.32				
101-50151-1125		MEDICARE CONTRIBUTIONS	961.59	23,564	17,678.97				
101-50151-1132		DENTAL INSURANCE	1,999.11	23,491	15,463.78				
101-50151-1135		HSA/VEBA EMPLOYER CONTRIBU	1,885.52	30,150	18,836.82				
101-50453-1121		PERA CONTRIBUTIONS	59.22	228	107.93-			Y	
101-50453-1122		FICA CONTRIBUTIONS	46.38	0	264.99-			Y	
101-50453-1125		MEDICARE CONTRIBUTIONS	10.84	132	70.01				
101-50453-1132		DENTAL INSURANCE	30.75	0	92.22-			Y	
101-50453-1135		HSA/VEBA EMPLOYER CONTRIBU	31.25	0	187.44-			Y	
101-60162-1121		PERA CONTRIBUTIONS	1,713.24	39,043	29,598.07				
101-60162-1122		FICA CONTRIBUTIONS	1,275.38	32,920	25,867.37				
101-60162-1125		MEDICARE CONTRIBUTIONS	298.28	7,699	6,049.60				
101-60162-1132		DENTAL INSURANCE	666.87	7,936	5,422.79				
101-60162-1135		HSA/VEBA EMPLOYER CONTRIBU	636.22	13,175	9,566.48				
101-60164-1121		PERA CONTRIBUTIONS	772.37	19,202	13,978.25				
101-60164-1122		FICA CONTRIBUTIONS	537.63	15,874	12,162.54				
101-60164-1125		MEDICARE CONTRIBUTIONS	125.74	3,712	2,843.99				
101-60164-1132		DENTAL INSURANCE	394.38	4,535	2,879.11				
101-60164-1135		HSA/VEBA EMPLOYER CONTRIBU	426.32	10,425	7,815.15				
101-60211-1121		PERA CONTRIBUTIONS	1,521.50	31,127	20,574.94				
101-60211-1122		FICA CONTRIBUTIONS	1,109.89	29,645	21,762.01				
101-60211-1125		MEDICARE CONTRIBUTIONS	259.55	6,933	5,089.46				
101-60211-1132		DENTAL INSURANCE	784.76	8,798	5,705.78				
101-60211-1135		HSA/VEBA EMPLOYER CONTRIBU	718.38	16,100	11,636.35				
101-60364-1121		PERA CONTRIBUTIONS	411.77	8,121	4,915.76				
101-60364-1122		FICA CONTRIBUTIONS	286.03	7,458	5,162.94				
101-60364-1125		MEDICARE CONTRIBUTIONS	66.91	1,744	1,207.23				
101-60364-1132		DENTAL INSURANCE	232.20	2,097	1,034.14				
101-60364-1135		HSA/VEBA EMPLOYER CONTRIBU	177.51	3,700	2,471.97				
101-70276-1121		PERA CONTRIBUTIONS	641.46	12,961	9,190.61				
101-70276-1122		FICA CONTRIBUTIONS	497.21	14,807	11,881.47				
101-70276-1125		MEDICARE CONTRIBUTIONS	116.28	3,463	2,778.84				
101-70276-1132		DENTAL INSURANCE	139.42	2,789	2,136.88				
101-70276-1135		HSA/VEBA EMPLOYER CONTRIBU	145.84	4,200	3,352.30				
101-70675-1121		PERA CONTRIBUTIONS	680.73	15,909	11,785.24				
101-70675-1122		FICA CONTRIBUTIONS	525.67	13,524	10,336.17				
101-70675-1125		MEDICARE CONTRIBUTIONS	122.94	3,163	2,417.47				
101-70675-1132		DENTAL INSURANCE	241.94	3,401	2,535.76				
101-70675-1135		HSA/VEBA EMPLOYER CONTRIBU	208.34	6,500	5,249.96				
101-70772-1121		PERA CONTRIBUTIONS	3.68	0	7.36-			Y	
101-70772-1122		FICA CONTRIBUTIONS	21.54	1,550	1,429.88				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-70772-1125	MEDICARE CONTRIBUTIONS	5.05	363	334.87				
	101-70871-1121	PERA CONTRIBUTIONS	148.68	4,752	3,859.92				
	101-70871-1122	FICA CONTRIBUTIONS	120.89	7,577	6,627.13				
	101-70871-1125	MEDICARE CONTRIBUTIONS	28.27	1,772	1,549.86				
	101-70871-1132	DENTAL INSURANCE	102.52	1,134	723.92				
	101-70971-1121	PERA CONTRIBUTIONS	185.88	4,179	3,063.72				
	101-70971-1122	FICA CONTRIBUTIONS	206.91	7,300	5,866.68				
	101-70971-1125	MEDICARE CONTRIBUTIONS	48.41	1,707	1,371.78				
	101-70971-1132	DENTAL INSURANCE	102.52	1,134	723.92				
	101-70971-1135	HSA/VEBA EMPLOYER CONTRIBU	83.34	2,001	1,500.96				
	211-21221	FEDERAL W/H	2,077.29						
	211-21222	FICA W/H	1,442.16						
	211-21223	MEDICARE W/H	337.27						
	211-21224	STATE W/H	890.60						
	211-21225	PERA W/H	1,532.75						
	211-21231	HSA /VEBA (ER ONLY)	285.00						
	211-21243	DENTAL INSURANCE	88.16						
	211-21246	HEALTH CARE SAVINGS PLAN	170.00						
	211-21258	MN DCP	200.00						
	211-70437-1121	PERA CONTRIBUTIONS	1,768.54	35,002	24,735.64				
	211-70437-1122	FICA CONTRIBUTIONS	1,442.16	37,448	29,033.86				
	211-70437-1125	MEDICARE CONTRIBUTIONS	337.27	0	1,967.85-			Y	
	211-70437-1132	DENTAL INSURANCE	352.64	4,424	3,013.44				
	211-70437-1135	INSURANCE BENEFITS ALLOTME	333.34	15,460	13,459.96				
	258-21221	FEDERAL WITHHOLDING	519.23						
	258-21222	FICA WITHHOLDING	512.20						
	258-21223	MEDICARE	119.80						
	258-21224	STATE WITHHOLDING	261.51						
	258-21225	PERA WITHHOLDING	569.66						
	258-21231	HSA/VEBA (ER ONLY)	165.00						
	258-21243	DENTAL INSURANCE	107.68						
	258-21246	HEALTH CARE SAVINGS PLAN	30.21						
	258-21259	MNDP-ROTH	25.00						
	258-70579-1121	PERA CONTRIBUTIONS	657.30	0	3,956.65-			Y	
	258-70579-1122	FICA CONTRIBUTIONS	512.20	0	3,250.52-			Y	
	258-70579-1125	MEDICARE CONTRIBUTIONS	119.80	0	760.24-			Y	
	258-70579-1132	DENTAL INSURANCE	430.58	0	1,701.83-			Y	
	258-70579-1135	HSA/VEBA EMPLOYER CONTRIBU	266.69	0	1,600.13-			Y	
	270-21221	FEDERAL WITHHOLDING	164.42						
	270-21222	FICA WITHHOLDING	141.62						
	270-21223	MEDICARE	33.12						
	270-21224	STATE WITHHOLDING	80.08						
	270-21225	PERA WITHHOLDING	164.27						
	270-21231	HSA / VEBA (ER ONLY)	25.00						
	270-21243	DENTAL INSURANCE	25.64						

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	270-21246	HEALTH CARE SAVINGS PLAN	25.27						
	270-21274	VOYA	15.00						
	270-50551-1121	PERA CONTRIBUTIONS	189.54	0	1,137.24-	Y			
	270-50551-1122	FICA CONTRIBUTIONS	141.62	0	853.50-	Y			
	270-50551-1125	MEDICARE CONTRIBUTIONS	33.12	0	199.60-	Y			
	270-50551-1132	DENTAL INSURANCE	102.52	0	410.08-	Y			
	270-50551-1135	HSA/VEBA EMPLOYER CONTRIBU	83.34	0	500.04-	Y			
	602-21221	FEDERAL WITHHOLDING	2,428.46						
	602-21222	FICA WITHHOLDING	1,739.02						
	602-21223	MEDICARE	406.70						
	602-21224	STATE WITHHOLDING	1,131.50						
	602-21225	PERA WITHHOLDING	2,073.83						
	602-21231	HSA / VEBA (ER ONLY)	1,262.94						
	602-21243	DENTAL INSURANCE	269.93						
	602-21246	HEALTH CARE SAVINGS PLAN	677.68						
	602-21251	DEFERRED COMP - USCM	300.00						
	602-21255	VALIC ROTH (TAXABLE)	650.00						
	602-21257	DEFERRED COMP--VALIC	40.00						
	602-21274	DEFERRED COMP-VOYA ROTH	410.00						
	602-90581-1121	PERA CONTRIBUTIONS	2,392.88	55,625	41,403.18				
	602-90581-1122	FICA CONTRIBUTIONS	1,739.02	45,984	35,601.54				
	602-90581-1125	MEDICARE CONTRIBUTIONS	406.70	10,754	8,325.82				
	602-90581-1132	DENTAL INSURANCE	1,079.37	12,154	7,774.16				
	602-90581-1135	HSA/VEBA EMPLOYER CONTRIBU	1,270.88	26,250	18,756.85				
	609-21221	FEDERAL WITHHOLDING	856.14						
	609-21222	FICA WITHHOLDING	769.55						
	609-21223	MEDICARE	179.97						
	609-21224	STATE WITHHOLDING	405.95						
	609-21225	PERA WITHHOLDING	840.91						
	609-21231	HSA / VEBA (ER ONLY)	138.56						
	609-21243	DENTAL INSURANCE	53.30						
	609-21246	HEALTH CARE SAVINGS PLAN	149.21						
	609-21257	DEFERRED COMP--VALIC	125.00						
	609-90991-1121	PERA CONTRIBUTIONS	970.29	13,127	7,246.42				
	609-90991-1122	FICA CONTRIBUTIONS	769.55	14,881	10,163.46				
	609-90991-1125	MEDICARE CONTRIBUTIONS	179.97	3,480	2,376.72				
	609-90991-1132	DENTAL INSURANCE	213.22	1,950	1,097.12				
	609-90991-1135	HSA/VEBA EMPLOYER CONTRIBU	291.67	4,800	3,049.98				
		** 2020 YEAR TOTALS	156,625.70						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	72,350.54
101-0151	POLICE ADMINISTRATION	17,643.69
101-0162	ENGINEERING	4,589.99
101-0164	COMMUNITY PLANNING	2,256.44
101-0211	STREET ADMINISTRATION	4,394.08
101-0276	PARK MAINTENANCE & DEVEL.	1,540.21
101-0364	AIRPORT	1,174.42
101-0453	ANIMAL IMPOUNDMENT	178.44
101-0671	CABLE COMMISSION	889.04
101-0675	COMM SERVICES ADMIN	1,779.62
101-0741	CITY ADMINISTRATION	2,439.43
101-0772	CS YOUTH ACTIVITIES	30.27
101-0821	FINANCE	1,904.19
101-0871	COMMUNITY EDUCATION	400.36
101-0931	APPRAISING & ASSESSING	1,604.01
101-0971	RECREATION	627.06
101-1231	MUNICIPAL BLDG MAINT	1,058.09
101-2071	ADULT COMMUNITY CTR	765.02

101 TOTAL	GENERAL FUND	115,624.90
211	NON-DEPARTMENTAL	7,023.23
211-0437	LIBRARY	4,233.95

211 TOTAL	LIBRARY FUND	11,257.18
258	NON-DEPARTMENTAL	2,310.29
258-0579	AMATEUR SPORTS CENTER	1,986.57

258 TOTAL	ARENA & EXPO	4,296.86
270	NON-DEPARTMENTAL	674.42
270-0551	MERIT OPERATIONS	550.14

270 TOTAL	MERIT	1,224.56
602	NON-DEPARTMENTAL	11,390.06
602-0581	WW OPERATIONS	6,888.85

602 TOTAL	WASTEWATER OPERATING	18,278.91
609	NON-DEPARTMENTAL	3,518.59
609-0991	LIQUOR OPERATIONS	2,424.70

609 TOTAL	LIQUOR	5,943.29

	** TOTAL **	156,625.70

NO ERRORS

** END OF REPORT **

CITY OF MARSHALL, MINNESOTA
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
 3/24/2020

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 Reonstruction	D & G Excavating	1,022,427.60	3,184.00	1,025,611.60	959,481.14	11,130.87		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	1,222,516.83		254,788.21	8,978,535.76	36.21%
	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 Restroom	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	5,030,200.00		5,030,200.00			291,100.50	32,344.50	4,706,755.00	6.43%
CH1	494-41136-5520	11/12/2019	Removal of Hazardous Materials from City Hall	Advanced Health, Safety & Security	67,028.25	23,775.25	90,803.50			86,263.33	4,540.17	(0.00)	100.00%
	476-70276-5520	3/10/2020	Freedom Park Restroom	Sussner Construction	122,700.00		122,700.00					122,700.00	0.00%
				<u>23,528,978.42</u>		<u>70,311.71</u>	<u>23,599,290.13</u>	<u>959,481.14</u>	<u>6,467,184.54</u>		<u>377,363.83</u>	<u>398,288.46</u>	<u>14,062,748.95</u>



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	REQUEST BY THE CITY OF MARSHALL FOR A CONDITIONAL USE PERMIT TO ALLOW CONSTRUCTION OF A 12-UNIT APARTMENT IN B-2 CENTRAL BUSINESS DISTRICT AND WITHIN THE LIMITS OF THE DOWNTOWN DISTRICT AT 238-240 WEST MAIN STREET
Background Information:	<p>This is a request by the City of Marshall for a Conditional Use Permit to allow construction of a 12-unit apartment in B-2 Central Business District and within the limits of the Downtown District at 238-240 West Main Street. Apartment buildings are a Conditional Use in a Central Business District.</p> <p>This building is currently vacant and was acquired by the City about a year ago because it was blighted. The goal was to find a way to improve the building or take it down. The City currently has a potential buyer who wants to make sure his desired use is feasible. The apartments are proposed on the second and third floors and the first floor will be used for office and retail space.</p> <p>The City is promoting the development of apartments within and in close proximity to the downtown business area and believes development would have a positive effect. However, parking in downtown has always been a concern. Based on the types of apartments proposed in the building, 20 parking spaces would be needed for this development outside of the Downtown District, based on the City parking regulations. It is significant that any use of this building will result in additional parking. In fact, all other uses will require more parking, for example, office or retail use will need 40 spaces. However, all uses within the Downtown District are exempt from off-street parking.</p> <p>In the past, the requests for conditional use permits for apartments in downtown were granted with a condition of providing a dedicated parking lot for renters elsewhere. However, it seems unlikely that residents would park cars three or four blocks away; most likely, they actually parked on available downtown parking lots and streets. Moreover, maximum demand for parking for apartments is evenings and nights, the opposite of daytime demand of other businesses located in downtown, such as offices and stores.</p> <p>Central Business District regulations are located in Section 86-103 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIVZODIRE_S86-103CEBUDI and Parking requirements can be found in Sections 86-201 and 86-230. The conditional use permit regulations are found in Section 86-46 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV2COUSPE_S86-46ISPU and the Standards for Hearing are found in Section 86-49. https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV2COUSPE_S86-49STHE. Attached is an aerial photo and layout of apartments.</p> <p>City Staff recommended approval of the request to allow not more than 12-unit apartment with the conditions to include a downtown map with parking lots indicated in the lease.</p> <p>At the Planning Commission meeting on March 11, 2020, a motion was made by Fox, seconded by Steen, to deny the request. Motion passed 6 – 1 Carstens voting Nay.</p>
Fiscal Impact:	None known
Alternative/ Variations:	Approve the request to allow not more than 12-unit apartment with the conditions to include a downtown map with parking lots indicated in the lease as recommended by staff

Recommendations:	
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CONDITIONAL USE PERMIT
City of Marshall, Minnesota

WHEREAS, the Planning Commission of the City of Marshall has held a Public Hearing for a Conditional Use Permit to construct a twelve unit apartment as follows:

ORIGINAL PLAT LOTS 15 AND 16, BLOCK 19
City of Marshall, County of Lyon, State of Minnesota
326 West Main Street

in accordance with and pursuant to the provisions of Chapter 86 of the City Code of the City of Marshall related to zoning; and has written findings that the establishment, maintenance or conducting of the use for which a Conditional Use Permit is sought will not under the circumstances be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the area adjacent to any such use or to the public welfare or injurious to property or improvements in the area adjacent to such use; and

WHEREAS, the Planning Commission has designated certain conditions in the granting of such permit,

NOW THEREFORE, Be It Resolved by the Common Council of the City of Marshall, Minnesota, that a Conditional Use Permit be granted to City of Marshall to construct a twelve unit apartment in a B-2 Central Business District on the premises described herein subject to the following conditions:

1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the Class of District which such premises are located therein shall be conformed with.
2. That the City reserves the right to revoke the Conditional Use Permit in the event that the applicant has breached the conditions contained in this permit provided first, however, that the City serve the applicant with written notice specifying items of any such default and thereafter allow the applicant a reasonable time in which to cure any such default.
3. That the owner maintains the property to conform with the Housing Code, Zoning Ordinance, Building Code, and not cause or create negative impacts to existing or future properties adjacent thereto.
4. That the owner includes a downtown map with parking lots indicated in the lease agreement.

ADOPTED March 24, 2020.

ATTEST:

Mayor

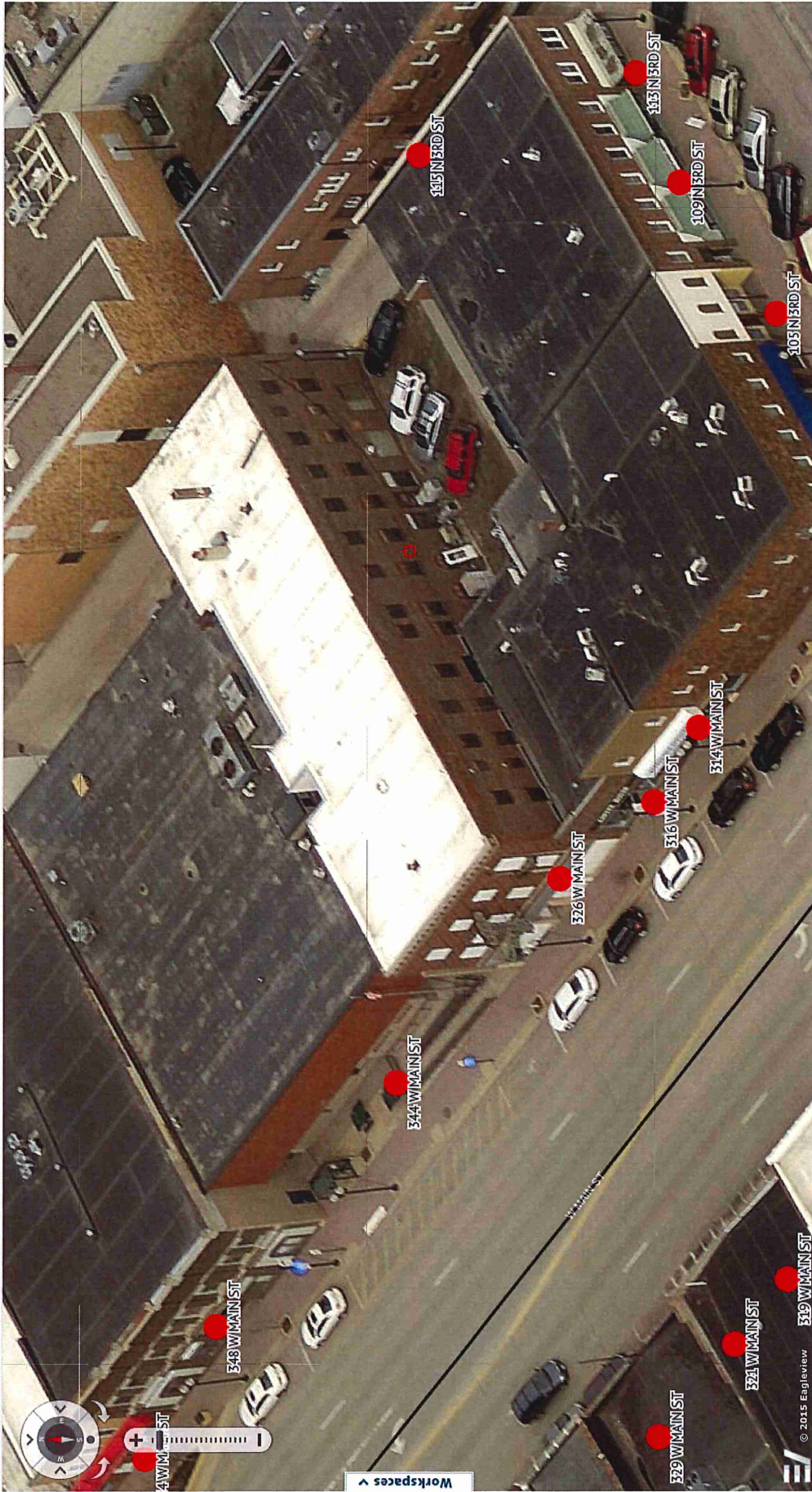
City Clerk

This Instrument Drafted By:
Jason R. Anderson, P.E.
City Engineer/Zoning Administrator

(SEAL)

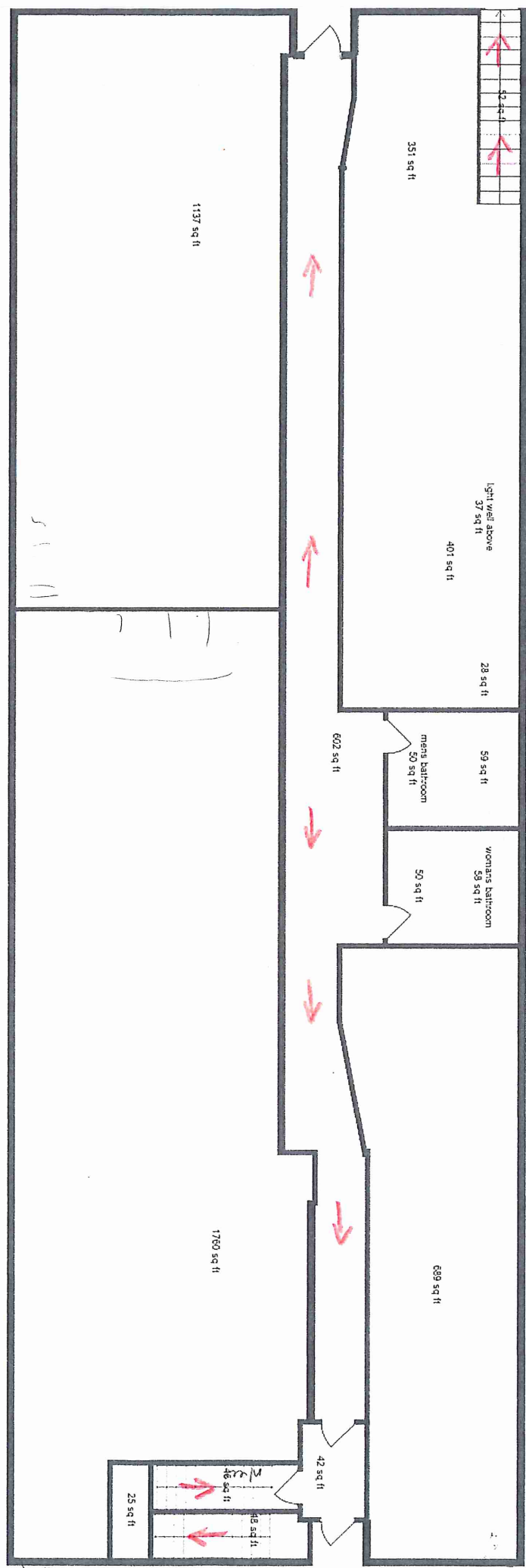
File No. 1131

CONNECTEXPLORER



map: Auto (Oblique) Mar 2015 - Apr 2015 image 1 of 11 03/27/2015

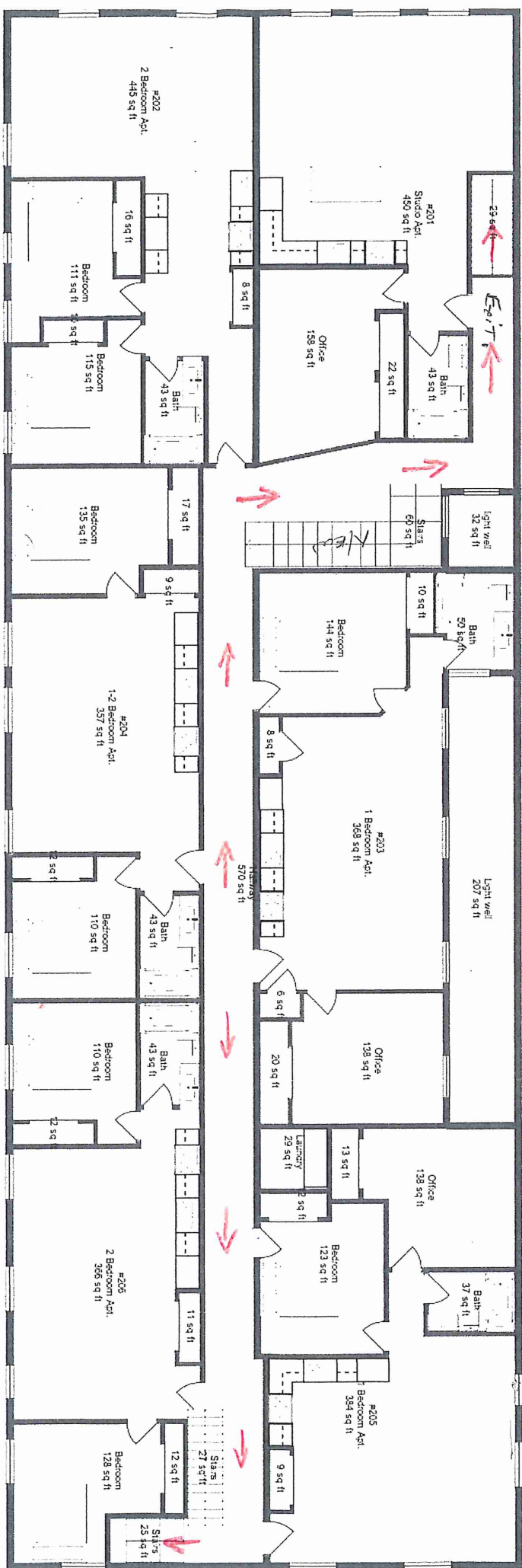
EXIST.



1st Floor

THICK

← Main Street



Coffee Shop

Appar

2nd Floor

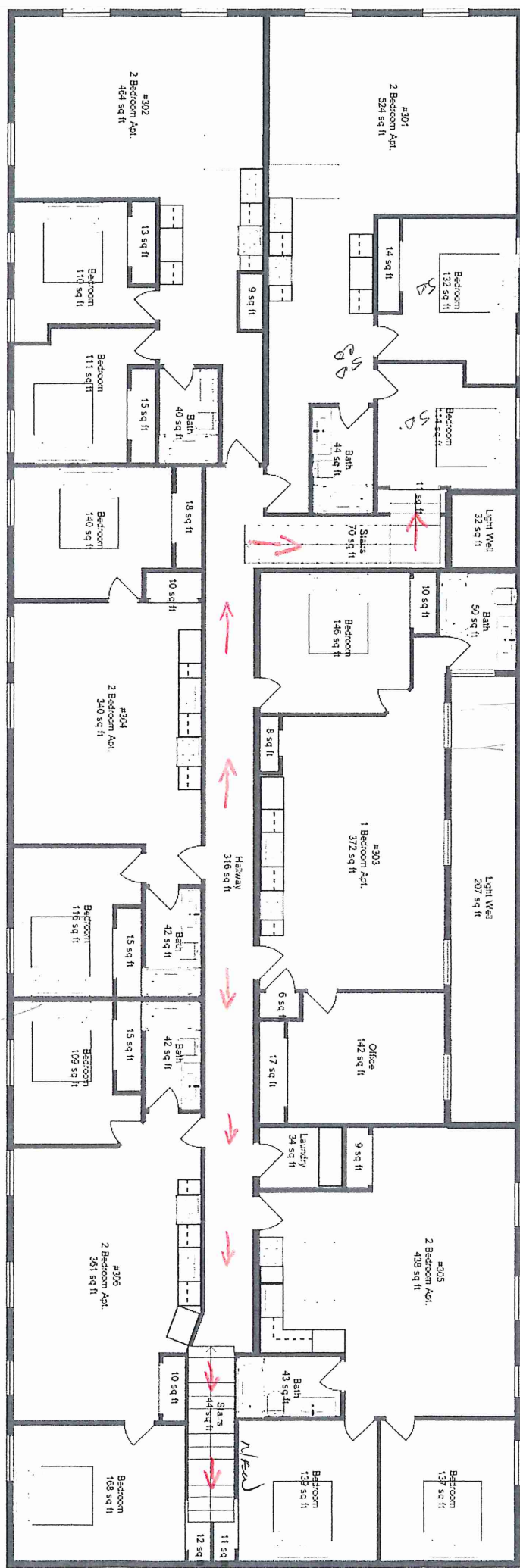
Alley

2nd

MM

3rd Floor

Alley



3rd Floor

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Tuesday, March 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z75/SAP 139-124-004: South 4 th Street Reconstruction Project -- Consider Resolution for Municipal State Aid Street System (MSAS) 2020 Advance Funds.
Background Information:	<p>The current MSAS construction account balance as of 02/17/2020 is (\$1,837,376.36). The total maximum MSAS advance, set by Minnesota Commissioner of Transportation is the lesser of \$4,000,000 or five (5) times the City annual construction apportionment. The 2020 City of Marshall annual construction apportionment is \$837,453.00, which times 5 results in an amount of \$4,187,265.00. Therefore, the maximum amount of MSAS advance for the City is \$4,000,000.00</p> <p>The attached resolution is required in order to allow MSAS advance funding.</p>
Fiscal Impact:	Total State Aid advance is requested in an amount up to \$4,000,000.00 required to be repaid in accordance with the regulations established by Mn/DOT from future MSAS disbursements.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, which is the "Resolution for Municipal State Aid Street Funds Advance" requesting an advance of Municipal State Aid System (MSAS) funding in the amount of up to \$4,000,000.00.

**RESOLUTION NUMBER _____, SECOND SERIES
RESOLUTION FOR MUNICIPAL STATE AID STREET FUNDS ADVANCE**

WHEREAS, the Municipality of Marshall plans to utilize Municipal State Aid Street (MSAS) Funds in 2020 which will require State Aid funds in excess of those available in its State Aid Construction Account; and

WHEREAS, the advance is based on the following determination of estimated expenditures for State Aid eligible items:

Account Balance as of <u>02-17-2020</u>	\$ <u>(1,837,376.36)</u>	
Anticipated 2020 Construction Allotment (included in balance above)	\$ _____ <u>0.00</u>	
Anticipated Account Balance		\$ <u>(1,837,376.36)</u>
Less estimated additional disbursements:		
Project #139-124-004 (S 4 th Street Project)	\$ <u>(2,162,623.24)</u>	
Total Estimated Additional Disbursements		\$ <u>(2,162,623.64)</u>
Amount in Excess of Account Balance		\$ <u>(4,000,000.00)*</u>

* Advance is limited to the lesser of \$4,000,000 or 5 times City annual construction allotment (\$4,187,265=Estimated \$837,453 x 5).

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b; and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Marshall in an amount up to \$4,000,000.00. The City of Marshall hereby authorizes repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality in accordance with the regulations established by Mn/DOT from future MSAS disbursements.

Passed and adopted by the Council this 24th day of March, 2020.

Mayor

ATTEST:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020																																										
Category:	NEW BUSINESS																																										
Type:	ACTION																																										
Subject:	Consider approval of a Memorandum of Agreement between AFSCME and the City of Marshall																																										
Background Information:	<p>The Laboratory Specialist at our wastewater treatment facility has submitted a resignation notice with his intent to retire on May 29, 2020. Whenever we have a vacancy in a position, we review the job description prior to posting the position and starting a recruitment process. The Wastewater Treatment Facility Superintendent and the Director of Public Works/City Engineer performed a review of the job description and determined that a revision was necessary to the minimum and desirable qualifications sections. The essential functions of the position remain the same. Due to the amendment of the minimum and desirable qualifications, the position was submitted to our Hay Consultant for re-pointing.</p> <p>The Hay pointing resulted in a decrease in points from 281 to 238. The decrease in points impacts the union contract’s wage schedule in Appendix A for this position, in that the pointing moves the position to a lower pay band. Therefore, Staff are requesting Council consideration and approval of a memorandum of agreement with AFSCME that amends “Appendix A” of the union agreement—which is the wage schedule for the union positions.</p> <p>The pay range proposed reflects the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Laboratory Specialist</th> <th>Step 1</th> <th>Step 2</th> <th>Step 3</th> <th>Step 4</th> <th>Step 5</th> <th>Step 6</th> </tr> </thead> <tbody> <tr> <td>Current 2020</td> <td>23.24</td> <td>24.78</td> <td>26.33</td> <td>27.88</td> <td>29.43</td> <td>30.98</td> </tr> <tr> <td>Proposed 2020</td> <td>22.61</td> <td>24.12</td> <td>25.63</td> <td>27.14</td> <td>28.64</td> <td>30.15</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Current 2021</td> <td>23.99</td> <td>25.59</td> <td>27.19</td> <td>28.79</td> <td>30.39</td> <td>31.99</td> </tr> <tr> <td>Proposed 2021</td> <td>23.35</td> <td>24.90</td> <td>26.46</td> <td>28.02</td> <td>29.57</td> <td>31.13</td> </tr> </tbody> </table> <p>We anticipate a brief transition period of 2 weeks or less, where our current employee will begin training in the new employee. Due to this potential overlap, we are proposing an implementation plan as follows:</p> <ol style="list-style-type: none"> a.) Adjust the 2020 and 2021 wage schedules of Appendix A to reflect the revised pay band for the Laboratory Specialist position effective immediately. b.) Post, recruit, and hire into the position under the revised wage rates. c.) No adjustment is proposed to the current employee’s wage rate. This employee will retire on May 29, 2020. Proposed language to this effect is included in the attached memorandum of agreement. <p>Staff have met with the Union and reached tentative agreement on the memorandum of agreement.</p> <p>If approved, Staff will proceed with posting, recruitment, and hiring of a Laboratory Specialist. This position will be posted both internally and externally.</p>	Laboratory Specialist	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Current 2020	23.24	24.78	26.33	27.88	29.43	30.98	Proposed 2020	22.61	24.12	25.63	27.14	28.64	30.15								Current 2021	23.99	25.59	27.19	28.79	30.39	31.99	Proposed 2021	23.35	24.90	26.46	28.02	29.57	31.13
Laboratory Specialist	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6																																					
Current 2020	23.24	24.78	26.33	27.88	29.43	30.98																																					
Proposed 2020	22.61	24.12	25.63	27.14	28.64	30.15																																					
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Proposed 2021	23.35	24.90	26.46	28.02	29.57	31.13																																					

Fiscal Impact:	
Alternative/ Variations:	None recommended.
Recommendations:	That the Council approves the Memorandum of Agreement between AFSCME and the City of Marshall.

**Memorandum of Agreement
between
American Federation of State, County and Municipal Employees, Council No. 65
and
City of Marshall**

This Memorandum of Agreement, hereinafter referred as the “MOA”, is entered into by and between the American Federation of State, County and Municipal Employees, Council No. 65, hereinafter referred to as the “Union”, and the City of Marshall, Minnesota, hereinafter referred to as the “City”.

Recitals

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit, hereinafter referred to as “Bargaining Unit Employees”;

WHEREAS, the Union and Employer are parties to a Labor Agreement, effective January 1, 2019 through December 31, 2021, hereinafter referred to as the Labor Agreement; and

WHEREAS, the job description for the position of WWT Laboratory Specialist has been revised, resulting in a decrease of the wage schedule for the position; and

WHEREAS, the parties hereto desire to amend Appendix A of the Labor Agreement; and

NOW, THEREFORE, the parties hereto agree as follows:

Agreement

Article 1. Amended Appendix A

New wage rates for the position of WWT Laboratory Specialist are established for the 2020 and 2021 wage schedules. Appendix A of the Labor Agreement is amended in its entirety to read as established in the attached Appendix A.

Article 2. Implementation

The City has received a resignation notice from Robert Jahn, the employee currently working in this position. Jahn will retire on May 29, 2020; therefore, he will continue at his present rate of pay until retirement, no pay adjustment will be made. The revised wage rates established by this MOA will be effective on the latest date affixed by the signatures below. Upon hire, promotion, or transfer of an employee to this position, the revised rates will be implemented.

Article 3. Entire Understanding

This MOA constitutes the entire understanding among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 4. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, or past practice.

Article 5. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective Date

This MOA is effective the latest date affixed to the signatures below.

IN WITNESS HEREOF, the parties hereto have executed this Agreement on the latest date affixed to the signatures hereto

City of Marshall

American Federation of State, County, and
Municipal Employees, Council No. 65

Mayor

Date

Eric Austin 3/17/2020
Business Agent Date

City Clerk

Date

Cory Sumner 3/17/2020
Union President Date

**APPENDIX A
AMENDED WAGE SCHEDULE**

Wage Schedule, effective January 1, 2019 – December 31, 2019 2.00%

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	26.99	28.49	30.59	32.39	34.19	35.99
Senior Engineering Specialist	26.99	28.49	30.59	32.39	34.19	35.99
Building Services Coordinator	26.99	28.49	30.59	32.39	34.19	35.99
Lead Maintenance Worker	24.90	26.56	28.22	29.88	31.54	33.20
Building Inspector II	24.90	26.56	28.22	29.88	31.54	33.20
Engineering Specialist	23.93	25.52	27.12	28.71	30.31	31.90
WWT Laboratory Specialist	22.50	24.00	25.50	27.00	28.50	30.00
WWT Technical Operator	22.50	24.00	25.50	27.00	28.50	30.00
WWT Plant Operator II	21.90	23.36	24.82	26.28	27.74	29.20
WWT Sr Maintenance Operator	21.90	23.36	24.82	26.28	27.74	29.20
Mechanic	21.90	23.36	24.82	26.28	27.74	29.20
Building Inspector I	21.90	23.36	24.82	26.28	27.74	29.20
Engineering Technician	20.86	22.25	23.64	25.03	26.42	27.81
Senior Maintenance Worker	20.86	22.25	23.64	25.03	26.42	27.81
WWT Maintenance Operator	20.86	22.25	23.64	25.03	26.42	27.81
WWT Plant Operator I	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Technician	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Worker	19.28	20.57	21.85	23.14	24.42	25.71
Building Custodian (Arena)	10.59	11.30	12.00	12.71	13.41	14.12

Wage Schedule, effective January 1, 2020 – December 31, 2020 3.25%

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	27.87	29.73	31.59	33.44	35.30	37.16
Senior Engineering Specialist	27.87	29.73	31.59	33.44	35.30	37.16
Building Services Coordinator	27.87	29.73	31.59	33.44	35.30	37.16
Lead Maintenance Worker	25.71	27.42	29.14	30.85	32.57	34.28
Building Inspector II	25.71	27.42	29.14	30.85	32.57	34.28
Engineering Specialist	24.71	26.35	28.00	29.65	31.29	32.94
WWT Technical Operator	23.24	24.78	26.33	27.88	29.43	30.98
WWT Plant Operator II	22.61	24.12	25.63	27.14	28.64	30.15
WWT Laboratory Specialist	22.61	24.12	25.63	27.14	28.64	30.15
WWT Sr Maintenance Operator	22.61	24.12	25.63	27.14	28.64	30.15
Mechanic	22.61	24.12	25.63	27.14	28.64	30.15
Building Inspector I	22.61	24.12	25.63	27.14	28.64	30.15
Engineering Technician	21.53	22.97	24.40	25.84	27.27	28.71
Senior Maintenance Worker	21.53	22.97	24.40	25.84	27.27	28.71
WWT Maintenance Operator	21.53	22.97	24.40	25.84	27.27	28.71

WWT Plant Operator I	21.53	22.97	24.40	25.84	27.27	28.71
Maintenance Technician	21.53	22.97	24.40	25.84	27.27	28.71
Maintenance Worker	19.91	21.24	22.57	23.90	25.22	26.55
Building Custodian (Arena)	10.94	11.66	12.39	13.12	13.85	14.58

Wage Schedule, effective January 1, 2021 – December 31, 2021 3.25%

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Plans Examiner/Asst Zoning Adm	28.78	30.70	32.61	34.53	36.45	38.37
Senior Engineering Specialist	28.78	30.70	32.61	34.53	36.45	38.37
Building Services Coordinator	28.78	30.70	32.61	34.53	36.45	38.37
Lead Maintenance Worker	26.54	28.31	30.08	31.85	33.62	35.39
Building Inspector II	26.54	28.31	30.08	31.85	33.62	35.39
Engineering Specialist	25.51	27.21	28.91	30.61	32.31	34.01
WWT Technical Operator	23.99	25.59	27.19	28.79	30.39	31.99
WWT Plant Operator II	23.35	24.90	26.46	28.02	29.57	31.13
WWT Laboratory Specialist	23.35	24.90	26.46	28.02	29.57	31.13
WWT Sr Maintenance Operator	23.35	24.90	26.46	28.02	29.57	31.13
Mechanic	23.35	24.90	26.46	28.02	29.57	31.13
Building Inspector I	23.35	24.90	26.46	28.02	29.57	31.13
Engineering Technician	22.23	23.71	25.19	26.68	28.16	29.64
Senior Maintenance Worker	22.23	23.71	25.19	26.68	28.16	29.64
WWT Maintenance Operator	22.23	23.71	25.19	26.68	28.16	29.64
WWT Plant Operator I	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Technician	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Worker	20.56	21.93	23.30	24.67	26.04	27.41
Building Custodian (Arena)	11.29	12.04	12.79	13.55	14.30	15.05

Employees shall move through the steps on their anniversary date contingent on employee's satisfactory performance. Performance evaluations shall be grievable but not arbitrable.

CITY OF MARSHALL Job Description

POSITION TITLE: WWTF Laboratory Specialist	DATE: March 2015 2020
DIVISION: Public Works	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: WWTF Superintendent	UNION STATUS: AFSCME
	HAY POINTS: 281

SUMMARY OF POSITION

Conduct complex laboratory analyses of samples obtained in order to: monitor the effectiveness of the treatment plant process; meet Environmental Protection Agency (EPA), Minnesota Pollution Control Agency (MPCA), and Minnesota Department of Health (MDH) requirements; determine industrial surcharges; and **on occasion** provide testing for other cities as a contract laboratory.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform facility process control analyses to monitor efficiencies of the treatment process.
2. Compile, report, and interpret all data for the Superintendent's review and determination of operational control procedures. Enter lab data into computer database.
3. Develop, document, record and maintain laboratory QA/QC Program to meet EPA **and** MPCA **and** MDH regulatory requirements. Maintain **MDH MPCA** Certification of Laboratory.
4. Coordinate and collect samples of sewage from treatment plant, industries and receiving waters according to standards required by EPA and MPCA.
5. Consult with the superintendent to evaluate data to determine wasting rates, pumping times, return flow rates, and sampling requirements as necessary to obtain optimum wastewater treatment.
6. Perform analysis on industrial discharge effluent to determine surcharges for industries.
7. Prepare chemical reagents and bacteriological media for use in conducting laboratory analysis on samples. Recommend the purchase of laboratory supplies and equipment.
8. Direct and train Plant Operator I's, Plant Operator II's, and Maintenance Operators in laboratory procedures and sampling.
9. Maintain a safe and clean work environment in the laboratory. Adjust laboratory equipment and recommend major repair or replacement of laboratory equipment, as needed.
10. Perform all duties in conformance with appropriate safety and security standards.
11. Attendance is an essential function of this position.
12. Perform other duties as assigned.

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.

MINIMUM QUALIFICATIONS

- A. High School Diploma or General Education Degree (GED).
- B. ~~Valid Laboratory Analyst Certification or two one (2- 1) year~~ experience in a ~~wastewater~~ laboratory conducting technical level examinations of materials **or equivalent**.
- C. Class ~~C~~ **D** Wastewater Treatment Facility Operator (per MPCA) or ability to obtain certificate within ~~six (6) months~~ **two (2) years** of employment.
- D. Valid Minnesota Class D Driver's License.

DESIRABLE QUALIFICATIONS

- A. Post-secondary education in chemistry, biology, microbiology or related field.
- B. Strong organizational skills.
- C. **Valid Laboratory Analyst Certification.**
- D. **Familiarity with Wastewater testing of CBOD5, TSS, Phosphorus, Ammonia, Fecal Coliform, TVS, Chloride, and pH.**

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard wastewater laboratory operating procedures and practices.
- Knowledge of chemicals, reagents, and related materials used in the chemical examination of substances.

- Knowledge of the chemical and biological examinations conducted in the wastewater treatment facility.
- Knowledge of proper safety practices in a laboratory setting.
- Skill in the use of laboratory equipment and chemicals.
- Ability to develop and maintain a QA/QC Program.
- Ability to collect water and wastewater samples.
- Ability to conduct analysis of samples and analyze results obtained.
- Ability to communicate effectively orally and in writing.
- Ability to use complex mathematical formulas for data interpretation.
- Ability to operate computers, including word processing, database and spreadsheet software.

SUPERVISION EXERCISED

NA

SUPERVISION RECEIVED

This position reports directly to and receives general supervision by the Superintendent. In the absence of the Superintendent, supervision and work direction are provided by the General supervision by the Superintendent or Assistant Superintendent.

PUBLIC CONTACTS

Frequent contact with the Public Works Department, local industries, contract lab customers, and the general public. Occasional contacts with Marshall Municipal Utilities, MPCA, MDH, and MN Wastewater Operations Association.

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: a balance, drying oven, auto clave, oxygen meter, pH meter, muffle furnace, centrifuge, ISE meter, ampermetric titrator, incubators, magnetic stirrers, UV analyzer, electric control panels, spectrophotometer, personal computer and other basic office equipment.

This position has daily contact with sewage samples and hazardous chemicals and fumes.

This position typically works Monday through Friday 8 a.m. until 4:30 p.m.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY/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

Meeting Date:	Tuesday, March 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Continuity of Operations Plan (Pandemic Disease)
Background Information:	<p>A Pandemic Disease Continuity of Operations Plan for the City of Marshall has been completed to help city personnel plan for increased requirements likely to be placed upon the City of Marshall's operations. City leadership has worked together in the development of the contingency plan to ensure the effectiveness and continuity of city operations and our local governments responsibilities to the people of the City of Marshall.</p> <p>The plan puts measures in place to allow for management of city operations, establishment of rules of conduct, job assignments and ability to staff needed positions in order to provide essential services.</p> <p>City leadership will implement this plan after a local State of Emergency related to a Pandemic Disease has been declared by the Marshall City Council. The plan clearly defines the chain of command within each department and puts in place the responsibilities of staff to ensure that all essential functions are maintained within the City of Marshall.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve the Continuity of Operations Plan for Pandemic Disease.

PANDEMIC DISEASE
CONTINUITY OF
OPERATIONS PLAN
CITY OF MARSHALL



MARSHALL

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OVERVIEW

The City of Marshall is responsible for providing services to more than 13,000 citizens residing in the city of Marshall. The potential for a pandemic disease outbreak could disrupt the continuity of operations for provision of essential and other community services, including governmental and business functions. Should that occur, the Mayor of the City of Marshall may declare a local state of emergency. The typical “seasonal flu” is separate and apart from Pandemic Disease. A pandemic disease could strike at any time.

If a pandemic disease spreads to the City of Marshall, an absentee rate of 25% or more City Marshall employees is expected for up to 18 months, on a rolling basis. This number includes sick employees, employees who are caring for sick family members, and employees who do not come to work out of fear of becoming ill. In addition, there may be a significant need for social distancing (a reduction of the number of persons concentrated in the workplace), necessitating that employees do their work but do not report to the workplace.

The level to which this plan is activated is dependent on the *World Health Organization (WHO) Global Pandemic Phases and the Stages for Federal Government Response* (Attachment A).

Some directives in this plan are ongoing and should be performed during the planning phases (WHO Phases 1-5).

In WHO Pandemic Phase 6, or earlier if deemed necessary, the Mayor of the City of Marshall, or Designee, will convene an emergency meeting of the division directors to ascertain the situation. If needed, a team will be developed to provide guidance and make decisions throughout the event.

This plan is drafted to be used immediately. It is meant to complement department operational plans. This plan does not limit each department’s authority to make operational decisions about essential or needed functions.

The following assumptions were made in drafting this plan:

- The provisions of Chapters 3.09 of the City of Marshall Municipal Code related to emergency ordinances must be followed;
- State laws concerning local government employment relations have not been altered by action of the Legislature or the Governor;
- All employees, including those in represented bargaining units, will be informed in advance of potential personnel administration changes as soon as possible; and
- Essential functions will receive first priority for staffing; other functions will be staffed secondarily.

This plan provides staffing strategies, tools, advice and directives that departments should follow in the event that the Mayor of the City of Marshall proclaims a pandemic disease outbreak emergency for the city. Because delivery of needed services to the people of the City of Marshall

will necessitate substantial flexibility in management, many human resources processes may be simplified.

Carrying out City government's responsibilities to the people of the city of Marshall during a pandemic disease outbreak emergency will require substantial flexibility in the management of City operations and direction of all City employees, especially with respect to matters such as transfer, establishment of rules of conduct, and job assignment. Emergency staffing and backfilling of existing positions will be of primary concern in order to provide essential services and other services to the public. In the event that essential services are adequately staffed, non-essential services may be staffed, to the extent possible.

The provisions of this plan confer no new privilege, right of appeal, right of position, transfer, demotion, promotion or reinstatement for any City of Marshall employee, contract worker or volunteer. This manual does not constitute an expressed or implied contract. It provides general guidance that cannot form the basis of a private right or action.

The City of Marshall reserves the right and discretion to amend, delete, deviate from, or change this plan at its sole discretion.

MANUAL SUMMARY

Section 1: Labor Relations – Emergency Administration

Ensuring the delivery of needed services to the people of the City of Marshall will require substantial flexibility in management of City operations and direction of all City employees, especially with respect to matters such as transfer, establishment of rules of conduct and job assignment.

Section 2: Essential functions, Lines of Succession and Delegation of Authority

Departments shall predetermine essential functions and the personnel needed to perform essential functions. Payroll functions are essential in every department. Management lines of succession should run at least three employees deep. Some smaller departments may need to plan for combined leadership.

All personnel will be deemed essential unless declared otherwise.

Section 3: Closure of Schools and Daycare Facilities

Because all personnel will be deemed essential unless declared otherwise, all personnel will be expected to perform their work, notwithstanding school and daycare closures. All employees with school-aged children are encouraged to pre-plan for potential school closures.

Section 4: Alternative Work Schedules

Normal and alternative work schedules may change with 24-hours' notice or less.

Section 5: Contingent Workforce

Contingent workers might be called upon to maintain continuity of operations. Contingent workers include employees working less than full time hours on a year-round basis, agency employees, and contract employees.

Section 6: Telecommuting

Departments are identifying the functions which may be performed remotely, and essential employees who can perform their functions remotely are being equipped accordingly.

Depending upon the circumstances, including availability of equipment, non-essential employees may also telecommute.

Section 7: Volunteer Services

Volunteers may be called upon to maintain continuity of operations after departments have attempted to staff functions with regular City employees. Volunteers will need to sign the *Volunteer Liability Waiver*.

Section 8: Rescission of Approved Leave

In order to staff City functions, rescission of approved leave time such as vacation, personal leave, compensatory time and/or unpaid leave of absence is a possibility and employees will be informed that this may occur.

Section 9: Sending Ill Employees Home

Employees who are symptomatic in the workplace will be sent home and may use accrued leave to cover the absence.

Section 10: Family and Medical Leave (FMLA) and Sick Leave

Employee leaves will continue to be administered in accordance with the law and the City's personnel policies. Changes (e.g., expansion in the eligible use of sick leave) will be communicated to all employees.

Section 11: Return to Work Authorization

Federal and/or State law, and Centers for Disease Control (CDC) recommendations, in addition to City Personnel Policies, will dictate return to work authorization.

Section 12: Facility Closure / Reduction in Force

The City will analyze the necessity for a reduction in force depending upon how long facilities are closed.

Section 13: Discipline – Conduct, Including Unauthorized Absences:

The processing of proposed discipline may need to be held in abeyance if management's time is substantially limited due to responding to the emergency.

Section 14: Communication and Consistent Messaging

Departments will prepare and carry out internal and external communications plans in coordination with the Director of Public Safety and City Administrator.

Section 15: Crisis Counseling/EAP Services

The City has an Employee Assistance Program. This resource will be made available to eligible employees. Crisis counseling may be recommended to employees to address his/her uncomfortable emotions and/or stressors that interfere with work performance.

Section 16: Contracted Vendors

Many departments contract with vendors that provide essential services for City operations. Departments should be assured that these vendors will provide services during a pandemic disease outbreak.

Section 1: Labor Relations – Emergency Administration

Ensuring the delivery of needed services to the people of the City of Marshall will require substantial flexibility in management of city operations and direction of all city employees, especially with respect to matters such as transfer, establishment of rules of conduct and job assignment. Departures from normal practices should be narrowly tailored for the emergency situation.

In the event a pandemic disease outbreak is proclaimed by the Mayor of the City of Marshall, the following provides guidelines in the exercise of management and direction responsibilities to ensure the delivery of needed services to the people of the City of Marshall.

A. Guiding Principles

1. Managers/Supervisors will exercise flexibility in management and direction, including departures from normal practices, to ensure the delivery of needed services to the people of the City of Marshall.
2. Insofar as possible, departures from normal human resources practices should be limited to those that:
 - a. Ensure that functions of the Department can be staffed safely; and
 - b. Have the least disruptive effect on employees.
3. Managers/Supervisors should adhere to normal human resources practices to the extent possible, without causing unnecessary difficulty in administering a Department during the emergency.
4. Managers/Supervisors should provide as much notice to employees as possible, given the circumstances, of any change affecting employees.

B. Communicate to Employees Anticipated Departures from Normal Human Resources Practices

1. Ongoing communications will be maintained with supervisors, employees, and when needed, labor unions, regarding the potential for departures from normal practices during a pandemic disease outbreak. This includes the potential for using employees outside of the bargaining unit to perform the work needed to maintain essential functions.
2. Other examples of potential departures from normal practices that should be communicated to all employees include:
 - a. Previously approved vacation, compensatory time, or leaves of absence (other than for sick or family leave purposes) may be rescinded with minimal notice.
 - b. Employees may be required to report for work with minimal notice.
 - c. Employees' work schedules and/or hours of work may change with minimal notice.
 - d. Employees may be required to telecommute with minimal notice.
 - e. Employees may be assigned overtime with minimal notice.
 - f. Employees may be assigned to other Departments with minimal notice.
 - g. Employee travel may be restricted or prohibited.

Section 2: Essential Functions, Lines of Succession and Delegation of Authority

The following section provides guidance and direction to assist all departments, divisions and work units to develop plans for identifying essential functions, lines of management succession, and delegation of authority in the event of a pandemic disease outbreak emergency.

All personnel will be deemed essential unless declared otherwise. Essential personnel must perform their work, notwithstanding dependent care issues (see *Section 3: Closure of Schools and Daycare Facilities*).

- A. Departments shall predetermine essential functions and personnel needed to perform the essential functions. Each department will document essential functions and personnel on the *Critical Function Inventory* form.
 1. Departments shall predetermine essential functions including critical times of year when certain functions must be performed. Payroll and billing functions shall be considered essential functions for each department.
 2. Departments shall predetermine personnel who perform essential functions and the minimum number of staff necessary to perform those functions. Lines of succession shall run at least three employees in depth.
 3. Departments shall pre-identify services they are mandated to provide and determine what impact those mandates will have on their department. Waivers should be completed in advance with state agencies for mandated services that may contradict pandemic disease outbreak containment measures or may be difficult to provide during a pandemic disease outbreak (e.g. face to face counseling).
 4. Departments shall identify functions that may be suspended while personnel are assigned to more critical roles. Departments should identify the time period that the function can be suspended and the functions that may be done on a less frequent basis than would occur under normal conditions.
 5. Departments should identify secondary personnel that have the skills and abilities to perform other functions. Such personnel may be:
 - a. Employees in the same classification series as those who normally perform the function;
 - b. Employees who have previously performed the work and are currently employed in other city departments; and
 - c. Employees who can be trained either in advance of the need or on-the-job when the need arises.
 6. Departments should identify other personnel who may be available to perform the essential functions. Such personnel may include retired employees, former employees, temporary workers and contract workers.
 7. Departments shall maintain a *Critical Function Inventory* form for their department.
 8. Division directors will ensure their department's *Critical Function Inventory* form is updated due to staffing changes, etc.
 9. Each department shall maintain emergency contact information, including the employee's home address, home telephone number, cell phone number and home email address, emergency contact's name, address, home telephone number, alternate telephone number such as work or cell phone number, home and work email address and relationship to employee.

- B. Departments, divisions and work units shall establish a management line of succession plan. A line of succession provides a list of predetermined alternates for key leadership positions in each department, division or work unit.
1. The succession plan should be at least 1-3 employees in depth, where possible. The personnel identified for the line of succession should know the operations of the Department; have the confidence of the principal to act in his or her absence; clearly understand the scope of the powers and duties delegated to him or her; and clearly understand the constraints, if any, of the powers and authorities she or he will be delegated.
 2. The succession plan should clearly identify the names of designated personnel, their job titles, and how they can be contacted. (Consider having the principal's phone, work cellphone, and email forwarded to the person who assumes the powers and duties of the principal in his/her absence.)
 3. The names and order of succession of designated personnel shall be communicated to department personnel.
 4. The plan should clearly set forth the powers and duties that will be performed and by whom. The departments shall predetermine the individuals who will have the delegated authority to make decisions and communicate that these individuals will have that authority to department personnel.
 5. If all of the personnel identified for the line of succession are unavailable (which may be the case in small Departments where there is a limited number of leadership personnel), the department should provide for alternate lines of succession that identifies other personnel who can assume the powers and duties outside of the Department. The line of succession plan should be updated whenever a pertinent staff change occurs.
 6. Departments should determine if those in the line of succession may need to be cross-trained in advance and provide such training where needed. Advance cross-training for essential functions, such as the payroll function, is imperative. The department may provide resources which may be accessed to train employees to perform other functions (video tapes, outside trainers, procedures manuals, teleconferencing, consultants, etc.).
 7. Departments should construct a method by which those in the line of succession will have access to information and needed items (*i.e.* computer passwords, calendars for employee approved time off, office keys, file cabinet keys, etc.) should they take over leadership responsibilities.

Section 3: Closure of Schools and Daycare Facilities

To minimize the effect of any disease outbreak, Local Health Officers are authorized by state law to implement disease control measures. The *City of Marshall Continuity of Operations Plan* for pandemic disease outlines community disease control and prevention measures that may be implemented by the Director of Public Safety to reduce the spread of a pandemic disease outbreak.

To aid in the determination of appropriate social distancing measures to implement, the City of Marshall will monitor the information and recommendations provided by the Minnesota

Department of Health and Southwest Health and Human Services. These measures may include the closure of schools and daycare facilities.

The closure of schools and daycare facilities may or may not occur in coordination with any emergency proclamation. These closures are expected to have a significant cascading effect on staff absenteeism in both the private and public sectors. The City of Marshall must be prepared for a reduction in its staff resulting from healthy parents staying home to take care of healthy children or other healthy dependents.

- A. All personnel will be deemed essential unless declared otherwise. Essential personnel must perform their work, notwithstanding school and daycare closures.
 - 1. All personnel should have a family care succession plan in place.
 - 2. In the event that child and dependent care coverage become impossible, arrangements should be made in advance with department management to telecommute, if appropriate and feasible.
 - 3. Employees will not be allowed to bring their children to work.
- B. Managers/Supervisors will ensure their employees are aware of the aforementioned expectations.

Section 4: Alternative Work Schedules

Alternative work schedules may be adopted during a proclaimed pandemic disease outbreak emergency to enhance social distancing, business continuity, or other pandemic response goals as follows:

- A. Regular work schedules may be changed upon the declaration of a pandemic disease outbreak emergency. In addition to regular full-time employees, regular part-time and temporary employees may work alternative schedules.
- B. Departments shall review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency.
- C. Departments will identify essential and non-essential functions that may be staffed with personnel on alternative schedules.
- D. If feasible, managers/supervisors should first ask for employees to voluntarily work hours other than their usual schedule. Where certain work schedules cannot be adequately staffed voluntarily, department management may direct staff to work the schedules necessary.
- E. Departments are encouraged to work with staff to minimize the impacts of decisions affecting schedule changes. Overtime is probable and should be expected.
- F. Approved schedules shall also be formally documented. Such documentation should occur within one week of the start of an alternative schedule or as soon as practicable thereafter.
- G. Approval of alternative work schedules is a matter within the sole discretion of management, consistent with its responsibility to ensure delivery of needed services to the people of the City of Marshall.

H. When appropriate, management may assign an employee back to the employee's regular schedule.

Section 5: Contingent Workforce

Contingent workers may be called upon to maintain continuity of operations.

- A. City of Marshall contingent workers include, but are not limited to:
 - a. All City of Marshall employees working less than full-time hours on a year-round basis.
 - b. Agency – an individual hired through a temporary agency or service. Such an employee is not a City of Marshall employee.
 - c. Contract – an individual who is the employee of an authorized vendor that contracts with the City of Marshall to provide a specific service. Such an employee is not a City of Marshall employee.
- B. The Human Resources Department will maintain a list of agencies capable of providing temporary employees to staff essential functions.
- C. Managers/Supervisors may immediately hire temporary help with approval from their department division director and Human Resource Manager.

Section 6: Telecommuting

Telecommuting means that an employee is working one or more days each work week from home instead of commuting to his or her centrally located worksite. Telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute.

The purpose of this policy is to provide support for social distancing or other pandemic response techniques as necessary to respond to a pandemic disease outbreak emergency. These modifications apply only to pandemic planning and response for employees that have been identified as appropriate personnel for telecommuting. City Administrator approval will be required prior to any employee being allowed to telecommute.

- A. Departments should identify possible telecommuters and make the necessary technological arrangements.
 - 1. Departments shall consider a broad use of telecommuting to accomplish social distancing for a pandemic disease outbreak emergency.
 - 2. Departments shall identify essential functions that may be accomplished remotely and whether the person performing the function needs access to all systems and applications or only email and/or voice communications.
 - 3. Departments shall identify employees who perform essential functions and other employees whose situations may warrant telecommuting and shall determine their ability to telecommute.

4. Departments shall consider alternative work schedules for those authorized to telecommute to reduce peak demands on Information Technology systems.
5. Employees authorized for telecommuting may be allowed to provide limited dependent/childcare during a pandemic disease outbreak emergency if providing care does not impact the ability of the employee to accomplish assigned tasks.
6. Departments might consider having a laptop computer that is pre-loaded with the necessary software which may be checked out on an emergent basis by employees who do not already have the necessary equipment to telecommute. Equipment is limited and employees should not expect to be provided a laptop.
7. Telecommuting assignments may be processed via email or telephone.

B. Managers/Supervisors may require that an employee telecommute during a pandemic disease emergency. A requirement to telecommute shall be documented.

C. Telecommuting may be approved under this authority for no longer than the duration of the pandemic disease outbreak emergency.

Section 7: Volunteer Services

Volunteers may be called upon to maintain continuity of operations.

- A. Departments should attempt to utilize City of Marshall employees to perform needed work before recruiting volunteers.
- B. Departments should identify, in advance, areas where volunteers might be utilized and identify skills needed.
- C. The Director of Community Services, or the designee, should maintain a list of volunteers with identified skills.
- D. Departments should identify an employee to coordinate and assign volunteers.
- E. Departments should be prepared to decline offers from unskilled/unneeded volunteers
- F. Departments may include as volunteers any individual who volunteers to perform services for the department if the following conditions are met:
 1. The individual receives no compensation. The individual must perform services without any kind of promise or expectation or receipt of any other compensation for the services rendered.
 2. Such services are not the same type of services which the individual is employed to perform for the city. Individuals may not volunteer to perform the same work or type of work that they are otherwise paid by the City to do.
 3. The volunteer executes documentation normally required of citizens who volunteer their services to the City.

Section 8: Rescission of Approved Vacation Leave and Compensatory Time Off

A. Because the pandemic disease outbreak emergency may cause significant staffing shortages, previously approved vacation leave and compensatory time off may be rescinded in order to provide staffing coverage for city services.

- B. Department managers/supervisors should note the following:
1. Department managers/supervisors should keep an updated calendar of all approved time off and provide access to that calendar to those in their line of succession.
 2. The City of Marshall has the authority to rescind vacation, personal leave, floating holiday leave, and/or compensatory time off.
 3. Vacation, personal leave, floating holiday leave, and/or compensatory time off should be rescinded as soon as the manager/supervisor believes that a potential staffing shortage will require that the employee report to work.
 4. Rescission of an employee's leave which is already in progress shall be reasonably based upon the employee's ability to report to work. For example, it would be reasonable to require that an employee who is on vacation at home report to work but unreasonable to require that an employee who is on vacation out of the country report to work.
 5. When rescinding vacation, personal leave, floating holiday leave, and/or compensatory time off, the manager/supervisor shall have actual contact with the employee to ensure that the employee received the directive to report to duty. Rescission should be made in writing, if possible. For example, an email exchange between the employee and the manager/supervisor or a letter from the manager/supervisor to the employee in which the employee acknowledges receipt is acceptable contact; a message left on an employee's home telephone message recorder is not an acceptable contact, unless the message was left and employee returned the call acknowledging the directive. However, that should be followed up with written confirmation.
 6. While employees who have accrued compensatory time off have a right to use it within a reasonable time of their request, such may not be the case in the event of an emergency, such as a pandemic disease outbreak, where an employee's absence would disrupt city business operations. Should rescission of compensatory time off due to a proclaimed pandemic disease outbreak emergency occur, such that the usage of compensatory time will not be able to be used in accordance with the City Personnel Policy or respective collective bargaining agreement, the division director should notify the Human Resources Manager of such.

Section 9: Sending Ill Employees Home

- A. If an employee appears to have pandemic disease symptoms at the workplace, the manager/supervisor will require the employee to leave the workplace.
- B. Managers/Supervisors are not to make judgments as to medical diagnosis; but may rely on observations of an employee's symptomology in making a determination to send an employee who appears ill home. Managers/Supervisors should refer to the CDC or Minnesota Department of Health information when observing and identifying specific pandemic disease symptomology.
- C. The City will comply with State and Federal compensation laws. Employees may use accrued leave in accordance with City Personnel Policy and collective bargaining agreements; except as otherwise authorized by the City Administrator.
- D. In the event that employees are sent home because of a pandemic disease outbreak, employees may use all available accruals, except funeral/bereavement leave. Employees may

also request approval for an unpaid leave of absence if available leave accruals are exhausted. With the exception of leave which qualifies under Family and Medical Act leave, any request for a leave of absence without pay for more than 15 days, must be pre-approved in accordance with City Personnel Policy.

- E. The employee shall be allowed to return to work after the recommended isolation period. The isolation period will be based on current recommendations from the Centers for Disease Control and Prevention (CDC) and/or the Minnesota Department of Health (MDH). The employee shall contact his or her supervisor and arrange for his/her return to work (see *Section 11: Return to Work Authorization*).

Section 10: Family and Medical Leave (FMLA) and Sick Leave

During the pandemic disease outbreak emergency, it will be crucial to support employees seeking medical attention. City of Marshall employees may use family and medical leave pursuant to their current rights under:

- Federal Family and Medical Leave Act (FMLA) 29 CFR 825
- Minnesota Pregnancy and Parental Leave

A. Eligibility

1. Family or medical leaves of absence will apply to eligible employees in accordance with Federal and State law.
2. Pandemic disease outbreak emergency leave will apply to all employees, including those who have exhausted family and medical leave benefits, or who are not eligible for family or medical leave under FMLA or State law.

B. Requirements

1. An employee, or designee, must communicate the reason for absence orally, in writing, or electronically to the department manager/supervisor.
2. An employee, or designee, communication must occur as soon as leave is required.

C. Medical Documentation and Length of Leave

1. Requirements for medical documentation will be determined and communicated to the employee subject to Personnel Policy provisions and recommendations/guidance from the CDC, Minnesota Department of Health, and/or local public health agencies
2. Medical documentation required will be dependent upon the length of leave and the individual circumstances of the leave of absence.

D. Compensation and Use of Accruals for Absences

1. For an employee's own illness, the employee may use all available accruals, except funeral leave.
2. For an employee qualifying for Family Medical Leave (FMLA) to care for an ill family member, the employee may use all available accruals, except funeral leave.
3. Unpaid leave - where all available accruals have been exhausted and the employee is unable to return to work, the employee will be placed on unpaid administrative leave upon approval of the City Administrator.

- E. Benefits will be administered in accordance with existing City Personnel Policies and in compliance with State and Federal laws.

F. Additional Information

1. Absences due to pandemic disease outbreak emergency will not be counted (as an occurrence) toward an attendance record.
2. During the period of a declared pandemic disease outbreak emergency, employees must continue to follow normal departmental procedures for reporting absences.

Section 11: Return to Work Authorization

In the event the Mayor for the City of Marshall declares a pandemic disease outbreak emergency, the following procedures will be in effect for the duration of the emergency.

In the event that an employee is ready to return to work from a leave (paid, unpaid, or military) the following procedures shall apply:

- A. The employee who is ready to return from leave shall contact their manager/ supervisor (or a person acting in his/her capacity) for instructions on when and where the employee should return for assignment, provided an assignment is available prior to the day that the employee proposes to return. Contact shall be made in the manner deemed appropriate by the Department.
- B. The manager/supervisor shall inform the employee as to whether or not the employee's return to work is authorized. If it is authorized, the employee should be informed of his/her work location (or whether the employee will be assigned to work from a remote location or telecommute), work schedule and shift, and specific work assignments, if different from the employee's regular assignment.
- C. In administering this section, medical certifications may or may not be required.
- D. After the emergency, policies and procedures will revert to the usual policies and procedures.

Section 12: Facility Closure / Reduction in Force

- A. City of Marshall administrative offices and operations will remain open during emergency situations that do not pose an immediate life, health, or safety risk to staff, customers, or residents, unless otherwise directed by the Mayor of the City of Marshall, or the respective constitutional officer, or administrative manager.
- B. Because of potential staffing shortages, employees may be deployed to provide support for other City operations in alternative worksites and should be prepared to come to work at such locations.
- C. In the case of closure of specific offices, employees will be sent home as a last resort. Should employees be sent home, payment of wages to employees will be made in accordance with these established emergency processes:
 1. If a facility is closed and no alternative site is designated for the employees to report to, employees scheduled to work will be paid their normal rate of pay until such time as the facility is reopened, alternative worksites are arranged, or a reduction in force is implemented.
 2. When the City Administrator closes operations in his or her agency during the work-day, or orders employees to leave the premises because of health and safety concerns, employees scheduled to work will be paid for the normally scheduled work day.

3. Under extended declared emergency conditions, departments may be required to lay off employees in accordance with collective bargaining agreements and the City Personnel policies.
4. Departments should make every reasonable effort to allow employees who have reported to work to check on the status of their families, providing that doing so does not compromise emergency response functions.

Section 13: Discipline – Conduct, Including Unauthorized Absences

City of Marshall employees continually distinguish themselves by their shared commitment to public service. Consistent with that commitment to service to the public, all able employees are expected to report to work and perform duties, unless directed otherwise. Unfortunately, there may be occasions during the emergency when employee misconduct or unexcused absenteeism arise and need to be addressed. In some cases, that will mean that discipline is appropriate.

- A. **Disciplinary Action, in General:** The type and level of disciplinary action will be determined by the nature and severity of the behavior and/or performance deficiency that led to the employee's disciplinary action. Prior to proposing or implementing disciplinary action, the employee's division director should first consult the Human Resources Manager and City Administrator. Human Resources may assist the employee's department in a review of pertinent facts and decisions regarding when and if to process disciplinary action.
 1. Any suspension or termination disciplinary proposal will be reduced to a form of written correspondence (*e.g.* letter, email, facsimile) by the employee's manager/supervisor, and a copy will be provided to the employee. The correspondence will set forth the dates of the employee's alleged misconduct, noting when the proposal will be processed and when the employee will have an opportunity to be heard, as set forth below.
 2. Processing of disciplinary proposals for City employees may be held in abeyance pending the City's return to normal business operations.
- B. **Disciplinary Action for Unauthorized Absences:** An unauthorized absence means the absence of an employee from duty without specific authorization. Authorization is obtained via the notification and approval method prescribed by the department. Certain unauthorized absences during a pandemic disease outbreak emergency may result in a reduction in pay and/or disciplinary action, up to and including termination.
 1. **Pay:**
 - a. Hourly employees who are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and the Minnesota Minimum Wage Act will not be paid for any time that they are absent from work without approved leave.
 - b. Employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and the Minnesota Minimum Wage Act will be paid but will be subject to disciplinary action up to and including termination.

2. Processing of disciplinary proposals for City employees who are alleged to be absent without approved leave may be held in abeyance pending the City's return to normal business operations.
3. Mitigating circumstances underlying the unauthorized absence may be taken into consideration in any analysis of disciplinary action proposals, including termination. Incidents will be reviewed on a case-by-case basis.
4. During the period of a declared pandemic disease outbreak emergency, unless otherwise defined by contract, after an employee is absent for three (3) consecutive working days without notifying his/her supervisor or designee, and if no compelling circumstances exist, the employee may be considered to have voluntarily resigned.

Section 14: Communication and Consistent Messaging

A key element in responding to any disaster, including a pandemic disease outbreak emergency, is consistent, effective and timely communication. Sound and thoughtful communications will be required before, during and after a pandemic disease outbreak emergency. This section provides guidance on internal and external communications planning and strategies.

A. Internal Communications to Employees

1. Information and communication activities will be coordinated with the appropriate departments to ensure the delivery of consistent messages to employees.
2. The City will ensure that all employees receive communications by using different communication tools. These tools include:
 - a. Email
 - b. Printed Materials
 - c. City of Marshall website
3. The City will ensure that employees with special needs (e.g., hearing disabilities, language barriers, etc.) have access to communications.
4. Human Resources will maintain current contact information for employees. Emergency contact information for individual employees will be updated annually.
5. The City will provide applicable information to employees depending on the current phase of pandemic disease outbreak (see Attachment A, *WHO Global Pandemic Phases and the Stages for Federal Government Response*). Information may include:
 - a. The current threat of a pandemic disease outbreak.
 - b. Guidance for employees on how to develop individual and family preparedness plans for a pandemic disease outbreak.
 - c. The expectation that employees will perform their work, notwithstanding school and daycare closures. Employees should develop family care succession plans (see *Section 3: Closure of Schools and Daycare Facilities*.)
 - d. Steps the City is taking to address the threat of a pandemic disease outbreak.
 - e. Potential changes to personnel policies located, as well as to other policies, with the emphasis that these changes apply only to a pandemic emergency response, not for routine operation.

- f. Changes in business practices in response to a pandemic disease outbreak emergency. Changes may include social distancing, increase in telecommuting or suspension of non-essential functions.
- g. The importance of staying at home if employees are ill or have pandemic disease symptoms.
- h. Steps employees can take to control the spread of communicable infections in the workplace, including proper disinfection techniques, cough etiquette, and hand washing.

B. External Communications to Stakeholders

- 1. Information and communication activities will be coordinated with the appropriate departments to ensure the delivery of consistent messages to external stakeholders.
- 2. The City will provide applicable information to key stakeholders, including the following:
 - a. Contracted agencies
 - i. Changes in business practices in response to a pandemic disease outbreak emergency. Changes may include social distancing, increase in telecommuting or suspension of non-essential functions.
 - ii. The need for contract agencies to develop and implement a business continuity of operations plan for a pandemic disease outbreak.
 - b. Labor representatives
 - i. The expectation that employees will perform their work, notwithstanding school and daycare closures. Employees should develop family care succession Plans (see *Section 3: Closure of Schools and Daycare Facilities.*)
 - ii. Potential changes to personnel policies located in this plan, as well as to other policies (see *Section 1: Labor Relations – Emergency Administration.*)
 - c. Public
 - i. Changes in business practices in response to a pandemic disease outbreak emergency. Changes may include social distancing, increase in telecommuting or suspension of non-essential functions.

Section 15: Crisis Counseling

A crisis such as a pandemic disease outbreak may cause stresses that compromise the effective functioning of a department. Crisis counseling may be recommended to employees to address uncomfortable motions and or stressors that interfere with work performance. Further, there may be a need for “Critical Stress Debriefing Sessions” to assist a department with particular issues or traumatic events.

- A. It is recommended that referral appointments for crisis counseling during a pandemic disease outbreak emergency be allowed during regular working hours during the course of the emergency even if the department does not normally allow use of work time for such

appointments, as long as this does not interfere with the operations or functions of the workplace.

- B. The Human Resources Department is responsible for the provision of crisis counseling for City employees, and will maintain appropriate lists of available resources, including:
 - 1. The Employee Assistance Program (EAP). The EAP is the primary service used by the city. The current provider is Morneau Shepell.
 - 2. Professional counseling services. Professional counseling services shall be considered if the EAP is overwhelmed and unable to provide services. The Human Resources Department will maintain a list of professional counseling services.

Section 16: Contracted Vendors

Many departments contract with vendors that provide essential services for City operations. Departments should be assured that these vendors will provide services during a pandemic disease outbreak emergency.

- A. Departments shall establish contact with outside vendors to ascertain their ability to provide services during a pandemic disease outbreak.
 - 1. Departments, in cooperation with the Finance Department, will maintain a list of essential contracted vendors.
 - 2. Departments, in cooperation with the Finance Department, will contact essential contracted vendors to assess their plans to provide services during a pandemic disease outbreak.
 - 3. Departments will encourage essential contracted vendors to develop a business continuity of operations plan for a pandemic disease outbreak.
- B. Departments shall pre-identify alternate vendors to utilize, in the event that primary vendors are unable to provide service.

WHO PANDEMIC PHASE DESCRIPTIONS AND MAIN ACTIONS BY PHASE

PHASE	DESCRIPTION	MAIN ACTIONS				
		PLANNING AND COORDINATION	SITUATION MONITORING AND ASSESMENT	COMMUNICATIONS	REDUCING THE SPREAD OF DISEASE	CONTINUITY OF HEALTH CARE PROVISION
PHASE 1	No animal influenza virus circulating among animals have been reported to cause infection in humans.	<p>Develop, exercise, and periodically revise national influenza pandemic preparedness and response plans.</p>	<p>Develop robust national surveillance systems in collaboration with national animal health authorities, and other relevant sectors.</p>	<p>Complete communications planning and initiate communications activities to communicate real and potential risks.</p>	<p>Promote beneficial behaviours in individuals for self protection. Plan for use of pharmaceuticals and vaccines.</p>	<p>Prepare the health system to scale up.</p>
PHASE 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.					
PHASE 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.					
PHASE 4	Human to human transmission of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.	<p>Direct and coordinate rapid pandemic containment activities in collaboration with WHO to limit or delay the spread of infection.</p>	<p>Increase surveillance. Monitor containment operations. Share findings with WHO and the international community.</p>	<p>Promote and communicate recommended interventions to prevent and reduce population and individual risk.</p>	<p>Implement rapid pandemic containment operations and other activities; collaborate with WHO and the international community as necessary.</p>	<p>Activate contingency plans.</p>
PHASE 5	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.	<p>Provide leadership and coordination to multisectoral resources to mitigate the societal and economic impacts.</p>	<p>Actively monitor and assess the evolving pandemic and its impacts and mitigation measures.</p>	<p>Continue providing updates to general public and all stakeholders on the state of pandemic and measures to mitigate risk.</p>	<p>Implement individual, societal, and pharmaceutical measures.</p>	<p>Implement contingency plans for health systems at all levels.</p>
PHASE 6	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.					
POST PEAK PERIOD	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.	<p>Plan and coordinate for additional resources and capacities during possible future waves.</p>	<p>Continue surveillance to detect subsequent waves.</p>	<p>Regularly update the public and other stakeholders on any changes to the status of the pandemic.</p>	<p>Evaluate the effectiveness of the measures used to update guidelines, protocols, and algorithms.</p>	<p>Rest, restock resources, revise plans, and rebuild essential services.</p>
POST PANDEMIC PERIOD	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.	<p>Review lessons learned and share experiences with the international community. Replenish resources.</p>	<p>Evaluate the pandemic characteristics and situation monitoring and assessment tools for the next pandemic and other public health emergencies.</p>	<p>Publicly acknowledge contributions of all communities and sectors and communicate the lessons learned; incorporate lessons learned into communications activities and planning for the next major public health crisis.</p>	<p>Conduct a thorough evaluation of all interventions implemented.</p>	<p>Evaluate the response of the health system to the pandemic and share the lessons learned.</p>

APPENDIX A

THE PHASES OF A PANDEMIC

The World Health Organization (WHO) defines a pandemic as consisting of six phases.

Period 1: Interpandemic Period

- Phase 1: No new virus subtypes have been detected in humans. A virus subtype that has caused infection may be present in animals. If present in animals, the risk of human infection or disease is low.
- Phase 2: No new virus subtypes have been detected in humans. However, a circulating animal virus subtype poses a substantial risk of human disease.

Period 2: Pandemic Alert Period

- Phase 3: Human Infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
- Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
- Phase 5: Larger cluster(s) but human-to-human spread will still be localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

Period 3: Pandemic Period

- Phase 6: Pandemic: increased and sustained transmission in the general population.

APPENDIX B

ROLES AND RESPONSIBILITIES

CITY RESPONSIBILITIES

It is inevitable that changes to most departments' operations will be necessary during a pandemic, with some departments being impacted to a greater extent. The Pandemic Disease Continuity of Operations Plan will direct affected departments to prepare and implement practices and procedures in support of the plan.

PUBLIC SAFETY DEPARTMENT

The Director of Public Safety is designated as the City Pandemic Coordinator and chairs the Pandemic Committee, produces the City Pandemic Plan and updates the plan as necessary with information and input from the Pandemic Committee.

In the event of a pandemic, the Director of Public Safety shall:

- Monitor City activities in order to ensure a safe and healthy work/learning environment and recommend and/or implement corrective action as required.
- Investigate any instances of work refusal by employees.
- Distribute PPE to employees as recommended by public health officials.
- Provide maps, floor plans and schematics to emergency responders.

INFORMATION TECHNOLOGY SERVICES (ITS)

It can be anticipated that reliance on the services of ITS will be heightened in the event a pandemic is declared. Accordingly, as web services will be a key communication source, it is important that services continue uninterrupted during a pandemic.

Information Technology Services will:

- Plan operational strategies that will ensure services can be continued for as long as possible in the event of a pandemic, such as staff cross-training or prioritizing services.
- Establish or expand tools that enable employees to work from home with appropriate security and network access to applications.
- Investigate and recommend additional alternative support for the main City web server as the internet will be a key communication source during a pandemic.
- Identify the ITS chain of command for pandemic planning purposes.
- In the event of a pandemic, Information Technology Services will:
 - Implement information technology strategies, as necessary.
 - Move backup equipment in place and repair parts as necessary.
 - Provide for backup power.
 - In conjunction with Administration, deliver public health messages to the public and staff.

PUBLIC RELATIONS

Key messages related to pandemic crisis communication will be communicated by the Mayor and City Administrator and Human Resource Manager. The City will follow the lead of the Southwest Health and Human Services (SWHHS) Public Health and Minnesota Department of Health and communicate as necessary. If a response is needed, inform the public and staff of the pandemic crisis and maintain consistent, up-to-date information with them.

The Mayor, City Administrator and Human Resource Manager will do the following:

- Manage post-pandemic communications with the media. In addition to the media, the internet and other external communication vehicles, such as the City website and City social media sites, will be used to provide information regarding City operations and other measures taken.
- Actively monitor websites, publications, news releases, etc. of the federal, and local/municipal/regional health organizations to maintain current knowledge of pandemic preparedness.

- Will support City departments in developing and disseminating programs and materials covering pandemic fundamentals (e.g. signs and symptoms, mode of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).
- Anticipate employee fear and anxiety and respond accordingly.
- All global communications will occur via the City website, but various departments may have to deal with individual situations. Disseminate information to employees about the pandemic preparedness and response plan. Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to vendors, suppliers and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.
- Provide City contact numbers to appropriate internal and external staff.

PUBLIC WORKS DEPARTMENT

For the purposes of this plan, it is the responsibility of Public Works Department to ensure buildings are maintained in a clean and hygienic fashion.

The Public Works Department will:

- Implement and comply with any additional cleaning or sanitizing regimes as prescribed by the Minnesota Department of Health. (e.g. decontaminating ill employee's office, HVAC system if infected).
- Ensure that the Building Automation System is adjusted to process changes to the ventilation systems as recommended by SWHHS Public Health or the Minnesota Department of Health. Options may include:
 - Rescheduling of Building Automation System fan operation.
 - For purposes of area isolation and prevention of air recirculation, utilize 100% makeup air.
 - Shutting air handling systems down, if directed by Public Health.
- Ensure an adequate stockpile of cleaning and sanitizing products is maintained to prevent a shortage in the event of disruption to the supply chain. Stockpile needs to be stored in a dedicated secure space.
- Plan for staffing issues that will result from an increased demand for maintenance and cleaning services with fewer personnel resources due to the absence of facilities employees.

In the event of a pandemic:

- Seal off or eliminate unnecessary areas. Therefore, sealed areas will have remotely controlled air handling.
- Provide paper towels in restrooms.
- Install and maintain bulk hand sanitizer units as provided.
- Provide utility maps, floor plans and systems schematics to emergency responders.
- Move backup equipment in place and repair parts as necessary.
- Provide for backup power.

HUMAN RESOURCES

For the purposes of this plan, it is the responsibility of Human Resources to plan operational strategies that will ensure payroll services can be continued in the event of a pandemic.

The payroll personnel will communicate with:

- Key contact(s) in ITS
- Key contact(s) in Human Resources (HR)
- City staff

The Human Resources Manager will ensure access from a remote location to the following:

- Necessary payroll software
- Any necessary banking requirements
- Encourage key payroll staff to work from a remote location to minimize the spread of infection.
- Departmental succession will follow the existing payroll hierarchy in the event of illness.

SUPERVISORS

Regarding this plan, it is the general responsibility of City supervisors to provide information to their employees in a timely manner. It is essential that decisions related to a pandemic is consistently applied. Accordingly, any issues that arise from a pandemic should be reported to the appropriate individual as identified in this plan before a decision is communicated.

City supervisors shall:

- Implement any health initiatives as directed.
- Effectively communicate with staff the importance of implemented health initiatives.
- Consider the implications of a pandemic when preparing any contracts for services.
- Identify “essential” parts of the business.
- Identify the core people that are required to keep the essential parts of the business running.
- Identify the core skills required to keep the business running.

ADMINISTRATION

Administration will create an overall evaluation report to help identify effective and ineffective services, practices and approaches.

Administration will also consider the following:

- Obtain the Mayor’s authorization to activate the Pandemic Plan.
- Refer to WHO, SWHHS Public Health, Minnesota Department of Health, and Center for Disease Control directives and recommendations.
- Test working knowledge of plan.
- Decide whether to provide employees with a list of basic materials for use in the event of a pandemic (ie., reusable masks, gloves and disinfectant, manual with information on emergency preparedness, and the use of personal protective equipment).
- Estimate financial impact of and determine necessity of contingency fund for: supply shortages, cost of employee work days lost, stockpiling, hygiene supplies, and implementation of alternate communication channels.

In the event of a pandemic:

- Curtail/cancel non-essential activities to limit person-to-person contact. Refer such incidents to the Pandemic Committee.
- Ensure employee attendance system is current and that statistics regarding employee absences are recorded and available for reporting purposes.
- Report any instance of absence or lateness related to a pandemic disease outbreak to the Human Resource Manager.
- Immediately report any instance of employee work refusal to the Human Resource Manager, who will investigate and report as necessary.
- Monitor compliance of any implemented health initiatives.
- Curtail/ban visitors to all campuses.
- Ensure that supervisors who believe a member of their staff is ill with influenza/pandemic disease will direct the employee to seek a medical opinion from their physician or an assessment center.
- Enforce social distancing (3-6 foot or other distance between individuals based upon MDH and CDC recommendations).
- Implement cross-training.
- Decide when City activities such as varsity games, athletic banquets, business meetings, etc. should be cancelled in the interest of public health during individual waves of a pandemic.
- Ensure that departments which enter into a contract to deliver services include clauses that will protect the City from action in the event the City closes, or services cannot be delivered due to staff illness, unavailability of goods, etc.
- Stipulate that any department that receives contracted services liaises with the provider to ensure services continue in the event of a pandemic for essential items such as foodservices, security services, waste management services, etc.
- Make the decision to close specific departments when absence rates threaten safe business continuity.

EMPLOYEES

- It is the responsibility of City employees, as well as the general public, to follow any hygiene practices or other direction provided by the SWHHS Public Health Department. This information will be made available to the community through education strategies and other forms of communication.

- Due to absenteeism, it can be anticipated that employees will be required to assume different/additional tasks in accordance with provisions within the respective collective agreements.
- While it is impossible to predict exactly how a pandemic will affect operations until the circulating strain is identified, it can be anticipated that the City will remain open. All employees are required to attend work as scheduled, unless they are ill, while the City remains open.
- Employees must take reasonably necessary precautions to ensure their own and others' health and safety.
- In the event of a pandemic, employees should contact their supervisor if they believe reporting to work it is likely to lead to their suffering serious harm. However, their belief must be based on reasonable grounds, and they must have attempted to resolve the matter with their employer before they can continue to refuse. The right to refuse to work does not apply unless the understood risks of the workplace have materially increased. All approved sick and vacation leave policies apply unless otherwise announced by City Administration.

CANCELLATION OF CITY ACTIVITIES

- During a pandemic, it is essential to minimize person-to-person contact as much as possible to reduce the likelihood of the transmission of the virus. Individuals are encouraged to maintain a three to six-foot distance from each other (or other distance as recommended by the MDH and/or CDC).
- City activities such as games, athletic events, business meetings, etc. may be cancelled in the interest of public health during individual waves of a pandemic. In the midst of a pandemic, the public will choose not to attend functions that contribute to the spread of the virus.

CLOSING THE CITY

In the event the circulating strain of influenza/pandemic disease causes severe illness in many individuals, it may be necessary to close the City for a period of time. This decision will be reached in consultation with the appropriate governing body, based on recommendations by public health officials. Any information regarding closure will be announced by City Administration.

- **Human Resources Considerations**

In order to instill a sense of calm to the City community in the event of a pandemic, it is essential that a strong leadership presence be maintained. Accordingly, the City should develop a plan that ensures continuity of leadership. In the event of the need to close the City, this aspect is essential as delaying the decision will impact the health of the City community. City Administration should promote and encourage a very serious approach to dealing with the pandemic to all of the City community.

- **Administrator, Division Directors**

In order to ensure leadership continuity, all Division Directors will identify an individual who will replace them in their capacity, should they fall ill. Ideally, two replacements will be identified. If a pandemic appears imminent, Directors will ensure that their potential replacements are kept apprised of critical departmental activities to ensure a seamless transition, should the need arise.

CRITICAL FUNCTION INVENTORY

Pandemic Planning

DEPARTMENT:

Division:

Line of Succession

1.

2.

3.

Please answer the following:

Yes

No

1. For public contact duties-can a shared public access location be implemented in time of short staffing?

2. Can information needed or transaction to perform task be mailed using USPS or other delivery method?

3. Can information needed or transaction to perform task be conducted over the Internet?

a. If yes, will a published email address for department or task be enough?

b. If an email address is not enough, what would be needed from an Internet form or applications?

Please Provide the Following Information:

Critical Function	Primary Employee	Back-up Person(s) (Please list 2 Addtl.)	Normal Work Location (Department, Building, Floor)	Off-Site
1. Payroll				
2. Bill Processing				
3.				
4.				
5.				
6.				
7.				



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 24, 2020
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider the annual adoption of a Resolution Declaring the Sounds of Summer as a Community Festival.
Background Information:	Sounds of Summer Committee has submitted a letter requesting that the City declare “The Sounds of Summer” celebration as a Community Festival. The Sounds of Summer is scheduled for Thursday, August 20, 2020 through Sunday, August 23, 2020.
Fiscal Impact:	NA
Alternative/ Variations:	None Recommended
Recommendations:	Consider adoption of RESOLUTION NUMBER XXXX, SECOND SERIES, a resolution declaring the Sounds of Summer as a Community Festival.

RESOLUTION NUMBER _____, SECOND SERIES

AUTHORIZATION TO DECLARE SOUNDS OF SUMMER AS A COMMUNITY FESTIVAL

WHEREAS, the Sounds of Summer Committee is planning to entertain the residents of Marshall and the surrounding area; and

WHEREAS, everyone enjoys a great parade, open-air concerts, fun and exciting activities for all ages; and

WHEREAS, due to the fantastic community event and celebration that was held in the past by Schwan's the Chamber of Commerce did determine that we need to celebrate our home town of Marshall with a summer festival; and

WHEREAS, the Sounds of Summer Committee will be holding the Community Festival in August, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the City Council declares the Sounds of Summer Community event scheduled for August 20, 2020 through August 23, 2020 as a "Community Festival".

Passed and adopted by the Common Council this 24th day of March, 2020.

Mayor of the City of Marshall

ATTEST:

City Clerk



March 2020

To: Honorable Mayor and Council Members

Cc: Sharon Hanson, City Administrator

From: Marshall Sounds of Summer

We hereby request that you declare the Sounds of Summer celebration scheduled for Thursday August 20 thru Sunday August 23, 2020, A Community Festival.

Now in our 12th year, our mission remains the same; *family, friendly, free events that the entire family can enjoy.* As our community celebration continues to grow, more and more families, organizations, and individuals are asking how they can become involved. New this year will be the annual Relay for Life cancer event on Thursday night at Independence Park.

Our grand festival parade will be on Saturday afternoon, and the free outdoors concert featuring Johnny Holm. In addition, Roxbury Band, a local favorite will be performing prior to our main event. On Sunday, the festival will conclude with a community wide praise service. We encourage and thank you for your support of Sounds of Summer 2020!

Sincerely,

Brock Klaith Carrie Jones Marc A. Klaith
Brock Klaith, Carrie Jones, Marc Klaith

Sounds of Summer Committee Officers



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Click or tap to enter a date.
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer - Airport Commission, MERIT Center Board, City Council-County Board-Library Agreement & Operation, Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p>Meister -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p>Bayerkohler - Public Housing Commission, Planning Commission</p> <p>DeCramer – Economic Development Authority and Utilities Commission</p> <p>Labat - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p>Lozinski - Adult Community Center Commission and Jo</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



BUILDING PERMIT LIST March 24, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Brennan Construction of Minnesota	344 MAIN ST W	INTERIOR & EXTERIOR REMC	5,030,200.00
SUSSNER CONSTRUCTION, INC.	400 TIGER DR	EXTERIOR STRUCTURE	31,000.00
JOHNSON, LAVONNE J	107 JAMES AVE W	INTERIOR REMODEL	10,000.00
JAMES LOZINSKI CONSTRUCTION INC.	300 ELAINE AVE	RE-ROOFING	9,500.00
JAMES LOZINSKI CONSTRUCTION INC.	900 ELAINE AVE	RE-ROOFING	6,000.00
JAMES LOZINSKI CONSTRUCTION INC.	401 WILLIAMS ST	RE-ROOFING	5,000.00
JAMES LOZINSKI CONSTRUCTION INC.	124 MAIN ST E	RE-ROOFING	2,800.00
NANCY VANDENBROECKE TRUSTS, JAMES VA	1408 WESTWOOD DR	RE-ROOFING	8,500.00
LAYLE FRENCH CONSTRUCTION INC.	1002 EMERALD CT	INTERIOR REMODEL	1,100.00
ELLIS, TODD J & MICHELLE A	104 JAMES AVE W	INTERIOR REMODEL	5,000.00
VIERSTRAETE, DUSTIN G & SONYA M	1204 CHERYL AVE	INTERIOR REMODEL	27,000.00
BABCOCK CONSTRUCTION	404 ELM ST	EXTERIOR REMODEL	33,100.00
JAMES LOZINSKI CONSTRUCTION INC.	202 ELAINE AVE	RE-ROOFING	8,500.00
CAB QUALITY CONSTRUCTION LLC	1201 CHERYL AVE	RE-ROOFING	8,000.00



PLUMBING PERMIT LIST
March 24, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
MINNWEST PLUMBING & HEATING, INC.	607 4TH ST N	INTERIOR REMODEL	0.00



SIGN PERMIT LIST
March 24, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AP Design	1217 COLLEGE DR E	N/A	10,000.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4570	AMAZON							
	C-433395458835	PAID TWICE	R	3/09/2020		332.84	115780	
	I-433568839895	FRIENDS1000BKS	R	3/09/2020		43.98CR	115780	
	I-436745556397	LAMINATORCART	R	3/09/2020		87.97CR	115780	
	I-458845778573	DVDS	R	3/09/2020		190.16CR	115780	
	I-853668383865	DVD	R	3/09/2020		7.43CR	115780	
	I-866376338555	DVD/FRIENDSMER/DISPLAY	R	3/09/2020		387.81CR	115780	
	I-878894944695	DVD	R	3/09/2020		24.00CR	115780	408.51
0707	BISBEE PLUMBING AND HEATING INC							
	I-52083	REPLACEBUBBLERS	R	3/09/2020		684.00CR	115781	684.00
0018	BORDER STATES ELECTRIC SUPPLY							
	I-919530088	CANLIGHTS	R	3/09/2020		59.30CR	115782	59.30
5351	CENGAGE LEARNING							
	I-69740681	MATERIALS	R	3/09/2020		38.92CR	115783	38.92
4573	DEMCO							
	I-6774616	SUPPLIES/FRIENDS TOYS SUPPLIES	R	3/09/2020		974.79CR	115784	974.79
6465	E-IMAGEDATA CORP.							
	I-54621	NEWSPAPERSCANNER	R	3/09/2020		3,795.00CR	115785	3,795.00
4552	INGRAM LIBRARY SERVICES							
	I-43812378	MATERIALS	R	3/09/2020		602.95CR	115786	
	I-43847922	MATERIALS	R	3/09/2020		103.05CR	115786	
	I-43873599	MATERIALS	R	3/09/2020		160.81CR	115786	
	I-43949385	MATERIALS	R	3/09/2020		195.91CR	115786	
	I-43957752	MATERIALS	R	3/09/2020		23.66CR	115786	
	I-43983911	MATERIALS	R	3/09/2020		688.76CR	115786	
	I-44040447	MATERIALS	R	3/09/2020		154.18CR	115786	
	I-44084386	MATERIALS	R	3/09/2020		373.41CR	115786	2,302.73
1545	LYON COUNTY HIGHWAY DEPARTMENT							
	I-202003094431	FEBVANGAS	R	3/09/2020		36.99CR	115787	36.99
1695	MEIER ELECTRIC INC							
	I-35727	UPGRADE TO LED	R	3/09/2020		6,225.00CR	115788	6,225.00
4980	MENARDS INC							
	I-53350	SUPPLIES	R	3/09/2020		56.70CR	115789	56.70

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4548	PLUM CREEK LIBRARY SYSTEM							
	I-IV25292	AUTORIES2ND PORTION	R	3/09/2020		494.53CR	115790	
	I-IV25309	DELIVER/AUTO/DIGITAL	R	3/09/2020		38,574.84CR	115790	
	I-IV5350	WRP PRIZES	R	3/09/2020		37.50CR	115790	39,106.87
6466	PM INC.							
	I-INV21192	LABELS	R	3/09/2020		327.97CR	115791	327.97
6286	SCHWEEMAN'S CLEANERS, LLP							
	I-610096-4	RUGS	R	3/09/2020		32.99CR	115792	
	I-612782-4	RUGS	R	3/09/2020		32.99CR	115792	65.98
5733	VAST BROADBAND							
	I-202003024411	SRVC 02/26-03/25	R	3/09/2020		89.90CR	115793	89.90
4118	WALMART BUSINESS							
	I-006180	FRIENDS1000BKS	R	3/09/2020		11.40CR	115794	
	I-6185	FRIENDS1000BKS	R	3/09/2020		2.32CR	115794	13.72
4740	WELLS FARGO-LIBRARY							
	C-7449215E4RSAHTXD6	LABELS	R	3/09/2020		158.40	115795	
	I-2413746DL019ZD8XH	POSTAGE	R	3/09/2020		294.25CR	115795	
	I-2413746DY01NAWVW3	POSTAGE	R	3/09/2020		79.75CR	115795	
	I-2449215DKJJ2875S0	KEYBOARDCD	R	3/09/2020		43.23CR	115795	
	I-2449215DXRS2GZBAG	LABELS	R	3/09/2020		130.04CR	115795	388.87

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	16	0.00	54,575.25	54,575.25
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:	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:	16	0.00	54,575.25	54,575.25

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	3/2020	54,575.25CR
=====		
ALL		54,575.25CR

PACKET: 07271 LIBRARY
 VENDOR SET: 01
 FUND : 211 LIBRARY FUND
 DEPARTMENT: 0437 LIBRARY
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0658	AP DESIGN					
		I-72109	211-70437-2213	DONATIONS/GRA FRIENDSBAGS	003782	615.50
		I-72503	211-70437-2211	GENERAL SUPPL BDNAMEPLATE	003782	15.00
01-0875	COMPUTER MAN INC					
		I-282625	211-70437-2221	REPAIR & MAIN SONICWALL	003783	135.00
		I-283379	211-70437-2245	MACHINERY/EQU DUALMONITORSTAND/CWDWIRELESS	003783	188.00
		I-283379	211-70437-2221	REPAIR & MAIN DUALMONITORSTAND/CWDWIRELESS	003783	95.00
01-1243	HARDWARE HANK					
		I-202003094432	211-70437-2245	MACHINERY/EQU CRKITCHENDISHWASER	003784	449.00
01-1271	HENLE PRINTING COMPANY					
		I-162889	211-70437-2211	GENERAL SUPPL ENVELOPES	003785	123.38
01-1633	MARSHALL MUNICIPAL UTIL					
		I-202003064427	211-70437-3381	ELECTRIC UTIL SRVC 01/28--2/26/2020	003786	3,595.19
		I-202003064427	211-70437-3382	WATER UTILITI SRVC 01/28--2/26/2020	003786	58.14
		I-202003064427	211-70437-3385	SEWER UTILITI SRVC 01/28--2/26/2020	003786	47.74
01-1958	NORTHERN BUSINESS PRODU					
		I-4835880	211-70437-2245	MACHINERY/EQU IN/OUT BOARD	003787	49.99
		I-484452-0	211-70437-2211	GENERAL SUPPL LABELS	003787	11.76
		I-484452-1	211-70437-2211	GENERAL SUPPL IN/OUTBOARDSUPPLIES	003787	3.39
		I-484452-2	211-70437-2211	GENERAL SUPPL INOUTBOARDSUPPLIES	003787	7.29
		I-487708-0	211-70437-2211	GENERAL SUPPL INOUTBOARDSUPPLIES	003787	8.28
01-2318	SOUTHWEST SANITATION IN					
		I-202003064429	211-70437-3384	REFUSE DISPOS FEBRUARY	003788	149.50
01-3597	PAAPE DISTRIBUTING CO					
		I-007322	211-70437-2223	BUILDING REPA WTW	003789	48.50
01-4489	VERIZON WIRELESS					
		I-9847903816	211-70437-3321	TELEPHONE & C SRVC02/09-03.08.2020	003790	61.10
01-4549	A & B BUSINESS, INC					
		I-IN703217	211-70437-3405	MAINTENANCE A SRVS02/21/2020-03/20/2020	003791	466.94
		I-IN703217	211-70437-2213	DONATIONS/GRA FRIENDS 1000 BKS	003791	14.90
		I-IN703217	211-70437-2213	DONATIONS/GRA FRIENDS PROJECTS	003791	19.55
01-5891	ONE OFFICE SOLUTION					
		I-1981615-0	211-70437-2211	GENERAL SUPPL SUPPLIES	003792	21.74
01-6299	IZQUIERDO, CHRISTINA					
		I-202003094433	211-70437-3332	MILEAGE ALLOW DAYCARES	003793	114.48
					TOTAL:	6,299.37
					DEPARTMENT 0437 LIBRARY	
					TOTAL:	6,299.37
					FUND 211 LIBRARY FUND	
					TOTAL:	6,299.37
					REPORT GRAND TOTAL:	6,299.37

** 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
2019-2020	211-70437-2221	REPAIR & MAINT-EQUIPMENT	135.00	2,000		1,221.00			
	** 2019-2020 YEAR TOTALS **		135.00						
2020-2021	211-70437-2211	GENERAL SUPPLIES	190.84	5,996		5,187.65			
	211-70437-2213	DONATIONS/GRANT EXPENSE	649.95	0		5,084.40-	Y		
	211-70437-2221	REPAIR & MAINT-EQUIPMENT	95.00	2,000		1,807.58			
	211-70437-2223	BUILDING REPAIR & MAINTENA	48.50	1,750		4,568.87-	Y		
	211-70437-2245	MACHINERY/EQUIP UP TO \$500	686.99	1,000		4,141.18-	Y		
	211-70437-3321	TELEPHONE & CELLULAR PHONE	61.10	2,000		1,455.11			
	211-70437-3332	MILEAGE ALLOWANCES & REIMB	114.48	1,000		869.14			
	211-70437-3381	ELECTRIC UTILITIES	3,595.19	51,473		44,572.72			
	211-70437-3382	WATER UTILITIES	58.14	975		859.21			
	211-70437-3384	REFUSE DISPOSAL	149.50	750		484.04			
	211-70437-3385	SEWER UTILITIES	47.74	750		654.96			
	211-70437-3405	MAINTENANCE AGREEMENTS	466.94	35,000		34,125.79			
	** 2020-2021 YEAR TOTALS **		6,164.37						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
211-0437	LIBRARY	6,299.37

211 TOTAL	LIBRARY FUND	6,299.37

	** TOTAL **	6,299.37

NO ERRORS

** END OF REPORT **

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
MARCH 11, 2020**

MEMBERS PRESENT: Schroeder, Steen, Edblom, Lee, Knieff, Carstens, and Fox

MEMBERS ABSENT:

OTHERS PRESENT: Jason Anderson, Ilya Gutman, Glenn Bayerkohler, Dennis Simpson, Sharon Hanson

1. The meeting was called to order by Chairman Edblom. He asked for the approval of the minutes of the November 13, 2019, regular meeting of the Marshall Planning Commission. Schroeder MADE A MOTION, SECOND BY Lee, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.

2. Gutman explained this is a request by the City of Marshall for a Conditional Use Permit to allow construction of a 12-unit apartment in B-2 Central Business District and within the limits of the Downtown District at 238-240 West Main Street. Apartment buildings are a Conditional Use in a Central Business District. This building is currently vacant and was acquired by the City about a year ago because it was blighted. The goal was to find a way to improve the building or take it down. The City currently has a potential buyer who wants to make sure his desired use is feasible. The apartments are proposed on the second and third floors and the first floor will be used for office and retail space. The City is promoting the development of apartments within and in close proximity to the downtown business area and believes development would have a positive effect. However, parking in downtown has always been a concern. Based on the types of apartments proposed in the building, 20 parking spaces would be needed for this development outside of the Downtown district, based on the City parking regulations. However, all uses within the Downtown District are exempt from off-street parking. In the past, the requests for conditional use permits for apartments in downtown were granted with a condition of providing a dedicated parking lot for renters elsewhere. However, it seems unlikely that residents would park cars three or four blocks away; most likely, they actually parked on available downtown parking lots and streets. Moreover, maximum demand for parking for apartments is evenings and nights, the opposite of daytime demand of other businesses located in downtown, such as offices and stores. Staff recommends approve the request to allow not more than 12-unit apartment with the conditions to include a downtown map with parking lots indicated in the lease. Sharon Hanson is available for questions as is the prospective buyer. Alan Greig, 506 North 4th Street, said there is one parking lot for that entire block that has 26 parking spots. The City rents 10 spots but needs much more than that. If you go around that area, there are already 18 apartments. We have a building being remodeled for over 6 million dollars. Not everyone who rents is out at 8:00 am so there is already congestion. We have new apartments on Legion Field Road and by Varsity Pub they will have a new building with apartments. I called Suite Living and they have 60 vacant units. I don't feel we need to jam this through and lose our ability to have customers to come to our 6-million-dollar City Hall, location because there is nowhere to park. Dan Vogt, 348 Main Street West, said he owns the adjacent building and he wants spots for his renters. Greg Taylor said he was trying to get parking for his building that wasn't downtown, and he was short 3 spots. Wondering if there are 2 standards; one for the City and one for the private sector. He wants the City to promote apartments above businesses for two types of income. He said he is all for apartments downtown but not to take more parking away. Anderson explained in 2014 the ordinance was amended to exempt all

--UNAPPROVED --

uses from parking requirements in the downtown district, including apartments. Hanson explained some background on the project. She said the City decided to apply for the Conditional Use Permit on behalf of the interested party. The City is looking at this as a redevelopment, not so much as a housing development. A local developer suggested not to demo the building but to wait and see if there are any interested buyers. Demolition will cost around \$400,000. If it doesn't work out, Hanson said, maybe someone else will come forward. That is why the City applied for this. There is discussion about having City Staff parking elsewhere. This is early in the process and this is just the first step to take this to the next level. Edblom asked what the rental fees would be. The prospective buyer said about \$650. Anderson explained this is irrelevant and suggested keeping the topic to the planning and zoning. Steen MADE A MOTION, SECOND BY Fox, to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. Fox asked the prospective buyer if he had any plan for parking. The prospective buyer said no. Fox said we are here to discuss having the apartment in a B-2 Central Business District. Edblom asked if the Conditional Use Permit is granted, if it stays with the property. Anderson confirmed that is correct; if you grant it, it will stay with the property along with any added conditions. Edblom restated what Anderson said. Gutman confirmed that is correct provided the conditions are met. Steen said it is difficult to approve the Conditional Use Permit and not consider the lack of parking. Carstens asked if the lack of parking justifies getting the building improved. Fixed up is better than the way it sits now. Steen asked if anyone has any ideas of parking. She said she is a dance mom and has used that parking lot and it is a disaster. Hanson said the City has checked with Wells Fargo about use of some of their parking but that did not go forward. There is a discussion with the church; however, there is cost to that. Fox said his concern is the effect on the existing businesses, but he would like to see it developed. Taylor said he would like to hear the financial numbers before a Conditional Use Permit is issued. Anderson explained that is a concern of the developer and his banker, not of the Planning Commission. There were some business owners that said they would like to see some more apartments downtown to help increase the traffic flow in their business. Edblom said his reservation is that we are putting the cart before the horse; we are asked to put a Conditional Use Permit on that property when we don't know if this is even going to happen. Can we rescind the Conditional Use Permit if it doesn't go through? Simpson said only if conditions are violated. Gutman stated asking for a Conditional Use Permit before the sale of property has been done in the past. Simson said there is an Interim Use Permit that you can put on it and if it doesn't develop, it goes away. Knieff said there is not enough parking downtown now. Hanson informed that we are confident on the financial side. She said the developer had asked about the community support and she could not answer that, so this is a part of this process to see if we want to take this further. It is a critical step for us. Schroeder said we need to consider that we are also setting a precedence, that we allow apartments without parking. Edblom said the City has known that parking downtown has been an issue for many years, and we have not done anything about it. Anderson informed that if you desire to make a motion to approve you can make a condition to require parking. Edblom said we can table it for another meeting. Steen asked if we approve it requiring 12 parking spots, does that stop the project? Carstens said the developer can put the parking blocks away in the lease. Greig said that building has no parking at all. If the tenant comes back with groceries, there is nowhere to park and unload. So, from a real point of view, parking blocks away will not happen. Gutman explained in all previous ones before the ordinance change, Conditional Use Permit required the parking to be 3 – 4 blocks away. Knieff said this will need to be 20 parking spots. Carstens said that is up to the landlord and the lessee not us. When he went to college, they had to park 3 – 4 blocks away. Vogt said if that is the case, his building is further along so he wants to have 4 parking spots right now. Anderson explained that if he (Vogt) chooses to have apartments,

--UNAPPROVED --

he would need to come to the Planning Commission and apply for a Conditional Use Permit. Hanson said the City does not intend to give permitted parking spots. Vogt said he sent Hanson an email about his tenants complaining about the trucks and he believes his tenants will leave. Fox MADE A MOTION, SECOND BY Steen to deny until the City of Marshall can come up with a better solution for parking downtown. Carstens asked if it is denied, will the building just sit there looking like it does now. Hanson said she cannot speak for the City Council, but she would recommend demolition. Carstens asked if it is demolished, will there be structural concerns to other buildings next to it. Taylor said no, they are double walled. Greig said if that building is demolished, there would be room for a nice retail store and parking. Vote Yea: Schroeder, Steen, Edblom, Lee, Knieff, and Fox: Voting Nay: Carstens. The motion Passed 6-1.

3. Gutman said these proposed changes are mostly based on staff experience with applications and voiced concerns. Some changes are purely technical in nature, some are a result of the development of the City Tree Policy, and others are related to the creation of an Interim Use Permit concept that allows temporary deviations from the Ordinance. This opportunity was also used to clean up some language and clarify some concepts. Here are the most significant proposed changes: Allowing to build a front door landing without a variance even if a house is located too close to the street, Requiring at least 3 feet of clearance along alleys for snow removal and more for garages for cars parking in front of them, Clarifying yard requirements for three street corner lots, flag lots, and lots open to roadway easements rather than streets, Allowing larger accessory structures for smaller existing houses, Allowing motor-homes and RV's to be placed on driveways for longer than 10 days by an Interim Use Permit, but limiting projection into the right of way, Allowing secondary detached garages without driveway and limiting required driveway pavement to the required front yard, Allowing accessory equipment in front yards if fully screened by the fence. Staff recommends approving the revisions amending Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment. Schroeder said when reading through this, it appears to be just a cleanup. Fox MADE A MOTION, SECOND BY Knieff to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.
4. Gutman advices that these changes are mostly technical in nature caused by the development of the City Tree Policy and creation of an Interim Use Permit concept that allows temporary deviations from the Ordinance. It is similar to Conditional Use Permit but allows time limits. It also cleans up some language and clarifies some concepts. Staff recommends approving the revisions amending Section 86-247 Landscaping and 86-248 Storage. Schroeder MADE A MOTION, SECOND BY Lee to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.
5. A MOTION WAS MADE BY Knieff, SECOND BY Fox to adjourn the meeting. ALL VOTED IN FAVOR. Chairman Edblom declared the meeting adjourned.

Respectfully submitted,
Chris DeVos, Recording Secretary

2020 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *Unless otherwise stated

5:30 P.M.

Professional Development Room - Marshall Middle School, 401 South Saratoga Street

January

1. January 14, 2020
2. January 28, 2020

February

1. February 11, 2020
2. February 25, 2020 – 4:00 P.M.¹

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.¹
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

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*

¹ 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: 2nd 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: 1st 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: 1st Wednesday of the month at 9:00 A.M.

Term: 3 years – two term limit

Members: 12

Convention & Visitors Bureau

Established:

Meetings: 3rd 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: 3rd 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: 2nd 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: 3rd 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: 3rd 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: 2nd 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: 2nd 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: 2nd Tuesday of every month at 12:00 Noon