



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

**Tuesday, May 12, 2020 at 5:30 PM**  
**Minnesota Emergency Response and Industrial**  
**Training (MERIT) Center, 1001 Erie Road**

**NOTICE: Pursuant to Minnesota State Statute 13D.021**

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

**OPENING ITEMS**

1. Call to Order/Pledge of Allegiance.
2. Recognition of Glenn Olson, Public Works Director by United Community Action Partnership.

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

3. Consider approval of the minutes of the regular meeting held on April 28, 2020.

**PUBLIC HEARING**

4. Buffalo Ridge Concrete Addition – 1) Public Hearing on Preliminary Plat and Approval of Preliminary Plat; 2) Consider Resolution Approving the Final Plat.

**AWARD OF BIDS**

5. Consider Award of Bid for Demolition of Structure at 326 West Main Street.

**CONSENT AGENDA**

6. Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 10 to Magney Construction, Inc.; 2) Consider Payment of Invoice 0249427 to Bolton & Menk, Inc.
7. Consider approval to apply for grant funding for Marshall Fire Department.
8. Consider approval of the bills/project payments.

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**TABLED ITEM**

9. SP 4210-56: TH 68 Ultra-Thin Bond Wear Course (UTBWC) Project – Consider Resolution Approving No Parking Along TH 68 (Channel Parkway to T.H. 59 North).

**NEW BUSINESS**

10. Consider Resolution Providing for the Issuance and Sale of the City's General Obligation Bonds, Series 2020B.
11. Consider Resolution Declaring Building "Blighted" and "Substandard" for Redevelopment.
12. Review 2020 On-Sale Liquor License Fees.
13. Introduction of Ordinance Amending Section 86-247 Landscaping and 86-248 Storage and Call for Public Hearing.
14. Introduction of Ordinance Amending Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment and Call for Public Hearing.
15. Consider a LG220 Application for Exempt Permit for SMSU Foundation for January 29, 2021.
16. Acknowledgement of a Closed Meeting for Labor Negotiations Strategy.

**COUNCIL REPORTS**

17. Commission/Board Liaison Reports
18. Councilmember Individual Items

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

**STAFF REPORTS**

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

**ADMINISTRATIVE REPORTS**

- [22.](#) Administrative Brief

**INFORMATION ONLY**

- [23.](#) Information Only

**MEETINGS**

- [24.](#) Upcoming Meetings

**ADJOURN**

# RULES OF CONDUCT

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	OPENING ITEMS
<b>Type:</b>	INFO
<b>Subject:</b>	Recognition of Glenn Olson, Public Works Director by United Community Action Partnership.
<b>Background Information:</b>	United Community Action Partnership will honor former Director of Public Works/ City Engineer Glenn Olson with a plaque
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes of the regular meeting held on April 28, 2020.
<b>Background Information:</b>	Enclosed are the minutes of the regular meeting held on April 28, 2020.
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
<b>Recommendations:</b>	that the minutes of the regular meeting held on April 28, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, April 28, 2020**

The regular meeting of the Common Council of the City of Marshall was held April 28, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, 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 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 Local Board of Appeal and Equalization meeting held on April 7, 2020.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat that the minutes of the Local Board of Appeal and Equalization meeting held on April 7, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider approval of the minutes of the regular meeting held on April 14, 2020.**

Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer that the minutes of the regular meeting held on April 14, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Approval of the Consent Agenda**

Councilmember Labat requested that item number 4, Consider Declaration of Surplus Items from Public Works Department, be removed for further discussion.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer 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**

Authorization to declare vehicles as surplus property for the Marshall Police Department.

Approval of the bills/project payments

**Consider Declaration of Surplus Items from Public Works Department.**

Councilmember Labat asked a clarifying question on ground packer listed in agenda item. Director of Public Works/City Engineer provided the information on the agenda item.

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat that the Council declare the following items from the Wastewater Department as surplus property: - Rear mount tractor snowblower - Plow hitch - One-way snow plows (2) - Building bar joist from former salt shed - Walk bridge cement forms (from TH 23 overpass) - Boom sprayer - Digger (3-point) - Grass seeder - Ground packer – Warning siren. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Project Z76: South 1<sup>st</sup> Street Reconstruction Project - 1) Remove from Table - Resolution Ordering Improvement and Preparation of Plans; 2) Resolution Ordering Improvement and Preparation of Plans; 3) Resolution Approving Plans and Specifications and Authorize Advertisement for Bids.**

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the Council remove the “Resolution Ordering Improvement and Preparation of Plans” item from the table. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

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.

A public informational meeting was held on March 12, 2020 at 6:30 p.m. at Marshall Municipal Utilities.

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 was initiated at the March 24, 2020 City Council meeting and continued to the April 14, 2020 City Council meeting. Property owners affected by the above-referenced project were notified of the hearing dates.

The public hearing then continued and closed at the April 14, 2020 meeting.

The attached “Resolution Ordering Improvement and Preparation of Plans” was prepared for the April 14, 2020 meeting. This resolution is necessary if the City Council decides to proceed with the project. After discussion and several motions, action was tabled on this resolution to the April 28, 2020 meeting.

In order to proceed with this project, adoption of the resolution ordering improvement requires a “super-majority” vote, meaning the council can only adopt the resolution by a four-fifths vote of all members of the Council.

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, the attached “Resolution Approving Plans and Specifications and Ordering Advertisement for Bids” has been prepared.

Director of Public Works/ City Engineer Jason Anderson provided the background information on the agenda item. Director Anderson provided a summary of the project and its development over the last two meetings.

Councilmember Meister provided additional input and discussed a compromise on the project.

Ben Walker, 609 S. 1st Street mentioned that he is opposed the project and that the majority of residents in the project area do not want the project to move forward as proposed.

Ed Carberry, 700 S. 1<sup>st</sup> Street discussed the width of streets in the area as well as the condition of the sidewalks. Director Anderson commented that the additional sidewalk north of the project is not included in this project. Mr. Carberry also mentioned snow removal from the sidewalks and that it would be burdensome.

Councilmember Labat provided further discussion on the project.

Councilmember Bayerkohler provided further discussion on the project.

There was further discussion by council.

Motion made by Councilmember Bayerkohler, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER 4726, SECOND SERIES, which is the "Resolution Ordering Improvement and Preparation of Plans" for Project Z76: South 1st Street Reconstruction Project, Proposal Number 2, 38' road width, 5' boulevard and 5' sidewalk. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

Director of Public Works/ City Engineer Jason Anderson provided a timeline of events for moving the project forward.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 4727, SECOND SERIES, which is the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z76: South 1st Street Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

**Consider the Resolution Number 4728, Second Series, a Resolution Accepting a Donation**

The Marshall Somali Community has donated \$3,000 to the City of Marshall to use how it deems necessary in its response to COVID-19. They City of Marshall is grateful and honored to receive the donation from the Marshall Somali Community.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer that the Council approve Resolution Number 4728 Second Series, A resolution accepting a donation. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Resolution Number 4729, Second Series, A Resolution Extending a Declared Emergency.**

On Tuesday, March 17, 2020, Mayor Robert Byrnes declared a state of emergency for the City of Marshall.

On Friday, March 20, 2020, the city council met in special session to extend the declared emergency by Mayor Byrnes until April 30, 2020.

This is a Resolution enacted under authority of Minnesota Statutes Sections 12.29 and 12.37 to extend the period of a declared local emergency.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer that the Council approve Resolution Number 4729, Second Series, A resolution Extending a Declared Emergency. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski/ The motion **Carried. 7-0**

**Buffalo Ridge Concrete Addition - Introduce Preliminary Plat and Call for Public Hearing.**

The City of Marshall is working to resolve drainage concerns in the vicinity of the area of the proposed plat. To accommodate the construction of a normally dry ponding area and affiliated stormwater piping improvements, the City has reached out to Buffalo Ridge Concrete to discuss the acquisition of some land. This plat is required to identify property to be used for a future stormwater basin (Out lot A) while also creating proper access to city right of way as required by city ordinance.

At the Planning Commission meeting on April 15, 2020, Schroeder made a motion, seconded by Fox to recommend approval of the preliminary plat to the City Council. All voted in favor.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat that the Council call for public hearing on the Preliminary Plat of Buffalo Ridge Concrete Addition to be held at the May 12, 2020 City Council meeting, as per the recommendation of the Planning Commission. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider a proposal for architectural services for the Main Street Plaza.**

On April 14, 2020 the city council took action to begin the process of demolishing the former Marshall Hotel building. On April 22, 2020 the City Hall Committee met and reviewed options for a downtown plaza. Attached is a proposal from Engan Associates for the Main Street Plaza. The fee is for predesign only.

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski that the Council approve the proposal for services with Engan Associates for the Main Street Plaza. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

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

Mayor Byrnes recommended the following appointments:

Airport Commission

Leland Sorum to an unexpired term to expire 5/31/2023

Andrew Kindshi to an unexpired term to expire 5/31/2023

Richard Herder to an unexpired term to expire 5/31/2023

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

### **Commission/Board Liaison Reports**

Byrnes No Report

Schafer No Report

Meister No Report

Bayerkohler Planning Commission met and approved the preliminary plat for buffalo ridge concrete and an approved a request for exterior finishing request of a downtown business.

DeCramer Economic Development Authority met and reviewed the façade improvement program. Member DeCramer also commented that the EDA president's term will be expiring at the end of May. The EDA will also be holding a public hearing to approve the sale of land to UCAP.

Marshall Municipal Utilities Commission met and reviewed their preparedness plan in regard to COVID-19. There were also 11 streetlights installed without lights as the original bulbs were rejected. The MMU audit report received the diamond rating from the American Public Power Association

Labat Convention and Visitors Bureau met and will likely be adjusting their budget in response to COVID-19.

Lozinski City Hall Committee met and reviewed the option of demolition the former Marshall Hotel resulting in the possible adjustment to design of the building that may result in a cost reduction to city hall.

### **Councilmember Individual Items**

Councilmember Meister suggested installing and enforcing parking rotations and snow emergencies effectively remove snow from city streets.

Councilmember Bayerkohler thanked Councilmember Meister on his compromise on the South 1<sup>st</sup> Street project.

Councilmember Lozinski also suggested that the Legislative and Ordinance Committee review snow emergency ordinance.

Councilmember Labat suggested that the Legislative and Ordinance Committee review the sidewalk policy.

Councilmember DeCramer asked Director Anderson to review and present the assessment amounts after the city receives bids on the South 1<sup>st</sup> Street project.

Mayor Byrnes commented on the sidewalk north of the project area and that the city has a policy in place to cost share on sidewalk replacements.

#### **City Administrator**

City Administrator Sharon Hanson provided an update on work being done around COVID-19. Administrator Hanson discussed some services offered by the City and staff workload have been altered due to COVID-19.

#### **Director of Public Works**

Director of Public Works/ City Engineer Jason Anderson provided an update on construction projects in the City. Director Anderson mentioned that the Airport is eligible for grant funding through the FAA. Anderson will also review and provide recommendations to snow and parking regulations as requested by the Council.

#### **City Attorney**

City Attorney Dennis Simpson provided an update on the Helena Chemical property. Attorney Simpson is estimating the closing date will happen later this fall or winter.

#### **Information Only**

There were no questions on the information items.

#### **Upcoming Meetings**

There were no questions on the upcoming meetings.

Councilmember Labat asked for an update on the 2020 Census. Mayor Byrnes provided information on communications the city has had with the Census Bureau to help ensure on campus students are counted in the census. City Clerk Kyle Box provided an update on the 2020 Census for the City of Marshall.

Councilmember DeCramer asked for an update on what precautions large manifesting and processing plants have taken in response to COVID-19. City Administrator provided a brief update on conversations with large employers within the community to ensure additional precautions are in place.

#### **Adjourn**

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

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Mayor

Attest:

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City Clerk

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	PUBLIC HEARING
<b>Type:</b>	ACTION
<b>Subject:</b>	Buffalo Ridge Concrete Addition – 1) Public Hearing on Preliminary Plat and Approval of Preliminary Plat; 2) Consider Resolution Approving the Final Plat.
<b>Background Information:</b>	<p>Attached please find a copy of the preliminary plat and Engineer’s Report for Buffalo Ridge Concrete Addition in Marshall, Minnesota.</p> <p>The City of Marshall is working to resolve drainage concerns in the vicinity of the area of the proposed plat. To accommodate the construction of a normally dry ponding area and affiliated stormwater piping improvements, the City has reached out to Buffalo Ridge Concrete to discuss the acquisition of some land. This plat is required to identify property to be used for a future stormwater basin (Outlot A) while also creating proper access to city right of way as required by city ordinance.</p> <p>Copies of the proposed subdivision have been sent to the local utility companies for their review and comments.</p> <p>At the Planning Commission meeting on April 15, 2020, Schroeder made a motion, seconded by Fox to recommend approval of the preliminary plat to the City Council. All voted in favor.</p>
<b>Fiscal Impact:</b>	Direct costs relating to application, which include but are not limited to abutting property landowner research, postage, publication / advertising, and recording fees.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1 that the Council close the public hearing.</p> <p>Recommendation No. 2 that the Council approve the preliminary plat of Buffalo Ridge Concrete Addition.</p> <p>Recommendation No. 3 that the Council adopt RESOLUTION NUMBER XXXX, which is the Resolution Approving the Final Plat of Buffalo Ridge Concrete Addition, contingent upon City Attorney review and approval.</p>



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

**RESOLUTION APPROVING THE FINAL PLAT OF  
BUFFALO RIDGE CONCRETE ADDITION**

WHEREAS, the developer has filed with the Common Council, a Preliminary Plat identified as Buffalo Ridge Concrete Addition situated in the City of Marshall, County of Lyon, State of Minnesota, described as follows, to-wit:

**BUFFALO RIDGE CONCRETE ADDITION  
BLOCK ONE, LOTS 1-2  
OUTLOT A**

more particularly described as attached Exhibit A.

WHEREAS, the Final Plat of Buffalo Ridge Concrete Addition was presented to the Common Council on May 12, 2020.

NOW THEREFORE BE IT RESOLVED, that said Final Plat of Buffalo Ridge Concrete Addition has been duly found to be in conformity with Chapter 66 of the Code of Ordinances and State Statutes.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Common Council hereby authorizes and directs the City Clerk to certify his approval on the plat.

NOW THEREFORE BE IT FURTHER RESOLVED THAT this resolution shall become void 90 days after adoption and fulfillment of all contingencies of approval, if any, unless the plat is filed for record within such time.

Passed and adopted by the Common Council this 12<sup>th</sup> day of May, 2020.

ATTEST:

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

\_\_\_\_\_  
Mayor of the City of Marshall, MN

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

## EXHIBIT A

All of Lot 1 of Crow's Addition in the City of Marshall, as filed recorded in the office of the County Recorder, in and for Lyon County, Minnesota. EXCEPTING THEREFROM the westerly 198 feet thereof.

AND

A tract of land located in the Southwest Quarter of the Southeast Quarter (SW1/4,SE1/4) of Section 5, Township 111 North, Range 41 West, in the City of Marshall, Lyon County, Minnesota, being more particularly described as follows:

Commencing at the intersection of Burlington Northern Railroad Company's Main Track center line, as now located and constructed, and the North line of said Southwest Quarter of the Southeast Quarter; thence South 31°44'58" West, assumed bearing, along said center line, for a distance of 300.00 feet; thence South 31°44'58" East a distance of 50.00 feet, to the Point of Beginning, said point being a corner of Lot I of Crow's Addition, as filed and recorded in the office of the County Recorder in and for said Lyon County; thence continuing South 31°44'58" East a distance of 50.00 feet; thence South 58°15'02" West a distance of 400.00 feet; thence North 31°44'58" West, a distance of 50.00 feet; thence North 58°15'02" East, parallel with and 50.00 feet Southeasterly, as measured at right angles from said Main Track center line, a distance of 400.00 feet, to the Point of Beginning.

AND

All that part of the Southwest Quarter of the Southeast Quarter of Section 5, Township 111 North, Range 41 West, in the City of Marshall, Lyon County, Minnesota, being more particularly described as follows:

Commencing at the southeast corner of said Southwest Quarter of the Southeast Quarter; thence South 89 degrees 43 minutes 50 seconds West, bearing based on Lyon County Coordinate System (1996 Adj.), along the south line of said southeast Quarter, a distance of 436.19 feet; thence North 01 degrees 22 minutes 49 seconds West, a distance of 33.00 feet to an iron stake with an Ag-Land Engineering cap, said point also being on the north right of way line of Trunk Highway Number 19; thence North 01 degrees 48 minutes 15 seconds East, a distance of 236.27 feet to an iron stake with said Ag-Land Engineering cap; thence North 88 degrees 46 minutes 54 seconds East, a distance of 141.02 feet to an iron stake with said Ag-Land Engineering cap; thence North 01 degrees 10 minutes 06 seconds West, a distance of 91.52 feet to an iron stake with a Moseng cap; thence North 89 degrees 43 minutes 50 seconds East, parallel with the said south line of the Southeast Quarter, a distance of 100.00 feet to a point on the westerly line of an alley as shown on the plat entitled Auditors Plat of Legion Field Addition, said plat is filed and recorded in the office of said County Recorder; thence North 01 degrees 10 minutes 06 seconds West, along the west line of said alley, a distance of 127.88 feet, to the point of beginning; thence South 89 degrees 43 minutes 50 seconds West, parallel with said south line of the Southeast Quarter, a distance of 338.98 feet to a point on the easterly line of Crow's Addition, as filed and recorded in the office of said County recorder; thence North 01 degrees 10 minutes 06 seconds West, along said east line of Crow's Addition, a distance of 442.12 feet to a corner of said Crow's Addition; thence North 44 degrees 21 minutes 55 seconds East, along the easterly line of said Crow's Addition, a distance of 474.93 feet, to the westerly line of the alley as shown on said plat entitled Auditors Plat of Legion Field Addition; thence South 01 degrees 10 minutes 06 seconds East, along the westerly line of said alley, a distance of 780.12 feet, to the point of beginning.

# PRELIMINARY PLAT OF BLOOMINGDALE RIDGE CONCRETE ADDITION

**OWNERS:**

Bornhoft Concrete of Marshall, Inc.

Buffalo Ridge Concrete, Inc.

**ZONING:**

I-1 - Limited Industrial  
I-2 - General Industrial  
R-3 - Multiple Family Residence

**AREAS:**

LOT 1 = 11.17± Acres  
OUTLOT A = 1.36± Acres

**LEGION FIELD ROAD**

Lot 4

Lot 4

Lot 4

Lot 4

Lot 5

Lot 6

Lot 7

Lot 8

Lot 9

Lot 10

Lot 11

Lot 12

Lot 13

Lot 14

Lot 16

Lot 15

**Block One**

Crow's Addition

Former RR Property

Outlot A

Unplatted

Lot 1

Lot 2

Lot 3

Lot 16

Lot 15

SW COR SW1/4, SE1/4 SEC 5-111-41

SOUTH LINE SE1/4

MN T.H. NO. 19

Prepared by Bueltel-Moseng Land Survey

Prepared by  
**Buettel-Moseng Land Surveying, Inc.**  
 Marshall, MN 56258 Ph. 507-532-9043  
 PROJECT NO. 20-5692

## PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: BUFFALO RIDGE CONCRETE ADDITION

PAGE 1 of 3

# **ENGINEER'S REPORT** **PRELIMINARY PLAT REVIEW**

Subdivision Name: Buffalo Ridge Concrete AdditionQuarter SW<sup>1</sup>/<sub>4</sub>SE<sup>1</sup>/<sub>4</sub> Section 5 Township 111N Range 41WOwner's Name: Bornhoft Concrete of Marshall, Inc. / Buffalo Ridge Concrete, Inc.Surveyor: Daniel L. Beutel Reg. No. 43844

Sec. 66-54. Information required. (1) Preliminary subdivision plat.		Yes	No	N/A	Comments
a.	Scale 1" = 100' or larger	X			
b.	Subdivision and owner names	X			
c.	Legal description and location sketch	X			
d.	Date, scale and north arrow	X			
e.	Acreage	X			
f.	Zoning classification	X			
g.	Contours			X	
h.	Boundary line bearings and distances	X			
i.	Easement			X	
j.	Street names, elevations and grades			X	

## PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: BUFFALO RIDGE CONCRETE ADDITION

PAGE 2 of 3

	Sec. 66-54. Information required. (1) Preliminary subdivision plat.	Yes	No	N/A	Comments
k.	Utilities			X	
l.	Lot lines, numbers and dimensions	X			
m.	Park land			X	
n.	Setbacks		X		In accordance with Zoning Ordinance.
o.	Natural drainageways			X	
p.	Other related information			X	
q.	Covenants and restrictions			X	
r.	Improvement plans and financing			X	
s.	Future platting			X	
t.	Variance request			X	
u.	Floodway and flood zone designations			X	
v.	Certificates of approval		X		To be included with Final Plat.

Sec. 66-54. Information required. (2) Other preliminary plans.		Yes	No	N/A	Comments
a.	Drainage and grading plans 1. Existing and proposed drainage.			X	
	2. Drainage flow facility.			X	
b.	Utility plans			X	

**CITY ENGINEER'S RECOMMENDATIONS:**

**DATE RECEIVED:** April 2, 2020

**DATE REVIEWED:** April 10, 2020

**PLANNING COMMISSION REVIEW DATE:** April 15, 2020



Jason R. Anderson, P.E.  
Director of Public Works/City Engineer

Copies to: City Administrator  
Building Official  
Senior Engineering Technician

BUFFALO RIDGE CONCRETE ADDITION

KNOW ALL PEOPLE BY THESE PRESENTS: That Buffalo Ridge Concrete, Inc., a corporation under the laws of the State of Minneosta, fee owner of the following descibed property:

All of Lot 1 of Crow's Addition in the City of Marshall, as filed recorded in the office of the County Recorder, in and for Lyon County, Minnesota. EXCEPTING THEREFROM the westerly 198 feet thereof.

AND

A tract of land located in the Southwest Quarter of the Southeast Quarter (SW1/4,SE1/4) of Section 5, Township 111 North, Range 41 West, in the City of Marshall, Lyon County, Minnesota, being more particularly described as follows:

Commencing at the intersection of Burlington Northern Railroad Company's Main Track center line, as now located and constructed, and the North line of said Southwest Quarter of the Southeast Quarter; thence South 31°44'58" West, assumed bearing, along said center line, for a distance of 300.00 feet; thence South 31°44'58" East a distance of 50.00 feet, to the Point of Beginning, said point being a corner of Lot 1 of Crow's Addition, as filed and recorded in the office of the County Recorder in and for said Lyon County; thence continuing South 31°44'58" East a distance of 50.00 feet; thence South 58°15'02" West a distance of 400.00 feet; thence North 31°44'58" West, a distance of 50.00 feet; thence North 58°15'02" East, parallel with and 50.00 feet Southeasterly, as measured at right angles from said Main Track center line, a distance of 400.00 feet, to the Point of Beginning.

AND

All that part of the Southwest Quarter of the Southeast Quarter of Section 5, Township 111 North, Range 41 West, in the City of Marshall, Lyon County, Minnesota, being more particularly described as follows:

Commencing at the southeast corner of said Southwest Quarter of the Southeast Quarter; thence South 89 degrees 43 minutes 50 seconds West, bearing based on Lyon County Coordinate System (1996 Adj.), along the south line of said southeast Quarter, a distance of 436.19 feet; thence North 01 degrees 22 minutes 49 seconds West, a distance of 33.00 feet to an iron stake with an Ag-Land Engineering cap, said point also being on the north right of way line of Trunk Highway Number 19; thence North 01 degrees 48 minutes 15 seconds East, a distance of 236.27 feet to an iron stake with said Ag-Land Engineering cap; thence North 88 degrees 46 minutes 54 seconds East, a distance of 141.02 feet to an iron stake with said Ag-Land Engineering cap; thence North 01 degrees 10 minutes 06 seconds West, a distance of 91.52 feet to an iron stake with a Moseng cap; thence North 89 degrees 43 minutes 50 seconds East, parallel with the said south line of the Southeast Quarter, a distance of 100.00 feet to a point on the westerly line of an alley as shown on the plat entitled Auditors Plat of Legion Field Addition, said plat is filed and recorded in the office of said County Recorder; thence North 01degrees 10 minutes 06 seconds West, along the west line of said alley, a distance of 127.88 feet, to the point of beginning; thence South 89 degrees 43 minutes 50 seconds West, parallel with said south line of the Southeast Quarter, a distance of 338.98 feet to a point on the easterly line of Crow's Addition, as filed and recorded in the office of said County recorder; thence North 01 degrees 10 minutes 06 seconds West, along said east line of Crow's Addition, a distance of 442.12 feet to a corner of said Crow's Addition; thence North 44 degrees 21 minutes 55 seconds East, along the easterly line of said Crow's Addition, a distance of 474.93 feet, to the westerly line of the alley as shown on said plat entitled Auditors Plat of Legion Field Addition; thence South 01 degrees 10 minutes 06 seconds East, along the westerly line of said alley, a distance of 780.12 feet, to the point of beginning.

Have caused the same to be surveyed and platted as BUFFALO RIDGE CONCRETE ADDITION, and do hereby donate and dedicate to the public for public use forever the utility and access easements as shown on this plat.

Buffalo Ridge Concreate, Inc.

John Bornhoft, its

STATE OF MINNESOTA  
COUNTY OF LYON

The foregoing instrument was acknowledged before me on this day of , 20 , by John Bornhoft, of Buffalo Ridge Concrete, Inc., on behalf of the corporation.

Notary Public,  
My Commission Expires

SURVEYOR'S CERTIFICATE

I hereby certify that I have surveyed and platted the property described on this plat as BUFFALO RIDGE CONCRETE ADDITION , that this plat is a correct representation of said survey; that all distances are correctly shown on the plat; that all monuments have been correctly placed in the ground as shown on the plat; that the outside boundary lines are correctly designated on the plat and that there are no wetlands or public highways to be designated on this plat other than as shown.

STATE OF MINNESOTA  
COUNTY OF LYON

The Surveyor's Certificate was acknowledged before me on this day of , 20 , by Daniel L. Bueltel, a licensed land surveyor.

Daniel L. Bueltel  
Minnesota License Number 43844

Notary Public,  
My Commission Expires

CITY COUNCIL

This plat of BUFFALO RIDGE CONCRETE ADDITION was approved and accepted, by resolution, at a meeting of the City Council of Marshall , Minnesota, held this day of , 20 .

Mayor

City Clerk

OFFICE OF THE LYON COUNTY AUDITOR/TREASURER

I hereby certify that the tax for the year 20 on the land described in the foregoing instrument and as shown on the annexed plat has been paid in full.

Auditor/Treasurer, Lyon County

OFFICE OF THE LYON COUNTY RECORDER

I hereby certify that this instrument was filed and microfilmed in this office for record on the day of , 20 , at o'clock m., and was duly recorded as document number , envelope number .

Recorder, Lyon County



## FINAL PLAT CHECKLIST CHAPTER 66 - SUBDIVISIONS

Subdivision Name: Buffalo Ridge Concrete Addition

Quarter SW¼ SE¼ Section 5 Township 111N Range 41W

Owner's Name: Buffalo Ridge Concrete, Inc.

Surveyor: Daniel L. Bueltel Reg. No. 43844

		Yes	No	N/A	Comments
<b>Sec. 66-71. Final plans.</b>					
a.	<i>Generally.</i> Following the approval of the preliminary plat, if the developer wishes to proceed, five copies of the final utility, drainage, grading and erosion control plans shall be submitted to the city engineer for review and approval for the entire development phase as shown on the preliminary plan. Any or all of these plans may be deleted at the city engineer's discretion.	X			No drainage or erosion plan required. Final copy can be provided within two weeks of Council approval.
b.	<i>Final site grading plan.</i> The drainage and grading plans shall show the contours with intervals of one foot. The minimum ground/garage floor elevation shall be shown for buildings on lots. The site grading plan shall also show drainage arrows for each lot and lot corner elevations.			X	Contours not required for this plat.
c.	<i>Final street grading plan.</i> The street grading plan shall show percent slope for all proposed streets. Where the developer owns only half the property which makes up a street, and this is the first request for development along the street, the developer shall establish the street grades for the street for approval by the city engineer.			X	
d.	<i>Final drainage and surface water management plan.</i> An overall drainage plan showing proposed drainageways and storm sewer systems will be required along with 100-year drainageway elevations. The plan shall include calculations of the rainfall duration and intensity and the acreage and proposed volume of flow for the development area and the surrounding drainage basin in accordance with design and development criteria established by the city. The final drainage plan shall provide information for drainageway and detention pond dedication as indicated in section 66-111. The proposed channel and/or pipe sizes with grades and proposed inlet locations and outlet connections shall be shown. All plans for drainage shall be based on and comply with the comprehensive surface water management plan and ordinance of the city.			X	City to construct stormwater improvements.



FINAL PLAT CHECKLIST

SUBDIVISION NAME: BUFFALO RIDGE CONCRETE ADDITION

PAGE 2 of 5

		Yes	No	N/A	Comments
e.	<i>Final utility plan.</i> The utility plan shall show:				
	(1) The final sewer system layout showing the proposed sizes and the direction of flow, the manhole locations and their approximate depth.			X	
	(2) The final water system layout showing the location of existing water lines and the proposed pipe sizes, hydrant and valve locations.			X	
	(3) The final approved street lighting layout in accordance with city policy			X	
f.	<i>Erosion control plan.</i> The erosion control plan shall show the following:				
	(1) All proposed land disturbances including areas of excavation, grading, filling, removal or destruction of topsoil, and spreading of earth material.			X	
	(2) Provisions for erosion control during construction. Such provisions shall include the sequence of the operations listed above, with an estimated time of exposure. The proposed temporary measures to control erosion shall be designed to withstand the two-year rain and be shown on the plan.			X	
<b>Sec. 66-72. Procedure.</b>					
a.	The final plat, in form and number required by state statutes, together with two paper copies and supplementary data and documents, and an abstract of title, registered property certificate, or both, as the case may be, certified within the preceding 30 days, shall be filed with the city engineer. The plats required for filing shall bear the fully executed certificates of the subdivider and surveyor. The supplementary documents shall be in final form and shall be fully executed by the subdivider at the time of such filing.	X			
b.	The city engineer shall forward the official plat and one paper copy and supplementary engineering documents and data to the city clerk, and one paper copy and supplementary legal and title documents to the city attorney.	X			
c.	The city engineer shall examine the plat to determine whether or not it conforms to the preliminary plat and is consistent with the action taken by the council and with the requirements of this chapter. The city attorney or his assistant, shall examine the title and determine whether or not the proper parties have subdivided the land and whether or not the title is without defects. They shall forward their respective opinions to the council.	X			

FINAL PLAT CHECKLIST

SUBDIVISION NAME: BUFFALO RIDGE CONCRETE ADDITION

PAGE 3 of 5

		Yes	No	N/A	Comments
d.	If the final plat and supplementary data and documents are found to be consistent with the action taken by the council and in conformity with this chapter and state statutes, and after payment of plat review charges, the council shall adopt an approving resolution which shall also authorize and direct the city clerk/finance director to certify his approval on the plat. When he has so certified, the city clerk/finance director shall return the official plat and copies required for filing to the subdivider, together with a certified copy of resolution of approval which must be filed with the official plat. An approving resolution shall become void 90 days after adoption, unless the plat is filed for record within such time, provided that the time limitation shall be stated therein. If the final plat and supplementary data and documents are not in conformance with prior council action, this chapter or state statutes, the council shall forthwith return the executed plats and documents and state the requirements necessary for approval of the final plat.	X			
<b>Sec. 66-73. Supplementary data and documents.</b>					
	Every final plat shall be in strict accordance with the state statutes and shall contain the following:				
(1)	The proposed name of the subdivision. The name shall not duplicate, be the same in spelling or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to such subdivision.	X			
(2)	The names of all adjacent subdivisions, all lot and block lines, types of easements, and rights-of-way. Adjoining unplatted property shall be labeled as such.	X			
(3)	A systematic lot and block numbering pattern, lot lines and street/road names, and the square footage of all lots.	X			
(4)	The location and width of all proposed and existing rights-of-way, alleys and easements, as well as the location of any parks and dedicated drainageways.	X			
(5)	The boundary lines of the area being subdivided with accurate angles or bearings and distances tying the perimeter boundaries to the nearest established street/road line, section corner, other previously described subdivision, or other recognized permanent monuments which shall be accurately described on the plat.	X			
(6)	Location of all monuments and permanent control points, and all survey pins, either set or located.	X			
(7)	The identification of any portions of the property intended to be dedicated or granted for public use such as school or park land.			X	



## FINAL PLAT CHECKLIST

SUBDIVISION NAME: BUFFALO RIDGE CONCRETE ADDITION

PAGE 5 of 5

		Yes	No	N/A	Comments
<b>ARTICLE III. DESIGN STANDARDS AND REQUIRED IMPROVEMENTS.</b>					
<b>Sec. 66-96 – 66-114. SEE ATTACHED.</b>					
<b>Sec. 66-115. Assurances for the completion of minimum improvements.</b>					
(a)	<i>Assurances for subdivisions within the city limits.</i> No plats of any subdivision shall be approved unless the improvements required by this chapter have been installed prior to such approval or unless the developer shall have signed an assurance agreement to establish the responsibility for the construction of such improvements in a satisfactory manner and within a period specified by the city council, such period not to exceed one year. An extension to that one year period may be granted at the discretion of the city council. This assurance agreement shall be recorded with the registrar of deeds at the time of filing the plat			X	
(b)	<i>Assurances for rural subdivisions.</i> No plat of any rural subdivision shall be approved unless the improvements required by this chapter have been installed prior to such approval, or unless the developer shall have posted a surety bond or irrevocable letter of credit or acceptable cash deposit assuring completion of all required improvements. No building permits shall be issued until assurances have been filed or all required road improvements have been completed.			X	



Jason R. Anderson, P.E.  
Director of Public Works/City Engineer

5-8-2020

Date

**CITY OF MARSHALL**  
**AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Award of Bid for Demolition of Structure at 326 West Main Street.
<b>Background Information:</b>	<p>This project involves the demolition and removal of the building structure and foundation at 326 West Main Street. The bidding package was provided to eight contractors as shown on the attached bid tabulation. Bids for the project were due by 10:00 am on Tuesday, May 5, 2020. One bid was received from LinnCo, Inc. of Sauk Rapids, Minnesota, in the amount of \$523,444.00.</p> <p>The Contractor has submitted a list of cost savings that could be made to help reduce the amount of the contract. Attached please find a summary of those cost savings that the City is able to choose from. The total cost of all cost savings proposed is \$26,332.00.</p> <p>In 2009, the City initiated a process for acquisition of the Marshall Hotel building. At that time, the building was considered a blighted structure within in downtown Marshall. Over the past 11 years, the City has considered many options and worked with multiple developers for the improvement of the building, including redevelopment, demolition, or combinations of those alternatives.</p> <p>During the process of the renovation of City Hall, the existing condition of the adjacent wall of the Marshall Hotel was exposed and found to be in significant disrepair requiring substantial reconstruction costs if the building was to be renovated.</p> <p>Prior to the April 8<sup>th</sup> City Hall Committee meeting, some of the committee members visited the site and pictures were taken of the existing walls of the adjacent Marshall Hotel building.</p> <p>At the April 8<sup>th</sup> City Hall Committee meeting, discussion was held concerning alternatives for the hotel. After considerable discussion, a motion was made to recommend to City Council the demolition and removal of the Marshall Hotel building structure, foundation and materials of the building.</p> <p>The ultimate use of the property is unknown at this time but could be reused for open greenspace, parking, or other uses as recommended by a future downtown committee or redevelopment group.</p> <p>The approval of the demolition will necessitate a change to the construction plans of the southeast wall of City Hall, as well as some potential of improvement to the existing wall of the Main Stay Cafe.</p> <p>As you can see, this issue has been a prime topic of dialogue and debate for many years.</p>
<b>Fiscal Impact:</b>	One bid was received from LinnCo, Inc. of Sauk Rapids, Minnesota, in the amount of \$523,444.00. Per Finance, the funding source is not final at this time.
<b>Alternative/ Variations:</b>	<ul style="list-style-type: none"> <li>- Reject the bid and not demo the building.</li> <li>- Reject the bid and rebid the project.</li> </ul> <p>Neither alternative is recommended due to impacts to Municipal Building renovation.</p>
<b>Recommendations:</b>	that the Council award the project to LinnCo, Inc. of Sauk Rapids, Minnesota, in the amount of \$523,444.00, less any cost savings measures approved by City Council.

**BID TABULATION****DEMOLITION OF BUILDING STRUCTURE, FOUNDATION AND MATERIALS  
LOCATED AT 326 WEST MAIN STREET  
MARSHALL, MINNESOTA****BID OPENING INFORMATION: May 5, 2020 / 10:00 AM (Local Time)****Page 1 of 1**

NAME OF BIDDER	BID SECURITY	BID AMOUNT	COMMENTS
A&C Excavating, LLC Marshall, MN			
Brennan Companies Mankato, MN			
D&G Excavating, Inc. Marshall, MN			
Dore and Associates Contracting Bay City, MI			
Landwehr Construction Inc. St. Cloud, MN			
LinnCo, Inc. Sauk Rapids, MN 320-272-8288	X	\$523,444.00	
M.A.A.C. Inc. Montevideo, MN			
Twin Town Demolition Minneapolis, MN			

## Marshall Hotel

### Demolition Project

#### Descriptions for potential cost savings

1. Delete requirement to remove complete perimeter foundation. Replace with requirement to remove complete foundation of common wall with city hall and remainder of perimeter foundation to a depth of 2 feet below final grade.

Cost savings \$7,634

2. Delete salvage of ceramic tile on top of front wall.

Cost savings \$2,400

3. Delete requirement to remove water and sewer service to outside the hotel foundation. (leave as is, where is).

Cost savings \$2,675

4. Delete allowance for work in the sidewalk and alley.

Cost savings \$10,000 Note: We expect that some sidewalk will be impacted during foundation removals.

5. Delete requirement to save adjacent city hall wing wall during demolition of hotel. (Allow demolition of city hall wing wall at same time as hotel wall—coordinate with city hall demolition).

Cost savings \$3,623

6. Other savings recommended by contractor (List)

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**CITY OF MARSHALL**  
**344 West Main Street**  
**Marshall, MN 56258**  
**507-537-6773**  
**Fax: 507-537-6830**

# ***CITY OF MARSHALL, MINNESOTA***

## **SPECIFICATION AND BIDDING DOCUMENTS FOR THE DEMOLITION OF BUILDING STRUCTURE, FOUNDATION AND MATERIALS LOCATED AT 326 WEST MAIN STREET**

**Bids to be Received by:  
Tuesday – May 5, 2020  
10:00 A.M.**

## ADVERTISEMENT FOR BIDS

Marshall, Minnesota  
April 15, 2020

### TO WHOM IT MAY CONCERN:

The City of Marshall will receive bids until 10:00 a.m. on Tuesday, May 5, 2020, for the following project:

**To demolish and remove the building structure, materials and foundation at 326 West Main Street in Marshall, Minnesota.**

All bids shall be made on the printed bid forms of the City and shall be accompanied by a cash deposit, cashier's check, bid bond or certified check, payable to the order of the City for not less than 10% of the bid.

Bids shall be directed to the City Clerk, securely sealed and endorsed upon the outside wrapper with a brief statement for the summary as to the work for which the bid is made as follows:

Hand Delivered: Social Science (SS) Room #213  
Southwest Minnesota State University (SMSU)  
1501 State Street

Mail: 344 W Main Street  
Marshall, MN 56258

The City Council reserves the right to reject any or all bids and waive any informalities in the process.

Plans and Specifications are on file at the Engineering Department in the Social Science (SS) Room #141 at SMSU located at 1501 State Street, telephone: 507-537-6773. Copies of the specifications and bidding documents will be furnished on request.

The bids and the responsibility of the bidders will be considered by the City Council at 5:30 P.M. on Tuesday, May 12, 2020, at the MERIT Center located at 1001 West Erie Road in MARSHALL, MINNESOTA.

No bid may be withdrawn for at least 30 days after the scheduled closing time for the receipt of bids.

Dated this 15<sup>th</sup> day of April, 2020  
Kyle J. Box  
City Clerk



**BID**

**TO THE HONORABLE MAYOR AND THE  
COMMON COUNCIL OF THE  
CITY OF MARSHALL  
LYON COUNTY, MINNESOTA**

**May 5, 2020**

The undersigned being familiar with the "Project Requirements and Conditions", hereby proposes and agrees to provide services for the following: **DEMOLISH AND REMOVE THE BUILDING STRUCTURE AND MATERIALS LOCATED AT 326 WEST MAIN STREET IN MARSHALL, MINNESOTA** in accordance with the specifications attached hereto for the following price, to wit:

**BID AMOUNT:**       \$ \_\_\_\_\_

**+ ALLOWANCE:\***                 10,000.00          

**TOTAL:**               \$ \_\_\_\_\_

\* See Page 8, Item 14

The undersigned also agrees as follows:

1. Within fourteen (14) days after the bid is awarded, to furnish a satisfactory performance bond or other guarantee acceptable to the City, in the sum specified, guaranteeing the faithful performance of the work and payment of bills.
2. Time is of the essence. The building, foundation and materials shall be demolished, removed and backfilled within sixty (60) days following issuance of the Notice to Proceed.
3. This bid cannot be withdrawn within thirty (30) days after the scheduled time for receipt of bids.
4. It is the understanding that the City may accept or reject any or all bids and award a contract deemed to be in the best interest of the City and waive any informalities in the process.
5. Hazardous materials located in the building have been removed under previous contract. The Contractor shall inform the City of any unknown hazardous materials. These removals shall be the responsibility of the City.

\*\*\* THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK. \*\*\*

## LIQUIDATED DAMAGES

Bidder hereby agrees to commence work under this contract after a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project within the time periods stipulated. Bidder further agrees to pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day thereafter any section of the project is not completed.

## ADDENDUM RECEIPTS

Receipt of the following addenda to the Specifications is acknowledged:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State ZIP

\_\_\_\_\_  
Telephone Number (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Email

State whether the Bidder is sole proprietor, a partnership or a corporation, and if a corporation, the state in which it is incorporated.

\_\_\_\_\_

## PROJECT REQUIREMENTS AND CONDITIONS

### I. SCOPE OF WORK

1. Provide all labor, materials, and equipment necessary for the demolition and site restoration for the stated property in the City of Marshall, County of Lyon, State of Minnesota. Individual elements of work shall include, but is not limited to:
  - a. Demolition and removal of building structure, foundation and concrete.
  - b. Removal of all materials within the building, including but not limited to piping, tanks, mechanical items, wood, floors, wiring, debris and miscellaneous items.
  - c. Backfill excavated areas with suitable common borrow (clay) or granular material and compacted to a minimum standard proctor density of 95%.
  - d. The existing brick/masonry from the hotel may be crushed and utilized on site but must be crushed to a maximum size of 2 inches and be compacted utilizing ordinary compaction methods. The final grading shall be shaped to drain away from the Municipal Building and Main Stay Café to the street or alley at existing elevations.
  - e. Recap the existing sanitary sewer service line and water service line at the outside of the existing foundation at the right-of-way.
  - f. Coordinate the recapping of the sanitary sewer service line with City of Marshall Building Inspection.
  - g. Coordinate recapping of the termination of the water service line with Marshall Municipal Utilities.
  - h. Restoration of the site shall include placement of 12 inches of Class 5 over excavated areas to finish the site.
  - i. Protect all light poles, electric transformers and other utilities located on public right-of-way.
2. Remove all materials from the demolition site in accordance with federal, state and local regulations. Contractor shall provide the protection and safety fencing required for the site until final restoration has been completed.
3. The Contractor shall accept the site in its present condition and shall inspect the site for its character and the type of structure to be demolished. The owner assumes no responsibility for the condition of existing structure and other property within the demolition area, or the condition of the

property before or after the solicitation for bids. No adjustment of bid price or allowance for any change in conditions that occur after the acceptance of the responsible, responsive bidder will be allowed.

4. The following items shall be salvaged by the Contractor for the City and delivered to location(s) within the City as directed by the City:
  - a. "Marshall Hotel" sign and supports (front of building)
  - b. "Hotel Entrance" sign (rear of building)
  - c. Wrought iron railings (front of building)
  - d. Tiles (top front of building)

## II. LOCATION

The structure is located in Marshall, Minnesota at 326 West Main Street.

## III. GENERAL SPECIFICATIONS & INFORMATION

1. See attached map (Exhibit A) for the site location and construction limits.
2. The Contractor shall provide certificates of insurance to the Owner of adequate coverage consistent with the type of demolition work being completed on this project. The Owner shall be named as an additional insured on the certificate.
3. Contractor shall be paid the lump sum price for demolition at the site as indicated in the bid and as approved by the owner or owner's representative, and this payment will be full compensation for removal of the building, foundation, building materials, contents of building, trash, rubbish and related work as specified. The Contractor shall pay for all charges, levies, fees, permits and other expenses necessary to complete the work in accordance with the plans and specifications.
4. The Contractor shall obtain all necessary permits from City, Lyon County and Minnesota Pollution Control Agency in conjunction with the demolition work and the waste disposal. Contractor may block off sidewalk and parking on West Main Street adjacent to the hotel property with adequate traffic control approved by the City Engineer.
5. The Contractor will assume all liability for damage to the property of others which may occur during the demolition process. The Contractor shall take precautionary measures so as not to cause damage to any public right-of-way, structures, street utilities, or any other property adjacent to the structure scheduled for demolition.
6. The Contractor shall be responsible for removing any demolition debris or mud from any street or right-of-way resulting from the execution of the demolition work.

7. The Contractor shall comply with applicable air pollution control requirements of the city, county, and state (Mn/DOT 1717). The Contractor shall take appropriate actions to minimize atmospheric pollution. To minimize atmospheric pollution, the city, county and state shall have the authority to require that reasonable precautions be taken to prevent particulate matter from becoming airborne. Such reasonable precautions shall include, but not be limited to: the use of water or chemicals for control of dusts in the demolition of the structure and the use of covers on open-bodied trucks transporting materials likely to produce airborne dusts.

No fires of any kind will be permitted in the demolition work area.

The Contractor shall implement BMP's to control both airborne and water pollution and erosion/sediment controls for the project site

8. Demolition, removal, and disposal work shall include all materials in the building and foundation of the structure.
9. Demolition shall include the removal of a portion of the rubber roofing on the Main Stay Café from the wall of the hotel and patching or re-adhering the existing rubber to the remaining wall of the Main Stay Café.
10. Demolition shall also include any accessory mechanical or supportive units utilized by the hotel that may be located on the Main Stay Café property.
11. All excavations will be filled with natural materials of clay and/or gravel. The fill will be compacted by conventional methods. The backfill materials shall be obtained from suitable materials imported into the project from an approved source. All common borrow required for backfilling shall be incidental to the amount of the bid. If the existing brick/masonry from the hotel is utilized on site, it must be crushed to a maximum size of 2 inches and be compacted utilizing ordinary compaction methods. The final grading shall be shaped to drain away from the Municipal Building and Main Stay Café to the street or alley at existing elevations.
12. Temporary fence shall be erected around all excavation and debris piles to prevent access to the public. The fence shall be at least four feet high, consistently restrictive from top to grade, and without horizontal openings wider than two inches. The fence shall be erected before demolition and shall remain in place until the demolished materials are removed from the site and all holes or excavated areas are backfilled. The fencing, including all materials, shall be considered incidental to the demolition. The fencing material shall remain the property of the Contractor.
13. The Contractor is responsible for securing any staging areas required outside the limits of the demolition areas. Public rights-of-ways utilized as staging areas shall be by permit only.

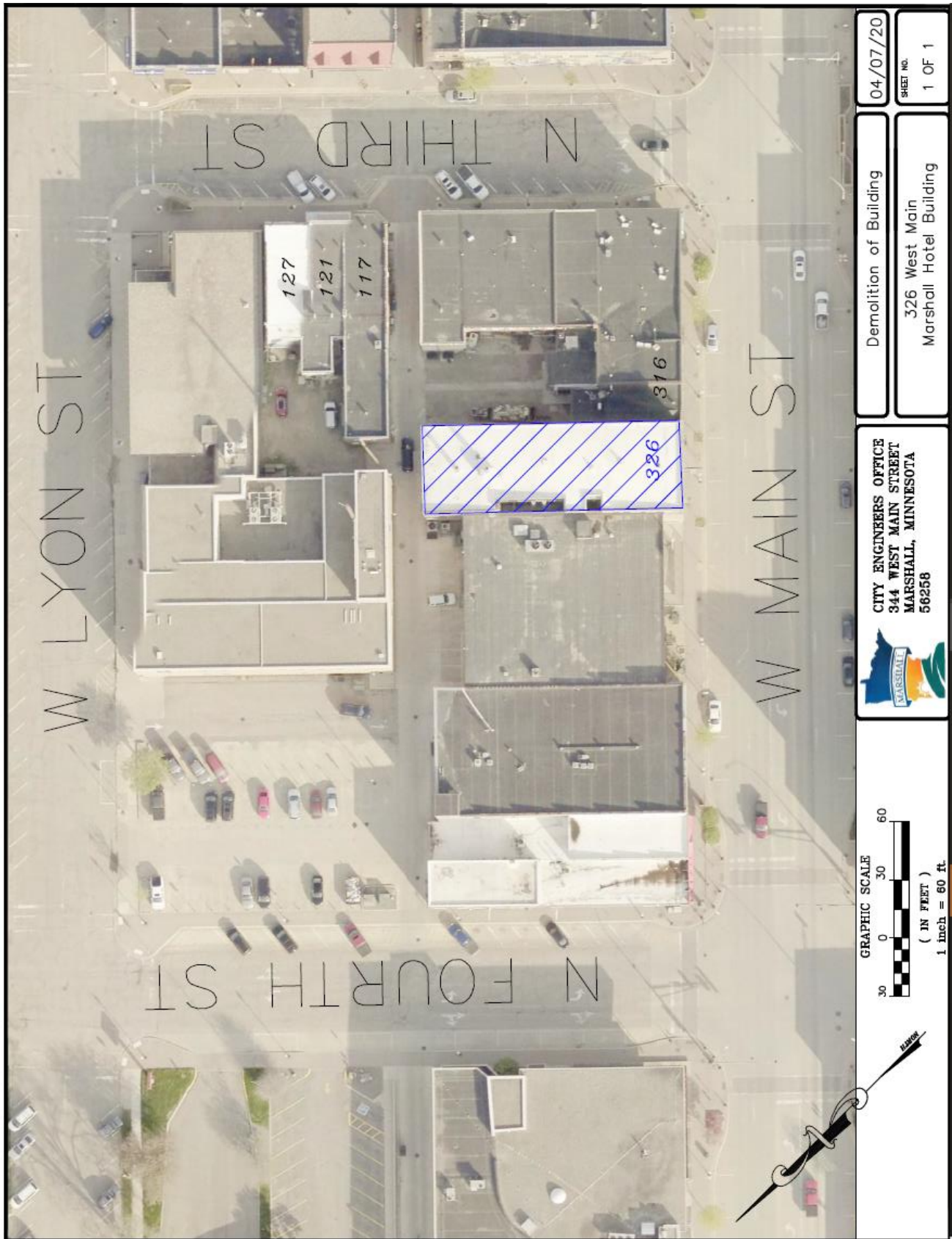
14. During the demolition of the foundations adjacent to the sidewalk or alley, any removals that would require removal of part or all the sidewalk or concrete surfacing of the alley shall be part of the \$10,000.00 allowance included in the bid.

Any other damage to property outside of the hotel property resulting from the building demolition will be the responsibility of the Contractor at no additional cost to the City.

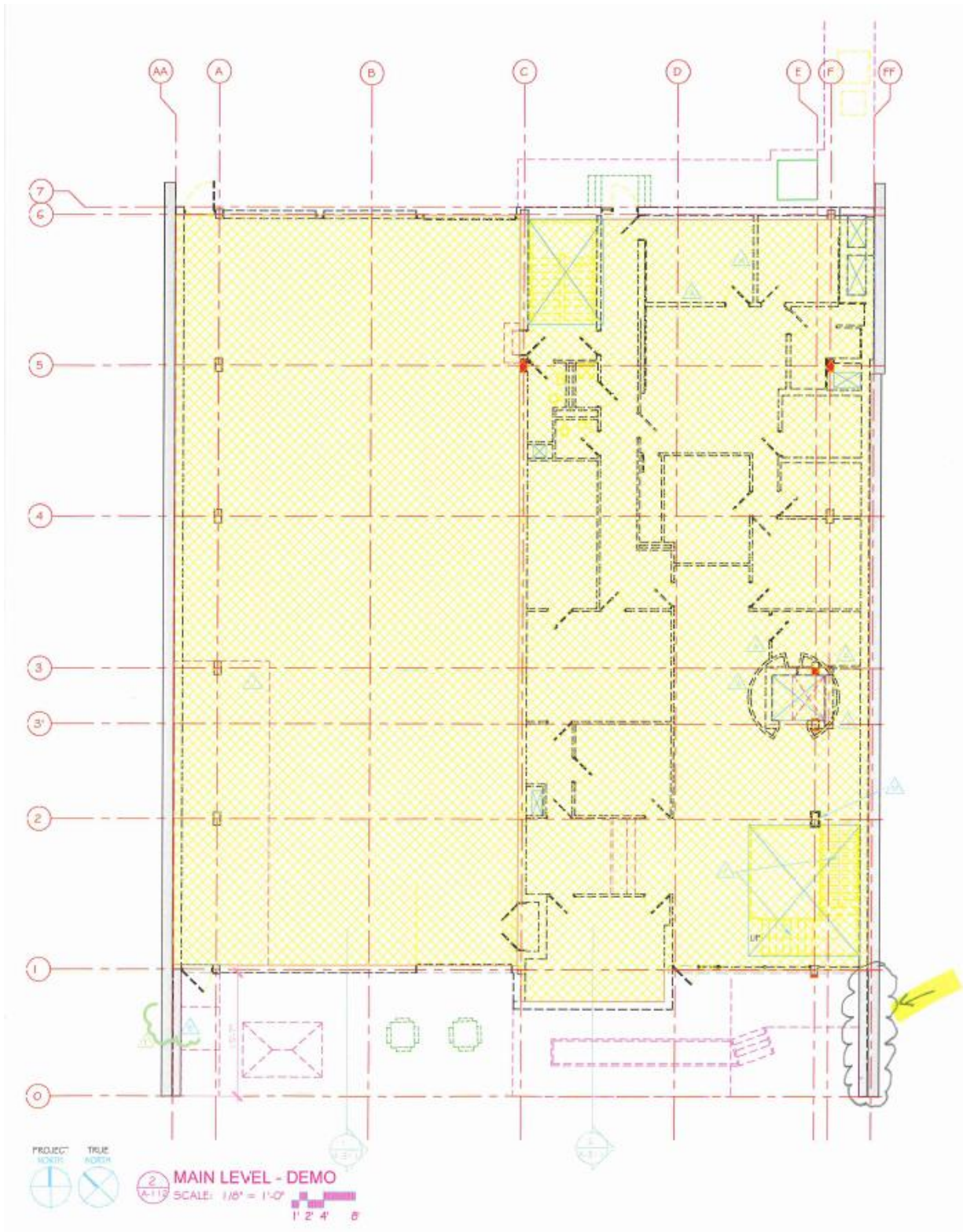
15. The wall between Grid 0 and Grid 1 (Exhibit B) on the Municipal Building side may be unstable when the hotel wall is removed. That wall should be saw cut by this demolition contractor allowing the wall to be removed without damage to the wall that will remain.
16. Vehicular access cannot be maintained at all times to the following areas as a result of this demolition:
  - Rear parking lot behind Main Stay Café located at 316 West Main Street
  - Rear to parking lot located behind 117-127 North 3<sup>rd</sup> Street

The Contractor shall coordinate the closure of the alley serving these two areas with the City and the property owner(s).

17. The Contractor shall submit a request for any proposed closure of the alley adjacent to 326 West Main Street and the length of time(s) that the Contractor proposes to have the alley closed to through traffic.
18. The City Hall Owner's Representative or City Engineer shall be responsible for the coordination of work between the Municipal Building Renovation contractor and the demolition Contractor.
19. Marshall Municipal Utilities will be responsible for the removal and replacement of the security light pole adjacent to the alley near the northeast corner of the hotel, as well as temporary removal and replacement of street light on Main Street in front of hotel.
20. If the Contractor intends to use any adjacent private property for their work, it will be the responsibility of the Contractor to contact and make arrangements with the property owner.
21. The City has copies of the following available upon request:
  - Marshall Hotel Asbestos Inspection Report (11/12/2018)
  - Marshall Hotel Structural Assessment (06/20/2012)
  - Hazardous Materials Removal Agreement (02/20/2019)









<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 10 to Magney Construction, Inc.; 2) Consider Payment of Invoice 0249427 to Bolton & Menk, Inc.
<b>Background Information:</b>	<p>Attached are the following invoices as follows for the above-referenced project:</p> <ol style="list-style-type: none"> <li>1) Application for Payment No. 10 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$532,554.36</li> <li>2) Invoice 0249427 to Bolton &amp; Menk, Inc., of Mankato, Minnesota, in the amount of \$22,006.75</li> </ol> <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p>
<b>Fiscal Impact:</b>	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1 that the Council authorize Application for Payment No. 10, per the recommendation of the City's consultant, Bolton &amp; Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$532,554.36.</p> <p>Recommendation No. 2 that the Council authorize payment of Invoice 0249427 to Bolton &amp; Menk, Inc., of Mankato, Minnesota, in the amount of \$22,006.75.</p>



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

## MEMORANDUM

**Date:** May 1, 2020  
**To:** Bob Van Moer, Wastewater Treatment Superintendent  
**From:** Jon D. Peterson, P.E., Project Engineer  
**Subject:** Wastewater Treatment Facility Improvements – Magney Construction Inc.  
Pay Request No. 10  
City of Marshall, Minnesota  
Project No.: T22.115360

### INTRODUCTION

Pay Request No. 10 for the above-referenced project in the amount of \$532,554.36 is being submitted for approval.

### DISCUSSION

This pay application covers work completed on the project through April 30, 2020. The Contractor has completed placement of concrete for the top slab of the sludge storage tank. Excavation for the final clarifier control structure has also been started. We recommend approval of the attached Request for Payment No. 10.

### BUDGET IMPACT

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

### ACTION REQUESTED

Approve the attached pay request from Magney Construction Inc. in the total amount of \$532,554.36.

**Application for Payment No. 10**

To: The City of Marshall, MN  
From: Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317  
Contract: \_\_\_\_\_  
Project: Wastewater Treatment Facility Improvements

Owners Contract No. \_\_\_\_\_ Engineer's Project No. T22.115360  
Date of this Invoice: 4/30/2020  
Invoice Work Period: April 1-30, 2020


1) Original Contract amount	<u>\$14,074,300.00</u>
2) Change Orders to date	<u>\$0.00</u>
3) Revised Contract amount	<u>\$14,074,300.00</u>
4) Value completed to date	<u>\$6,358,090.40</u>
5) Materials stored on site	<u>\$202,078.92</u>
6) Total Earned to date	<u>\$6,560,169.32</u>
7) Amount retained	<u>\$328,008.47</u>
8) Amount previously paid	<u>\$5,699,606.49</u>
<b>Amount due this Payment</b>	<u><b>\$532,554.36</b></u>

Accompanying Documentation:

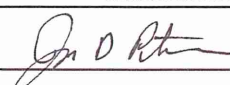
**CONTRACTOR'S Certification:**

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

**Magney Construction, Inc. (Contractor)**

By:   
Project Manager

**Payment of the above AMOUNT DUE THIS APPLICATION is recommended.**

Owner: City of Marshall Engineer: Bolton & Menk  
By: \_\_\_\_\_ By:   
Date: \_\_\_\_\_ Date: 5-1-20

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

Date of Application:  
 Work Completed Through:

APPLICATION FOR PAYMENT SCHEDULE

	Pay Application #7	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
0520	Bond & Insurance	\$ 168,892	168,892.00	0.00	0.00	168,892.00	100%	0.00
1000	Mobilization	\$ 696,545	545,926.00	0.00	0.00	545,926.00	78%	150,619.00
1010	Supervision & General Conditions	\$ 276,000	110,000.00	0.00	0.00	110,000.00	40%	166,000.00
1020	<b>General Construction Allowance</b>	<b>\$ 250,000</b>	18,707.25	0.00	0.00	18,707.25	7%	231,292.75
1021	<b>Building Permit Allowance</b>	<b>\$ 10,000</b>	7,499.38	0.00	0.00	7,499.38	75%	2,500.62
2060	Demolition of Existing WWTP Facilities:							
	Trickling Filter Pump Station Top	\$ 4,650	0.00	0.00	0.00	0.00	0%	4,650.00
	Trickling Filter Pump Station Pumps/Piping	\$ 3,480	0.00	0.00	0.00	0.00	0%	3,480.00
	Sludge Control Structure	\$ 13,540	0.00	0.00	0.00	0.00	0%	13,540.00
	Control Building Pumps and Piping	\$ 5,850	0.00	0.00	0.00	0.00	0%	5,850.00
	Blower Building Blowers and Piping	\$ 6,420	0.00	0.00	0.00	0.00	0%	6,420.00
	Trickling Filter Roof/Media/Rotary Distributor	\$ 62,460	60,460.00	0.00	0.00	60,460.00	97%	2,000.00
	Aeration Equipment and Piping	\$ 17,500	0.00	0.00	0.00	0.00	0%	17,500.00
	Intermediate Clarifier Equipment	\$ 26,417	0.00	0.00	0.00	0.00	0%	26,417.00
2140	Dewatering	\$ 19,555	17,555.00	0.00	0.00	17,555.00	90%	2,000.00
2210	Finish Grading	\$ 14,320	0.00	0.00	0.00	0.00	0%	14,320.00
2220	Structure Excavation - Final Clarifier and Splitter Box	\$ 71,200	0.00	0.00	0.00	0.00	0%	71,200.00
2221	Structure Excavation - Sludge Storage Structure	\$ 133,600	133,600.00	0.00	0.00	133,600.00	100%	0.00
2220A	Backfill of Structures - Final Clarifier and Splitter Box	\$ 91,500	0.00	0.00	0.00	0.00	0%	91,500.00
2221A	Backfill of Structures - Sludge Storage Structure	\$ 172,620	142,620.00	0.00	0.00	142,620.00	83%	30,000.00
2370	Erosion and Sediment Control	\$ 12,400	6,500.00	0.00	0.00	6,500.00	52%	5,900.00
2550	Site Utilities	\$ 565,333	91,206.62	0.00	0.00	91,206.62	16%	474,126.38
2551	Bypass Piping	\$ 49,504	0.00	0.00	0.00	0.00	0%	49,504.00
2600	Roads, Walks and Curbs	\$ 22,540	0.00	0.00	0.00	0.00	0%	22,540.00
2800	Fencing	\$ 12,200	5,500.00	0.00	0.00	5,500.00	45%	6,700.00
2920	Seeding	\$ 6,100	0.00	0.00	0.00	0.00	0%	6,100.00
3200	Rebar - Materials	\$ 678,400	660,141.08	0.00	18,258.92	678,400.00	100%	0.00
3201	Rebar - Labor	\$ 457,600	419,080.00	18,250.00	0.00	437,330.00	96%	20,270.00
3300	Concrete Work							
	Clarifier Splitter Structure	\$ 71,760	0.00	0.00	0.00	0.00	0%	71,760.00
	Final Clarifier	\$ 214,650	0.00	0.00	0.00	0.00	0%	214,650.00
	Control Structure	\$ 29,075	0.00	0.00	0.00	0.00	0%	29,075.00
	Sludge Storage Tank	\$ 2,180,839	2,020,584.38	160,254.62	0.00	2,180,839.00	100%	0.00
	Miscellaneous Concrete	\$ 1,860.00	0.00	0.00	0.00	0.00	0%	1,860.00
3410	Precast Double Tees	\$ 448,980	154,540.00	0.00	0.00	154,540.00	34%	294,440.00
3411	Precast Hollow Core Planks	W/Double Tees						



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

Date of Application:  
 Work Completed Through:

# APPLICATION FOR PAYMENT SCHEDULE

	Pay Application #7	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
3460	Precast Non-Architectural Wall Panels	W/Double Tees						
5100	Structural Metals, Misc Metals and Handrail	\$ 456,850	95,649.00	0.00	0.00	95,649.00	21%	361,201.00
5500	Access Hatches	\$ 7,820	6,796.00	0.00	0.00	6,796.00	87%	1,024.00
7535	Fully Adhered Membrane Roofing & Sheet Metal	\$ 279,400	0.00	0.00	0.00	0.00	0%	279,400.00
7900	Joint Sealant	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
8110	Hollow Metal Doors, Frames and Hardware	\$ 22,540	0.00	0.00	0.00	0.00	0%	22,540.00
9960	Painting	\$ 299,000	0.00	0.00	0.00	0.00	0%	299,000.00
10400	Identifying Devices	\$ 3,690	0.00	0.00	0.00	0.00	0%	3,690.00
11213	Vertical Non-Clog Solids Handling Pumps	\$ 212,600	44,274.04	0.00	0.00	44,274.04	21%	168,325.96
11214	Vertical Turbine Pumps	\$ 143,100	0.00	0.00	0.00	0.00	0%	143,100.00
11311	Submersible Centrifugal Pumps	\$ 17,400	0.00	0.00	0.00	0.00	0%	17,400.00
11312	Replace Vaughan Chopper Pump	\$ 36,400	32,840.00	0.00	0.00	32,840.00	90%	3,560.00
11316	Progressive Cavity Pumps	\$ 54,750	0.00	0.00	0.00	0.00	0%	54,750.00
11321	Grit Separation Equipment	\$ 96,560	96,560.00	0.00	0.00	96,560.00	100%	0.00
11351	Clarifier Equipment - Suction Type Clarifier	\$ 428,500	0.00	0.00	0.00	0.00	0%	428,500.00
11365	Gravity Actuated Rotary Distributor	\$ 135,840	0.00	0.00	0.00	0.00	0%	135,840.00
11366	Trickling Filter Media	\$ 345,600	0.00	0.00	0.00	0.00	0%	345,600.00
<b>11372</b>	<b>Blower Allowance</b>	<b>\$ 650,000</b>	<b>483,118.19</b>	<b>0.00</b>	<b>0.00</b>	<b>483,118.19</b>	<b>74%</b>	<b>166,881.81</b>
11372	Blower System (Positive Displacement w/ Enclosure)	\$ 4,630	0.00	0.00	0.00	0.00	0%	4,630.00
11374	Fine Pore Membrane Aeration Equipment	\$ 82,900	0.00	0.00	0.00	0.00	0%	82,900.00
11376	Hybrid Blower System	\$ 6,800	0.00	0.00	0.00	0.00	0%	6,800.00
13126	Circular Tank Covers	\$ 185,300	0.00	0.00	0.00	0.00	0%	185,300.00
13262	Long Term Storage Mixing System	\$ 266,500	0.00	0.00	0.00	0.00	0%	266,500.00
<b>13263</b>	<b>ATAD Equipment Replacement</b>	<b>\$ 140,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>140,000.00</b>
13263	ATAD Equipment Installation	\$ 29,850	0.00	0.00	0.00	0.00	0%	29,850.00
13320	Blower Master Control Panel	\$ 900	0.00	0.00	0.00	0.00	0%	900.00
13890	Slide Gates	\$ 10,500	0.00	0.00	0.00	0.00	0%	10,500.00
13900	Fiberglass Baffles and Weir Plates	\$ 31,200	14,310.00	0.00	0.00	14,310.00	46%	16,890.00
14620	Portable Hoist	\$ 9,200	7,982.75	0.00	0.00	7,982.75	87%	1,217.25
15060	Process Piping - Materials	\$ 307,200	226,357.51	0.00	12,956.00	239,313.51	78%	67,886.49
15060	Process Piping - Labor	\$ 172,800	10,000.00	0.00	0.00	10,000.00	6%	162,800.00
15100	Valves - Materials	\$ 744,040	286,531.45	0.00	170,864.00	457,395.45	61%	286,644.55
15130	Gauges	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
15140	Pipe Supports and Anchors	\$ 11,600	0.00	0.00	0.00	0.00	0%	11,600.00
15150	Stainless Steel Manways w/ Blind Flanges	\$ 34,500	34,300.00	0.00	0.00	34,300.00	99%	200.00
15250	Plumbing	\$ 14,800	0.00	0.00	0.00	0.00	0%	14,800.00
15500	HVAC	\$ 97,800	23,025.13	0.00	0.00	23,025.13	24%	74,774.87

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

Date of Application:  
 Work Completed Through:

# APPLICATION FOR PAYMENT SCHEDULE

	Pay Application #7	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
16010	Electrical - Mobilization, Permits and Job Overhead	\$ 100,000	50,000.00	0.00	0.00	50,000.00	50%	50,000.00
16100	Basic Materials and Methods	\$ 260,575	25,030.00	0.00	0.00	25,030.00	10%	235,545.00
16150	Motors	\$ 20,000	0.00	0.00	0.00	0.00	0%	20,000.00
16400	Electrical Distribution	\$ 83,000	0.00	0.00	0.00	0.00	0%	83,000.00
16900	Starters and Motor Control Centers	\$ 463,000	0.00	180,000.00	0.00	180,000.00	39%	283,000.00
16950	Instrumentation and Controls	\$ 958,165	0.00	0.00	0.00	0.00	0%	958,165.00
16990	Computer Allowance	\$ 50,000	0.00	0.00	0.00	0.00	0%	50,000.00
	<b>Totals</b>	<b>14,074,300.00</b>	<b>5,999,585.78</b>	<b>358,504.62</b>	<b>202,078.92</b>	<b>6,560,169.32</b>	<b>47%</b>	<b>7,514,130.68</b>
		0.00						
	Original Contract amount		14,074,300.00					
	Change Orders to date		0.00					
	Revised Contract amount		14,074,300.00					
	Value completed to date		6,358,090.40					
	Materials stored on site		202,078.92					
	Total Earned to date		6,560,169.32					
	Amount retained		328,008.47					
	Amount previously paid		5,699,606.49					
	<b>Amount due this Payment</b>		<b>532,554.36</b>					


**BOLTON  
& MENK**

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

To Ensure Proper Credit, Provide Invoice Numbers with Payment



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

April 29, 2020  
Project No: T22.115360  
Invoice No: 0249427  
Client Account: MARS

**Marshall/WWTF Improvements**

Marshall WWTF Improvement

Professional Services per Agreement from March 21, 2020 through April 17, 2020:

Construction Services (004)

**Professional Services**

	Hours	Amount	
Meetings/Hearing/Presentation			
Principal	99.00	18,315.00	
Contract Admin/Construction Engineering			
Design Engineer	6.00	1,110.00	
Grant/Funding Application			
Specialist	1.50	183.75	
Totals	106.50	19,608.75	
<b>Total Labor</b>			<b>19,608.75</b>

**Consultants**

Barr Engineering Company		2,180.00	
<b>Total Consultants</b>	<b>1.10 times</b>	<b>2,180.00</b>	<b>2,398.00</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	22,006.75	188,947.13	210,953.88
Limit			900,000.00
Remaining			689,046.12

Total this Task \$22,006.75

Total this Invoice \$22,006.75

0724  
VENDOR # 0249427  
INVOICE # 22,006.75  
\$ AMOUNT 4-29-20  
DATE 602-49500-55120 W13  
ACCT & PROJ #  
DESCRIPTION WWTF Improvement  
SIGNATURE Scott

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval to apply for grant funding for Marshall Fire Department
<b>Background Information:</b>	<p>To apply for grant funding for a firefighter rehabilitation trailer to help to comply with a fairly new NFPA standard that was adopted in 2008 and has adapted since. <i>NFPA 1584: Standard on the rehabilitation process for members during emergency operations and training exercises.</i> There are 9 key components of rehab to comply with the standards.</p> <ol style="list-style-type: none"> <li>1. Relief from climatic conditions</li> <li>2. Rest and Recovery</li> <li>3. Cooling and Re-warming</li> <li>4. Re-hydration</li> <li>5. Calorie &amp; Electrolyte replacement</li> <li>6. Medical Monitoring</li> <li>7. EMS treatment in accordance with local protocol</li> <li>8. Member Accountability</li> <li>9. Release</li> </ol> <p>Some of these components we are currently able to comply with and some we are not. Example: We are unable to provide relief from climatic conditions which goes hand in hand with "cooling and rewarming." Everything else we are able to provide in an area designated for rehabilitation, on the fire ground, outdoors, in all climates.</p> <p>What this trailer would also do is provide restrooms to be used in the event of extended operations or even for training. This trailer would have the capability to be used for more than just firefighter rehabilitation as it could be used for temporary operations center for emergency management, relief from Active shooter situations, temporary shelter from disasters for citizens and responders and also be utilized during pandemics as screening shelters. There could be many more options that this trailer could be used for depending on the situation/scenario. This request is only to begin the process and apply for grant funding.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	



<b>Recommendations:</b>	To approve the request from staff to apply for grant funding for the Marshall Fire Department.
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## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That the following bills and project payments be authorized for payment



Marshall, MN

# Check Register

Packet: APPKT00025 - 05/01/20 CITY AP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
0567	ALEX AIR APPARATUS INC	05/01/2020	EFT	0.00	2,029.08	4310
0578	AMAZON CAPITAL SERVICES	05/01/2020	EFT	0.00	133.62	4311
0658	AP DESIGN	05/01/2020	EFT	0.00	275.00	4312
0688	BELLBOY CORPORATION	05/01/2020	EFT	0.00	6,651.05	4313
3568	BRUNSVOLD, QUENTIN	05/01/2020	EFT	0.00	668.06	4314
0802	CARLSON & STEWART REFRIG INC	05/01/2020	EFT	0.00	4,010.92	4315
0815	CATTOOR OIL COMPANY INC	05/01/2020	EFT	0.00	40.59	4316
0836	CHARTER COMMUNICATIONS	05/01/2020	EFT	0.00	11.99	4317
5731	DOLL DISTRIBUTING	05/01/2020	EFT	0.00	19,857.57	4318
6248	ENGAN ASSOCIATES P.A.	05/01/2020	EFT	0.00	3,627.74	4319
1090	FASTENAL COMPANY	05/01/2020	EFT	0.00	157.85	4320
1201	GRAINGER INC	05/01/2020	EFT	0.00	9.90	4321
1243	HARDWARE HANK	05/01/2020	EFT	0.00	1,937.57	4322
1417	KENNEDY & GRAVEN, CHARTERED	05/01/2020	EFT	0.00	938.00	4323
5095	KIBBLE EQUIPMENT	05/01/2020	EFT	0.00	204.89	4324
1565	MACQUEEN EQUIPMENT INC.	05/01/2020	EFT	0.00	97.20	4325
6292	MADDEN, GALANTER, HANSEN, LLP	05/01/2020	EFT	0.00	102.00	4326
1575	MAILBOXES & PARCEL DEPOT	05/01/2020	EFT	0.00	27.84	4327
1604	MARSHALL AREA CHAMBER OF COMM	05/01/2020	EFT	0.00	2,284.00	4328
1616	MARSHALL CONVENTION & VISITORS I	05/01/2020	EFT	0.00	7,000.00	4329
1632	MARSHALL MINI-STORAGE, LLP	05/01/2020	EFT	0.00	72.00	4330
1633	MARSHALL MUNICIPAL UTILITIES	05/01/2020	EFT	0.00	440.33	4331
1635	MARSHALL NORTHWEST PIPE FITTING	05/01/2020	EFT	0.00	39.11	4332
1637	MARSHALL PUBLIC SCHOOLS	05/01/2020	EFT	0.00	10,301.20	4333
6025	MELLENTHIN, CODY	05/01/2020	EFT	0.00	20.00	4334
1839	MINNESOTA VALLEY TESTING LABS IN	05/01/2020	EFT	0.00	898.44	4335
1938	NEWMAN SIGNS	05/01/2020	EFT	0.00	2,216.82	4336
1986	NORTH CENTRAL INTERNATIONAL, INC	05/01/2020	EFT	0.00	104.62	4337
5891	ONE OFFICE SOLUTION	05/01/2020	EFT	0.00	9.30	4338
2049	PLUNKETTS PEST CONTROL INC	05/01/2020	EFT	0.00	39.27	4339
3557	POMP'S TIRE SERVICE, INC.	05/01/2020	EFT	0.00	31.50	4340
2096	QUARNSTROM & DOERING, PA	05/01/2020	EFT	0.00	10,874.67	4341
2112	R and G CONSTRUCTION COMPANY IN	05/01/2020	EFT	0.00	14,330.00	4342
2201	RUNNINGS SUPPLY INC	05/01/2020	EFT	0.00	1,456.20	4343
6251	SHRED RIGHT	05/01/2020	EFT	0.00	15.00	4344
2288	SMI & HYDRAULICS, INC.	05/01/2020	EFT	0.00	453.87	4345
4855	SOUTHERN GLAZER'S OF MN	05/01/2020	EFT	0.00	6,795.24	4346
6277	TALKING WATERS BREWING CO, LLC	05/01/2020	EFT	0.00	531.00	4347
6156	TRUE BRANDS	05/01/2020	EFT	0.00	666.40	4348
2511	USA BLUE BOOK	05/01/2020	EFT	0.00	66.84	4349
4489	VERIZON WIRELESS	05/01/2020	EFT	0.00	1,141.95	4350
2538	VIKING COCA COLA BOTTLING COMPA	05/01/2020	EFT	0.00	256.25	4351
1966	WERNER ELECTRIC SUPPLY	05/01/2020	EFT	0.00	1,142.94	4352
2632	ZIEGLER INC	05/01/2020	EFT	0.00	209.37	4353
5813	ACE HOME & HARDWARE	05/01/2020	Regular	0.00	259.64	116103
0558	ADVANCED GRAPHIX INC	05/01/2020	Regular	0.00	105.00	116104
6412	AG PLUS COOPERATIVE	05/01/2020	Regular	0.00	9.90	116105
3761	AMERICAN BOTTLING CO.	05/01/2020	Regular	0.00	86.88	116106
0630	ARCTIC GLACIER	05/01/2020	Regular	0.00	129.48	116107
5447	ARTISAN BEER COMPANY	05/01/2020	Regular	0.00	1,113.60	116108
0699	BEVERAGE WHOLESALEERS	05/01/2020	Regular	0.00	36,038.72	116109
4506	BOT, JOSEPH	05/01/2020	Regular	0.00	1,392.00	116110
4457	BREAKTHRU BEVERAGE	05/01/2020	Regular	0.00	4,804.53	116111
0763	BSN SPORTS	05/01/2020	Regular	0.00	59.29	116112

## Check Register

Packet: APPKT00025-05/01/20 CITY AP

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5860	CENTRAL STATES GROUP	05/01/2020	Regular	0.00	236.27	116113
3819	DACOTAH PAPER CO	05/01/2020	Regular	0.00	408.61	116114
1042	EICKHOFF ENTERPRISES INC	05/01/2020	Regular	0.00	600.00	116115
1061	EMERGENCY APPARATUS MAINTENAN	05/01/2020	Regular	0.00	6,140.04	116116
6328	ERVASTI, DARRELL	05/01/2020	Regular	0.00	887.96	116117
6424	GITCH GEAR, LLC	05/01/2020	Regular	0.00	486.75	116118
1256	HAWKINS INC	05/01/2020	Regular	0.00	5,476.28	116119
6430	HEARTLAND ELECTRIC, INC	05/01/2020	Regular	0.00	423.77	116120
1343	INDEPENDENT LUMBER OF MARSHALL	05/01/2020	Regular	0.00	352.37	116121
1399	JOHNSON BROTHERS LIQUOR COMPA	05/01/2020	Regular	0.00	13,326.55	116122
1508	LOCKWOOD MOTORS INC.	05/01/2020	Regular	0.00	172.60	116123
1545	LYON COUNTY HIGHWAY DEPARTMEN	05/01/2020	Regular	0.00	5,564.38	116124
1553	LYON COUNTY SHERIFF'S DEPT.	05/01/2020	Regular	0.00	5.00	116125
1623	MARSHALL INDEPENDENT, INC	05/01/2020	Regular	0.00	203.25	116126
4980	MENARDS INC	05/01/2020	Regular	0.00	249.84	116127
1877	MOTION INDUSTRIES INC	05/01/2020	Regular	0.00	194.08	116128
1945	NORMS GTC	05/01/2020	Regular	0.00	1,241.50	116129
4566	NSI SOLUTIONS	05/01/2020	Regular	0.00	452.00	116130
2019	PAUSTIS WINE COMPANY	05/01/2020	Regular	0.00	4,616.00	116131
2036	PHILLIPS WINE AND SPIRITS INC	05/01/2020	Regular	0.00	12,735.38	116132
6279	PIONEER PHOTOGRAPHY	05/01/2020	Regular	0.00	200.00	116133
2064	POWERPLAN	05/01/2020	Regular	0.00	1,144.72	116134
5451	PSI POWER WASHERS INC	05/01/2020	Regular	0.00	52.95	116135
6166	PULVER MOTOR SVC, LLC	05/01/2020	Regular	0.00	75.00	116136
4070	RSS GROUP INT'L, INC.	05/01/2020	Regular	0.00	71.97	116137
5942	SNAP-ON	05/01/2020	Regular	0.00	351.25	116138
2381	SUPERIOR SIGNALS INC	05/01/2020	Regular	0.00	208.63	116139
3875	TYLER TECHNOLOGIES	05/01/2020	Regular	0.00	4,301.93	116140
6474	UNITED COMMERCIAL UPHOLSTERY IN	05/01/2020	Regular	0.00	339.07	116141
5733	VAST BROADBAND	05/01/2020	Regular	0.00	174.88	116142
6475	VIERGUTZ, BEVERLY	05/01/2020	Regular	0.00	10.00	116143
2605	WINE MERCHANTS	05/01/2020	Regular	0.00	251.38	116144
2631	ZEP MANUFACTURING COMPANY	05/01/2020	Regular	0.00	348.02	116145

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	43	0.00	105,301.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	85	44	0.00	102,177.19
	<b>181</b>	<b>87</b>	<b>0.00</b>	<b>207,478.66</b>

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	5/2020	207,478.66
			<u>207,478.66</u>



Marshall, MN

# Check Register

Packet: APPKT00050 - 05/08/20 city ap

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
0567	ALEX AIR APPARATUS INC	05/08/2020	EFT	0.00	116.24	4354
0578	AMAZON CAPITAL SERVICES	05/08/2020	EFT	0.00	284.07	4355
0583	AMERICAN FAMILY LIFE ASSURANCE C	05/08/2020	EFT	0.00	1,612.42	4356
5837	ANDERSON, JASON	05/08/2020	EFT	0.00	80.00	4357
5327	BAUMANN, ADAM	05/08/2020	EFT	0.00	30.00	4358
6231	BOX, KYLE	05/08/2020	EFT	0.00	30.00	4359
3568	BRUNSVOLD, QUENTIN	05/08/2020	EFT	0.00	30.00	4360
0378	BUYSSE, JASON	05/08/2020	EFT	0.00	30.00	4361
0380	CALLENS, DAVID	05/08/2020	EFT	0.00	30.00	4362
0818	CAUWELS, ROGER	05/08/2020	EFT	0.00	30.00	4363
0384	COUDRON, DEAN	05/08/2020	EFT	0.00	30.00	4364
5731	DOLL DISTRIBUTING	05/08/2020	EFT	0.00	20,299.26	4365
1090	FASTENAL COMPANY	05/08/2020	EFT	0.00	44.69	4366
1126	FLEXIBLE PIPE TOOL COMPANY	05/08/2020	EFT	0.00	1,086.50	4367
6478	GOPHER STATE ONE CALL	05/08/2020	EFT	0.00	249.80	4368
1243	HARDWARE HANK	05/08/2020	EFT	0.00	15.98	4369
1271	HENLE PRINTING COMPANY	05/08/2020	EFT	0.00	236.31	4370
5515	HOFFMANN, RYAN	05/08/2020	EFT	0.00	30.00	4371
6324	HOOK, MATT	05/08/2020	EFT	0.00	50.00	4372
5377	KRUK, CHRISTOPHER	05/08/2020	EFT	0.00	30.00	4373
6183	LEE, JERRED	05/08/2020	EFT	0.00	30.00	4374
1507	LOCHER BROTHERS INC	05/08/2020	EFT	0.00	895.34	4375
6323	LUTHER, ERIC	05/08/2020	EFT	0.00	30.00	4376
1633	MARSHALL MUNICIPAL UTILITIES	05/08/2020	EFT	0.00	2,670.58	4377
1635	MARSHALL NORTHWEST PIPE FITTING	05/08/2020	EFT	0.00	39.96	4378
1695	MEIER ELECTRIC INC	05/08/2020	EFT	0.00	264.24	4379
6025	MELLENTIN, CODY	05/08/2020	EFT	0.00	30.00	4380
3971	MEULEBROECK, ANDY	05/08/2020	EFT	0.00	30.00	4381
1946	NORTH CENTRAL LABS	05/08/2020	EFT	0.00	50.47	4382
0473	OLSON, GLENN	05/08/2020	EFT	0.00	80.00	4383
2026	PEPSI COLA BOTTLING OF PIPESTONE I	05/08/2020	EFT	0.00	106.65	4384
0477	PRZYBILLA, SCOTT	05/08/2020	EFT	0.00	30.00	4385
2096	QUARNSTROM & DOERING, PA	05/08/2020	EFT	0.00	800.00	4386
4826	RIEKE, BENJAMIN	05/08/2020	EFT	0.00	30.00	4387
2201	RUNNINGS SUPPLY INC	05/08/2020	EFT	0.00	253.29	4388
4855	SOUTHERN GLAZER'S OF MN	05/08/2020	EFT	0.00	15,799.99	4389
0491	ST AUBIN, GREGORY	05/08/2020	EFT	0.00	30.00	4390
4134	STENSRUD, PRESTON	05/08/2020	EFT	0.00	30.00	4391
5491	STORM, ANNETTE	05/08/2020	EFT	0.00	80.00	4392
6156	TRUE BRANDS	05/08/2020	EFT	0.00	62.40	4393
3342	TRUEDSON, SCOTT	05/08/2020	EFT	0.00	30.00	4394
6092	VANDERMILLEN, SCOTT	05/08/2020	EFT	0.00	80.00	4395
0512	VANLEEUEWE, SARA J.	05/08/2020	EFT	0.00	70.00	4396
0513	VANMOER, ROBERT	05/08/2020	EFT	0.00	30.00	4397
4489	VERIZON WIRELESS	05/08/2020	EFT	0.00	35.01	4398
2538	VIKING COCA COLA BOTTLING COMPA	05/08/2020	EFT	0.00	376.80	4399
4220	WEBTOMIX	05/08/2020	EFT	0.00	42.50	4400
2632	ZIEGLER INC	05/08/2020	EFT	0.00	60.00	4401
5813	ACE HOME & HARDWARE	05/08/2020	Regular	0.00	319.42	116146
4971	ACTION FLAG CO.	05/08/2020	Regular	0.00	170.17	116147
1533	AGPLUS COOPERATIVE	05/08/2020	Regular	0.00	18.77	116148
0630	ARCTIC GLACIER	05/08/2020	Regular	0.00	137.83	116149
5447	ARTISAN BEER COMPANY	05/08/2020	Regular	0.00	836.35	116150
0699	BEVERAGE WHOLESALERS	05/08/2020	Regular	0.00	39,560.66	116151

## Check Register

Packet: APPKT00050-05/08/20 city ap

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6482	BLOMBERG, GRANT	05/08/2020	Regular	0.00	286.00	116152
6485	BLOOME, BETH	05/08/2020	Regular	0.00	5,000.00	116153
0018	BORDER STATES ELECTRIC SUPPLY	05/08/2020	Regular	0.00	118.80	116154
4457	BREAKTHRU BEVERAGE	05/08/2020	Regular	0.00	6,147.05	116155
6477	COWDEN, BILL	05/08/2020	Regular	0.00	335.00	116156
3819	DACOTAH PAPER CO	05/08/2020	Regular	0.00	177.46	116157
6472	DEUTZ, LAUREN	05/08/2020	Regular	0.00	80.00	116158
0403	DWIRE, PHILIP	05/08/2020	Regular	0.00	122.79	116159
4805	FURTHER	05/08/2020	Regular	0.00	520.84	116160
6484	G & R CONTROLS	05/08/2020	Regular	0.00	105.00	116161
1158	GALLS INC	05/08/2020	Regular	0.00	9.99	116162
1199	GRAHAM TIRE AND AUTOMOTIVE SER	05/08/2020	Regular	0.00	298.00	116163
6480	GREATER MINNESOTA	05/08/2020	Regular	0.00	325.00	116164
6481	HANSEL, REBECCA	05/08/2020	Regular	0.00	20.00	116165
6430	HEARTLAND ELECTRIC, INC	05/08/2020	Regular	0.00	115.34	116166
1280	HP INC	05/08/2020	Regular	0.00	6,376.87	116167
1322	ICC	05/08/2020	Regular	0.00	194.12	116168
1325	ICMA RETIREMENT TRUST #300877	05/08/2020	Regular	0.00	300.00	116169
1399	JOHNSON BROTHERS LIQUOR COMPA	05/08/2020	Regular	0.00	18,174.18	116170
0450	KOPITSKI, JASON	05/08/2020	Regular	0.00	30.00	116171
3816	LUTHERAN SOCIAL SERVICES	05/08/2020	Regular	0.00	54.00	116172
1548	LYON COUNTY LANDFILL	05/08/2020	Regular	0.00	578.40	116173
1552	LYON COUNTY RECORDER	05/08/2020	Regular	0.00	60.00	116174
1574	MAGIC WATER	05/08/2020	Regular	0.00	34.00	116175
5459	MAGNEY CONSTRUCTION, INC	05/08/2020	Regular	0.00	532,554.36	116176
0460	MARSHALL JAMES	05/08/2020	Regular	0.00	80.00	116177
1649	MARSHALL TRUCK SALVAGE INC.	05/08/2020	Regular	0.00	50.00	116178
4980	MENARDS INC	05/08/2020	Regular	0.00	889.93	116179
1757	MN CHILD SUPPORT PAYMENT CENTE	05/08/2020	Regular	0.00	356.25	116180
1945	NORMS GTC	05/08/2020	Regular	0.00	59.04	116181
2019	PAUSTIS WINE COMPANY	05/08/2020	Regular	0.00	3,512.50	116182
2036	PHILLIPS WINE AND SPIRITS INC	05/08/2020	Regular	0.00	13,543.09	116183
4112	RDO EQUIPMENT CO.	05/08/2020	Regular	0.00	246,025.00	116184
0481	ROKEH, JASON	05/08/2020	Regular	0.00	30.00	116185
5995	SHADES OF THE PAST OF MARSHALL II	05/08/2020	Regular	0.00	1,150.00	116186
3808	STELTER, GEOFFREY	05/08/2020	Regular	0.00	30.00	116187
6202	SUNDANCE AUTO REPAIR	05/08/2020	Regular	0.00	155.20	116188
0495	SWANSON, GREGG	05/08/2020	Regular	0.00	30.00	116189
2395	SWEDE'S SERVICE CENTER	05/08/2020	Regular	0.00	852.38	116190
0147	TAHER FOOD SERVICE	05/08/2020	Regular	0.00	54.00	116191
0503	TOMASEK, TIM	05/08/2020	Regular	0.00	30.00	116192
5733	VAST BROADBAND	05/08/2020	Regular	0.00	201.90	116193
0518	WENKER, JEFFREY	05/08/2020	Regular	0.00	30.00	116194
2631	ZEP MANUFACTURING COMPANY	05/08/2020	Regular	0.00	457.78	116195

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	50	0.00	880,597.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	59	48	0.00	46,412.50
	<b>154</b>	<b>98</b>	<b>0.00</b>	<b>927,009.97</b>

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	5/2020	927,009.97
			<u>927,009.97</u>





Marshall, MN

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00026 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: <a href="#">1325 - ICMA RETIREMENT TRUST #300877</a>										Vendor Total: 300.00
<a href="#">INV0000053</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	300.00	0.00	0.00	0.00	300.00
ICMA DEFERRED COMP	AP - REG AP				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
ICMA DEFERRED COMP	N/A		0.00	0.00	300.00	0.00	0.00	0.00		300.00
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-21253</a>	DEFERRED COMP - ICMA				300.00	0%				

Vendor: <a href="#">2512 - NATIONWIDE RETIREMENT</a>										Vendor Total: 500.00
<a href="#">INV0000054</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	500.00	0.00	0.00	0.00	500.00
USCM	AP - REG AP				No	Payment Date: 5/1/2020			Bank Draft:	DFT0000013
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
USCM	N/A		0.00	0.00	500.00	0.00	0.00	0.00		500.00
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-21251</a>	DEFERRED COMP - USCM				200.00	0%				
<a href="#">602-21251</a>	DEFERRED COMP - USCM				300.00	0%				

Vendor: <a href="#">2513 - NATIONWIDE RETIREMENT-FIRE</a>										Vendor Total: 27.43
<a href="#">INV0000055</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	27.43	0.00	0.00	0.00	27.43
USCM FIRE DEPT	AP - REG AP				No	Payment Date: 5/1/2020			Bank Draft:	DFT0000014
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
USCM FIRE DEPT	N/A		0.00	0.00	27.43	0.00	0.00	0.00		27.43
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-21252</a>	DEFERRED COMPENSATION FIRE				27.43	0%				

Vendor: <a href="#">3443 - VALIC DEFERRED COMP</a>										Vendor Total: 2,495.47
<a href="#">INV0000056</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	1,182.00	0.00	0.00	0.00	1,182.00
VALIC DEFERRED COMP	AP - REG AP				No	Payment Date: 5/1/2020			Bank Draft:	DFT0000015
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
VALIC DEFERRED COMP	N/A		0.00	0.00	1,182.00	0.00	0.00	0.00		1,182.00
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">602-21257</a>	DEFERRED COMP--VALIC				40.00	0%				
<a href="#">101-21257</a>	DEFERRED COMP--VALIC				1,017.00	0%				
<a href="#">609-21257</a>	DEFERRED COMP--VALIC				125.00	0%				

<a href="#">INV0000057</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	63.47	0.00	0.00	0.00	63.47
VALIC - FIRE DEPARTMENT	AP - REG AP				No	Payment Date: 5/1/2020			Bank Draft:	DFT0000016
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
VALIC - FIRE DEPARTMENT	N/A		0.00	0.00	63.47	0.00	0.00	0.00		63.47
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-21257</a>	DEFERRED COMP--VALIC				63.47	0%				

## Payable Register

Packet: APPKT00026 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold		On Hold					
<a href="#">INV0000058</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	1,250.00	0.00	0.00	0.00	1,250.00
VALIC ROTH	AP - REG AP		No		Payment Date: 5/1/2020		Bank Draft:		DFT0000017	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
VALIC ROTH	N/A	0.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">602-21255</a>	VALIC ROTH (TAXABLE)		650.00	0%
<a href="#">101-21255</a>	VALIC ROTH (TAXABLE)		600.00	0%

Vendor: [6085 - VOYA - INVESTORS CHOICE](#)

Vendor Total: 950.00

<a href="#">INV0000061</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	150.00	0.00	0.00	0.00	150.00
VOYA DEFERRED	AP - REG AP		No		Payment Date: 5/1/2020		Bank Draft:		DFT0000020	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
VOYA DEFERRED	N/A	0.00	0.00	150.00	0.00	0.00	0.00	150.00

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-21275</a>	VOYA - DEFERRED PRE TAX		150.00	0%

<a href="#">INV0000062</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	800.00	0.00	0.00	0.00	800.00
VOYA ROTH PLAN	AP - REG AP		No		Payment Date: 5/1/2020		Bank Draft:		DFT0000021	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
VOYA ROTH PLAN	N/A	0.00	0.00	800.00	0.00	0.00	0.00	800.00

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">270-21274</a>	VOYA		15.00	0%
<a href="#">101-21274</a>	DEFERRED COMP-VOYA ROTH		375.00	0%
<a href="#">602-21274</a>	DEFERRED COMP-VOYA ROTH		410.00	0%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	8	4,272.90	0.00	0.00	0.00	4,272.90	3,972.90	300.00
Grand Total:		4,272.90	0.00	0.00	0.00	4,272.90	3,972.90	300.00

## Account Summary

Account	Name	Amount
<a href="#">101-21251</a>	DEFERRED COMP - USCM	200.00
<a href="#">101-21252</a>	DEFERRED COMPENSATION FIRE	27.43
<a href="#">101-21253</a>	DEFERRED COMP - ICMA	300.00
<a href="#">101-21255</a>	VALIC ROTH (TAXABLE)	600.00
<a href="#">101-21257</a>	DEFERRED COMP--VALIC	1,080.47
<a href="#">101-21274</a>	DEFERRED COMP-VOYA ROTH	375.00
<a href="#">101-21275</a>	VOYA - DEFERRED PRE TAX	150.00
<b>Total:</b>		<b>2,732.90</b>

Account	Name	Amount
<a href="#">270-21274</a>	VOYA	15.00
<b>Total:</b>		<b>15.00</b>

Account	Name	Amount
<a href="#">602-21251</a>	DEFERRED COMP - USCM	300.00
<a href="#">602-21255</a>	VALIC ROTH (TAXABLE)	650.00
<a href="#">602-21257</a>	DEFERRED COMP--VALIC	40.00
<a href="#">602-21274</a>	DEFERRED COMP-VOYA ROTH	410.00
<b>Total:</b>		<b>1,400.00</b>

Account	Name	Amount
<a href="#">609-21257</a>	DEFERRED COMP--VALIC	125.00
<b>Total:</b>		<b>125.00</b>



Marshall, MN

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00028 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [4805 - FURTHER](#)

Vendor Total: 16,992.06

<a href="#">INV0000066</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	4,333.68	0.00	0.00	0.00	4,333.68
EMPLOYER CONTRIB FAM HSA 5000	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000022	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
EMPLOYER CONTRIB FAM HSA 5000	N/A	0.00	0.00	4,333.68	0.00	0.00	0.00	4,333.68

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">270-21231</a>	HSA / VEBA (ER ONLY)		83.34	0%
<a href="#">211-21231</a>	HSA /VEBA (ER ONLY)		83.34	0%
<a href="#">258-21231</a>	HSA/VBA (ER ONLY)		265.80	0%
<a href="#">602-21231</a>	HSA / VEBA (ER ONLY)		416.70	0%
<a href="#">101-21231</a>	HSA / VEBA (ER ONLY)		3,484.50	0%

<a href="#">INV0000067</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	1,187.52	0.00	0.00	0.00	1,187.52
EMPLOYER CONT FAM VEBA 5000	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000023	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
EMPLOYER CONT FAM VEBA 5000	N/A	0.00	0.00	1,187.52	0.00	0.00	0.00	1,187.52

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">602-21231</a>	HSA / VEBA (ER ONLY)		458.34	0%
<a href="#">101-21231</a>	HSA / VEBA (ER ONLY)		729.18	0%

<a href="#">INV0000068</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	1,437.50	0.00	0.00	0.00	1,437.50
EMPLOYER CONTRIB SNGL HSA 5000	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000024	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
EMPLOYER CONTRIB SNGL HSA 5000	N/A	0.00	0.00	1,437.50	0.00	0.00	0.00	1,437.50

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">602-21231</a>	HSA / VEBA (ER ONLY)		187.50	0%
<a href="#">211-21231</a>	HSA /VEBA (ER ONLY)		250.00	0%
<a href="#">101-21231</a>	HSA / VEBA (ER ONLY)		812.50	0%
<a href="#">609-21231</a>	HSA / VEBA (ER ONLY)		187.50	0%

<a href="#">INV0000069</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	770.85	0.00	0.00	0.00	770.85
EMPLOYER CONT SINGL VEBA 5000	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000025	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
EMPLOYER CONT SINGL VEBA 5000	N/A	0.00	0.00	770.85	0.00	0.00	0.00	770.85

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">609-21231</a>	HSA / VEBA (ER ONLY)		104.17	0%
<a href="#">602-21231</a>	HSA / VEBA (ER ONLY)		208.34	0%
<a href="#">101-21231</a>	HSA / VEBA (ER ONLY)		458.34	0%

<a href="#">INV0000075</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	8,741.67	0.00	0.00	0.00	8,741.67
EMPLOYEE HSA CONTRIBUTION	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000028	

## Payable Register

Packet: APPKT00028 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
EMPLOYEE HSA CONTRIBUTION	N/A	0.00	0.00	8,741.67	0.00	0.00	0.00	8,741.67

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">270-21231</a>	HSA / VEBA (ER ONLY)		25.00	0%
<a href="#">211-21231</a>	HSA /VEBA (ER ONLY)		285.00	0%
<a href="#">258-21231</a>	HSA/VBA (ER ONLY)		164.20	0%
<a href="#">602-21231</a>	HSA / VEBA (ER ONLY)		1,262.94	0%
<a href="#">101-21231</a>	HSA / VEBA (ER ONLY)		6,865.97	0%
<a href="#">609-21231</a>	HSA / VEBA (ER ONLY)		138.56	0%

<a href="#">INV0000094</a>	Invoice	5/1/2020	5/1/2020	5/31/2020	5/1/2020	520.84	0.00	0.00	0.00	520.84
5/1/2020 PR housing adjustment	AP - REG AP				No					

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Housing HSA	N/A	0.00	0.00	145.84	0.00	0.00	0.00	145.84

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-21249</a>	COMBINED INSURANCE		145.84	100.00%

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Housing VEBA	N/A	0.00	0.00	375.00	0.00	0.00	0.00	375.00

## Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-21249</a>	COMBINED INSURANCE		375.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	6	16,992.06	0.00	0.00	0.00	16,992.06	16,471.22	520.84
Grand Total:		16,992.06	0.00	0.00	0.00	16,992.06	16,471.22	520.84



**Account Summary**

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">101-21231</a>	HSA / VEBA (ER ONLY)	12,350.49
<a href="#">101-21249</a>	COMBINED INSURANCE	520.84
<b>Total:</b>		<b>12,871.33</b>

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">211-21231</a>	HSA /VEBA (ER ONLY)	618.34
<b>Total:</b>		<b>618.34</b>

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">258-21231</a>	HSA/VBA (ER ONLY)	430.00
<b>Total:</b>		<b>430.00</b>

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">270-21231</a>	HSA / VEBA (ER ONLY)	108.34
<b>Total:</b>		<b>108.34</b>

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">602-21231</a>	HSA / VEBA (ER ONLY)	2,533.82
<b>Total:</b>		<b>2,533.82</b>

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">609-21231</a>	HSA / VEBA (ER ONLY)	430.23
<b>Total:</b>		<b>430.23</b>



Marshall, MN

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00029 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

**Vendor:** [1358 - INTERNAL REVENUE SERVICE](#)**Vendor Total:** 53,592.73

<a href="#">INV0000078</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	24,497.06	0.00	0.00	0.00	24,497.06
SOCIAL SECURITY W/H	AP - REG AP				No	<b>Payment Date:</b> 5/1/2020		<b>Bank Draft:</b>		DFT0000031

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SOCIAL SECURITY W/H	N/A	0.00	0.00	24,497.06	0.00	0.00	0.00	24,497.06

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">208-21222</a>	FICA W/H		315.94	0%
<a href="#">270-21222</a>	FICA WITHHOLDING		283.24	0%
<a href="#">602-21222</a>	FICA WITHHOLDING		3,503.20	0%
<a href="#">258-21222</a>	FICA WITHHOLDING		794.78	0%
<a href="#">609-21222</a>	FICA WITHHOLDING		1,654.24	0%
<a href="#">211-21222</a>	FICA W/H		2,781.70	0%
<a href="#">101-21222</a>	FICA WITHHOLDING		15,163.96	0%

<a href="#">INV0000079</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	21,706.55	0.00	0.00	0.00	21,706.55
FEDERAL W/H	AP - REG AP				No	<b>Payment Date:</b> 5/1/2020		<b>Bank Draft:</b>		DFT0000032

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FEDERAL W/H	N/A	0.00	0.00	21,706.55	0.00	0.00	0.00	21,706.55

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">208-21221</a>	FEDERAL W/H		176.94	0.82%
<a href="#">270-21221</a>	FEDERAL WITHHOLDING		164.42	0.76%
<a href="#">258-21221</a>	FEDERAL WITHHOLDING		408.79	1.88%
<a href="#">211-21221</a>	FEDERAL W/H		2,019.39	9.30%
<a href="#">609-21221</a>	FEDERAL WITHHOLDING		920.18	4.24%
<a href="#">602-21221</a>	FEDERAL WITHHOLDING		2,456.53	11.32%
<a href="#">101-21221</a>	FEDERAL WITHHOLDING		15,560.30	71.68%

<a href="#">INV0000080</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	7,389.12	0.00	0.00	0.00	7,389.12
MEDICARE W/H	AP - REG AP				No	<b>Payment Date:</b> 5/1/2020		<b>Bank Draft:</b>		DFT0000033

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
MEDICARE W/H	N/A	0.00	0.00	7,389.12	0.00	0.00	0.00	7,389.12

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">208-21223</a>	MEDICARE W/H		73.90	1.00%
<a href="#">270-21223</a>	MEDICARE		66.24	0.90%
<a href="#">602-21223</a>	MEDICARE		819.30	11.09%
<a href="#">258-21223</a>	MEDICARE		185.88	2.52%
<a href="#">211-21223</a>	MEDICARE W/H		650.54	8.80%
<a href="#">101-21223</a>	MEDICARE		5,206.38	70.46%
<a href="#">609-21223</a>	MEDICARE		386.88	5.24%

**Vendor:** [3669 - MINNESOTA STATE RETIREMENT SYSTEM](#)**Vendor Total:** 6,543.22

<a href="#">INV0000048</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	875.94	0.00	0.00	0.00	875.94
HEALTH CARE SAVINGS PLAN	AP - REG AP				No	<b>Payment Date:</b> 5/1/2020		<b>Bank Draft:</b>		DFT0000008

## Payable Register

Packet: APPKT00029 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code			On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HEALTH CARE SAVINGS PLAN	N/A		0.00	0.00	875.94	0.00	0.00	0.00	875.94	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">602-21246</a>	HEALTH CARE SAVINGS PLAN				270.55	0%				
<a href="#">101-21246</a>	HEALTH CARE SAVINGS PLAN				605.39	0%				
<a href="#">INV0000049</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	170.00	0.00	0.00	0.00	170.00
HEALTH CARE SAVINGS PLAN	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:		DFT0000009
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HEALTH CARE SAVINGS PLAN	N/A		0.00	0.00	170.00	0.00	0.00	0.00	170.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">211-21246</a>	HEALTH CARE SAVINGS PLAN				170.00	0%				
<a href="#">INV0000050</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	1,275.00	0.00	0.00	0.00	1,275.00
HEALTH CARE SAVINGS PLAN	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:		DFT0000010
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HEALTH CARE SAVINGS PLAN	N/A		0.00	0.00	1,275.00	0.00	0.00	0.00	1,275.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-21246</a>	HEALTH CARE SAVINGS PLAN				1,275.00	0%				
<a href="#">INV0000051</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	2,497.28	0.00	0.00	0.00	2,497.28
HEALTH CARE SAVINGS PLAN	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:		DFT0000011
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HEALTH CARE SAVINGS PLAN	N/A		0.00	0.00	2,497.28	0.00	0.00	0.00	2,497.28	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">208-21246</a>	HEALTH CARE SAVINGS PLAN				27.86	0%				
<a href="#">270-21246</a>	HEALTH CARE SAVINGS PLAN				25.27	0%				
<a href="#">258-21246</a>	HEALTH CARE SAVINGS PLAN				31.38	0%				
<a href="#">602-21246</a>	HEALTH CARE SAVINGS PLAN				404.97	0%				
<a href="#">101-21246</a>	HEALTH CARE SAVINGS PLAN				1,858.59	0%				
<a href="#">609-21246</a>	HEALTH CARE SAVINGS PLAN				149.21	0%				
<a href="#">INV0000052</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	200.00	0.00	0.00	0.00	200.00
HEALTH CARE SAVINGS PLAN	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:		DFT0000012
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HEALTH CARE SAVINGS PLAN	N/A		0.00	0.00	200.00	0.00	0.00	0.00	200.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-21246</a>	HEALTH CARE SAVINGS PLAN				200.00	0%				
<a href="#">INV0000059</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	1,170.00	0.00	0.00	0.00	1,170.00
MNDP - DEFERRED COMP	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:		DFT0000018
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MNDP - DEFERRED COMP	N/A		0.00	0.00	1,170.00	0.00	0.00	0.00	1,170.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">211-21258</a>	MN DCP				200.00	0%				
<a href="#">101-21258</a>	MNDP--DEFERRED COMP				970.00	0%				
<a href="#">INV0000060</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	355.00	0.00	0.00	0.00	355.00
MNDP - ROTH	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:		DFT0000019

## Payable Register

Packet: APPKT00029 - PYPKT00021 - 5/1/2020 PR lw

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
MNDP - ROTH	N/A		0.00	0.00	355.00	0.00	0.00	0.00	355.00	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">258-21259</a>	MNDP-ROTH		23.67	0%						
<a href="#">101-21259</a>	MNDP-ROTH		331.33	0%						

Vendor: [1757 - MN CHILD SUPPORT PAYMENT CENTER](#)

Vendor Total: 356.25

<a href="#">INV0000072</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	356.25	0.00	0.00	0.00	356.25
#0014992937	AP - REG AP				No					

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
#0014992937	N/A	0.00	0.00	356.25	0.00	0.00	0.00	356.25
<b>Distributions</b>								
Account Number	Account Name	Project Account Key	Amount	Percent				
<a href="#">101-21262</a>	CHILD SUPPORT		356.25	0%				

Vendor: [1818 - MN REVENUE](#)

Vendor Total: 10,095.09

<a href="#">INV0000081</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	10,095.09	0.00	0.00	0.00	10,095.09
STATE W/H	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000034	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
STATE W/H	N/A	0.00	0.00	10,095.09	0.00	0.00	0.00	10,095.09
Distributions								
Account Number	Account Name	Project Account Key		Amount	Percent			
<a href="#">270-21224</a>	STATE WITHHOLDING			80.08	0%			
<a href="#">208-21224</a>	STATE W/H			96.60	0%			
<a href="#">211-21224</a>	STATE W/H			863.11	0%			
<a href="#">258-21224</a>	STATE WITHHOLDING			206.11	0%			
<a href="#">602-21224</a>	STATE WITHHOLDING			1,142.45	0%			
<a href="#">609-21224</a>	STATE WITHHOLDING			439.52	0%			
<a href="#">101-21224</a>	STATE WITHHOLDING			7,267.22	0%			

Vendor: [2028 - PERA OF MINNESOTA REG](#)

Vendor Total: 48,588.65

<a href="#">INV0000039</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	340.90	0.00	0.00	0.00	340.90
PERA COUNCIL	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000003	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PERA COUNCIL	N/A	0.00	0.00	340.90	0.00	0.00	0.00	340.90
Distributions								
Account Number	Account Name	Project Account Key		Amount	Percent			
101-21226	PERA WITHHOLDING COUNCIL			340.90	0%			

<a href="#">INV0000040</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	18,113.39	0.00	0.00	0.00	18,113.39
PERA POLICE AND FIRE	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000004	

## Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PERA POLICE AND FIRE	N/A	0.00	0.00	18,113.39	0.00	0.00	0.00	18,113.39
Distributions								
Account Number	Account Name	Project Account Key		Amount	Percent			
<a href="#">101-21225</a>	PERA WITHHOLDING			18,113.39	0%			

<a href="#">INV0000041</a>	Invoice	5/1/2020	5/1/2020	5/1/2020	5/1/2020	30,134.36	0.00	0.00	0.00	30,134.36
PERA COORDINATED	AP - REG AP				No	Payment Date: 5/1/2020		Bank Draft:	DFT0000005	

**Payable Register**
**Packet: APPKT00029 - PYPKT00021 - 5/1/2020 PR lw**

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PERA COORDINATED	N/A		0.00	0.00	30,134.36	0.00	0.00	0.00	30,134.36	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">208-21225</a>	PERA W/H				390.10	0%				
<a href="#">270-21225</a>	PERA WITHHOLDING				353.81	0%				
<a href="#">258-21225</a>	PERA WITHHOLDING				989.52	0%				
<a href="#">602-21225</a>	PERA WITHHOLDING				4,493.10	0%				
<a href="#">101-21225</a>	PERA WITHHOLDING				18,758.66	0%				
<a href="#">211-21225</a>	PERA W/H				3,209.23	0%				
<a href="#">609-21225</a>	PERA WITHHOLDING				1,939.94	0%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	15	119,175.94	0.00	0.00	0.00	119,175.94	118,819.69	356.25
Grand Total:		119,175.94	0.00	0.00	0.00	119,175.94	118,819.69	356.25

## Account Summary

Account	Name	Amount
<a href="#">101-21221</a>	FEDERAL WITHHOLDING	15,560.30
<a href="#">101-21222</a>	FICA WITHHOLDING	15,163.96
<a href="#">101-21223</a>	MEDICARE	5,206.38
<a href="#">101-21224</a>	STATE WITHHOLDING	7,267.22
<a href="#">101-21225</a>	PERA WITHHOLDING	36,872.05
<a href="#">101-21226</a>	PERA WITHHOLDING COUNCIL	340.90
<a href="#">101-21246</a>	HEALTH CARE SAVINGS PLAN	3,938.98
<a href="#">101-21258</a>	MNDP--DEFERRED COMP	970.00
<a href="#">101-21259</a>	MNDP-ROTH	331.33
<a href="#">101-21262</a>	CHILD SUPPORT	356.25
<b>Total:</b>		<b>86,007.37</b>

Account	Name	Amount
<a href="#">208-21221</a>	FEDERAL W/H	176.94
<a href="#">208-21222</a>	FICA W/H	315.94
<a href="#">208-21223</a>	MEDICARE W/H	73.90
<a href="#">208-21224</a>	STATE W/H	96.60
<a href="#">208-21225</a>	PERA W/H	390.10
<a href="#">208-21246</a>	HEALTH CARE SAVINGS PLAN	27.86
<b>Total:</b>		<b>1,081.34</b>

Account	Name	Amount
<a href="#">211-21221</a>	FEDERAL W/H	2,019.39
<a href="#">211-21222</a>	FICA W/H	2,781.70
<a href="#">211-21223</a>	MEDICARE W/H	650.54
<a href="#">211-21224</a>	STATE W/H	863.11
<a href="#">211-21225</a>	PERA W/H	3,209.23
<a href="#">211-21246</a>	HEALTH CARE SAVINGS PLAN	170.00
<a href="#">211-21258</a>	MN DCP	200.00
<b>Total:</b>		<b>9,893.97</b>

Account	Name	Amount
<a href="#">258-21221</a>	FEDERAL WITHHOLDING	408.79
<a href="#">258-21222</a>	FICA WITHHOLDING	794.78
<a href="#">258-21223</a>	MEDICARE	185.88
<a href="#">258-21224</a>	STATE WITHHOLDING	206.11
<a href="#">258-21225</a>	PERA WITHHOLDING	989.52
<a href="#">258-21246</a>	HEALTH CARE SAVINGS PLAN	31.38
<a href="#">258-21259</a>	MNDP-ROTH	23.67
<b>Total:</b>		<b>2,640.13</b>

Account	Name	Amount
<a href="#">270-21221</a>	FEDERAL WITHHOLDING	164.42
<a href="#">270-21222</a>	FICA WITHHOLDING	283.24
<a href="#">270-21223</a>	MEDICARE	66.24
<a href="#">270-21224</a>	STATE WITHHOLDING	80.08
<a href="#">270-21225</a>	PERA WITHHOLDING	353.81
<a href="#">270-21246</a>	HEALTH CARE SAVINGS PLAN	25.27
<b>Total:</b>		<b>973.06</b>

Account	Name	Amount
<a href="#">602-21221</a>	FEDERAL WITHHOLDING	2,456.53
<a href="#">602-21222</a>	FICA WITHHOLDING	3,503.20
<a href="#">602-21223</a>	MEDICARE	819.30



**Account Summary**

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">602-21224</a>	STATE WITHHOLDING	1,142.45
<a href="#">602-21225</a>	PERA WITHHOLDING	4,493.10
<a href="#">602-21246</a>	HEALTH CARE SAVINGS PLAN	675.52
<b>Total:</b>		<b>13,090.10</b>

<b>Account</b>	<b>Name</b>	<b>Amount</b>
<a href="#">609-21221</a>	FEDERAL WITHHOLDING	920.18
<a href="#">609-21222</a>	FICA WITHHOLDING	1,654.24
<a href="#">609-21223</a>	MEDICARE	386.88
<a href="#">609-21224</a>	STATE WITHHOLDING	439.52
<a href="#">609-21225</a>	PERA WITHHOLDING	1,939.94
<a href="#">609-21246</a>	HEALTH CARE SAVINGS PLAN	149.21
<b>Total:</b>		<b>5,489.97</b>

CITY OF MARSHALL, MINNESOTA  
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS  
5/12/2020

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2018 Prior Payments	2019 Prior Payments	2020 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE
Z67	475-60211-5570	6/12/2018	Michigan Road/Superior Road Reconsctruction	D & G Excavating	1,022,427.60	3,184.00	1,025,611.60	959,481.14	11,130.87		51,084.84	3,914.75	99.62%
Z72	630-90661-5570	5/14/2019	Hahn Road Storm Sewer Reconstruction	A & C Excavating, LLC	136,970.00	(11,540.11)	125,429.89	113,279.89	12,150.00			-	100.00%
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	2,081,147.29	532,554.36	328,008.47	7,514,130.68	46.61%
	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	89,140.13		55,626.75	(24,979.58)	100.91%
	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 Bettermments	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		745,236.90		82,804.10	4,202,159.00	16.46%
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	-	100.00%
B20	476-70276-5520	3/10/2020	Fredom Park Restroom	Sussner Construction	122,700.00		122,700.00					122,700.00	0.00%
Z50	101-60211-2227	3/24/2020	2020 Chip Seal (\$14,300 - Arena Parking Lot)	Pearson Bros., Inc.	154,300.00		154,300.00					154,300.00	0.00%
Z51	495-60211-5570	3/24/2020	2020 Bituminous Resurfacing	Duininck, Inc	598,912.10		598,912.10					598,912.10	0.00%
Z75	476-60221-5570	4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90		2,583,754.90					2,583,754.90	0.00%
					<u>27,002,915.42</u>	<u>58,771.60</u>	<u>27,061,687.02</u>	<u>959,481.14</u>	<u>6,580,464.43</u>	<u>3,041,207.90</u>	<u>532,554.36</u>	<u>522,064.33</u>	<u>15,425,914.86</u>

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	TABLED ITEM
<b>Type:</b>	ACTION
<b>Subject:</b>	SP 4210-56: TH 68 Ultra-Thin Bond Wear Course (UTBWC) Project – Consider Resolution Approving No Parking Along TH 68 (Channel Parkway to T.H. 59 North).
<b>Background Information:</b>	<p>MnDOT design engineers approached City Engineering staff with a proposal to restripe West Main Street (TH 68) to include a center left turn lane between Channel Parkway and T.H. 59 North. The work would occur in 2022 in concurrence with an Ultra-Thin Bond Wear Course (UTBWC) project on T.H. 68 from Minneota to the junction of T.H. 59 North in Marshall. A proposed layout is attached.</p> <p>Currently, the road is striped as a two-lane street with parking allowed on both sides. In its current condition, there is some on-street parking that occurs between T.H. 59 and 10<sup>th</sup> Street, which is a residential portion of the corridor. In the proposed striping, MnDOT includes a two-way center turn lane to go along with the two through lanes. There are two 6.5-ft shoulders that remain. MnDOT is proposing that no parking be allowed between Channel Parkway and T.H. 59 North. The attached resolution has been prepared for Council consideration of said no parking segment.</p> <p>This information was presented to the Public Improvement/Transportation Committee at their meeting on February 6, 2020.</p> <p>At their meeting on April 14, 2020, the City Council tabled action on this item. City Council requested City staff to notify property owners adjacent to this segment of highway of the proposed striping change and allowing for public comment. Attached is a copy of the letter that was mailed on April 20, 2020 to said property owners. One comment was received as attached.</p>
<b>Fiscal Impact:</b>	None at this time.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council adopt RESOLUTION NUMBER XXXX, which is the Resolution Approving “No Parking” Along TH 68 (Channel Parkway Street to TH 59 North) in connection with SP 4210-56: TH 68 Ultra-Thin Bond Wear Course (UTBWC) Project.

**RESOLUTION NO. \_\_\_\_\_, SECOND SERIES**

**RESOLUTION APPROVING “NO PARKING” ALONG T.H. 68**

WHEREAS, in coordination with MnDOT for SP 4210-56: TH 68 Ultra-Thin Bond Wear Course (UTBWC) Project, MnDOT will be constructing a two-way left turn lane on T.H. 68 from Channel Parkway to T.H. 59 North;

AND WHEREAS, with the construction of the two-way left turn lane, it is necessary to prohibit parking from Channel Parkway to T.H. 59 North.

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

1. The Council hereby prohibits all parking along T.H. 68 from Channel Parkway to T.H. 59 North.

Passed and adopted by the Council this 12<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

April 20, 2020

MnDOT District 8 has approached City staff with a proposal to restripe West Main Street (MN 68) to include a center left turn lane between Channel Parkway and North Highway 59. The restriping work would occur in 2022 in concurrence with an ultra-thin bonded overlay project on MN 68 between Minneota and North Highway 59 in Marshall (MnDOT Project SP 4210-56). There are no project assessments associated with MnDOT's improvements.

Currently, the road is striped as a two-lane street with parking allowed on both sides. In the proposed striping, MnDOT includes a two-way center turn lane to go along with the two through lanes. There are two 6.5-ft shoulders that would remain. MnDOT is proposing that no parking be allowed along this corridor.

MnDOT is requesting City support for their proposed restriping work in Marshall's city limits. At their meeting on April 14, 2020, the City Council requested city staff to notify property owners adjacent to this segment of highway of the proposed striping change. If you would like to comment on MnDOT's proposed changes, please send your comments to the City of Marshall Public Works office. We can be reached through the following methods:

Phone: Call 507-537-6773 to be transferred to voice mail for recording.

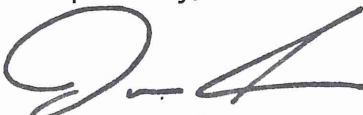
Mail: Public Works Department  
344 W Main Street  
Marshall, MN 56258

E-mail: Call Public Works at 507-537-6773 and request a contact.

The City requests that each submitted comment include your name and address.

Thank you.

Respectfully,



Jason R. Anderson, P.E.  
Director of Public Works/City Engineer  
[Jason.Anderson@ci.marshall.mn.us](mailto:Jason.Anderson@ci.marshall.mn.us)

JRA:lrk



LAYOUT HISTORY S.P. 4210-56 TH 68 TWLTL

The need for the TWLTL is that left turning vehicles cause delay and increased potential for rear-end crashes at the numerous entrances and three city street intersections.

The purpose for the TWLTL is to reduce delay for thru traffic and reduce the potential for rear-end crashes.

September 2019: 30% layout complete

Design Exceptions: None

LAYOUT No. 1 - COPY NO. ---  
TH 68 VICINITY OF MARSHALL  
JCT OF TH 68 & CHANNEL PKWY  
TO JCT TH 68 & TH 59  
Prepared SEPTEMBER 2019 Scale: As Noted  
BY CASEY WANNANLUI

The Traffic volumes shown are estimated for year 2019 and are subject to change without notice.

Staff Approval  
Date:

S.P. 4210-56 T.H. 68 A.J. 18A140 PMS Activity 140  
S.P. T.H. A.J. PMS Activity  
S.P. T.H. A.J. PMS Activity

Copy To: For:

DESIGN FILE: P421049.L01.dgn  
DATE: SEPTEMBER 2019

Level 2 LAYOUT APPROVAL  
Programmed Letting Date 2/25/2022

Prepared By: District Design or Preliminary Design Engineer 20  
Reviewed By: District Traffic Engineer 20  
Approved By: Transportation District Engineer 20

STA	SHLD LT	THRU	THRU	SHLD RT
929	3.0	-2.6	4.7	3.8
930	1.8	-1.2	4.5	6.8
931	0.4	-0.8	3.5	7.6
932	1.4	-0.2	2.6	7.0
933	2.7	0.4	3.2	4.9
934	1.9	0.5	1.5	5.3
935	3.0	0.8	1.7	4.7
936	4.2	0.7	2.0	3.8
937	3.4	2.3	2.5	3.7
938	5.0	1.9	2.2	3.2
939	4.0	1.8	1.8	3.6
940	4.0	1.6	1.6	4.0
941	6.0	1.9	2.2	4.0
942	3.0	1.4	1.1	3.4
943	3.8	0.4	1.5	3.9
944	5.5	0.3	2.5	3.8
945	5.2	1.3	3.2	5.8
946	5.0	0.5	2.8	6.6
947	2.2	1.7	4.5	3.1
948	1.6	2.0	3.2	3.9
949	1.3	1.8	2.8	3.8
950	2.7	1.3	3.2	3.3
951	2.2	1.7	2.9	2.3
952	3.5	1.8	2.3	2.3
953	2.7	1.8	1.5	3.0

(1) MEASURED WITH SMARTH LEVEL, STATIONING APPROXIMATE

EXISTING TYPICAL SECTION

PROPOSED TYPICAL SECTION

DISCUSS PROPOSED CROSS SLOPES AND OVERLAY PROJECT WITH MATERIALS ENGINEER

PROJECT LOCATION

GENERAL HIGHWAY MAP  
LYON COUNTY  
MINNESOTA

LEGEND  
ROAD AND ROADWAY FEATURES

SP. 4210-49 (TH 68)  
TWO WAY LEFT TURN LANE  
(TWLTL)

mm

DEPARTMENT OF  
RANSPORTATION

2016

2019

2016

2019

2016

2019

72



**From:** Gwen

**Sent:** Friday, May 1, 2020 3:02 PM

**To:** Jason Anderson <Jason.Anderson@ci.marshall.mn.us>

**Subject:** Restripe

Jason,

906 West Main, ,908 West Main, 910 West Main are all fine with the re-striping and left turn lane project to be done in 2022.

Thank you,

Gwen

CDI of Marshall, LLP

PO Box 823

Marshall, MN 56258



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution Providing for the Issuance and Sale of the City's General Obligation Bonds, Series 2020B
<b>Background Information:</b>	<p>The issuance of the City's General Obligation Bonds, Series 2020B in the principal aggregate amount of \$2,650,000 currently includes the following;</p> <ul style="list-style-type: none"> <li>• <b>Street Reconstruction Bonds: \$1,215,000</b> <ul style="list-style-type: none"> <li>○ S 4<sup>th</sup> Street Reconstruction: \$790,900</li> <li>○ S 1<sup>st</sup> Street Reconstruction: \$424,100</li> </ul> </li> <li>• <b>Abatement Bonds: \$130,000</b> <ul style="list-style-type: none"> <li>○ Freedom Park Bathroom Replacement: \$130,000</li> </ul> </li> <li>• <b>Equipment Certificates: \$385,000</b> <ul style="list-style-type: none"> <li>○ SCBA Pack &amp; Mask Replacement: \$234,580</li> <li>○ Dump Truck: \$158,420</li> </ul> </li> <li>• <b>Utility Revenue Bond: \$920,000</b> <ul style="list-style-type: none"> <li>○ Legion Field Buffalo Ridge Basin: \$573,400</li> <li>○ MERIT Dry Pond Outlet Piping: \$346,600</li> </ul> </li> </ul>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Providing for the Issuance and Sale of the City's General Obligation Bonds, Series 2020B

**EXTRACT OF MINUTES OF MEETING OF THE  
COUNCIL OF THE CITY OF MARSHALL  
LYON COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Marshall, Minnesota, was duly held remotely by telephone or other electronic means at the MERIT Center in said City on Tuesday, May 12, 2020, commencing at 5:30 p.m.

The following members were present:

and the following were absent:

Council Member \_\_\_\_\_ introduced the following written Resolution No. \_\_\_\_\_, Second Series attached hereto and moved its adoption. The motion for the adoption of the resolution was duly seconded by Council Member \_\_\_\_\_ and upon a vote being taken thereon, the following Council Members voted AYE:

and the following voted NAY:

Passed, adopted, approved and filed this 12th day of May, 2020.

**CITY OF MARSHALL, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_  
SECOND SERIES**

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF  
THE CITY'S GENERAL OBLIGATION BONDS, SERIES 2020B,  
IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF  
\$2,650,000**

BE IT RESOLVED by the City Council (the "Council") of the City of Marshall, Minnesota (the "City"), in regular meeting assembled:

1. Street Reconstruction Bonds.

(a) Pursuant to Minnesota Statutes, Chapter 475, as amended ("Chapter 475"), specifically Section 475.58, subdivision 3b (collectively, the "Street Reconstruction Act"), the City is authorized to issue general obligation bonds to finance street reconstruction and bituminous overlays, which may include utility replacement and relocation and other activities incidental to the street reconstruction, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects (but does not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed).

(b) As a condition to the issuance of general obligation street reconstruction bonds, the City must adopt a street reconstruction or overlay plan that describes the street reconstruction or overlay to be financed, the estimated costs, and any planned reconstruction or overlay of other streets in the municipality over the next five years, and such plan and issuance of the street reconstruction bonds must be approved by a vote of a two-thirds majority of the members of the governing body following a public hearing for which notice has been published in the official newspaper at least ten (10) days but not more than twenty-eight (28) days prior to the hearing.

(c) By resolution of the Council of the City, adopted on March 24, 2020, the Council authorized a public hearing to be conducted on April 14, 2020, with respect to a five-year street reconstruction plan (the "Street Reconstruction Plan") prepared in compliance with the Street Reconstruction Act, and the proposed issuance of general obligation bonds (the "Street Reconstruction Bonds") to finance certain street reconstruction described in the Street Reconstruction Plan, including the South 4th Street Reconstruction Project and South 1st Street Reconstruction Project (the "Street Reconstruction"). The City Clerk was authorized and directed to cause a notice of public hearing to be published in the official newspaper of the City once at least ten (10) days but not more than twenty-eight (28) days before the date of the public hearing.

(d) A notice of public hearing with respect to the Street Reconstruction Plan and the proposed issuance of the Street Reconstruction Bonds to finance the Street Reconstruction was published on March 28, 2020 in *The Marshall Independent*, the official newspaper of the City in accordance with the Street Reconstruction Act.

(e) On April 14, 2020, the Council of the City conducted a public hearing on the proposals that the City adopt the Street Reconstruction Plan and issue the Street Reconstruction Bonds to finance the Street Reconstruction, all under the Street Reconstruction Act. Following the public hearing, the Council adopted the Street Reconstruction Plan by a vote of at least two-thirds majority of the members of the Council.

(f) The City proposes to issue the Street Reconstruction Bonds in the proposed aggregate principal amount of \$1,215,000 to finance the Street Reconstruction and the costs of issuing the Street Reconstruction Bonds, subject to the contingency described in subsection (g) below. The principal of and interest on the Street Reconstruction Bonds will be paid primarily from revenues derived from the imposition of ad valorem property taxes, in addition to other available revenues of the City.

(g) If a petition requesting a vote on the issuance of the Street Reconstruction Bonds, signed by voters equal to five percent (5%) of the votes cast in the last municipal general election, is filed with the City Clerk within thirty (30) days after the date of the public hearing, the City may issue the Street Reconstruction Bonds only after obtaining approval of a majority of voters voting on the question at an election. The authorization to issue the Street Reconstruction Bonds is subject to expiration of the 30-day period without the City's receipt of a qualified petition under the Street Reconstruction Act, or if a qualified petition is filed, upon the approving vote of a majority of the voters voting on the question of issuance of the Street Reconstruction Bonds.

## 2. Abatement Bonds.

(a) The City has determined to finance certain public improvements, including improvements to a restroom at Freedom Park in the City (the "Public Improvements").

(b) Under Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (collectively, the "Abatement Act"), the City is authorized to grant a property tax abatement on specified parcels in order to accomplish certain public purposes, including the provision or construction of public infrastructure such as the Public Improvements.

(c) Pursuant to a resolution adopted by the Council on April 14, 2020 (the "Abatement Resolution"), following a duly noticed public hearing, the Council approved a property tax abatement (the "Abatements") for certain property in the City (the "Abatement Parcels") over a period of six (6) years, in an amount sufficient to pay the principal amount of and interest on bonds issued to finance the Public Improvements (the "Abatement Bonds") in the proposed aggregate principal amount of \$130,000.

(d) In the Abatement Resolution, the City found and determined that the Public Improvements benefit the Abatement Parcels, and that the maximum principal amount of Abatement Bonds to be secured by Abatements does not exceed the estimated sum of Abatements from the Abatement Parcels for the term authorized under the Abatement Resolution.

(e) The City has determined to issue the Abatement Bonds in the proposed aggregate principal amount of \$130,000, pursuant to the Abatement Act, to provide financing for the Public Improvements.

## 3. Equipment Certificates.

(a) The City is authorized by Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Sections 410.32 and 412.301, as amended (collectively, the “Capital Equipment Act”), to issue its general obligation equipment certificates of indebtedness on such terms and in such manner as the City determines to finance the purchase of items of capital equipment, subject to certain limitations contained in the Capital Equipment Act.

(b) The City will purchase and acquire various items of capital equipment, including a dump truck and SCBA pack and masks (breathing apparatus) (the “Capital Equipment”), pursuant to the Capital Equipment Act.

(c) As required by the Capital Equipment Act:

(i) the expected useful life of each item of Capital Equipment is or will be at least as long as the term of the equipment certificates issued to finance such Capital Equipment; and

(ii) the principal amount of equipment certificates to be issued in the year 2020 will not exceed 0.25 percent of the estimated market value of taxable property in the City for the year 2020.

(d) The City has determined to issue its obligations in the proposed principal amount of \$385,000 (the “Equipment Certificates”), pursuant to the Capital Equipment Act, to finance the acquisition of the Capital Equipment and the costs of issuing the Equipment Certificates.

#### 4. Utility Revenue Bonds.

(a) The City engineer has recommended the construction of various surface water system improvements, including to the Legion Field Buffalo Ridge Basin and the MERIT Center Dry Pond Outlet in the City (the “Utility Improvements”), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (collectively, the “Utility Revenue Act”).

(b) The Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed aggregate principal amount of \$920,000 (the “Utility Revenue Bonds”), pursuant to the Utility Revenue Act, to provide financing for the Utility Improvements.

#### 5. Sale of Bonds.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2020B (the “Series 2020B Bonds”), in the proposed aggregate principal amount of \$2,650,000, pursuant to the Street Reconstruction Act, the Abatement Act, the Capital Equipment Act, and the Utility Revenue Act (collectively, the “Act”) to provide financing for the Street Reconstruction, the Public Improvements, the Capital Equipment, and the Utility Improvements. The Series 2020B Bonds will be issued, sold, and delivered in accordance with the Terms of Proposal attached hereto as EXHIBIT A (the “Terms of Proposal”).

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Series 2020B Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale.

6. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC is authorized and directed to negotiate the Series 2020B Bonds in accordance with the Terms of Proposal. The Council will meet at 5:30 P.M. on Tuesday, June 9, 2020, to consider proposals on the Series 2020B Bonds and take any other appropriate action with respect to the Series 2020B Bonds.

7. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Series 2020B Bonds. The officers, employees and agents of the City are hereby authorized to assist Kennedy & Graven, Chartered in the preparation of such documents, certificates, and instruments.

8. Covenants. In the resolution awarding the sale of the Series 2020B Bonds the Council will set forth the covenants and undertakings required by the Act.

9. Official Statement. In connection with the sale of the Series 2020B Bonds, the officers or employees of the City are authorized and directed to cooperate with Baker Tilly Municipal Advisors, LLC and participate in the preparation of an official statement for the Series 2020B Bonds and to execute and deliver it on behalf of the City upon its completion.

Passed and adopted this May 12, 2020.

**CITY OF MARSHALL, MINNESOTA**

---

Robert J. Byrnes  
Mayor

Attest:

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Kyle Box  
City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.





## EXHIBIT B

**THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:**

### TERMS OF PROPOSAL

**\$2,650,000\***

**CITY OF MARSHALL, MINNESOTA  
GENERAL OBLIGATION BONDS, SERIES 2020B**

**(BOOK ENTRY ONLY)**

Proposals for the above-referenced obligations (the “Bonds”) will be received by the City of Marshall, Minnesota (the “City”) on Tuesday, June 9, 2020 (the “Sale Date”) until 10:00 A.M., Central Time (the “Sale Time”) at the offices of Baker Tilly Municipal Advisors, LLC (“Baker Tilly MA”), 380 Jackson Street, Suite 300, Saint Paul, Minnesota, 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 5:30 P.M., Central Time, of the same day.

### SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the City nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Completed, signed proposals may be submitted to Baker Tilly MA by email to [bondservice@bakertilly.com](mailto:bondservice@bakertilly.com) or by fax (651) 223-3046, and must be received prior to the Sale Time.

**OR**

(b) **Electronic Bidding.** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder’s failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2<sup>nd</sup> Floor, New York, New York 10018  
Customer Support: (212) 849-5000

## DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2021. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts\* as follows:

2022	\$335,000	2024	\$340,000	2026	\$350,000	2028	\$330,000	2030	\$95,000
2023	\$340,000	2025	\$345,000	2027	\$320,000	2029	\$95,000	2031	\$100,000

\* *The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.*

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify “Years of Term Maturities” in the spaces provided on the proposal form.

## BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company (“DTC”), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the “Purchaser”), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

## REGISTRAR

The City will name the registrar which shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the registrar.

## OPTIONAL REDEMPTION

The City may elect on February 1, 2028, and on any day thereafter, to redeem Bonds due on or after February 1, 2029. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

## SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge for repayment of a portion of the Bonds (i) available tax abatement revenue, and (ii) net revenues of the surface water system of the City. The proceeds of the Bonds will be used to finance (i) improvements to a park located within the City, (ii) the acquisition of capital equipment; (iii) various street reconstruction projects within the City, and (iv) various utility improvements.

## BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

## BIDDING PARAMETERS

Proposals shall be for not less than \$2,592,175 plus accrued interest, if any, on the total principal amount of the Bonds. No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

## ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the “Code”), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the “Issue Price Certificate”) containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the “public” (as said term is defined in Treasury Regulation Section 1.148-1(f) (the “Regulation”)) or the sale price; and (iii) pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by Baker Tilly MA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a “competitive sale” as defined in the Regulation based on the following:

- (i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
- (iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See “AWARD” herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an “underwriter” as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a “competitive sale” are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice of award of the sale of the Bonds, the Purchaser shall advise the City and Baker Tilly MA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the “issue price” for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the “hold-the-offering-price” requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

#### GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of \$26,500 (the “Deposit”) no later than 1:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

#### AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

#### BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the

municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

#### CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

#### SETTLEMENT

On or about July 9, 2020, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

#### CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

#### OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email [bondservice@bakertilly.com](mailto:bondservice@bakertilly.com). The Preliminary Official Statement will also be made available at <https://go.bakertilly.com/bond-sales-calendar>.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated May 12, 2020

BY ORDER OF THE CITY COUNCIL

/s/ Sharon Hanson  
City Administrator

## SECOND SERIES

The attached resolution was adopted by the City Council of the City of Marshall on May 12, 2020.

The question was on the adoption of the resolution, and there were \_\_\_\_\_ AYE votes and \_\_\_\_\_ NAY votes as follows:

<b>CITY OF MARSHALL CITY COUNCIL MEMBERS</b>	<b>Yes</b>	<b>No</b>	<b>Other</b>
Robert J. Byrnes, Mayor	_____	_____	_____
Glenn Bayerkohler (Ward I)	_____	_____	_____
John DeCramer (Ward I)	_____	_____	_____
Russ Labat (Ward II)	_____	_____	_____
Steven Meister (Ward II)	_____	_____	_____
James Lozinski (Ward III)	_____	_____	_____
Craig Schafer (Ward III)	_____	_____	_____

RESOLUTION ADOPTED.

ATTEST:

\_\_\_\_\_  
Secretary to the Council



STATE OF MINNESOTA     )  
  )  
COUNTY OF LYON         ) SS  
  )  
CITY OF MARSHALL        )

I, the undersigned, being the duly qualified and acting City Clerk of the City of Marshall, Minnesota (the “City”), DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City, duly called and held on May 12, 2020, insofar as such minutes relate to the issuance and sale of the City’s General Obligation Bonds, Series 2020B, in the proposed aggregate principal amount of \$2,650,000.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2020.

**CITY OF MARSHALL, MINNESOTA**

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Kyle Box  
City Clerk

Marshall Projects

**2020**

	Plan-It #	CASH				Net	Special	Surf Water		Asmt %	Bonding	Bonding
		Total Cost	State	MMU	Wastewater							
			Aid	Funding	Cash	Bonding	Assessmts	Mgmt	Tax Levy		Authority	Years
S 4th Street Project (Phase 1 Country Club - Elaine)	SP 29	\$3,147,013	\$1,052,415	\$764,923	\$567,511	\$762,164	\$0	\$762,164	\$0	0.00%	MS 475.58 St. Reconstruction	
S 1st Street Reconstruction	SP 35	\$818,194		\$242,086	\$167,415	\$408,693	\$155,499	\$92,568	\$160,626	19.01%	MS 475.58 St. Reconstruction	
Freedom Park Bathroom Replacement	Bath 20	\$130,000				\$130,000			\$130,000	0.00%	Abatement	
Dump Truck	Streets 28	\$150,000				\$150,000			\$150,000	0.00%	Equipment	
SCBA Pack & Mask Replacement	Fire 38	\$214,637				\$214,637			\$214,637	0.00%	Equipment	
Legion Field Phase: Buffalo Ridge Basin	SWM 19	\$553,436				\$553,436		\$553,436	\$0	0.00%	Revenue	
MERIT Dry Pond Outlet Piping	SWM 22	\$334,542				\$334,542		\$334,542	\$0	0.00%	Revenue	
		\$5,347,822	\$1,052,415	\$1,007,009	\$734,926	\$2,553,472	\$155,499	\$1,742,710	\$655,263			

## City of Marshall, Minnesota Pre-Sale Summary for Issuance of Bonds

*\$2,650,000 General Obligation Bonds, Series 2020B*

The Council has under consideration the issuance of bonds to finance (i) improvements to a park located within the City (the "Abatement Bonds"), (ii) the acquisition of various equipment (the "Equipment Certificates"), (iii) various street reconstruction projects (the "Street Reconstruction Bonds"), and (iv) various utility improvements (the "Surface Water Utility Bonds"). This document provides information relative to the proposed issuance.

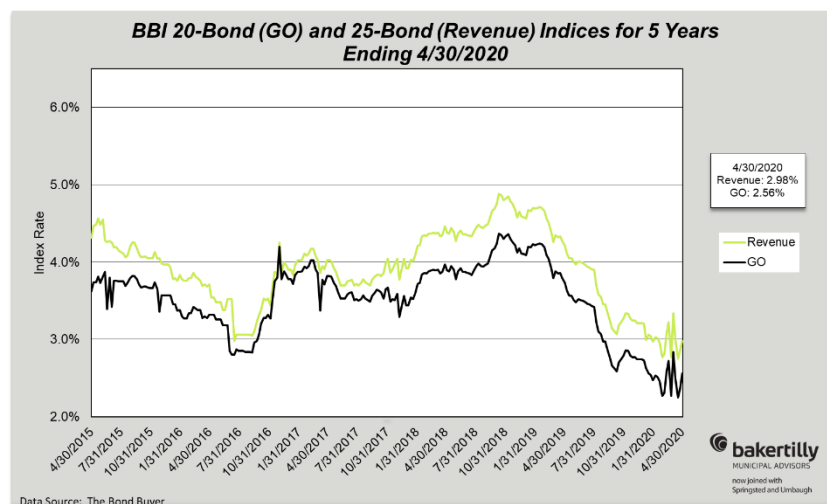
On March 11, 2020, the World Health Organization proclaimed the Coronavirus (COVID-19) to be a pandemic. The continually changing conditions resulting from the pandemic have created significant, ongoing volatility in the financial markets. It is not known what impact this may have on the City's ability to issue the proposed Bonds on the timeline, at the interest rate estimates, or under the method of sale presented in this Pre-Sale Summary. This document and corresponding schedules are based on estimates made at the time this document was prepared. In the time leading up to the City's sale, Baker Tilly Municipal Advisors will continue to monitor the market on the City's behalf and will work with the City to address issues and/or identify alternative approaches to the City's financing.

**KEY EVENTS:** The following summary schedule includes the timing of some of the key events that will occur relative to the bond issuance.

May 12, 2020	Council sets sale date and terms
Week of May 25, 2020	Rating conference is conducted
<b>June 9, 2020, 10:00 a.m.</b>	<b>Competitive proposals are received</b>
<b>June 9, 2020, 5:30 p.m.</b>	<b>Council considers award of the Bonds</b>
July 9, 2020 (est.)	Proceeds are received

**RATING:** An application will be made to S&P Global Ratings (S&P) for a rating on the Bonds. The City's general obligation debt is currently rated "AA" by S&P.

**THE MARKET:** Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20<sup>th</sup> year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30<sup>th</sup> year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years.



<b>BOND SUMMARY:</b>	<p>The Bonds are structured as four purposes under various statutory authorities. The Bonds are being issued pursuant to Minnesota Statutes, Chapters 412, 444, 469, and 475; and Sections 412.301, 469.1812 through 469.1815, and 475.58 (Subd. 3b).</p> <p>The Bonds are a general obligation of the City, secured by its full faith and credit and taxing power. In addition, the City will pledge (i) available tax abatement revenue and (ii) net revenues of the City's wastewater and surface water systems.</p> <p>Each purpose is detailed in the sections below.</p>
<b>RISKS/SPECIAL CONSIDERATIONS:</b>	<p>The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.</p> <p>Anticipated levy projections for the Street Reconstruction Bonds are based on the estimated assessment income and available surface water management funds. If actual assessment collections and available surface water management funds are different than projected, the resulting anticipated levy could differ significantly from what is projected in these schedules.</p> <p>The Surface Water Utility Bonds are expected to be repaid from wastewater and surface water revenues. In the event these revenues fall short, the City will be obligated to provide other funds or levy to pay debt service.</p>
<b>SCHEDULES ATTACHED:</b>	<p>Schedules attached for the Bonds include: (i) sources and uses of funds, (ii) net debt service for the Bonds as a whole and by purpose, (iii) estimated assessment income and available surface water management funds for the Street Reconstruction Bonds, and (iv) an aggregate debt service schedule for the City's existing and estimated utility debt.</p>
<b>SALE TERMS AND MARKETING:</b>	<p><u>Variability of Issue Size:</u> A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.</p> <p><u>Prepayment Provisions:</u> Bonds maturing on or after February 1, 2029 may be prepaid at a price of par plus accrued interest on or after February 1, 2028.</p> <p><u>Bank Qualification:</u> The City does not expect to issue more than \$10 million in tax-exempt obligations that count against the \$10 million limit for 2020; therefore, the Bonds are designated as bank qualified.</p>

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### *\$130,000 Abatement Bonds*

#### **Description of Purpose**

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<b>PURPOSE:</b>	<p>Proceeds of the Abatement Bonds will be used to finance improvements to Freedom Park located within the City.</p>
<b>AUTHORITY:</b>	<p><u>Statutory Authority:</u> The Abatement Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Sections 469.1812 through 469.1815.</p> <p><u>Statutory Requirements:</u> Pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, the City must specify the public benefit of the abatement, identify properties located within its jurisdiction whose value will equal the proposed amount of abatement</p>

and the term of the abatement, and further comply with public hearing requirements. A public hearing was held on April 14, 2020, at which time the statutory requirement for issuing tax abatement bonds was met.

The maximum amount of abatement by the City in any given year cannot exceed the greater of 10% of the net tax capacity of the City or \$200,000. Based on the City's 2019/2020 tax capacity of \$12,104,450, the greater amount is \$1,210,445. The City's projected annual tax abatement for this issue is estimated to be \$26,000, within the statutory limitation.

**SECURITY AND  
SOURCE OF  
PAYMENT:**

The Abatement Bonds are a general obligation of the City, secured by its full faith and credit and taxing power. In addition, the City will pledge tax abatement revenue derived from certain abated parcels for a period of five years. The tax abatement revenues are estimated to be at least equal to the principal due on the Abatement Bonds. The City will be required to levy ad valorem taxes to pay the interest due on the Abatement Bonds if there is a shortfall of tax abatement revenue. Baker Tilly Municipal Advisors (Baker Tilly MA) has provided the City with the abatement area and properties, and projections of tax abatement revenue.

The February 1, 2021 interest payment on the Abatement Bonds will be made with available City funds. The City will make its first levy for the Abatement Bonds in 2020 for collection in 2021. Each year's collection of taxes and abatement revenue will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due in the following year.

**STRUCTURING  
SUMMARY:**

In consultation with the City, the Abatement Bonds have been structured with a repayment term of five years to result in an approximately level annual debt service requirement.

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*\$385,000 Equipment Certificates*

**Description of Purpose**

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**PURPOSE:** Proceeds of the Equipment Certificates will be used to finance a dump truck and SCBA Pack & Mask replacement equipment.

**AUTHORITY:** Statutory Authority: The Equipment Certificates are being issued pursuant to Minnesota Statutes, Section 412.301.

Statutory Requirements: The City may finance capital equipment with the issuance of certificates of indebtedness without being subject to a petition requirement calling for a referendum if the total amount of the issue does not exceed  $\frac{1}{4}$  of 1% of the estimated market value of the City. Based on the City's 2019/2020 estimated market value of \$982,290,900, this represents a maximum issue size of \$2,455,727. This issuance of \$385,000 for the Equipment Certificates is within that limitation and not subject to a taxpayer petition for a referendum.

**SECURITY AND  
SOURCE OF  
PAYMENT:**

The Equipment Certificates are a general obligation of the City, secured by its full faith and credit and taxing power. The February 1, 2021 interest payment will be made with available City funds. The City will levy taxes for repayment of the Equipment Certificates and will make its first levy for the Equipment Certificates in 2020 for collection in 2021. Each year's collection of taxes will be used to make the August 1 interest payment due in

the collection year and the February 1 principal and interest payment due in the following year.

**STRUCTURING  
SUMMARY:**

In consultation with the City, the Equipment Certificates have been structured with a repayment term of seven years to result in an approximately level annual debt service requirement.

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*\$1,215,000 Street Reconstruction Bonds*

**Description of Purpose**

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**PURPOSE:**

Proceeds of the Street Reconstruction Bonds, along with other contributions, will be used to finance S. 4<sup>th</sup> (Phase 1 Country Club) and S. 1<sup>st</sup> Street Reconstruction Projects within the City related to the City's 2020-2024 Street Reconstruction Plan.

**AUTHORITY:**

Statutory Authority: The Street Reconstruction Bonds are being issued pursuant to Minnesota Statutes, Chapter 475 and Section 475.58 (Subd. 3b).

Statutory Requirements: Pursuant to Minnesota Statutes, Section 475.58 (Subd. 3b), the City must have a 5-year Street Reconstruction Plan and comply with the public hearing requirements. The public hearing was held on April 14, 2020.

**SECURITY AND  
SOURCE OF  
PAYMENT:**

The Street Reconstruction Bonds will be general obligations of the City, secured by its full faith and credit and taxing power. In addition, the City will collect special assessments against benefited properties, along with a portion of available funds from the City's surface water management fund. The special assessments and available surface water management funds will not be pledged towards the repayment of the Street Reconstruction Bonds.

Special assessments in the total principal amount of \$155,499 are expected to be filed in the fall of 2020 for first collection in 2021. The assessments will be collected over a term of seven years with approximately level payments of principal and interest. Interest on the unpaid balance will be charged at a rate of 2.0% over the true interest rate of the Street Reconstruction Bonds, estimated to be 3.691%.

The Street Reconstruction Bonds will require the City to levy taxes to pay 105% of debt service; however, the City anticipates special assessments and surface water management funds will be applied to reduce the required levy as illustrated in the attached schedules. The February 1, 2021 interest payment will be made with available City funds. The City will make the first levy in 2020 for collection in 2021. Each year's collection of taxes, special assessments, and surface water management funds will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due in the following year.

**STRUCTURING  
SUMMARY:**

In consultation with the City, the Street Reconstruction Bonds have been structured with a repayment term of seven years around the estimated assessment income and available surface water management funds to result in an approximately level annual tax levy.

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## \$920,000 Surface Water Utility Bonds

### Description of Purpose

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**PURPOSE:** Proceeds of the Surface Water Utility Bonds will be used to finance the Buffalo Ridge Basin and Merit Dry Pond Outlet Piping utility improvements within the City.

**AUTHORITY:** Statutory Authority: The Bonds are being issued pursuant to Minnesota Statutes, Chapters 444 and 475.

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 444 and the resolution awarding the Bonds, the City will covenant to maintain wastewater and surface water rates in an amount sufficient to generate revenues to support the operation of the utility funds and to pay debt service. The City is required to annually review the budget of the utility funds to determine whether current rates and charges are sufficient and to adjust them as necessary.

The City currently has ten outstanding bond issues and one loan for which the net revenues of the wastewater and surface water funds are also pledged. The table below shows the calculation of net revenues available to pay debt service of these funds for the fiscal year ending December 31, 2018. The maximum annual calendar year debt service payment, including this issue, is estimated to be \$2,843,418.

	Wastewater Treatment Fund	Surface Water Mgmt Fund	Total
<b>2018 Net Revenues - Enterprise Funds</b>			
Operating Revenues	\$ 5,410,581	\$ 1,165,997	\$ 6,576,578
Operating Expenses	4,916,211	897,843	5,814,054
Operating Income	494,370	268,154	762,524
Add: Depreciation	1,684,436	496,683	2,181,119
Interest Earnings	51,017	1,983	53,000
Net Revenues Available for Debt Service	\$ 2,229,823	\$ 766,820	\$ 2,996,643
Less Maximum Debt Service on All Utility Debt			\$ 2,843,418
Remaining Capacity for Annual Debt Service			\$ 153,225
Debt Service Coverage			1.05

**SECURITY AND SOURCE OF PAYMENT:** The Surface Water Utility Bonds are a general obligation of the City, secured by its full faith and credit and taxing power. In addition, the City will pledge net revenues of its wastewater and surface water systems.

The City will use net revenues of its wastewater and surface water systems to pay the debt service on the Surface Water Utility Bonds as it becomes due.

**STRUCTURING SUMMARY:** In consultation with the City, the Surface Water Utility Bonds have been structured with a repayment term of ten years to result in approximately level annual payments of debt service.

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## Post Issuance Compliance

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### COMPLIANCE:

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will have to meet the spending criteria to qualify for the exclusion. The City expects to meet the 18-month spending exception.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly MA currently provides both arbitrage and continuing disclosure services to the City. Baker Tilly MA will work with City staff to include the Bonds under the existing respective Agreement for Municipal Advisor Services.

### SUPPLEMENTAL INFORMATION AND BOND RECORD:

Supplementary information will be available to staff including detailed terms and conditions of sale, comprehensive structuring schedules and information to assist in meeting post-issuance compliance responsibilities.

Upon completion of the financing, a bond record will be provided that contains pertinent documents and final debt service calculations for the transaction.



**\$2,650,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Issue Summary**

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**Total Issue Sources And Uses**

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**Dated 07/09/2020 | Delivered 07/09/2020**

	<b>Abatement Bonds</b>	<b>Equipment Certificates</b>	<b>Street Reconstruction Bonds</b>	<b>Surface Water Utility Bonds</b>	<b>Issue Summary</b>
<b>Sources Of Funds</b>					
Par Amount of Bonds.....	\$130,000.00	\$385,000.00	\$1,215,000.00	\$920,000.00	\$2,650,000.00
State Aid.....	-	-	1,052,415.00	-	1,052,415.00
MMU Cash Contribution.....	-	-	1,007,009.00	-	1,007,009.00
Wastewater Cash Contribution.....	-	-	734,926.00	-	734,926.00
<b>Total Sources.....</b>	<b>\$130,000.00</b>	<b>\$385,000.00</b>	<b>\$4,009,350.00</b>	<b>\$920,000.00</b>	<b>\$5,444,350.00</b>
<b>Uses Of Funds</b>					
Deposit to Project Fund.....	122,700.00	371,937.00	3,965,207.00	887,978.00	5,347,822.00
Costs of Issuance.....	2,836.69	8,400.99	26,512.23	20,075.09	57,825.00
Total Underwriter's Discount (1.300%).....	1,690.00	5,005.00	15,795.00	11,960.00	34,450.00
Rounding Amount.....	2,773.31	(342.99)	1,835.77	(13.09)	4,253.00
<b>Total Uses.....</b>	<b>\$130,000.00</b>	<b>\$385,000.00</b>	<b>\$4,009,350.00</b>	<b>\$920,000.00</b>	<b>\$5,444,350.00</b>

**\$2,650,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Issue Summary**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Utility Revenues	Abatement Revenue	Required Levy	Assessments	Surface Water Mgmt Fund	Anticipated Levy
02/01/2021	-	-	20,497.39	20,497.39	21,522.26	7,784.36	-	13,737.90	-	-	13,737.90
02/01/2022	335,000.00	1.200%	36,530.00	371,530.00	390,106.50	103,123.13	26,000.00	260,983.38	27,953.62	130,502.19	102,527.57
02/01/2023	340,000.00	1.250%	32,510.00	372,510.00	391,135.50	107,302.13	26,000.00	257,833.38	27,133.69	130,502.19	100,197.50
02/01/2024	340,000.00	1.300%	28,260.00	368,260.00	386,673.00	106,120.88	26,000.00	254,552.13	26,313.76	130,502.18	97,736.19
02/01/2025	345,000.00	1.350%	23,840.00	368,840.00	387,282.00	104,892.38	26,000.00	256,389.63	25,493.84	130,502.19	100,393.60
02/01/2026	350,000.00	1.400%	19,182.50	369,182.50	387,641.63	103,616.63	26,000.00	258,025.00	24,673.92	130,502.18	102,848.90
02/01/2027	320,000.00	1.450%	14,282.50	334,282.50	350,996.63	102,293.63	-	248,703.00	23,853.98	130,502.18	94,346.84
02/01/2028	330,000.00	1.500%	9,642.50	339,642.50	356,624.63	106,173.38	-	250,451.25	23,034.06	130,502.19	96,915.00
02/01/2029	95,000.00	1.550%	4,692.50	99,692.50	104,677.13	104,677.13	-	-	-	-	-
02/01/2030	95,000.00	1.600%	3,220.00	98,220.00	103,131.00	103,131.00	-	-	-	-	-
02/01/2031	100,000.00	1.700%	1,700.00	101,700.00	106,785.00	106,785.00	-	-	-	-	-
Total	\$2,650,000.00	-	\$194,357.39	\$2,844,357.39	\$2,986,575.26	\$1,055,899.61	\$130,000.00	\$1,800,675.65	\$178,456.87	\$913,515.30	\$708,703.48

Dated..... 7/09/2020  
Delivery Date..... 7/09/2020  
First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$13,496.94  
Average Life..... 5.093 Years  
Average Coupon..... 1.4400103%  
Net Interest Cost (NIC)..... 1.6952533%  
True Interest Cost (TIC)..... 1.7076368%  
Bond Yield for Arbitrage Purposes..... 1.4378395%  
All Inclusive Cost (AIC)..... 2.1715224%

**IRS Form 8038**

Net Interest Cost..... 1.4400103%  
Weighted Average Maturity..... 5.093 Years

**\$130,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Abatement Bonds**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Abatement Revenue	Required Levy
02/01/2021	-	-	951.08	951.08	998.63	-	998.63
02/01/2022	25,000.00	1.200%	1,695.00	26,695.00	28,029.75	26,000.00	2,029.75
02/01/2023	25,000.00	1.250%	1,395.00	26,395.00	27,714.75	26,000.00	1,714.75
02/01/2024	25,000.00	1.300%	1,082.50	26,082.50	27,386.63	26,000.00	1,386.63
02/01/2025	25,000.00	1.350%	757.50	25,757.50	27,045.38	26,000.00	1,045.38
02/01/2026	30,000.00	1.400%	420.00	30,420.00	31,941.00	26,000.00	5,941.00
Total	\$130,000.00	-	\$6,301.08	\$136,301.08	\$143,116.13	\$130,000.00	\$13,116.13

Dated..... 7/09/2020  
 Delivery Date..... 7/09/2020  
 First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$472.94  
 Average Life..... 3.638 Years  
 Average Coupon..... 1.3323087%

Net Interest Cost (NIC)..... 1.6896445%  
 True Interest Cost (TIC)..... 1.7032671%  
 Bond Yield for Arbitrage Purposes..... 1.4378395%  
 All Inclusive Cost (AIC)..... 2.3416680%

**IRS Form 8038**

Net Interest Cost..... 1.3323087%  
 Weighted Average Maturity..... 3.638 Years

**\$385,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Equipment Certificates**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	105% Levy
02/01/2021	-	-	2,916.38	2,916.38	3,062.20
02/01/2022	55,000.00	1.200%	5,197.50	60,197.50	63,207.38
02/01/2023	55,000.00	1.250%	4,537.50	59,537.50	62,514.38
02/01/2024	55,000.00	1.300%	3,850.00	58,850.00	61,792.50
02/01/2025	55,000.00	1.350%	3,135.00	58,135.00	61,041.75
02/01/2026	55,000.00	1.400%	2,392.50	57,392.50	60,262.13
02/01/2027	55,000.00	1.450%	1,622.50	56,622.50	59,453.63
02/01/2028	55,000.00	1.500%	825.00	55,825.00	58,616.25
Total	\$385,000.00	-	\$24,476.38	\$409,476.38	\$429,950.20

**SIGNIFICANT DATES**

Dated..... 7/09/2020  
 Delivery Date..... 7/09/2020  
 First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$1,756.03  
 Average Life..... 4.561 Years  
 Average Coupon..... 1.3938492%  
 Net Interest Cost (NIC)..... 1.6788675%  
 True Interest Cost (TIC)..... 1.6919023%  
 Bond Yield for Arbitrage Purposes..... 1.4378395%  
 All Inclusive Cost (AIC)..... 2.2061116%

**IRS Form 8038**

Net Interest Cost..... 1.3938492%  
 Weighted Average Maturity..... 4.561 Years

**Interest rates are estimates. Changes in rates may  
 cause significant alterations to this schedule.  
 The actual underwriter's discount bid may also vary.**

**\$1,215,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Street Reconstruction Bonds**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Surface Water Mgmt Fund	Anticipated Levy
02/01/2021	-	-	9,216.25	9,216.25	9,677.06	-	-	9,677.06
02/01/2022	170,000.00	1.200%	16,425.00	186,425.00	195,746.25	27,953.62	130,502.19	37,290.44
02/01/2023	170,000.00	1.250%	14,385.00	184,385.00	193,604.25	27,133.69	130,502.19	35,968.37
02/01/2024	170,000.00	1.300%	12,260.00	182,260.00	191,373.00	26,313.76	130,502.18	34,557.06
02/01/2025	175,000.00	1.350%	10,050.00	185,050.00	194,302.50	25,493.84	130,502.19	38,306.47
02/01/2026	175,000.00	1.400%	7,687.50	182,687.50	191,821.88	24,673.92	130,502.18	36,645.78
02/01/2027	175,000.00	1.450%	5,237.50	180,237.50	189,249.38	23,853.98	130,502.18	34,893.22
02/01/2028	180,000.00	1.500%	2,700.00	182,700.00	191,835.00	23,034.06	130,502.19	38,298.75
Total	\$1,215,000.00	-	\$77,961.25	\$1,292,961.25	\$1,357,609.31	\$178,456.87	\$913,515.30	\$265,637.14

Dated..... 7/09/2020  
 Delivery Date..... 7/09/2020  
 First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$5,586.75  
 Average Life..... 4.598 Years  
 Average Coupon..... 1.3954670%  
 Net Interest Cost (NIC)..... 1.6781895%  
 True Interest Cost (TIC)..... 1.6911915%  
 Bond Yield for Arbitrage Purposes..... 1.4378395%  
 All Inclusive Cost (AIC)..... 2.2013599%

**IRS Form 8038**

Net Interest Cost..... 1.3954670%  
 Weighted Average Maturity..... 4.598 Years

**\$155,499**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Assessments**

**ASSESSMENT INCOME**

<b>Calendar Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
2020	-	-	-	-
2021	22,214.15	3.691%	5,739.47	27,953.62
2022	22,214.15	3.691%	4,919.54	27,133.69
2023	22,214.14	3.691%	4,099.62	26,313.76
2024	22,214.14	3.691%	3,279.70	25,493.84
2025	22,214.14	3.691%	2,459.78	24,673.92
2026	22,214.14	3.691%	1,639.84	23,853.98
2027	22,214.14	3.691%	819.92	23,034.06
-	\$155,499.00	-	\$22,957.87	\$178,456.87

**SIGNIFICANT DATES**

Filing Date..... 12/31/2020  
 First Payment Date..... 12/31/2021

**\$854,732**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Surface Water Mgmt Fund**

<b>Calendar Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
2020	-	-	-	-
2021	116,048.67	1.691%	14,453.52	130,502.19
2022	118,011.05	1.691%	12,491.14	130,502.19
2023	120,006.62	1.691%	10,495.56	130,502.18
2024	122,035.93	1.691%	8,466.26	130,502.19
2025	124,099.56	1.691%	6,402.62	130,502.18
2026	126,198.08	1.691%	4,304.10	130,502.18
2027	128,332.09	1.691%	2,170.10	130,502.19
-	\$854,732.00	-	\$58,783.30	\$913,515.30

**SIGNIFICANT DATES**

Filing Date..... 12/31/2020  
First Payment Date..... 12/31/2021

**\$920,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Surface Water Utility Bonds**

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>105% of Debt Service</b>
02/01/2021	-	-	7,413.68	7,413.68	7,784.36
02/01/2022	85,000.00	1.200%	13,212.50	98,212.50	103,123.13
02/01/2023	90,000.00	1.250%	12,192.50	102,192.50	107,302.13
02/01/2024	90,000.00	1.300%	11,067.50	101,067.50	106,120.88
02/01/2025	90,000.00	1.350%	9,897.50	99,897.50	104,892.38
02/01/2026	90,000.00	1.400%	8,682.50	98,682.50	103,616.63
02/01/2027	90,000.00	1.450%	7,422.50	97,422.50	102,293.63
02/01/2028	95,000.00	1.500%	6,117.50	101,117.50	106,173.38
02/01/2029	95,000.00	1.550%	4,692.50	99,692.50	104,677.13
02/01/2030	95,000.00	1.600%	3,220.00	98,220.00	103,131.00
02/01/2031	100,000.00	1.700%	1,700.00	101,700.00	106,785.00
<b>Total</b>	<b>\$920,000.00</b>	<b>-</b>	<b>\$85,618.68</b>	<b>\$1,005,618.68</b>	<b>\$1,055,899.61</b>

**SIGNIFICANT DATES**

Dated.....	7/09/2020
Delivery Date.....	7/09/2020
First Coupon Date.....	2/01/2021

**Yield Statistics**

Bond Year Dollars.....	\$5,681.22
Average Life.....	6.175 Years
Average Coupon.....	1.5070468%
Net Interest Cost (NIC).....	1.7175649%
True Interest Cost (TIC).....	1.7293889%
Bond Yield for Arbitrage Purposes.....	1.4378395%
All Inclusive Cost (AIC).....	2.1159979%

**IRS Form 8038**

Net Interest Cost.....	1.5070468%
Weighted Average Maturity.....	6.175 Years

**Interest rates are estimates. Changes in rates may  
cause significant alterations to this schedule.  
The actual underwriter's discount bid may also vary.**



**City of Marshall, Minnesota**  
General Obligation Utility Revenue Debt Service

**Aggregate Debt Service**

Calendar Year	2010B Bonds	2011A Bonds	2011B Bonds	2012A Bonds	2014C Bonds	2015B Bonds	2016B Bonds	2016D Bonds	2017B Bonds	2018A Bonds	2019 PFA	2020A Bonds (Proposed)	TOTAL
2020	4,262.50	16,685.00	4,800.00	11,171.25	10,550.00	8,500.00	8,700.00	28,175.00	391,700.00	1,200.00	724,119.67	-	1,209,863.42
2021	314,262.50	156,932.50	49,140.00	136,192.50	159,700.00	135,200.00	180,750.00	402,850.00	398,950.00	17,100.00	878,320.15	14,019.93	2,843,417.58
2022	-	158,870.00	48,180.00	138,842.50	161,125.00	131,600.00	182,400.00	400,800.00	-	16,500.00	878,050.15	97,702.50	2,214,070.15
2023	-	160,422.50	47,140.00	136,442.50	161,700.00	127,400.00	183,950.00	401,775.00	-	15,900.00	878,710.15	101,630.00	2,215,070.15
2024	-	160,800.00	45,800.00	138,930.00	162,125.00	91,800.00	185,400.00	407,500.00	-	15,300.00	878,290.15	100,482.50	2,186,427.65
2025	-	160,100.00	44,200.00	136,242.50	162,400.00	-	181,800.00	404,850.00	-	-	878,800.15	99,290.00	2,067,682.65
2026	-	159,200.00	42,600.00	138,372.50	-	-	-	407,050.00	-	-	878,230.15	98,052.50	1,723,505.15
2027	-	158,100.00	45,900.00	140,223.75	-	-	-	409,050.00	-	-	878,590.15	96,770.00	1,728,633.90
2028	-	-	-	141,785.00	-	-	-	-	-	-	878,870.15	100,405.00	1,121,060.15
2029	-	-	-	-	-	-	-	-	-	-	878,070.15	98,956.25	977,026.40
2030	-	-	-	-	-	-	-	-	-	-	878,200.15	97,460.00	975,660.15
2031	-	-	-	-	-	-	-	-	-	-	878,250.15	100,850.00	979,100.15
2032	-	-	-	-	-	-	-	-	-	-	878,220.15	-	878,220.15
2033	-	-	-	-	-	-	-	-	-	-	878,110.15	-	878,110.15
2034	-	-	-	-	-	-	-	-	-	-	878,920.15	-	878,920.15
2035	-	-	-	-	-	-	-	-	-	-	878,640.15	-	878,640.15
2036	-	-	-	-	-	-	-	-	-	-	878,280.15	-	878,280.15
2037	-	-	-	-	-	-	-	-	-	-	878,840.15	-	878,840.15
2038	-	-	-	-	-	-	-	-	-	-	878,310.15	-	878,310.15
2039	-	-	-	-	-	-	-	-	-	-	878,715.15	-	878,715.15
-	\$318,525.00	\$1,131,110.00	\$327,760.00	\$1,118,202.50	\$817,600.00	\$494,500.00	\$923,000.00	\$2,862,050.00	\$790,650.00	\$66,000.00	\$17,414,537.52	\$1,005,618.68	\$27,269,553.70

**\$2,650,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Issue Summary**

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**Total Issue Sources And Uses**

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**Dated 07/09/2020 | Delivered 07/09/2020**

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	<b>Abatement Bonds</b>	<b>Equipment Certificates</b>	<b>Street Reconstruction Bonds</b>	<b>Surface Water Utility Bonds</b>	<b>Issue Summary</b>
<b>Sources Of Funds</b>					
Par Amount of Bonds.....	\$130,000.00	\$385,000.00	\$1,215,000.00	\$920,000.00	\$2,650,000.00
State Aid.....	-	-	1,052,415.00	-	1,052,415.00
MMU Cash Contribution.....	-	-	1,007,009.00	-	1,007,009.00
Wastewater Cash Contribution.....	-	-	734,926.00	-	734,926.00
<b>Total Sources.....</b>	<b>\$130,000.00</b>	<b>\$385,000.00</b>	<b>\$4,009,350.00</b>	<b>\$920,000.00</b>	<b>\$5,444,350.00</b>
<b>Uses Of Funds</b>					
Deposit to Project Fund.....	122,700.00	371,937.00	3,965,207.00	887,978.00	5,347,822.00
Costs of Issuance.....	2,836.69	8,400.99	26,512.23	20,075.09	57,825.00
Total Underwriter's Discount (1.300%).....	1,690.00	5,005.00	15,795.00	11,960.00	34,450.00
Rounding Amount.....	2,773.31	(342.99)	1,835.77	(13.09)	4,253.00
<b>Total Uses.....</b>	<b>\$130,000.00</b>	<b>\$385,000.00</b>	<b>\$4,009,350.00</b>	<b>\$920,000.00</b>	<b>\$5,444,350.00</b>

**\$2,650,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Issue Summary**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Utility Revenues	Required Levy	Abatement Revenue	Assessments	Surface Water Mgmt Fund	Anticipated Levy
02/01/2021	-	-	20,497.39	20,497.39	21,522.26	7,784.36	13,737.90	-	-	-	13,737.90
02/01/2022	335,000.00	1.200%	36,530.00	371,530.00	390,106.50	103,123.13	286,983.38	26,000.00	27,953.62	130,502.19	102,527.57
02/01/2023	340,000.00	1.250%	32,510.00	372,510.00	391,135.50	107,302.13	283,833.38	26,000.00	27,133.69	130,502.19	100,197.50
02/01/2024	340,000.00	1.300%	28,260.00	368,260.00	386,673.00	106,120.88	280,552.13	26,000.00	26,313.76	130,502.18	97,736.19
02/01/2025	345,000.00	1.350%	23,840.00	368,840.00	387,282.00	104,892.38	282,389.63	26,000.00	25,493.84	130,502.19	100,393.60
02/01/2026	350,000.00	1.400%	19,182.50	369,182.50	387,641.63	103,616.63	284,025.00	26,000.00	24,673.92	130,502.18	102,848.90
02/01/2027	320,000.00	1.450%	14,282.50	334,282.50	350,996.63	102,293.63	248,703.00	-	23,853.98	130,502.18	94,346.84
02/01/2028	330,000.00	1.500%	9,642.50	339,642.50	356,624.63	106,173.38	250,451.25	-	23,034.06	130,502.19	96,915.00
02/01/2029	95,000.00	1.550%	4,692.50	99,692.50	104,677.13	104,677.13	-	-	-	-	-
02/01/2030	95,000.00	1.600%	3,220.00	98,220.00	103,131.00	103,131.00	-	-	-	-	-
02/01/2031	100,000.00	1.700%	1,700.00	101,700.00	106,785.00	106,785.00	-	-	-	-	-
<b>Total</b>	<b>\$2,650,000.00</b>	<b>-</b>	<b>\$194,357.39</b>	<b>\$2,844,357.39</b>	<b>\$2,986,575.26</b>	<b>\$1,055,899.61</b>	<b>\$1,930,675.65</b>	<b>\$130,000.00</b>	<b>\$178,456.87</b>	<b>\$913,515.30</b>	<b>\$708,703.48</b>

Dated..... 7/09/2020  
Delivery Date..... 7/09/2020  
First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$13,496.94  
Average Life..... 5.093 Years  
Average Coupon..... 1.4400103%  
  
Net Interest Cost (NIC)..... 1.6952533%  
True Interest Cost (TIC)..... 1.7076368%  
Bond Yield for Arbitrage Purposes..... 1.4378395%  
All Inclusive Cost (AIC)..... 2.1715224%

**IRS Form 8038**

Net Interest Cost..... 1.4400103%  
Weighted Average Maturity..... 5.093 Years

**\$130,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Abatement Bonds**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Abatement Revenue	Levy Required
02/01/2021	-	-	951.08	951.08	998.63	-	998.63
02/01/2022	25,000.00	1.200%	1,695.00	26,695.00	28,029.75	26,000.00	2,029.75
02/01/2023	25,000.00	1.250%	1,395.00	26,395.00	27,714.75	26,000.00	1,714.75
02/01/2024	25,000.00	1.300%	1,082.50	26,082.50	27,386.63	26,000.00	1,386.63
02/01/2025	25,000.00	1.350%	757.50	25,757.50	27,045.38	26,000.00	1,045.38
02/01/2026	30,000.00	1.400%	420.00	30,420.00	31,941.00	26,000.00	5,941.00
Total	\$130,000.00	-	\$6,301.08	\$136,301.08	\$143,116.13	\$130,000.00	\$13,116.13

Dated..... 7/09/2020  
Delivery Date..... 7/09/2020  
First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$472.94  
Average Life..... 3.638 Years  
Average Coupon..... 1.3323087%  
  
Net Interest Cost (NIC)..... 1.6896445%  
True Interest Cost (TIC)..... 1.7032671%  
Bond Yield for Arbitrage Purposes..... 1.4378395%  
All Inclusive Cost (AIC)..... 2.3416680%

**IRS Form 8038**

Net Interest Cost..... 1.3323087%  
Weighted Average Maturity..... 3.638 Years

**\$385,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Equipment Certificates**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	105% Levy
02/01/2021	-	-	2,916.38	2,916.38	3,062.20
02/01/2022	55,000.00	1.200%	5,197.50	60,197.50	63,207.38
02/01/2023	55,000.00	1.250%	4,537.50	59,537.50	62,514.38
02/01/2024	55,000.00	1.300%	3,850.00	58,850.00	61,792.50
02/01/2025	55,000.00	1.350%	3,135.00	58,135.00	61,041.75
02/01/2026	55,000.00	1.400%	2,392.50	57,392.50	60,262.13
02/01/2027	55,000.00	1.450%	1,622.50	56,622.50	59,453.63
02/01/2028	55,000.00	1.500%	825.00	55,825.00	58,616.25
Total	\$385,000.00	-	\$24,476.38	\$409,476.38	\$429,950.20

**SIGNIFICANT DATES**

Dated.....	7/09/2020
Delivery Date.....	7/09/2020
First Coupon Date.....	2/01/2021

**Yield Statistics**

Bond Year Dollars.....	\$1,756.03
Average Life.....	4.561 Years
Average Coupon.....	1.3938492%
Net Interest Cost (NIC).....	1.6788675%
True Interest Cost (TIC).....	1.6919023%
Bond Yield for Arbitrage Purposes.....	1.4378395%
All Inclusive Cost (AIC).....	2.2061116%

**IRS Form 8038**

Net Interest Cost.....	1.3938492%
Weighted Average Maturity.....	4.561 Years

**Interest rates are estimates. Changes in rates may  
cause significant alterations to this schedule.  
The actual underwriter's discount bid may also vary.**

**\$1,215,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Street Reconstruction Bonds**

**NET DEBT SERVICE SCHEDULE**

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Surface Water Mgmt Fund	Anticipated Levy
02/01/2021	-	-	9,216.25	9,216.25	9,677.06	-	-	9,677.06
02/01/2022	170,000.00	1.200%	16,425.00	186,425.00	195,746.25	27,953.62	130,502.19	37,290.44
02/01/2023	170,000.00	1.250%	14,385.00	184,385.00	193,604.25	27,133.69	130,502.19	35,968.37
02/01/2024	170,000.00	1.300%	12,260.00	182,260.00	191,373.00	26,313.76	130,502.18	34,557.06
02/01/2025	175,000.00	1.350%	10,050.00	185,050.00	194,302.50	25,493.84	130,502.19	38,306.47
02/01/2026	175,000.00	1.400%	7,687.50	182,687.50	191,821.88	24,673.92	130,502.18	36,645.78
02/01/2027	175,000.00	1.450%	5,237.50	180,237.50	189,249.38	23,853.98	130,502.18	34,893.22
02/01/2028	180,000.00	1.500%	2,700.00	182,700.00	191,835.00	23,034.06	130,502.19	38,298.75
<b>Total</b>	<b>\$1,215,000.00</b>	<b>-</b>	<b>\$77,961.25</b>	<b>\$1,292,961.25</b>	<b>\$1,357,609.31</b>	<b>\$178,456.87</b>	<b>\$913,515.30</b>	<b>\$265,637.14</b>

Dated..... 7/09/2020  
Delivery Date..... 7/09/2020  
First Coupon Date..... 2/01/2021

**Yield Statistics**

Bond Year Dollars..... \$5,586.75  
Average Life..... 4.598 Years  
Average Coupon..... 1.3954670%  
  
Net Interest Cost (NIC)..... 1.6781895%  
True Interest Cost (TIC)..... 1.6911915%  
Bond Yield for Arbitrage Purposes..... 1.4378395%  
All Inclusive Cost (AIC)..... 2.2013599%

**IRS Form 8038**

Net Interest Cost..... 1.3954670%  
Weighted Average Maturity..... 4.598 Years

**\$155,499**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Assessments**

**ASSESSMENT INCOME**

<b>Calendar Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
2020	-	-	-	-
2021	22,214.15	3.691%	5,739.47	27,953.62
2022	22,214.15	3.691%	4,919.54	27,133.69
2023	22,214.14	3.691%	4,099.62	26,313.76
2024	22,214.14	3.691%	3,279.70	25,493.84
2025	22,214.14	3.691%	2,459.78	24,673.92
2026	22,214.14	3.691%	1,639.84	23,853.98
2027	22,214.14	3.691%	819.92	23,034.06
-	\$155,499.00	-	\$22,957.87	\$178,456.87

**SIGNIFICANT DATES**

Filing Date..... 12/31/2020  
First Payment Date..... 12/31/2021

**\$854,732**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Surface Water Mgmt Fund**

<b>Calendar Year</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>
2020	-	-	-	-
2021	116,048.67	1.691%	14,453.52	130,502.19
2022	118,011.05	1.691%	12,491.14	130,502.19
2023	120,006.62	1.691%	10,495.56	130,502.18
2024	122,035.93	1.691%	8,466.26	130,502.19
2025	124,099.56	1.691%	6,402.62	130,502.18
2026	126,198.08	1.691%	4,304.10	130,502.18
2027	128,332.09	1.691%	2,170.10	130,502.19
-	\$854,732.00	-	\$58,783.30	\$913,515.30

**SIGNIFICANT DATES**

Filing Date..... 12/31/2020  
First Payment Date..... 12/31/2021



**\$920,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Surface Water Utility Bonds**

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>105% of Debt Service</b>
02/01/2021	-	-	7,413.68	7,413.68	7,784.36
02/01/2022	85,000.00	1.200%	13,212.50	98,212.50	103,123.13
02/01/2023	90,000.00	1.250%	12,192.50	102,192.50	107,302.13
02/01/2024	90,000.00	1.300%	11,067.50	101,067.50	106,120.88
02/01/2025	90,000.00	1.350%	9,897.50	99,897.50	104,892.38
02/01/2026	90,000.00	1.400%	8,682.50	98,682.50	103,616.63
02/01/2027	90,000.00	1.450%	7,422.50	97,422.50	102,293.63
02/01/2028	95,000.00	1.500%	6,117.50	101,117.50	106,173.38
02/01/2029	95,000.00	1.550%	4,692.50	99,692.50	104,677.13
02/01/2030	95,000.00	1.600%	3,220.00	98,220.00	103,131.00
02/01/2031	100,000.00	1.700%	1,700.00	101,700.00	106,785.00
<b>Total</b>	<b>\$920,000.00</b>	<b>-</b>	<b>\$85,618.68</b>	<b>\$1,005,618.68</b>	<b>\$1,055,899.61</b>

**SIGNIFICANT DATES**

Dated.....	7/09/2020
Delivery Date.....	7/09/2020
First Coupon Date.....	2/01/2021

**Yield Statistics**

Bond Year Dollars.....	\$5,681.22
Average Life.....	6.175 Years
Average Coupon.....	1.5070468%
Net Interest Cost (NIC).....	1.7175649%
True Interest Cost (TIC).....	1.7293889%
Bond Yield for Arbitrage Purposes.....	1.4378395%
All Inclusive Cost (AIC).....	2.1159979%

**IRS Form 8038**

Net Interest Cost.....	1.5070468%
Weighted Average Maturity.....	6.175 Years

**Interest rates are estimates. Changes in rates may cause significant alterations to this schedule.**  
**The actual underwriter's discount bid may also vary.**

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**\$2,650,000**

**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**Issue Summary**

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**Disclosure**

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**Dated 07/09/2020 | Delivered 07/09/2020**

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**City of Marshall, Minnesota**  
**General Obligation Bonds, Series 2020B**  
**April 8, 2020**

February 1, 2020							March 1, 2020							April 1, 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		

May 1, 2020							June 1, 2020							July 1, 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Schedule of Events		
Date	Event	Responsible Party
March 24, 2020	City Council considers calling a Public Hearing for Street Reconstruction Plan and Bonds, and to approve an Abatement area.	City Council
March 25, 2020	Notice of Public Hearing for Street Reconstruction Plan and issuance of Street Reconstruction Bonds, and Abatement creation sent to local paper for publication.	City Staff
March 28, 2020	Notice of Public Hearings published in the local paper.	
April 14, 2020	City Council holds Public Hearing for Street Reconstruction Plan and issuance of Street Reconstruction Bonds, and for Abatement creation and adoption of Abatement application.	City Council
April 15, 2020	30-day reverse referendum begins.	
April 17, 2020	Request for Official Statement Information sent to City Staff.	Baker Tilly
April 30, 2020	Finalize Bond structure and prepare Terms of Proposal.	Baker Tilly
May 1, 2020	Information forwarded to Baker Tilly for preparation of the Preliminary Official Statement.	City Staff
May 6, 2020	Pre-Sale Summary and Bond Resolution delivered to City.	Baker Tilly Kennedy & Graven
May 12, 2020	Rough draft of Preliminary Official Statement sent out to City Staff and Kennedy & Graven for review.	Baker Tilly
May 12, 2020	City Council considers Bond Resolution authorizing the Bond sale.	City Council
May 15, 2020	End of 30-day reverse referendum period.	

Schedule of Events		
Date	Event	Responsible Party
May 18, 2020	Final comments to Baker Tilly on Preliminary Official Statement draft.	City Staff Kennedy & Graven
May 18, 2020	Draft of Award Resolution provided to Baker Tilly (to be included in the information sent to the rating agency.)	Kennedy & Graven
May 19, 2020	Posting of Preliminary Official Statement and application for rating forwarded to rating agency.	Baker Tilly
May 20, 2020	Final day application for CUSIPs must be made	Baker Tilly
Week of May 25, 2020	Rating conference conducted.	S&P City Staff Baker Tilly
June 2, 2020	Form of Award Resolution delivered to the City.	Kennedy & Graven
Est. June 5, 2020	Receipt of rating.	S&P
June 9, 2020	Sale and consideration of award of the Bonds by City.	City Staff Baker Tilly
June 16, 2020	Distribution of Final Official Statement.	Baker Tilly
June 18, 2020	Draft closing documents are circulated for review.	Kennedy & Graven
July 9, 2020	Settlement of the Bonds; receipt of Bond proceeds.	City Staff Kennedy & Graven Baker Tilly

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## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution Declaring Building "Blighted" and "Substandard" for Redevelopment
<b>Background Information:</b>	<p>On Tuesday May 12, 2020, Council will decide on accepting a bid for the demolition of the Marshall Hotel (located at 326 W Main Street).</p> <p>To keep funding source options open, staff are recommending that the council declare the building as "Blight" and "Substandard" for the ability to use a TIF Redevelopment District in the future if the sight becomes developed.</p> <p>The attached TIF Qualification Summary determines the eligibility of the building to meet state statute 469.174, Subdivision 10.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Declaring Building "Blighted" and "Substandard" for Redevelopment

RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES,  
A RESOLUTION MAKING CERTAIN FINDINGS WITH RESPECT TO A  
SUBSTANDARD BUILDING AND SLUM AND BLIGHT SPOT

WHEREAS, the City of Marshall (the "City") intends to undertake a redevelopment project in the City (the "Redevelopment Project");

WHEREAS, a part of the Redevelopment Project involves the demolition and clearance of certain blighted buildings (the "Building") described on Exhibit A attached hereto located on a certain parcel also described on Exhibit A attached hereto (the "Parcel");

WHEREAS, the City intends to create a tax increment financing district including the Parcel as a "redevelopment district";

WHEREAS, the deteriorated condition of the Buildings creates a health and safety concern necessitating the demolition of the Buildings prior to the creation of a tax increment financing district;

WHEREAS, Minnesota Statutes, Sections 469.174 to 469.1794 (the "Tax Increment Act") provides that a City may create a tax increment financing district (a "TIF District") as a "redevelopment district" if the City finds by resolution that parcels consisting of 70% of the area of the TIF District are occupied by buildings, streets, paved or gravel parking lots or other similar structures, and more than 50% of the buildings, not including out buildings, are structurally substandard to a degree requiring substantial renovation or clearance;

WHEREAS, Minnesota Statutes, Section 469.174, subdivision 10(d), provides, among other things, that a parcel may be deemed to be occupied by a structurally substandard building if (1) the parcel was occupied by a substandard building within three years of the filing of the request for certification of the parcel as part of the TIF District with the county auditor; (2) the substandard building was demolished or removed by the City, the demolition or removal was financed by the City or was done by a developer under a development agreement with the City; and (3) the City found by resolution, before the demolition or removal, that the parcel was occupied by a structurally substandard building and that after demolition and clearance the City intended to include the parcel within the district.

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

1. At least 70% of the area (see Exhibit A) are occupied by the Building
2. The Building is "structurally substandard" within the meaning of Minnesota Statutes, Section 469.174, subdivision 10. The reasons and supporting facts for this determination are on file with the staff of the City.

3. The Economic Development Authority of and for the City of Marshall and the City of Marshall intend to demolish the Buildings and the City intends to subsequently include the Parcel in a redevelopment tax increment district established pursuant to Minnesota Statutes, Section 469.174, subdivision 10, which TIF District, if established, shall be established within three years of the date hereof.

4. The Mayor and Administrator are hereby authorized and directed to execute a Development Agreement with the Developer in substantially the form submitted to the City Councilmembers to provide for the demolition of the Buildings.

5. Upon filing the request for certification of the tax capacity of the Parcel is part of the TIF District, the City will notify the county auditor that the original tax capacity of the Parcel must be adjusted as provided in Minnesota Statutes, Section 469.177, subdivision 1, paragraph (f).

Passed and adopted by the City Council of the City of Marshall Minnesota, this 12<sup>th</sup> day of May, 2020.

---

Mayor

Attest:

---

City Administrator

## EXHIBIT A

Parcel #: 27-677090-0

Address: 326 W Main Street, Marshall, MN 56258





## Required Findings to Qualify a Redevelopment TIF District

### **Coverage Test**

Parcels comprising at least 70% of the area of the district are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures. A parcel is deemed "occupied" if at least 15% of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots, or other similar structures.

### **Condition of Buildings Test**

More than 50% of the buildings, not including outbuildings, are structurally substandard requiring substantial renovation or clearance. "Structurally substandard" is defined as buildings containing defects or deficiencies in structural elements, essential utilities and facilities, light and ventilation, fire protection (including egress), layout and condition of interior partitions, or similar factors. Generally, a building is not structurally substandard if it is in compliance with the building code applicable to a new building, or could be modified to satisfy the existing code at a cost of less than 15% of the cost of constructing a new structure of the same size and type.

#### **1. Replacement Cost**

Cost of constructing a new structure of same square footage and type on site.

##### **27-677090-0 (326 W Main Street)**

(Old Marshall Hotel Building) – Replacement cost – for a 5,808 sf 3-story building is estimated at \$857,904.

#### **2. Code Deficiencies**

Conditions for a building which are not in compliance with current building codes applicable to new buildings.

##### **27-677090-0 (326 W Main Street)**

See attached report dated 5-5-2020 by the City building Official.

#### **3. Condition Deficiencies**

Measurement of defects or substantial deterioration in site elements, structure, exterior envelope, mechanical and electrical components, fire protection and emergency systems, interior partitions, ceilings, floors and doors.

##### **27-677090-0 (326 W Main Street)**

See attached report dated 5-4-2020 by the City building Official.

### **Distribution of Substandard Structures**

Substandard buildings should be reasonably distributed throughout geographic area of proposed TIF District.

## Occupancy Test

At least 70% of the area of the district consists of occupied parcels.

A parcel is occupied if at least 15% of the area contains buildings, streets, utilities, paved or graveled parking lots or other similar structures.

[illegible]

Note: Describe under "Type Occupied" whether it's a building, street, utility, paved or graveled parking lot or similar structure.

To use this form:

- ◆ List the parcel numbers for the parcels located within the district
- ◆ List the addresses
- ◆ List the square feet of the parcel
- ◆ List the square feet that is occupied by a building, street, utility, paved or graveled parking lot or other similar structure
- ◆ List how it is occupied
- ◆ List the percentage of the parcel occupied
- ◆ If greater than 15% list the square feet of the parcel
- ◆ List the totals
- ◆ List the percent occupied

# Report on Structurally Substandard Building

Building location/address: 27-677090-0: 326 W Main Street

## Step 1

Under the tax increment law, specifically, Minnesota Statutes, Section 469.174, Subdivision 10, a building is **structurally substandard** if it contains "defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance."

The above buildings, based upon actual interior inspection, meets the above-referenced definition of structurally substandard for the following reasons:

**See attached reports dated 5/4/2020 by the City Building Official.**

## Step 2

Notwithstanding the foregoing, the tax increment law also provides that a building may not be considered structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the current building code at a cost of less than 15% of the cost of constructing a new building of the same square footage and type on the same site. The undersigned has calculated the cost of a new building of the same size and type to be \$857,904 (B) and has also estimated that the cost of bringing the existing building up to current building code would be \$133,000 (A). Therefore, since A divided by B is equal to or greater than .15, the existing building could not be brought up to current building code for less than 15% of the new building.

Date: 5/7/2020.

*Annette Storm*

**See attachment #3 provided by the City Building Official that illustrates that the calculation for each of the existing buildings could not be brought up to current building code for less than 15% of the new building.**

Note: Additional documentation and data may be attached as part of this report.

## Guidance Points on Determining Buildings Structural Substandard

1. Please note that this is a two-step process and both steps must be satisfied in order for a building to be structurally substandard.
2. It is not sufficient to conclude that a building is structurally substandard solely because step 2 is satisfied. It is theoretically possible for a building to require extensive renovation in order to meet current building code but still not meet the main test of step 1.
3. In many cases the particular building code deficiencies may well contribute to the data which supports satisfying step 1; conversely, it is certainly possible that identified hazards or other deficiencies which could be included in step 1 do not necessarily constitute current building code nonconformities.



DEPARTMENT OF BUILDING INSPECTIONS

HAZARDOUS BUILDING

326 W. MAIN STREET

MARSHALL, MN 56258

5-4-2020

**TO:** Sharon Hanson, City Administrator  
**FROM:** Ray Henriksen, Building Official  
**DATE:** 5-4-2020  
**SUBJECT:** 326 W. Main Street

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The State Statute 469.002 Definitions provides a definition for Blighted Area in Subd. 11:

“Blighted area” means any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.”

This three-story building with basement located at 326 W. Main, Original Plat Blk 9, Lot 15 & 16, Parcel # 27-677-090-1, would constitute a blighted area and is detrimental to safety of the community due to dilapidation which allows building deterioration and possibly unauthorized access. This building is also obsolete and lacks ventilation, light, and working sanitary facilities.

Additionally, the State Statute 469.174 Definitions provides a definition for Structurally Substandard in Subd. 10:

"Structurally substandard" shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance.”

Provided with this report is a” Blighted Property Condition Check List”. The report outlines some visible conditions of the interior and exterior. This building lacks accessible entrances and bathrooms, utility connections, and working HVAC.

Demolition of a common wall between City Hall and this property has exposed severe water and structural damage of this property. The deterioration makes this structure Structurally Substandard.

## Property Condition Checklist #1

### Blight Elimination Program

<b>Inspectable Area:</b>	<b>Site</b>	Inspection Date: 5-4-2020		
Property Address:	326 W. Main Street (3 Story- Marshall Hotel Building)	Inspected by: Ray Henriksen Building Official		
City, County:	Lyon County, Marshall, MN 56258	Year home built: 1900		
<b>Property Information</b>	<b>Qualification Observations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Eligibility criteria	Single Family Dwelling (one to four unit) home		X	
	Property located in Targeting County	X		
	Property Vacant and/or Abandoned	X		
	Property a Nuisance due to Abandonment or Adverse Condition	X		
	Property exist in a predominantly rural area		X	
<b>Condemnation</b>	<b>Observable Deficiency</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Property Condemned	Property condemned by a Public Authority **		X	
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Health & Safety	Air Quality - Sewer Odor Detected	X		
	Air Quality - Propane/ Natural Gas/ Methane Gas Detected		X	
	Electrical Hazard - Exposed Wires/ Open Panel/ Service Entrance	X		Building is not powered – Multiple areas have electrical hazard if energized
	Electrical Hazard - Water Leaks on/ near Electrical Equipment	X		
	Excessive Materials/ Abandoned Vehicle/ Toxic Substance/ Tires		X	
	Hazards - Sharp Edges/ Tripping	X		
	Infestation – Insects	X		
	Infestation - Rats/ Mice/ Vermin	X		Animal carcass noted in basement – No live animals seen
	Hazards - Other:	X		Open pits in basement
Fencing and Gates	Damaged/ Falling/ Leaning/ Holes/ Deteriorated/ Missing			X
Grounds	Erosion/ Rutting/ Holes/ Irregular Grade/ Overgrown Vegetation			X
	Litter/ Garbage/ Trash/ Debris Accumulation/ Illegal Dumping			X
Mailbox/ Property Address	Mailbox Missing/ Damaged/ Address Number Missing	X		
Parking/ Driveways	Cracks/ Displacement/ Damaged/ Poor Drainage			X
	Settlement/ Heaving/ Trip Hazard/ Loose Material			X
Walkways/ Steps	Cracks/ Spalling/ Settlement/ Heaving/ Safety Hazard	X		
	Missing/ Damaged Decking/ Guardrail/ Handrail/ Unsafe	X		
Retaining Walls	Damaged/ Falling/ Leaning/ Failure/ Unsafe			X

**Property Condition Checklist #2**  
**Blight Elimination Program**

<b>Inspectable Area:</b>	<b>Building Exterior</b>	Inspection Date: 5-4-2020		
Property Address:	326 W. Main Street (3 Story- Marshall Hotel Building)	Inspected by: Ray Henriksen, Building Official		
City, County:	Lyon County, Marshall, MN 56258	Year home built: 1900		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Doors	Damaged Frames / Thresholds / Lintels / Trim / Hardware	X		
	Missing / Inadequate / Noncompliant Door	X		
Windows	Damaged Sills / Frames / Lintels / Trim / Missing / Cracked Panes	X		
	Damaged / Inoperative / missing windows	X		All windows removed and boarded with plywood
Foundations	Exposed Rebar / Structural Failure	X		Rock foundation
	Cracks / Gaps / Finish Deterioration / access damaged / Missing	X		separation on common wall of city hall, water seepage in basement
	Debris / Trash / Vermin in Crawl Space	X		
Walls	Missing / Damaged Pieces / Holes / Spalling / Cracks / Gaps	X		
	Missing / Damaged Caulking / Mortar / Paint / Stained / Mold	X		Lead Paint on walls and trim work
	Leaning / Loose / Structural / Failed Components	X		Areas of the floor systems are still charred from fires years ago. Plaster falling from walls and ceiling
	Damaged / Deteriorated Chimney / Cap			Roof is not accessible currently
Stairs	Damaged / Missing / Uneven / Noncompliant Steps			X
	Broken / Missing / Noncompliant Hand Railing			X
Roof	Missing / Damaged Shingles or Roof Coating	X		
	Damaged Flashing / Ponding / Poor Drainage	X		
	Damaged Soffits / Fascia / Vents	X		
	Structural Failure / Rotting / Damaged Materials	Roof System was replaced in April, 2013. (Upper roof only of 3 <sup>rd</sup> floor. Various locations are decayed due to exposure from years of leaking roof. Roof system framing (visible from interior) has not been repaired. Lower roof section adjacent to city hall has severe water damage, leaks, and debris. Severe wall damage has occurred down the common wall of city hall, causing moisture damage and structural failure of the framing and brick wall.		
Patio / Porch / Balcony	Mailbox Missing/ Damaged/ Address Number Missing	X		
	Cover Damage / Deteriorated / Unsafe	X		3 Story Fire Escape – Structurally pulling away from building – Bottom leg of stairs are removed for no access to upper floors



	Guard Railing Damaged or Missing	X		3 Story Fire Escape
Electrical	Missing / Damaged / Inoperative Receptacles / Covers	X		
	Missing / Damaged / Inoperative Light Fixtures / Bulbs	X		
Crawl Space	Missing / Damaged / Ineffective Access Door	X		Not a full height basement approximate 5-6' in height. Considered non habitable and crawl by code
	Missing / Damaged / Inadequate Ventilation	X		
	Non-Code Compliant Clearances, Wood to Earth Contact	X		
	Structural failure / Rotting / Damaged / Missing Materials	X		
	Standing Water / Mold / Mildew / Trash / Debris / Rodents	X		
Domestic Water	Water Service Turned-Off / Disconnected / Terminated at Meter	X		
	Water Supply Inoperative / Leaking / Missing Shut Off Valve	X		
Sanitary Water	Sanitary Service terminated / Capped Underground		X	Non-Functional
Electrical System	Electrical Service Turned Off / Disconnected / Terminated at Poll	X		
	Panel Missing / Damaged / Inoperative / Burnt Breakers / Fuses	X		
	Damaged Meter Can / Service Riser / Weather Head / Drip Loop	X		
	Corrosion / Old Dated Panel / Service Entrance / Panel Not Secure			
Gas	Gas Service Turned Off / Disconnected / terminated Underground	X		
	Missing / Inoperative / Abandoned / Piping / Meter / Shut Off Valve			No apparent gas service
HVAC	Missing / Damaged / Inoperative / Damaged Duct / Registers / T-Stat	X		
	Misaligned / Damaged Chimney / Ventilation System	X		
Heat	Missing / Damaged	X		
	Safety Hazard / Smoke Damage / Burned Areas / Out of Date	X		
Water Heater	Missing / Damaged / Inoperative / Unsafe / Leaking / Deteriorated	X		

Attachment #3

Hotel building (326 W. Main St.) deficiencies and the costs of update to a commercial use:

1. Water and sewer are disconnected to the building	
Reconnected water and sewer	\$3,000
2. No accessible bathrooms	
Provide accessible bathrooms	\$12,000
3. Entrances and exits are not accessible	
Replace doors and hardware	\$3,000
4. Exterior walls are damaged and leaking	
Repair	\$15,000
5. Existing HVAC system is not functional	
Update HVAC system	\$20,000
6. Some structural damage is present	
Repair	\$20,000
7. Some windows are missing	
Install new windows	\$60,000

Total:	\$133,000
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or 16% of \$ \$857,904 replacement cost

Most likely this building will also require new finishes and electrical update and some roof work.

27-677090-0 326 W Main Street



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Review 2020 On-Sale Liquor License Fees.
<b>Background Information:</b>	<p>On March 16, 2020, Executive Order 20-04 was issued ordering the closure of bars, restaurants, and other places of public accommodations.</p> <p>In 2020, the City of Marshall issued 14 On-Sale Intoxicating Liquor Licenses, 13 On-Sale Intoxicating Sunday Liquor Licenses and 4 Combination Wine/On-Sale Malt Intoxicating Liquor Licenses.</p> <p><b>Sec. 6-56. - Fees.</b></p> <p>(a) The annual intoxicating liquor license fee shall be set by council resolution which fee shall be paid with the issuance of the license, unless it is a renewal fee as provided in this subsection. The renewal license fee for an intoxicating liquor license shall be set by council resolution, which shall be paid with the issuance of the license, unless the renewing licensee elects to make payments as follows:</p> <p>(1) One-half of the license fee on or before January 1 of the license year.  (2) The last half of the license fee on or before June 1 of the license year.</p> <p>Any renewing licensee that elects to make part payments, as provided in this subsection, who does not make the June 1 payment, may have his license revoked for nonpayment of the license fee effective July 1 of the license year.</p> <p><b>Sec. 6-79. - Wine license fee.</b></p> <p>(a) The annual fee for a wine license shall be set by council resolution.  (b) Each application for a wine license shall be accompanied by a receipt from the city clerk for payment in full of the license fee. All fees shall be paid into the general fund. If an application for a license is rejected, the city clerk shall refund the amount paid.  (c) No refund of any wine license fee shall be made except as authorized by statute.</p> <p>State Law reference— Intoxicating liquor license fees and refunds, Minn. Stat. § 340A.408, subs. 2—4.</p>
<b>Fiscal Impact:</b>	<p>On-Sale Intoxicating Liquor License: \$3,000.00 (Annual)</p> <p>On-Sale Intoxicating Sunday Liquor License: \$200.00 (Annual)</p> <p>Combination Wine/On-Sale Malt Liquor: \$850.00 (Annual)</p>
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Introduction of Ordinance Amending Section 86-247 Landscaping and 86-248 Storage and Call for Public Hearing
<b>Background Information:</b>	<p>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.</p> <p>At the March 11, 2020, regular Planning Commission meeting, 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.</p> <p>At the meeting on April 30, 2020, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections 86-247 Landscaping and 86-248 Storage.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Staff recommends, based on L&O Committee input, that the Council introduce the amendments to City Ordinance Section 86-247 Landscaping and 86-248 Storage and call for public hearing to be held on May 26, 2020

**CITY OF MARSHALL, MINNESOTA  
ORDINANCE NO. \_\_\_\_\_, SECOND SERIES**

**AN ORDINANCE AMENDING  
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 86  
RELATING TO ZONING**

The Common Council of the City of Marshall does ordain as follows:

Section 1: City Code of Ordinances, Chapter 86, Article VI, Sections 86-247 Landscaping and 86-248 Storage are hereby amended.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. \_\_\_\_\_, Second Series.

It is hereby directed that only the above Title and Summary of Ordinance No. \_\_\_\_\_, Second Series be published conforming to Minnesota Statutes §331A.01 with the following:

**NOTICE**

Persons interested in reviewing a complete copy of the Ordinance may do so at the office of the City Clerk, City Offices, 1501 State Street, Social Science Building, Room 213, Marshall, Minnesota 56258.

Section 3: These Ordinances shall take effect after their passage and summary publication.

Passed and adopted by the Common Council this 26<sup>th</sup> day of May, 2020.

THE COMMON COUNCIL

ATTEST:

\_\_\_\_\_  
Mayor of the City of Marshall, MN

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

Introduced on: May 12, 2020

Final Passage on: May 26, 2020

Published in the Marshall Independent: \_\_\_\_\_



Sec. 86-247. - Landscaping.

- (a) In all classes of residential and business districts, all exposed ground areas surrounding a principal and accessory use, including street boulevards and easements, and which are not devoted to parking, drives, walks, patios, designated retail display areas or other such uses shall be landscaped except vegetation areas left in a natural state during initial construction may remain if properly maintained. Downtown district is exempted from the landscaping requirements.
- (1) Fences, bushes, shrubs, and any other landscape elements placed upon easements are subject to removal at owner's expense if required for maintenance or improvement of the utility. The city shall not be required to pay compensation for the items to be removed from a utility easement. Retaining walls shall not be placed upon easements.
  - (2) ~~Trees and any other vegetation shall be planted in such a manner that, when fully grown, no projection into the public right-of-way or easements occurs below nine feet above ground.~~ Trees planted within or adjacent to public right-of-way shall comply with the city tree policy.
  - (3) All landscaped areas shall be kept neat, clean, uncluttered and be properly maintained. Landscaped area shall not be used for the recurring parking of vehicles, ~~(except as provided for in section 86-230 for overflow parking.)~~ or the storage or display of materials, supplies, and merchandise.
  - (4) Vegetation within a 25-foot visibility triangle of the property corner at street intersections and within a 10-foot visibility triangle adjacent to alleys and driveways ~~25 feet of the property corner at street intersections~~ shall not be taller than three feet measured from the top of the street curb. All vegetation upon, and adjacent to, boulevards shall comply with the City Tree Policy except one deciduous tree may be planted within that area.
  - (5) Vegetable gardens are allowed in R-1 and R-2 residence districts but shall not be located in the front yard or side yards and shall not occupy more than 25 percent of the area of a rear yard; larger gardens may be allowed by an interim conditional use permit. Vegetable gardens must not be placed on a lot where there is no permitted use main building except when such lot is adjacent to the lot where a permitted use main building is located and both lots have the same owner(s), in which case the vegetable garden can occupy 20 percent of the area of a rear yard calculated for these two lots combined. Community gardens may be allowed in all other zoning districts by an interim conditional use permit, only; except interim conditional use permit is not required in agricultural district.
- (b) Landscape area shall occupy not less than 25 percent of the exposed ground area of the lot. Landscape area shall include not less than 50 percent live materials (vegetation) with the balance being permeable landscaping decorative materials such as landscape rock or mulch.
- (1) Grade slope over one-foot in three feet is prohibited unless existing site grading is unique and special measures are taken to prevent erosion.
  - (2) The trees shall be planted at a rate of at least one tree per 5,000 square feet of landscaped area or one tree per 50 feet of lot street frontage, whichever is greater; existing trees protected during construction may be counted toward the total number of trees required. If more than five trees are required, at least two species shall be used.
  - (3) Overgrown vegetation and sizable broken limbs shall be trimmed; dead or severely damaged trees shall be replaced. Infected trees shall be treated in accordance with chapter 828 Vegetation.
  - (4) Elms, ash, and box elder trees shall not be used unless disease resistant species are utilized.
- (c) In all classes of business and industrial zoning districts yards adjoining any of the classes of residence districts or public parks shall be landscaped with buffer planting screens unless an adjacent residence district property contains a non-residential use. In R-3 and R-4 multiple family residence districts, yards adjoining lower classes of residence districts shall be landscaped with

buffer planting screens unless a multiple family residence district property contains exclusively one-to four-family residences.

- (1) Buffer planting screens shall be at least 80 percent opaque year-round and six feet high. Planting screens shall be planted in such manner that, when fully grown, they remain entirely within the property boundaries. A maintenance-free opaque fence or other means deemed comparable to planting screens by the city staff may be used to substitute for the required buffer planting screens provided requirements of subsection (b) are met.

(d) Building enlargement and expansions over 50 percent of existing building footprint area or construction of additional main use buildings on site shall cause an entire site landscaping review by city staff for Ordinance compliance.

- (ed) All requirements of this section shall be satisfied within one year of receiving a temporary certificate of occupancy. All new site work performed on existing occupied sites shall comply with the landscaping requirements.

(Code 1976, § 11.19(3)(A)(1); Ord. No. 687, § 1, 6-10-2014; Ord. No. 727 2nd series, § 1, 4-24-2018)

Sec. 86-248. - Outside sStorage.

- (a) In all classes of residential districts, open storage and accumulation of materials and equipment shall be prohibited. In all other zoning districts, open storage of materials and equipment shall be prohibited in the any required front, and side, and rear yards, except storage shall be allowed in the required rear yard in industrial districts. Unless prohibited elsewhere in the ordinance ~~[this chapter]~~, any other outside storage, including outdoor storage tanks ~~but excluding retail merchandise intended for sale or rent and open to public and displayed in designated areas~~, shall be located or screened so as not to be visible from public right-of-way, public parks or any lot within 500 feet in any of the classes of business or residence districts, except in industrial and agricultural zoning districts screening from public right-of-way is not required. The screening may be achieved by fencing or landscaping means compliant with section 86-247 Landscaping. In all classes of business districts, the storage area shall be paved to control dust and erosion and shall be properly maintained. Temporary storage of building materials intended for construction use on premises shall be allowed during ongoing construction and up to one week prior to construction and is exempt from the above requirements provided a valid building permit is displayed on site.
- (b) Outdoor display of retail merchandise intended for sale or rent and open to public shall be allowed in all classes of business and industrial zoning districts. In all classes of business districts, the display area, except live plants sales area, shall be so designated and paved to control dust and erosion and facilitate moving of displayed products. Except licensed automobile, motorcycle, off-road vehicle, and boat sales lots, and small motorized farm and lawn care equipment sales, the display area shall not be located in the required front and side yards. Outdoor display areas adjacent to any of the classes of residence districts shall be screened by fencing or landscaping means compliant with section 86-247 Landscaping. Outdoor display area shall be adequately lighted.
- (c) Outdoor display and sale ~~during garage sale only~~ shall be allowed in all classes of residential zoning districts and residential properties within other zoning districts during garage and yard sales only. The display area shall be located entirely within the pertinent residential property. ~~The following conditions shall be complied with unless a conditional use permit for home occupation is obtained.~~
  - (1) Any related signage shall be limited to premises and to other private properties provided permission from the property owners is obtained; all signage shall be erected not earlier than one-day before sale and shall be removed at the termination of the sale. Such signs shall be limited to three square feet each.
  - (2) There shall be no more than four garage sales conducted during any period of 12 calendar months; there shall be no more than two garage sales conducted during any period of 30



**CITY OF MARSHALL, MINNESOTA  
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The Common Council of the City of Marshall does ordain as follows:

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It is hereby directed that only the above Title and Summary of Ordinance No. \_\_\_\_\_, Second Series be published conforming to Minnesota Statutes §331A.01 with the following:

**NOTICE**

Persons interested in reviewing a complete copy of the Ordinance may do so at the office of the City Clerk/Finance Director, City Hall, 344 West Main Street, Marshall, Minnesota 56258.

Section 3: These Ordinances shall take effect after their passage and summary publication.

Passed and adopted by the Common Council this 26<sup>th</sup> day of May, 2020.

THE COMMON COUNCIL

ATTEST:

\_\_\_\_\_  
Mayor of the City of Marshall, MN

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

Introduced on: May 12, 2020

Final Passage on: May 26, 2020

Published in the Marshall Independent: \_\_\_\_\_

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Introduction of Ordinance Amending Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment and Call for Public Hearing
<b>Background Information:</b>	<p>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 permit concept that allows temporary deviations from the Ordinance. This opportunity was also used to clean up some language and clarify some concepts.</p> <p>Below are the most significant proposed changes.</p> <ul style="list-style-type: none"> <li>• Allowing to build a front door landing without a variance even if a house is located too close to the street.</li> <li>• Requiring at least 3 feet of clearance along alleys for snow removal and more for garages for cars parking in front of them.</li> <li>• Clarifying yard requirements for three street corner lots, flag lots, and lots open to roadway easements rather than streets.</li> <li>• Allowing larger accessory structures for smaller existing houses.</li> <li>• 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.</li> <li>• Allowing secondary detached garages without driveway and limiting required driveway pavement to the required front yard.</li> <li>• Allowing accessory equipment in front yards if fully screened by the fence.</li> </ul> <p>At the March 11, 2020, regular Planning Commission meeting, 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.</p> <p>At the meeting on April 30, 2020, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Staff recommends, based on L&O Committee input, that the Council introduce the amendments to City Ordinance Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment and call for public hearing to be held on May 26, 2020.

**CITY OF MARSHALL, MINNESOTA  
ORDINANCE NO. \_\_\_\_\_, SECOND SERIES**

**AN ORDINANCE AMENDING  
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 86  
RELATING TO ZONING**

The Common Council of the City of Marshall does ordain as follows:

Section 1: City Code of Ordinances, Chapter 86, Article VI, Sections 86-161 Height Modifications, 86-162 Yard Modifications, 86-163 Accessory Buildings, and 86-164 Accessory Equipment are hereby amended.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. \_\_\_\_\_, Second Series.

It is hereby directed that only the above Title and Summary of Ordinance No. \_\_\_\_\_, Second Series be published conforming to Minnesota Statutes §331A.01 with the following:

**NOTICE**

Persons interested in reviewing a complete copy of the Ordinance may do so at the office of the City Clerk, City Offices, 1501 State Street, Social Science Building, Room 213, Marshall, Minnesota 56258.

Section 3: These Ordinances shall take effect after their passage and summary publication.

Passed and adopted by the Common Council this 26<sup>th</sup> day of May, 2020.

THE COMMON COUNCIL

ATTEST:

\_\_\_\_\_  
Mayor of the City of Marshall, MN

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

Introduced on: May 12, 2020

Final Passage on: May 26, 2020

Published in the Marshall Independent: \_\_\_\_\_

Sec. 86-161. - Height modifications.

- ~~(a) Where the average slope of a lot is greater than one foot rise or fall in seven feet of horizontal distance from the established street elevation at the property line, one floor in addition to the number permitted in the district in which the lot is situated shall be permitted on the downhill side of any building.~~
- (a**b**) Height limitations set forth elsewhere in this chapter may be increased by 100 percent when applied to the following:
- (1) Church spires, belfries or domes which do not contain usable space.
  - (2) Monuments.
  - (3) Water towers.
  - (4) Flagpoles.
  - (5) Chimneys or smokestacks.
  - (6) Cooling towers.
- (b) Height limitations set forth elsewhere in this chapter may be increased by 25 percent when applied to the following:
- (17) Elevator and mechanical penthouses
  - (2) Clearstories and other above roof structures with a footprint less than 10 percent of the roof area.

(Code 1976, § 11.19(4)(A); Ord. No. 466, § 2, 10-15-2001)

Sec. 86-162. - Yard modifications.

Measurements shall be taken from the nearest point of the wall of a building to the lot line in question, subject to the following qualifications:

- (1) Cornices, ~~canopies-awnings, marquees,~~ or eaves may extend into the required front yard a distance not exceeding four feet, six inches, and the required side yard distance not exceeding two feet, ~~six inches. Cornices, canopies or eaves may have a maximum projection of more than four feet, six inches, but not greater than 25 percent of the required or observed front yard setback, by recommendation for adjustment by the board of zoning adjustment and approval of the city council after notice of a public hearing has been given to the owners of lands within 200 feet of the affected property, and such notice has been officially published. The application form and fees shall be the same as for a variance procedure.~~
- (2) Fire escapes may extend into the required front yard a distance not exceeding four feet, six inches. Basement egress window wells may extend into required front and side yards a distance not to exceed three feet.
- (3) A landing place, deck or uncovered porch may extend into the required front yard to a distance not exceeding eight feet, if the landing place or porch has its floor no higher than the entrance floor of the building, except a landing place installed at the main entrance of existing residential structure and projecting no more than 4 feet from the structure may extend 15 feet into required front yard. A four foot square landing, not including stair, or a five foot square landing serving a ramp, shall always be permitted at the main entrance of existing residential structures if replacing an existing landing; An open railing no higher than three feet, ~~six inches,~~ may be placed around such place.
- (4) A bay window having a bow, or angled sides, with windows on all faces projecting no more than two feet from the building wall may extend 20 feet into required front yard.



(b) Accessory buildings shall comply with the following regulations in addition to other requirements of this chapter:

- (1) An accessory building must not be placed on a lot where there is no permitted use main building except in a case when such lot is not substandard and is adjacent to the lot where a permitted use main building is located, provided both lots have the same owner(s), and the owner(s) sign and record an agreement prohibiting the sales or transfer of individual lots unless a new main structure is built on a lot where a standalone accessory building, compliant with the city ordinance ~~[this chapter]~~, is located or said accessory building is removed. If such accessory structure is allowed under above conditions, the city ordinance ~~[this chapter]~~ shall be applied as if two adjacent lots are combined into one.
- (2) An accessory building must not be placed less than five feet from the main building or another accessory building.
- (3) An accessory building must not be placed in a required front yard or side yard, or less than 12 feet to the rear property line except one accessory building less than 200 square feet in area and less than ten feet in height may be placed not less than five feet to the side or rear property line. For accessory buildings over 1,000 square feet or over ten feet in height, the distance to the rear property line shall be increased by one-foot for every 100 square feet area increase over 1,000 square feet and every one-foot height increase over ten feet until ordinance required rear yard depth is reached.
- (4) An accessory building must not exceed 1,000 square feet in area in the R-1 one-family residence district, nor exceed 600 square feet in area per dwelling unit in residential structures in any other residential district, nor exceed ~~80~~ 60 percent of the footprint area of the main use building when its footprint exceeds 1,200 square feet in all classes of residential and business districts, except an accessory building size may be increased 50 percent if located on lots of more than seven-tenths of an acre in the R-1 one-family residence district and the R-2 one- to four-family residence district. In all classes of residential and business districts, all accessory buildings combined must not exceed the area of the main building nor occupy more than 25 percent of the area of a rear or front yard.
- (5) In all classes of residential and business districts an accessory building must not be more than one-story or greater than 15 feet in actual height ~~on lots of less than seven-tenths of an acre~~. An accessory building located 25 feet or more from all property lines on a lot of seven-tenths of an acre or more must not be more than one and one-half stories, nor more than 18 feet in actual height. Accessory buildings must not be greater in height than the main building.
- (6) In the R-1 one-family residence district and the R-2 one- to four-family residence district, an accessory building must not be located a lesser distance to a front property line than the main building except an open gazebo under 200 square feet in area and 12 feet in height may be placed in front of the main building on lots of more than seven-tenths of an acre, provided the house front yard depth is at least two times greater than the required front yard. On double frontage lots one accessory building may be permitted on the side opposite to the lot access point provided it meets applicable front yard requirements and matches the main structure in appearance. In all classes of residential and business districts, accessory buildings located in the front yard shall be finished to match the main use building.
- (7) In the R-1 one-family residence district and the R-2 one- to four-family residence district there must not be more than two accessory buildings placed on a lot of less than seven-tenths of an acre ~~(30,492 square feet)~~, nor more than three accessory buildings placed on a lot of more than seven-tenths of an acre. An open gazebo under ~~200~~ 420 square feet in area and 12 feet in height may be built in addition to the number of accessory building limitations indicated above.
- (8) All accessory buildings must be constructed to comply with all requirements of the building code including structural requirements.
- (9) No accessory building shall be used, permanently or temporarily, for human habitation; any building containing provisions for human habitation shall be considered a main use. In the R-1

one-family residence district and the R-2 one- to four-family residence district, one travel trailer, camper, motor-home or recreational vehicle may be used as a temporary guest residence for no more than ten days per calendar year ~~provided it complies with all applicable requirements of this section except as may be allowed by a conditional use permit~~. If placed in the front yard, it shall not project into public right of way or visibility triangles. The 10 days limit may be extended to 30 days by an interim use permit.

- (10) Trailers, semi-trailers, and storage containers (including, but not limited to, cargo and shipping container and PODS or any structures made of the above components) must not be used as accessory buildings in all classes of residential or business zoning districts. A single unit as described above may be utilized for temporary storage for no more than 30 consecutive days in a calendar year. The 30 days limit may be extended to 180 days by applying for an interim use temporary structure building permit and complying with all requirements of the city and building codes.
- (11) Any accessory building exceeding 300 400 square feet, ~~shall have a floor structure or be installed over a floating concrete slab and, if~~ capable of storing street legal motorized vehicles, shall be provided with a street driveway access ~~to the public right of way in a form of a driveway that shall be paved complying with section 86-206 from the street through the required front yard. No driveway shall be required for secondary garages, provided a minimum double garage is attached to the house; however, if such driveway is installed, it shall be paved within the public right-of-way.~~
- (12) Accessory buildings, ~~including any projections,~~ must not be located within any utility easements. Overhangs and eaves may extend into such easement not more than two feet with written approval of the City Engineer.
- (13) In all classes of residential and business districts accessory buildings, ~~(including carports) but excluding temporary structures installed for less than 90 days,~~ must not use cloth, canvas, plastic sheathing, tarps, or similar materials as finish building materials.
- (14) Temporary Family Health Care Dwellings are not permitted~~Opt-out of Minn. Stat. § 462.3593, pursuant to authority granted by Minn. Stat. § 462.3593, Subd. 9.~~

(Code 1976, § 11.19(4)(C); Ord. No. 574, § 1, 6-4-2007; Ord. No. 614, § 1, 10-13-2009; Ord. No. 681 2nd series, § 1, 9-24-2013; Ord. No. 699 2nd series, § 1, 9-9-2015; Ord. No. 711 2nd series, § 1 8-8-2016)

#### Sec. 86-164. - Accessory equipment.

- (a) In all the classes of residential districts, accessory equipment shall be subject to the following qualifications:
  - (1) Accessory equipment, except a single basketball hoop, shall not be located in any required front yard, side yard, or be located within 12 feet of any rear lot line except accessory equipment cumulatively less than 200 five square feet in area and less than eight four feet in height, ~~children playgrounds,~~ and sport courts may be placed not less than five feet to the side or rear property line.
  - (2) Accessory equipment shall not exceed 12 feet in height when measured from the lowest point of the finished surface of the ground within five feet of the support structure to the top of the equipment, ~~except that e~~Equipment mounted on the roof of the main building shall not project beyond the highest portion of the pitched roof structure of the building nor exceed four feet above the flat roof structure.
  - (3) When the accessory equipment is attached structurally and not just electrically to the main building, it shall comply in all respects with the requirements of this chapter as applicable to the main building and also to the requirements of the building code.



- (4) Accessory equipment must not be placed on a lot where there is no permitted use main building except in a case when such lot is not substandard and is adjacent to the lot where a permitted use main building is located, provided both lots have the same owner(s), and the owner(s) sign and record an agreement prohibiting the sales or transfer of individual lots unless a new main structure is built on a lot where accessory equipment, compliant with the city ordinance ~~[this chapter]~~, is located or said accessory equipment is removed. If such accessory equipment is allowed under above conditions, the city ordinance ~~[this chapter]~~ shall be applied as if two adjacent lots are combined into one, except a sports court may be located at a lesser distance to a front property line than the main building.
- (5) In the R-1 one-family residence district and the R-2 one- to four-family residence district accessory equipment must not be located a lesser distance to a front property line than the main building except accessory equipment less than six ~~five~~ square feet in area and less than four feet in height or ~~(unless fully screened from public right-of-way by solid fence)~~. On double frontage lots accessory equipment may be permitted on the side opposite to the lot access point provided it meets applicable front yard requirements.
- (6) Accessory equipment, including any projections, must not be located within any utility easements.
- (b) In all the classes of business ~~and industrial~~ districts, accessory equipment shall be subject to subsections (a)(1), (2), (3) and (6).
- (c) In all the classes of industrial districts, accessory equipment shall be subject to subsections (a)(1), (3) and (6).

(Code 1976, § 11.19(4)(D); Ord. No. 681 2nd series, § 1, 9-24-2013)

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a LG220 Application for Exempt Permit for SMSU Foundation for January 29, 2021.
<b>Background Information:</b>	Attached is an application for Exempt Permit for SMSU Foundation for an event to be held on January 29, 2021 at SMSU 1501 State Street
<b>Fiscal Impact:</b>	There is no City fee for this permit.
<b>Alternative/ Variations:</b>	Not acknowledge this permit.
<b>Recommendations:</b>	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to SMSU Foundation to hold a raffle on January 29, 2021, at Southwest Minnesota State University , 1501 State Street, Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30- day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall



**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: <u>Southwest Minnesota State University Foundation</u>	Previous Gambling Permit Number: _____
Minnesota Tax ID Number, if any: _____	Federal Employer ID Number (FEIN), if any: _____
Mailing Address: <u>1501 State Street</u>	
City: <u>Marshall</u>	State: <u>mn</u> Zip: <u>56258</u> County: <u>Lyon</u>
Name of Chief Executive Officer (CEO): <u>Bill Mulso</u>	
CEO Daytime Phone: <u>507-537-6267</u>	CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)	
Email permit to (if other than the CEO): <u>Barb.Berkenpas@smsu.edu</u>	

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): SOUTHWEST MINNESOTA STATE UNIVERSITY CAMPUS

Physical Address (do not use P.O. box): 1501 STATE STREET

Check one:

- ☒ City: MARSHALL Zip: 56258 County: LYON
- ☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): January 29, 2021

Check each type of gambling activity that your organization will conduct:

- ☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection machines may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>MARSHALL</u>	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: <u>CLERK</u> Date: _____	Title: _____ Date: _____
<b>The city or county must sign before submitting application to the Gambling Control Board.</b>	<b>TOWNSHIP (If required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 5-4-20  
 (Signature must be CEO's signature; designee may not sign)

Print Name: BILL MULSO

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Internal Revenue Service**

**Date:** January 6, 2004

Southwest Minnesota State University  
Foundation, Inc. (SMSU Fdn.)  
Founders Hall Southwest State Univ.  
Marshall, MN 56258

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Cassandra Jackson 31-07417  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on July 22, 2003. We have updated our records to reflect the name change as indicated above.

In September 1965 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(iv).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Southwest Minnesota State University Foundation, Inc. (SMSU Fdn.)

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

*Donna Carlisle*

Donna Carlisle, Acting Director, TE/GE  
Customer Account Services

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, May 12, 2020
<b>Category:</b>	CLOSED SESSION
<b>Type:</b>	INFO
<b>Subject:</b>	Acknowledgement of a Closed Meeting for Labor Negotiations Strategy.
<b>Background Information:</b>	13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY. At 4:00 P.M., a closed meeting was held at the Minnesota Emergency Response and Training (MERIT) Center.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Click or tap to enter a date.
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO
<b>Subject:</b>	Commission/Board Liaison Reports
<b>Background Information:</b>	<p><b>Byrnes</b> - Fire Relief Association and Regional Development Commission</p> <p><b>Schafer</b> - Airport Commission, MERIT Center Board, City Council-County Board-Library Agreement &amp; Operation, Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p><b>Meister</b> -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p><b>Bayerkohler</b> - Public Housing Commission, Planning Commission</p> <p><b>DeCramer</b> – Economic Development Authority and Utilities Commission</p> <p><b>Labat</b> - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p><b>Lozinski</b> - Adult Community Center Commission and Joint Law Enforcement Center Management Committee</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	



TO: Honorable Mayor and Members of the City Council; City Staff

FROM: Sharon Hanson, City Administrator

DATE: May 12, 2020

SUBJECT: Administrative Brief

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**CITY ATTORNEY**

- No Report

**ADMINISTRATION**

- This past month's activities including much thought process and discussion on the COVID situation. Calls are daily to Jim Marshall, other selected staff and Mayor. Each week there are two designated meetings-Lyon County Public Health has a County update held on Monday's and each Wednesday is a community preparedness meeting with Avera, Public Health, County and City representatives. Three past month include multiple conversations with labor attorney on furloughs, union complexities and overall discussion on implications related to furloughs. These personnel discussions have meant frequent mtgs with Human Resources, Division Heads, impacted staff. Mtgs impacting staff have been difficult and painful for affected employees.
- Thus far, all services and facility decisions has been dictated by Governor Walz's Stay at Home Orders. We will continue to assess and understand how to move forward with programs, facilities once we know more from the Governor. We are aware in the meantime of trade association and other supporting non-profit groups that have put forth some guidelines for facility and program use. We will reference those guidelines when we are able to offer services again.
- This past month staff, Mayor, President Pro Tem DeCramer and PIT Chairman Schaefer discussed National Guard Armory future long-term needs with a Readiness Center as well as short-term need for development of outside storage location if current Armory remodels and expands footprint. Staff will work to prepare additional background information and documents for a future discussion with City Council.
- Every two weeks the Block 11 Developer APX provides an update on the project as well as facilitates discussion on development of the site including site issues, financial requirements and next steps. We are hoping to provide an update to the Council at the May 26<sup>th</sup> City Council mtg.
- The City Hall Committee met twice since this last report and reviews construction schedule, demolition of former Hotel, development of site once demolition is completed.
- Attended this past month the Legislative and Ordinance Committee mtg where several items, such as; Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment, Section 86 247 Landscaping and 86-248 Storage, draft ordinance to prohibit delivery of liquor, tobacco ordinance amendments, amendments to the animal ordinance regarding fowl, were discussed.
- Held a discussion with a group formed to develop a 150<sup>th</sup> Anniversary History Book for the City of Marshall that will detail the last 25 years of Marshall's history. At this time, the book project needs additional funding support in order for it to come back to the Council.

- Mayor and I recently participated in a discussion with impacted businesses and Senator Dahms and Representative Swedzinski. Mayor, EDA Director and I also met via Zoom with Brian Knochenmus regarding Ralco/tru-Shrimp update and general discussion on COVID business impacts.
- In addition to the above, attending the EDA Board meeting, other EDA related phone calls to business owners and review of past EDA work with Lauren Deutz, Downtown Business mtg, staff meetings.

### **Economic Development Authority**

- Staff continues regularly attending webinars regarding COVID-19 related economic development tools and resources.
- Staff is continuing to compile COVID-19 resources to distribute.
- The EDA partnered with the Marshall Chamber to complete the Marshall Area Economic Impact Survey. Survey Results: [https://ci.marshall.mn.us/news\\_detail\\_T46\\_R43.php](https://ci.marshall.mn.us/news_detail_T46_R43.php)
- Staff is finalizing annual kiosk advertisements on the downtown kiosks which will be printed and installed by June 1<sup>st</sup>.
- Staff is continues working on new brand materials.
- The Façade Improvement Program expires May 15, 2020.
- The EDA has received two COVID-19 Emergency Loan applications. One was approved and one was denied as it did not meet the minimum qualifications.
- The EDA sold four more lots in Parkway II to United Community Action Partnership to continue offering affordable housing.
- No update on Block 11 at this time.

### **Human Resources**

- Staffing: the City welcomes the following new employees:
  - Jessie Dehn, Assistant City Engineer;
  - Melissa Friedrichs, Laboratory Specialist (starting May 18<sup>th</sup>); and
  - Blake Giles, LeRoy Beck III, and Jordy Beek---Firefighters.

At this time, the positions we have open on our website include only those that we advertise on a *continuous* basis. HR will continue to collect applications for Firefighters in preparation for the next round of testing, likely Fall of 2020. Applications are also being accepted for Hazardous Materials Technicians (CAT team) which are paid-on-call positions. Applications for Community Services part-time (temporary) positions are also being accepted for our recreation and community education programming, for future classes/planning.

- The first payroll cycle with the updated Incode 10 software was processed for the 05/01/20 payroll. Laura Wing, our Payroll/Benefits Specialist is working with Tyler Technologies staff on making the necessary changes to both the processing of payroll as well as to the paystubs themselves. Laura will continue to work with Tyler Technologies staff until the conversion project is complete and the payroll cycle process is finalized.
- Safety program: the safety committee is meeting via Zoom to review our monthly agendas. Jordan St. Clair, our MMUA Safety Coordinator continues to provide us with safety consultation services remotely. He is also providing us with video links to training materials following our scheduled calendar of topics, which will ensure we continue compliance with OSHA regulations and our internal safety program.
- HR staff continually monitor the CDC and MDH information for both new information and updates. We have been providing daily assistance to supervisors on COVID-19 related employee questions and concerns.

### **Clerk**

- Reviewed and received FEMA and State reimbursements from the 2019 flooding events. Frost Boils are still pending FEMA's approval.
- Registered the City and continue to attend meetings hosted by FEMA in regard to COVID-19 reimbursement.
- Reviewing staffing and safety options for the August primary and November general election.



- Continuing to work on information and technology items and in search for a telephony solution for the City of Marshall.

### **Finance**

- 2020 Audit – Field work was completed the week of April 6<sup>th</sup>. The draft audit should be completed in the next week or two. Formal presentation to the full council will be on May 26<sup>th</sup>. Overall the process went smoothly with the added workload of being done remotely.
- Incode 10 Migration – the migration from Incode 9 to version 10 started the week of April 20<sup>th</sup>. This process is still working out issues and it will take time to get used to the new software. Staff are excited with the potential this version offers.
- Bonding – 2020B bonding will be brought for council approval for the sale of the bond at the May 12<sup>th</sup> council meeting.
- 2021 Budget – a budget timeline will be drafted in the upcoming weeks and will be sent to staff and council.

### **Assessing**

- No Report

### **Liquor Store**

- April Financials: Sales +35%, Customer Count +6.42% and ticket average +27%. Overall a very strong month with the numbers. We've had above average store performance in March & April due the state and nationwide COVID-19 pandemic. Customers have been filling their pantries and refrigerators with cases of product and bigger pack sizes across all categories. On-sale establishments have been dark, customers are purchasing product through our store as a result. We are gearing up for the busier Summer months ahead.
- Staff focus has been on filling/facing shelves, maintaining the floor during non-shopping hours and cleaning and sanitizing customer service areas. Keeping employees off of the floor during shopping hours is a priority.

### **COMMUNITY SERVICES**

- Garden Plots were made available to the community on April 27<sup>th</sup>. Of the 60 plots that are available, about 7 openings remain.
- City Band has been cancelled for the summer. Anticipated returning members from 2019 have been contacted.
- The City of Marshall will be the host site for a Minnesota GreenCorps staff member during the upcoming academic year. The individual will be placed in Marshall to assist the City with Green Infrastructure improvements. Community Education Coordinator Amanda Beckler and Parks Superintendent Preston Stensrud were instrumental in the process.
- A Healthier Southwest announced last week that Marshall Community Services has been awarded a mini-grant in the amount of \$2,299 to purchase two trikes to expand the BikeShare program. Those trikes will be added to the existing fleet once the host sites are permitted to safely reopen for regular business.
- Parks staff has made significant progress on the completion of the Archery Range project. Located behind the Merit Center, the Range is available for individual use. Approximately \$15,000 in donations have been received and a formal opening/recognition will be scheduled soon.
- An update on the Veterans' Memorial Final Phase project is tentatively scheduled for presentation to the Council on May 26<sup>th</sup>.

### **COMMUNITY PLANNING**

#### **Building Services / Planning & Zoning**

- Over 600 open job files. Horvath Remembrance Center, UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- City buildings ADA-compliance review is complete.
- New permit software development/implementation is going well.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- MERIT Phase 2 -- Work is suspended until next spring to do final shaping and seeding.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Work is substantially complete. Contractor has all final numbers to review. Final change order and pay request anticipated.
- UCAP Transit Bus Shelters: Pre-Con held with Hisken Construction, Inc. on 05/01/2020.
- Project Z75 South 4<sup>th</sup> Street: Notice of Award issued to R&G Construction Co. on 04/21/2020.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): Currently in design phase.
- Z77: Legion Field Stormwater Improvements—Phase I: Staff is in design of the project, which includes the Buffalo Ridge basin and the Kendall Street basin in Legion Field Park.

### **Building Maintenance**

- No report.

### **Street Department**

- No report.

### **Airport/Public Ways Maintenance**

- No report.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney has finished all concrete work on the Biosolids Storage Tank and are removing all the shoring from inside. Precast crew is here putting up the building attached to the tank. Splitter box structure is excavated and pipework for the structure is installed. Project is going very well.
- We are participating in a UMN Medical School study on testing for Covid 19 shedding in wastewater. We will be submitting samples of Marshall's wastewater for testing.
- Staff has performed 270 equipment work orders in the last 30 days.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to fourteen (14) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (8)
  - Fire; Structure (5):
  - Medical Assist (0)
  - Vehicle Accident (1)

New guidelines from the State of Minnesota will now allow firefighters to resume training exercises with its members. Departmental “meetings” in person will not be allowed at this time, however Chief Brunsvold has conducted meetings with personnel through Zoom.

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 523 calls for the month of April. Fifty-seven (57) criminal offenses were reported with a total number of 19 adults arrested. The number of calls responded to remain consistent, however the self-initiated contacts officers have conducted (traffic stops, warrant arrests etc.) are

much lower. This is a result of limiting our contact with the public and procedures in place to prevent certain individuals from being placed into the jail system.

#### **OFFICER'S REPORT**

- Alarms (15)
- Accidents (18)
- Alcohol involved incidents (1)
- Assaults (2)
- Domestic Assaults (8)
- Burglaries (2)
- Criminal Sexual Conduct (3)
- Damage to Property (3)
- Keys Locked in Vehicles (28)
- Loud Party (9)/ Public Disturbances (9)
- Thefts (18)
- Traffic Related Complaints (31)
- Vandalism (1)
- Warrant Pickups (7)
- Welfare Checks (19)

#### **PERSONNEL/OTHER**

- Schedule changes made to the police department in response to COVID-19 appear to be working well. Officers have been moved to a fixed 12-hour shift for seven days in a row to limit the contact our officers would have with each other within the department.
- Officer have been called to several large gatherings greater than 10 people. Our response has been to encourage those not residing together to follow the Governor's Executive Order.

#### **DETECTIVE REPORT**

- A Marshall man reported that someone used his debit card number and purchased electronic items for \$270.00 and had then shipped to an address in Brooklyn, NY. The company the item was ordered from was able to get the shipping reversed so the victim was able to get his money back.
- A theft of an electronic key fob was reported after officers were called to investigate a disturbance in one of the city parks. The key fob was not located but the suspect was transported to the ER for a mental health evaluation.
- A Marshall man reported that two men with a gun entered his apartment and robbed him of \$1,400.00 in electronic equipment. The man refused to come in and meet with detectives because he had a Redwood County warrant out on him. After three weeks of the comp./victim refusing to come in or provide more information, the case was closed. No further investigation will be done unless comp./victim provides the requested statement and information.
- A death investigation was conducted after a 45-year-old man was found dead at his apartment. The investigation, done with the assistance of the Lyon County Sheriff's Office and the Ramsey County Medical Examiner's office, showed nothing suspicious and the death appears to be from natural causes.
- A Marshall business was defrauded out of \$18,000.00 by a scam involving a fraudulent request to change the owner's direct deposit bank account. The scam seems to have originated from Salt Lake City, Utah. The case is under investigation.
- Detectives responded to the ER where a woman had presented herself there and made some statements about being sexually assaulted. The woman appeared to be highly intoxicated and told detectives she didn't know why she called the police and said she did not believe she had been sexually assaulted. The woman ultimately refused to submit to a sexual assault examination. No further investigation was done.

- A possible sexual assault of a six-year-old girl was reported. Investigation did not find sufficient evidence of assault and the case was referred to Montevideo PD for further investigation as that is the child's residence. No further investigation from our department.
- A Predatory Offender Registration violation was investigated by detectives. MN Dept. of Corrections officials issued an arrest warrant as the offender was non-compliant with respect to keeping his address updated. Investigation showed offender had stayed at several different addresses without updating his information with our department.
- A Marshall man reported being scammed. He purchased a race car engine for \$730.00 through Facebook Marketplace from an individual in Kentucky. He never received his engine and the purported seller broke off email contact 10 days before the victim filed his report. Investigation showed the suspect has a history in Kentucky for theft by deception. The case is under investigation.
- A Marshall man reported an unauthorized transaction on his debit card. Investigation showed that this was a garnishment by the MN Dept. of Revenue for back taxes.

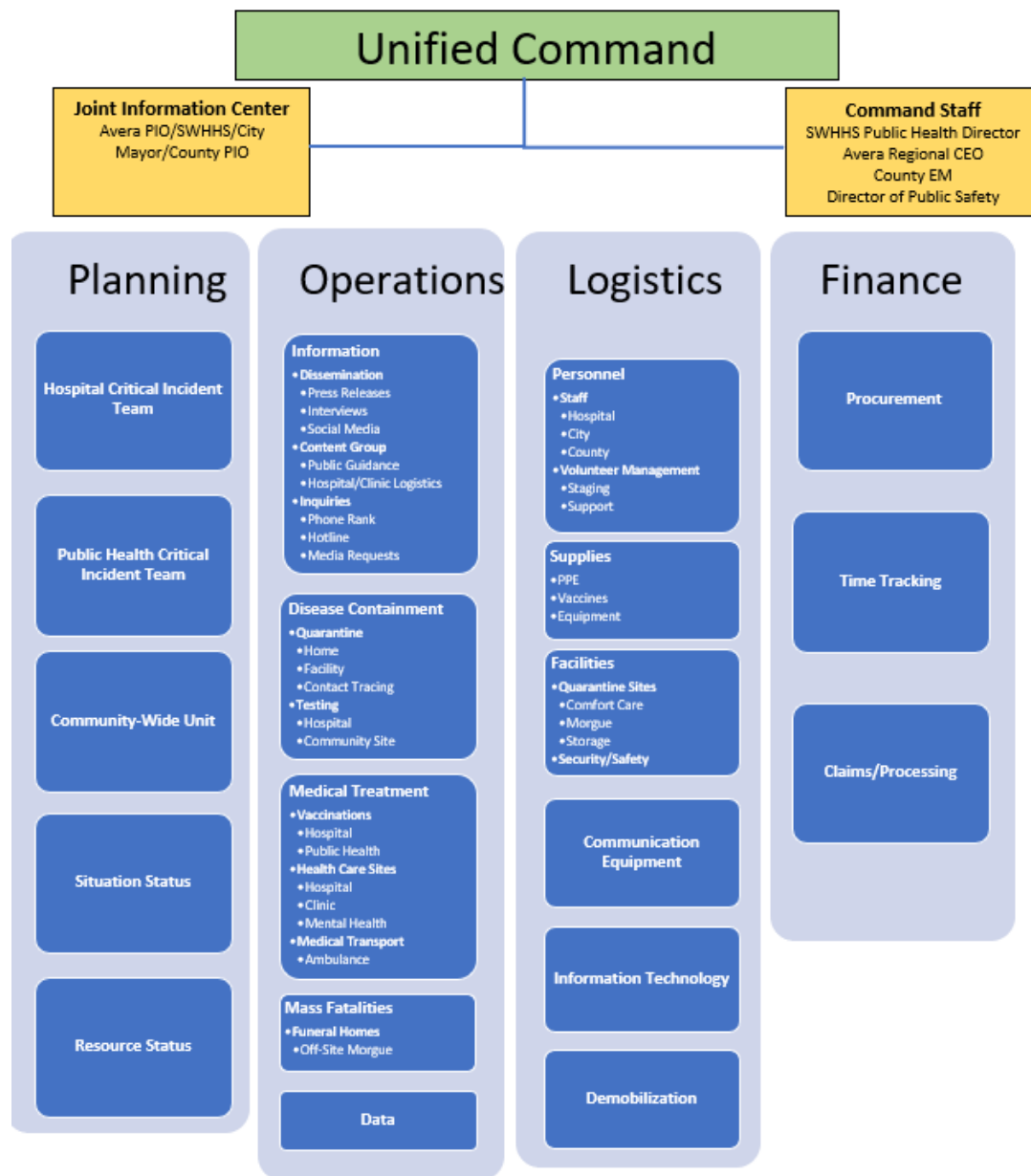
#### **CHEMICAL ASSESSMENT TEAM**

The CAT Team continues to participate in on-line meetings and discussion with the State Fire Marshal's Office and leadership. In person training and meetings have been postponed.

- The CAT responded to a call-out in Jackson County. The team received reimbursement for all expenses incurred during their response per the state agreement.
- This winter, the council was made aware the CAT Team Ford Excursion was totaled as a result of a roll-over accident. Currently the insurance claim continues to be open and discussion continues with the State Fire Marshal's Office for an alternative vehicle at this time.

#### **EMERGENCY MANAGEMENT**

- Communication continues on a regular basis with city leadership in our response to the pandemic. Mayor Byrnes and Councilman Schafer continue to work close with emergency management personnel and as a liaison with our local health care provider AVERA. The Public Health Director for SWHHS has taken the lead role in terms of our county wide response to this pandemic. Each partner, (SWHHS, AVERA, County Emergency Management and our local Emergency Management) continue to operate under our Incident Command Structures, however, we are coming together under a Unified Command concept. The Unified Command will create a Joint Information Center where each partner listed above will work closely together to deliver strong and accurate information to the media and public. An outline of the Unified Command structure is attached that highlights "some" of the areas we have focused on through our partnership with the other agencies.



## MERIT CENTER

- During the pandemic shutdown, there have not been training/classes taking place, however the MERIT Center is being utilized in other capacities:
- Partial Emergency Operation Center (EOC) activation with various Emergency Management coordination meetings taking place weekly
- City Council meetings being held at MERIT with Zoom capability
- City updates are being conducted and recorded at the MERIT Center
- Public Safety has begun conducting CDL license exams on the track
- Shampoo carpets in all classrooms and cleaning of truck bay



## BUILDING PERMIT LIST

### May 12, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Today's Fireplace	808 BRIAN ST	INTERIOR REMODEL	4,600.00
STENSRUD, PRESTON L & CRYSTAL M	600 KENNEDY ST	INTERIOR REMODEL	2,000.00
VANLEEUEWE CONSTRUCTION LLC	806 SCOTT CIR	NEW BUILDING	595,000.00
Regnier Electric	413 4TH ST N	HVAC	2,800.00
Lyon Contracting Inc	404 LYON ST W	NEW BUILDING	1,747,200.00
SUSSNER CONSTRUCTION, INC.	1001 4TH ST S	NEW BUILDING	121,000.00
KEVIN LANOUE CONSTRUCTION LLC	615 THOMAS AVE W	RE-ROOFING	11,400.00
KEVIN LANOUE CONSTRUCTION LLC	105 JAMES AVE W	RE-ROOFING	10,300.00
KEVIN LANOUE CONSTRUCTION LLC	106 JAMES AVE W	RE-ROOFING	10,300.00
KEVIN LANOUE CONSTRUCTION LLC	1111 DAVID DR	RE-ROOFING	18,800.00
GARY VLAMINCK CONSTRUCTION	1301 RIDGEWAY RD	RE-ROOFING	9,100.00
WELU CONSTRUCTION, LLC	710 NUESE LN	DECK	5,500.00
GARY VLAMINCK CONSTRUCTION	1206 WESTWOOD DR	RE-ROOFING	9,600.00
GARY VLAMINCK CONSTRUCTION	1214 WESTWOOD DR	RE-ROOFING	9,100.00
JEFF GLADIS CONSTRUCTION	204 ROBERT ST	RE-ROOFING	12,200.00
JEFF GLADIS CONSTRUCTION	121 G ST	RE-ROOFING	8,300.00
BRINKMAN, CHRISTOPHER & MANDEE	305 7TH ST N	DECK	5,100.00
MICHAEL SLAGEL CONSTRUCTION LLC	1400 WESTWOOD DR	OVERHEAD GARAGE DOOR	1,500.00
JEFF GLADIS CONSTRUCTION	108 RANCH AVE	RE-ROOFING	5,800.00
JEFF GLADIS CONSTRUCTION	805 1ST ST S	RE-ROOFING	15,500.00
SCHROEDER, BRIAN C & DEBRA J	1309 PARKSIDE DR	EXTERIOR REMODEL	3,000.00
RAVELING, DON L & LISA	807 ELAINE AVE	RE-ROOFING	8,000.00
SUSSNER CONSTRUCTION, INC.	126 MAIN ST W	WINDOWS / DOORS	24,000.00
BABCOCK CONSTRUCTION	410 ELM ST	RE-ROOFING	7,800.00
STAPLES & STAPELS LLC	1406 COLLEGE DR E	RE-ROOFING	42,500.00
GARY VLAMINCK CONSTRUCTION	1505 WESTWOOD DR	RE-ROOFING	9,600.00
VLAMINCK, GARY	412 4TH ST N	RE-ROOFING	1,500.00
VANLEEUEWE CONSTRUCTION LLC	1128 DAVID DR	RE-ROOFING	157

BRUSS, NATHAN A & MELISSA J	1100 COLOMBINE DR	EXTERIOR REMODEL	1,300.00
VANLEEUEWE CONSTRUCTION LLC	1401 SARATOGA ST S	RE-ROOFING	9,800.00
VANLEEUEWE CONSTRUCTION LLC	521 VIPER CIR	RE-ROOFING	15,700.00
MINNESOTA CABINETS, INC.	1656 THUNDERBIRD RD	WINDOWS / DOORS	5,000.00
THOOFT BUILT CONSTRUCTION LLC	712 4TH ST S	RE-ROOFING	4,500.00
GLACIER COMPANIES LLC	1105 TRAVIS RD	RE-ROOFING	9,700.00
JEFF GLADIS CONSTRUCTION	1113 DAVID DR	RE-ROOFING	15,000.00
GLACIER COMPANIES LLC	711 BRUCE ST N	RE-ROOFING	44,600.00
AMERICAN WATERWORKS	603 ELM ST	INTERIOR REMODEL	11,300.00
GEIHL CONSTRUCTION, INC.	201 ELAINE AVE	RE-ROOFING	16,000.00
WALERIUS, PAUL L & KRISTA M	801 ELIZABETH ST	DECK	6,000.00
GEIHL CONSTRUCTION, INC.	308 HILL ST N	RE-ROOFING	14,000.00





## PLUMBING PERMIT LIST

May 12, 2020

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
BISBEE PLUMBING & HEATING	900 CLARICE AVE	INTERIOR REMODEL	0.00
BKS PLUMBING LLC	806 SCOTT CIR	NEW BUILDING	0.00
SAHLSTROM'S HEATING, COOLING & REFR	121 G ST	WATER HEATER	0.00
BISBEE PLUMBING & HEATING	1001 4TH ST S	NEW BUILDING	0.00



**SIGN PERMIT LIST**  
**May 12, 2020**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
Karen Dolan	230 LYON ST W	N/A	200.00

## Upcoming Meetings

### May

- 5/12 Regular Meeting, 5:30 PM, MERIT Center
  - 5/19 Special Meeting, 5:30 PM, Marshall-Lyon County Library
    - Local Board of Appeal and Equalization – Reconvene
  - 5/26 Regular Meeting, 5:30 PM, MERIT Center
- 

### June

- 6/9 Regular Meeting, 5:30 PM, Professional Development Room
  - 6/23 Work Session, 4:00 PM, Professional Development Room
    - Marshall College Drive Project, MnDOT
  - 6/23 Regular Meeting, 5:30 PM, Professional Development Room
- 

### July

- 7/14 Regular Meeting, 5:30 PM, Professional Development Room
- 7/28 Regular Meeting, 5:30 PM, Professional Development Room

# 2020 Regular Council Meeting Dates

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month \*Unless otherwise stated

5:30 P.M.

Professional Development Room - Marshall Middle School, 401 South Saratoga Street

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## January

1. January 14, 2020
2. January 28, 2020

## February

1. February 11, 2020
2. February 25, 2020 – 4:00 P.M.<sup>1</sup>

## March

1. March 10, 2020
2. March 24, 2020

## April

1. April 14, 2020
2. April 28, 2020

## May

1. May 12, 2020
2. May 26, 2020

## June

1. June 9, 2020
2. June 23, 2020

## July

1. July 14, 2020
2. July 28, 2020

## August

1. August 11, 2020 – 4:00 P.M.<sup>1</sup>
2. August 25, 2020

## September

1. September 8, 2020
2. September 22, 2020

## October

1. October 13, 2020
2. October 27, 2020

## November

1. November 10, 2020
2. November 24, 2020

## December

1. December 8, 2020
2. December 22, 2020

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## 2020 Uniform Election Dates

- |   |  |
|---|--|
| • February 11, 2020                           | • May 12, 2020                               |
| • February 25, 2020 * <i>Precinct Caucus</i>  | • August 11, 2020 * <i>Primary Election</i>  |
| • March 3, 2020 * <i>Presidential Primary</i> | • November 3, 2020 * <i>General Election</i> |
| • April 14, 2020                              |  |

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<sup>1</sup> 204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY. Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, board of commissioners, city council, or town 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.

### CITY COUNCIL COMMITTEES

\*All Council Committees meet on an as needed basis.

#### Equipment Review 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 & Director of Public Works/ Engineer Jason Anderson
- **Marshall Municipal Utilities Commission** – John DeCramer
- **M.E.R.I.T. Center Commission** – Craig Schafer
- **Planning Commission** – Glenn Bayerkohler
- **Police Advisory Board** – Russ Labat
- **Public Housing Commission** – Glenn Bayerkohler

- **Southwest Minnesota Amateur Sports Commission** – Craig Schafer

#### **Other Appointments:**

- **City Council-County Board/Library Agreement & Operations** – Russ Labat & Bob Byrnes
- **Fire Relief Association** – Bob Byrnes & Finance Director, Karla Drown
- **Housing & Redevelopment Authority** – Mayor & City Council
- **Regional Development Commission** – Bob Byrnes
- **SW Minnesota Emergency Communication Board (ECB)**- Craig Schafer & Alternate Bob Byrnes

### **Authorities, Boards, Bureaus and Commissions**

#### **Adult Community Center Commission**

Established: September 16, 1985, Ordinance 496, Second Series  
Meetings: 2<sup>nd</sup> Wednesday of every month at 12:00 P.M.  
Term: 3 years – two term limit  
Members: 8 Members

#### **Airport Commission**

Established: February 18, 1952, Ordinance 371, Second Series  
Meetings: 1<sup>st</sup> Tuesday of every month at 4:30 P.M.  
Term: 3 years – two term limit  
Members: 7

#### **Cable Commission**

Established: March 15, 1982, Ordinance 112, Second Series  
Meetings: As needed  
Term: 3 years – two term limit  
Members: 5

#### **Charter Commission**

Established: October 5, 1936  
Meetings: As needed  
Term: 4 year terms  
Members: 7 -15

#### **Community Services Advisory Board**

Established: February 20, 1996  
Meetings: 1<sup>st</sup> Wednesday of the month at 9:00 A.M.  
Term: 3 years – two term limit  
Members: 12

#### **Convention & Visitors Bureau**

Established:  
Meetings: 3<sup>rd</sup> Wednesday at 9:30 A.M.  
Term: 3 years – two term limit  
Members: 10

#### **Economic Development Authority**

Established: June 7, 1982, Resolution 562, Second Series  
Meetings: 3<sup>rd</sup> Wednesday of every month at 12:00 P.M.  
Term: 6 years – two term limit  
Members: 7

#### **Housing & Redevelopment Authority**

Established: March 21, 1966, Resolution 819, First Series  
Meetings: As needed  
Term: 5 years – no term limit  
Members: 7 (Councilmembers)

#### **Library Board**

Established: July 16, 1917,  
Meetings: 2<sup>nd</sup> Monday of every month at 4:00 P.M.  
Term: 3 years – two term limit  
Members: 9

#### **Marshall Municipal Utilities Commission**

Established: April 18, 1932, Resolution 302, First Series  
Meetings: 3<sup>rd</sup> Tuesday of every month at 4:30 P.M.  
Term: 5 years – two term limit  
Members: 5

#### **M.E.R.I.T. Center Commission**

Established: November 15, 2004, Ordinance 521,  
Second Series  
Meetings: 3<sup>rd</sup> Thurs. of every other month at 6:00 P.M.  
Term: Variable  
Members: 18 or less

### **Planning Commission**

Established: May 4, 1959, Ordinance 418, Second Series  
Meetings: 2<sup>nd</sup> Wednesday of every month at 5:30 P.M.  
Term: 3 years – two term limit  
Members: 7

### **Police Advisory Board**

Established: April 4, 1940, Ordinance 630, Second  
Series, Section 2-3 O.G. MN State Statutes 419

Meetings: As needed  
Term: 3 years – two term limit  
Members: 3

### **Public Housing Commission**

Established: March 28, 1983, Ordinance 436, Second  
Series  
Meetings: 2<sup>nd</sup> Monday of every month at 3:30 P.M.  
Term: 5 years – two term limit  
Members: 5

### **Southwest Minnesota Regional Amateur Sports Commission**

Established: October 21, 2008  
Meetings: 2<sup>nd</sup> Tuesday of every month at 12:00 Noon