



**CITY OF MARSHALL**  
**Ways and Means Committee**  
**A g e n d a**  
**Monday, August 29, 2022 at 2:00 PM**  
**City Hall, 344 West Main Street**

**APPROVAL OF AGENDA**

- [1.](#) Consider approval of the minutes from the meeting held on May 2, 2022.

**APPROVAL OF MINUTES**

**TABLE**

**OLD BUSINESS**

**NEW BUSINESS**

- [2.](#) 2023 Fee Schedule Recommendation
- [3.](#) HVAC License Fee
- [4.](#) Rental ordinance fees
- [5.](#) Marshall Fire Department Relief Association Benefit level increase request.
- [6.](#) Consider Request for Proposals – Insurance Agent Services

**ADJOURN**

## Ways and Means Committee AGENDA ITEM REPORT

<b>Meeting Date:</b>	Monday, August 29, 2022
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes from the meeting held on May 2, 2022.
<b>Background Information:</b>	
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Inform if there are corrections.
<b>Recommendations:</b>	That the minutes of the meeting held on May 2, 2022, be approved as filed with each member and that the reading of the same be waived.

MINUTES  
WAYS AND MEANS COMMITTEE MEETING  
May 2, 2022 @ 11 AM  
344 West Main Street  
On Main

MEMBERS PRESENT: John DeCramer, Russ Labat, Mayor Byrnes

STAFF PRESENT: Kyle Box, City Clerk; Karla Drown, Finance Director; Jason Anderson, Director of Public Works; Jessie Dehn, Assistant City Engineer; Sharon Hanson, City Administrator

The meeting was called to order by Chairman DeCramer at 10:55 am.

DeCramer asked for approval of the February 8, 2022, minutes of the Ways and Means committee Meeting.

MOTION BY Labat, SECONDED BY DeCramer to approve the February 8, 2022, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman DeCramer asked for discussion on Fire Department Scholarships. City Clerk, Box provided a brief background information on the scholarship balance and applicants. Award \$300 per applicant (2 applicants).

MOTION BY Labat, SECONDED BY Byrnes to approve the Award of Fire Department Scholarships of \$300 to each of the two candidates. All voted in favor.

Chairman DeCramer asked for discussion on consideration of the Rain Garden Program. Assistant City Engineer, Dehn provided background information on the Rain Garden Program. Discussion of how to provide the information and guidance on such a program and other additional programs the city has available. Rain Barrel Program background provided. Discussion on number of barrels per property as part of the program. Adopt-a-Strom Drain Program was discussed. This is a program to involve the community and the city claims credits through MS4. These the public participation programs.

MOTION BY Byrnes, SECONDED BY Labat to approve the Three Programs to move forward to Council for approval of the programs. All voted in favor.

Chairman DeCramer asked for discussion on consideration of the Stormwater Credit for Commercial/Industrial Properties. Director of Public Works Jason Anderson provided background information on Stormwater Credit for Commercial/Industrial Properties. Talking in general and getting input is the staff's intention.

MOTION BY Byrnes, SECONDED BY Labat to approve the Stormwater Credit for Commercial/Industrial Properties to move forward to Council for approval of the program. All voted in favor.

MOTION BY Labat, SECONDED BY Byrnes to adjourn the meeting. Meeting adjourned at 12:10 pm. All voted in favor.

Respectfully Submitted,

Karla Drown  
Finance Director

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Monday, August 29, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2023 Fee Schedule Recommendation
<b>Background Information:</b>	<p>Attached are the 2022 Fee Schedule with Red lined recommended changes and/or additions for 2023.</p> <p>Staff from the departments will be available at the meeting for further explanation or clarification as needed.</p>
<b>Fiscal Impact:</b>	Adjustments to the fee schedule will directly impact revenues as they relate to the city.
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Move the 2023 Fee Schedule to the full Council for review and approval.



# 2023 FEE SCHEDULE

Approved 9-XX-2022

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**Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing**

**ASSESSING DEPARTMENT**

	<b><u>Fee/Charge</u></b>	
Copies	\$ 0.25	Per Side
Sales Summary	\$ 10.00	Each
Apartment List	\$ 15.00	
Ownership Searches	\$ 4.00	Per Parcel
Yearly Subscription Rate	\$ 75.00	

**CLERK**

	<b><u>Fee/Charge</u></b>	
Brewer Tap Room	\$ 500.00	Annual
Club License	\$ 275.00	Annual
Consumption & Display	\$ 130.00	Annual
	\$ 25.00	1 Day
Growlers License	\$ -	Annual
On-Sale Liquor License	\$ 3,000.00	Annual
Financial Background (on-sale liquor)	Charged at rate of 3rd Party Vendor	
Off-Sale 3.2% Malt Liquor	\$ 90.00	Annual
On-Sale 3.2% Malt Liquor	\$ 250.00	Annual
Sunday Liquor	\$ 200.00	Annual
Temporary On-Sale Liquor	\$ 30.00	Per Day
Temporary On-Sale 3.2% Malt Liquor	\$ 30.00	Per Day
	\$ 50.00	Month
Tobacco License	\$ 150.00	Annual
Wine License	\$ 600.00	Annual
Dangerous Animals	\$ 150.00	Annual
Dog or Cat License	\$ -	Annual
Replacement of tag	\$ 1.00	
Pick-up (Animal at large)	\$ 10.00	
Board	\$ 10.00	Per Day
Animal at Large	\$ 90.00	
No City License	\$ 90.00	
Rabies Vaccination not current	Court	
Disturbing the Peace	Court	
Garbage & Refuse Haulers	\$ 160.00	Annual
Special Vehicle Permit	\$ 35.00	Annual
Non-profits Exempt (must provide certification)		
Taxicabs	\$ 100.00	Annual
	\$ 25.00	Per Additional Vehicle
Transient Merchant	\$ 30.00	Per Month
	\$ 160.00	Semiannual
	\$ 315.00	Annual
Mobile Food Units/Food Carts	\$ 150.00	Annual
Refunding of License Fee	20% of fee up to a maximum of \$100.00	



**ADMINISTRATION & HUMAN RESOURCES**

Copies (40 pages or more)	\$	0.25	Per Side
Administrative Fee for Retiree Insurance ( <i>Health/Dental</i> ) 2% of total cost to the City			

**City Hall Conference Room Rental**

Half Day (4 hours or less)	\$	25.00	
Full Day (4 hours or more)	\$	50.00	
After 4:30 PM	\$	50.00	Plus \$20/Per Hour (One hour charge minimum)

**FINANCE**

Assessment Searches	\$	15.00
Returned check for all City departments	\$	30.00
Budget Reports	\$	25.00
Audit Reports	\$	25.00
Business Tax Abatement Application	\$	750.00

**COMMUNITY SERVICES**

	<b><u>Fee/Charge</u></b>	<b><u>Deposit</u></b>
Shelter Rent	\$ 25.00	\$25.00
Park Gazebo Rent	\$ 25.00	\$25.00
Band Shell Rent	\$ 150.00 Per Day	\$50.00
Moving Liberty Park Benches for Events	\$ 100.00	
Collapsible Picnic Tables (Min:6/Max:50)	\$ 10.00 Per Table/Per Day	
Tents 20 x 20	\$ 200.00 Weekend	\$200.00
	\$ 100.00 Per Day	\$200.00
Tents 20 x 30	\$ 200.00 Weekend	\$200.00
	\$ 100.00 Per Day	\$200.00
Channel Parkway Complex	\$ 100.00 Per Day	\$100.00
	\$ 150.00 2 Days	\$100.00
Amateur Sports Complex	\$ 250.00 Per Day	\$100.00
	\$ 200.00 2 Days	\$100.00
One Ballfield	\$ 75.00 Per Day	\$100.00
Independence Park Youth Ballfields	\$ 50.00 Per Day/Per Field/Without Lights	
(2 Fields: 1 Lighted & 1 Not Lighted)	\$ 75.00 Per Day/One Field With Lights	
	\$ 125.00 Per Day/Both Fields/One Field With Lights	
American Legion Field Ballfield	\$ 150.00 Per Day/Without Lights	
	\$ 200.00 Per Day/With Lights	
Legion Field Park Youth Ballfields	\$ 25.00 Per Day	
Justice Park Youth Baseball/Softball Field	\$ 25.00 Per Day	
Marshall Aquatic Center (Minimum 25 people)	\$ 100.00 Per Hour &	
	\$ 3.00 Per Person	
Concessions Trailer	\$ 300.00 Per Day	ServSafe Manager Certification required
Vandalism Clean-up/Repairs	\$ 50.00 Per Hour/Per Staff	

**Stage Rental**

	<b><u>Fee/Charge</u></b>	
Damage Deposit	\$ 500.00	
Call-Back	\$ 50.00	Per Hour

Basic Unit; 24x20 ft., set-up and take down

Marshall non-profit business or agency	\$ 250.00	
Marshall for profit business or agency	\$ 350.00	
All others	\$ 600.00	

Basic Unit; plus additional 16x4 ft., set-up and take down

Marshall non-profit business or agency	\$ 350.00	
Marshall for profit business or agency	\$ 500.00	
All others	\$ 1,200.00	

**Studio 1 TV**

	<b><u>Fee/Charge</u></b>	
DVD	\$ 11.00	Includes Tax
CD	\$ 3.00	
CD w/Printed Cover	\$ 5.00	

Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 10.00	Per Hour
Certification Training	\$ 100.00	
Student (high school and full-time post secondary)	\$ 25.00	Per Hour

**Park Land Development**

	<b><u>Fee/Charge</u></b>	
For any residential or commercial subdivision of property after March 10, 2009, upon initial sale		
Residential Lot	\$ 500.00	Per Lot
Commercial Lot		2% Of gross unimproved value per commercial lot

**Telecommunication**

	<b><u>Fee/Charge</u></b>	
Application & Permit fee	\$ 1,500.00	Plus
	\$ 2.00	Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way

**Adult Community Center**

	<b><u>Fee/Charge</u></b>	
Meeting Room (24 chairs only or 16 with tables)	\$ -	Per Hour
	\$ 20.00	Per Hour
Dining Hall (140 chairs with tables)	\$ -	Per Hour
	\$ 30.00	Per Hour
	\$ 75.00	Per Hour

Groups A , B

Group C

Groups A , B

Groups A , B\*\*

Group C

The kitchen is not available for use. This applies to all caterers and renters.

(This includes the refrigerator, stove, freezer, sink, dishwashers, etc.)

Group A: Seniors/City of Marshall sponsored events.

Any group of seniors meeting during regular scheduled hours (9-4), depending on space assignment.

Group B: Local public agencies and non-profit organizations.

Group C: Private/Commercial/State of Minnesota Groups

**\*\* Meeting after regular scheduled hours (after 4:00 p.m.)**

Rentals will be made as follows based on space availability:

1. Senior Center Programs/Activities
2. Marshall Area Senior Citizens, Inc. Members (receive a \$5/hr. discount)
3. Seniors (age 55 & older)
4. All others

**Red Baron Arena and Expo Center**

	<b><u>Fee/Charge</u></b>	
Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	\$ 25.00	Per Hour Per Staff

**Ice Rink**

	<b><u>Fee/Charge</u></b>	
Open Rate	\$ 150.00	Per Hour
10 or more hours booked at one time	\$ 130.00	Per Hour
30 or more hours booked at one time	\$ 120.00	Per Hour
Marshall Community Services	\$ 75.00	Per Hour
Marshall High School	\$ 75.00	Per Hour
(Marshall High School will not be charged ice time during high school games or tournaments)		
Southwest Figure Skating Club	\$ 75.00	Per Hour
Marshall Area Hockey Association (MAHA)	Per Agreement	
Off season (June 1–August 31)(Saturday and Sunday)	\$ 80.00	Per Hour
Ice Painting Equipment	\$ 250.00	Per Day

**Expo/Meeting Room**

	<b><u>Fee/Charge</u></b>	
Full day expo floor rental	\$ 1,250.00	Per Day
Expo floor rental (April 1 - October 1)	\$ 80.00	Per Hour
Event SETUP	\$ 50.00	Per Hour after 5pm
Event CLOSURE	\$ 50.00	Per Hour after 5pm
Club Room	\$ 400.00	Per Day or Event
	\$ 80.00	Per Hour
Meeting Room	\$ 200.00	Per Day
	\$ 30.00	Per Hour

**FIRE DEPARTMENT**

	<b><u>Fee/Charge</u></b>
Fire/Rescue Calls (Outside city limits)*	\$ 1,000.00
Fire/Rescue Calls (Within city limit)*	\$ 750.00

\*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Department Association Mutual Aid Agreement

Hazardous Materials Trailer	\$ 750.00	Plus supplies & materials used
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Pumping Fuel or Gas (48 hours to pick up)	\$ 1.00	Per Gallon in and out (48 hours to pick up)**
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\*\*If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste

Natural Gas line hits	\$	750.00	Per Call
Automatic fire alarm activation***	\$	750.00	Per Call
*** (3rd call and after, within 72 hour period OR 3 business days, until functional)			
Education Trailer (to all departments)	\$	150.00	Per Day
Fire Chief's call for service (officer's pages)	\$	100.00	Per Hour

**Calls that are caused by negligence, or lasting longer than 5 hours on scene\*, will be billed out on cost basis of equipment and manpower:**

\*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Dept. Association Mutual Aid Agreement for all departments that were called for mutual aid.

<b><u>Fire Equipment</u></b>	<b><u>Fee/Charge</u></b>		
Rescue Truck	\$	125.00	Per Hour
1500 GPM Engine	\$	295.00	Per Hour
1000 GPM Engine	\$	200.00	Per Hour
Ladder Truck	\$	750.00	For Initial First Hour
	\$	250.00	Per Hour thereafter
Tanker	\$	160.00	Per Hour
Grass Rig	\$	125.00	Per Hour
Haz-Mat Trailer	\$	125.00	Per Hour
Water Auger with Engine or Tanker	\$	150.00	Per Hour
UTV	\$	85.00	Per Hour
Each firefighter responding to the call for service	\$	17.50	Per Hour
Mileage to organizations outside the			
Southwest/West Central Fire Department Mutual Aid	\$	1.75	Per Mile

\*\*\*\*Any equipment/tools damaged/destroyed due to the call for service will be assessed at actual cost to the owner or responsible party of the call for service.

**Supplies: (Billed out at cost incurred)**

AFFF Foam	\$	150.00	Per Pail
AR-AFFF Foam	\$	200.00	Per Pail
Floor Dry	\$	15.00	Per Bag
55 Gallon steel barrel with metal lid	\$	135.00	Per Barrel
8"x10' absorbent boom	\$	145.00	Per Boom
4' X 8' Plywood	\$	25.00	Per Sheet

<b><u>PUBLIC SAFETY DEPARTMENT</u></b>	<b><u>Fee/Charge</u></b>		
Police Records	\$	0.25	Per Sheet of six pages or more
DVD/CD of Photos, Videos and Audio	\$	20.00	Each
False Alarm Call (after 3rd)	\$	60.00	
Residence Check			
First three checks	\$	40.00	
After 3rd check	\$	10.00	
Towing Administration Fee	\$	15.00	
Storage	\$	25.00	Per Day

Opening Car Door	\$	35.00
In-house Background Check	\$	20.00
Funeral Escorts (3 or more Officers)	\$	150.00
Bank Escorts	\$	50.00

<b><u>Parking Violations</u></b>	<b><u>Fee/Charge</u></b>	<b><u>After 10 Days</u></b>
Prohibited Parking	\$ 15.00	\$ 30.00
Double Parking	\$ 15.00	\$ 30.00
Blocking Driveway	\$ 15.00	\$ 30.00
No Parking Zone	\$ 15.00	\$ 30.00
Blocking Alley	\$ 15.00	\$ 30.00
Parking in Alley	\$ 15.00	\$ 30.00

## **MERIT CENTER**

<b><u>Classroom</u></b>	Room A or B	Room A or B	Room A & B	Room A & B
	<u>1/2 Day</u>	<u>Full Day</u>	<u>1/2 Day</u>	<u>Full Day</u>
Public Safety	\$ 10.00	\$ 10.00	\$ 20.00	\$ 20.00
Government/Non-Profit	\$ 30.00	\$ 50.00	\$ 45.00	\$ 75.00
Business	\$ 50.00	\$ 75.00	\$ 75.00	\$ 100.00

<b><u>Props &amp; Simulators</u></b>	<b><u>Fee/Charge</u></b>	
Public Safety	\$ 35.00	Per Item Per Day
Government/Non-Profit	\$ 35.00	Per Item Per Day
Business	\$ 50.00	Per Item Per Day

<b><u>Driving Course</u></b>	<u>1/2 Day</u>	<u>1/2 Day Hourly</u>	<u>Full Day</u>	<u>Full Day Hourly</u>
Government/Non-Profit	\$ 120.00	\$ 20.00	\$ 200.00	\$ 35.00
Business	\$ 200.00	\$ 30.00	\$ 300.00	\$ 50.00

## **Rate Categories**

**Public Safety:** training of police, fire, ambulance, hazardous material teams, etc.

**Government/Non-Profit:** training for entities such as civic, charitable, service clubs, government organizations, etc.

**Business:** training for private individuals, organizations, and businesses of any kind.

*\* Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.*

## **PUBLIC WORKS DEPARTMENTS**

<b><u>Airport</u></b>	<b><u>Fee/Charge</u></b>	
Hangar Rent		
Single Engine	\$ 80.00	Per Month
Twin Engine	\$ 100.00	Per Month
Winch	\$ 10.00	Per Month
Electric service for Heater	\$ 5.00	Per Month

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.; With Operator)

Oshkosh/FWD 24' Snow Plow with Batwings	\$ 130.00	Per Hour
Oshkosh Blower	\$ 130.00	Per Hour

Oshkosh Airport Runway Broom (18-ft.)	\$	130.00	Per Hour
Dump Truck	\$	115.00	Per Hour
Skid Loader	\$	110.00	Per Hour

### **Building Inspection**

NOTE: Building Permit Applications are subject to Minnesota State Surcharge per Minnesota Statute.

### **Building Permit Application**

		<u>Fee/Charge</u>	
<u>Total Valuation</u>			
\$1.00 - \$500.00	22.00	\$ <del>21.00</del>	
\$501.00 - \$2,000.00	22.00	\$ <del>21.00</del>	First \$500 +
	3.40	\$ <del>3.25</del>	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	73.00	\$ <del>69.75</del>	First \$2,000 +
	12.50	\$ <del>12.00</del>	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	360.50	\$ <del>345.75</del>	First \$25,000+
	8.90	\$ <del>8.50</del>	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	583.00	\$ <del>558.25</del>	First \$50,000+
	6.80	\$ <del>6.50</del>	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	923.00	\$ <del>883.25</del>	First \$100,000+
	5.25	\$ <del>5.00</del>	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	3,023.00	\$ <del>2,883.25</del>	First \$500,000+
	4.75	\$ <del>4.50</del>	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	5,398.00	\$ <del>5,133.25</del>	First \$1,000,000+
	3.70	\$ <del>3.50</del>	Each Add 'l \$1000 or fraction thereof

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy (See Appendix C)

### **Investigation Fee (when work is started prior to obtaining Building Permit)**

First Violation	25% of building permit fee <b>OR</b>
	\$ 50.00 whichever is greater
Consecutive Violations	50% of building permit fee <b>OR</b>
	\$ 100.00 whichever is greater
Demolition Permit	35% of calculated fees
Second Re-inspection of the same item	\$ 50.00
Copy of Prior Permit or Certificate of Occupancy	\$ 5.00
Plan Review	
Commercial Projects	65% of building permit fee
New one & two Family Dwelling	35% of building permit fee

### **WWTF Sanitary Sewer Connection Permit Application**

Nominal Size of Sanitary Sewer Pipe	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
Exiting the Building			
4"	200.00	50.00	\$ 250.00
6"	575.00	50.00	\$ 625.00
> 6"	2,000.00	50.00	\$ 2,050.00

**Planning Commission Action Request Application****Fee/Charge****Escrow**

Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50.

Variance Adjustment Permit	\$	300.00	\$	300.00
Conditional Use Permit	\$	300.00	\$	300.00
Interim Use Permit	\$	300.00	\$	300.00
Vacation of Zoning Permit	\$	100.00		
Map Amendment (Rezoning) Application	\$	300.00	\$	300.00

**Subdivision Platting**

Preliminary Plat	\$	70.00	Per Acre (\$225.00 Minimum)	<del>+Direct Costs</del> \$ 300.00
Final Plat	\$	50.00	Per Acre (\$75.00 Minimum)	<del>+Direct Costs</del> \$ 300.00 (if Separate from Preliminary)

Planned Unit Development (PUD) (excludes platting fee) \$ 200.00 Per Acre + Direct Costs

Base Map Updating (whichever is greater) \$ 5.00 Per Lot

\$ 15.00 Per Acre

Zoning Letter \$ 25.00

Direct costs include but are not limited to:

1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

**Engineering****Fee/Charge****Escrow**

RTVision BidVAULT Electronic Bidding Fee \$25.00 + 3rd Party Payment Processing Fee  
Fee collected and administered by RTVision

**Overweight Load Permit**

Single Trip	\$	50.00	Per Vehicle
Annual from application date			
<= 6 Axles/90,000 lbs.	\$	300.00	Per Vehicle
> 6 Axles/90,000 lbs.	\$	500.00	Per Vehicle

Annexation Application \$ 200.00 \$ 200.00

Vacation of Public Rights of Way/Public Easements \$ 200.00 \$ 200.00  
Application

Moving In-Town Permit Application \$ 200.00 \$ 200.00

Moving on Public Right of Way Permit Application \$ 50.00

Direct costs include but are not limited to:

1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

**Copying/Plotting/Printing (No Charge if under \$5)****Fee/Charge**

Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$	0.25	Per Sheet
Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17)	\$	0.60	Per Sheet
Large Scale (18 x 24 and larger)	\$	3.00	Per Square Foot

**Aerial Photo Printing (No charge if under \$5)**

	<b><u>Fee/Charge</u></b>
8½ x 11	\$ 2.00
11 x 17	\$ 5.00
Large Scale Prints	\$ 4.00 Per Square Foot

**City Right of Way Permits**

	<b><u>Fee/Charge</u></b>
Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit	
Utility Companies-Post Yearly	\$ 5,000.00 Bond
Excavation in Row Permit	\$ 400.00 Deposit plus
	\$ 50.00 Inspection
Driveway Permit	\$ 300.00 Deposit plus
	\$ 50.00 Inspection
Sidewalk Permit	\$ 50.00 Inspection
Investigation Fee (when work is started prior to obtaining Permit)	\$ 50.00
City Sidewalk Cost Participation	\$ 2.50 Per Square Foot (Not to exceed \$750)

**Special Projects**

	<b><u>Fee/Charge</u></b>
Standard Engineering for Special Assessment Projects	16% (Construction Cost + Contingencies)
Engineer (Registered)	\$ 200.00 Per Hour
Assistant Engineer	\$ 160.00 Per Hour
Senior Engineering/Specialist	\$ 140.00 Per Hour
Engineering Technician/Specialist	\$ 100.00 Per Hour
Building Official	\$ 140.00 Per Hour
Building Inspector	\$ 100.00 Per Hour
Administrative Assistant	\$ 100.00 Per Hour
Office Assistant/Receptionist	\$ 85.00 Per Hour
GPS Survey	\$ 150.00 Per Hour

**Watermain Tapping & Water Meters** (Refer to Marshall Municipal Utilities for application and fees.)  
(Equipment hourly rate/not including operator). Add \$30.00/hour for operator.

**Storm Sewer Connection Permits**

(Inside Diameter of Sewer Service Pipe Entering the Building)	<b><u>Connect +</u></b>	<b><u>Inspection =</u></b>	<b><u>Total</u></b>
4" Gravity	100.00	30.00	\$ 130.00
6" Gravity	120.00	30.00	\$ 150.00
8" Gravity	200.00	60.00	\$ 260.00
10" Gravity	360.00	60.00	\$ 420.00
12" or > Gravity	500.00	90.00	\$ 590.00
1 1/2" Force	100.00	30.00	\$ 130.00
2" Force	120.00	30.00	\$ 150.00
3" Force	140.00	60.00	\$ 200.00
4" Force	160.00	60.00	\$ 220.00



**Municipal Separate Storm Sewer System (MS4)****Surface Water Management MS4 Construction Plan Review****Drainage/Land Disturbance Application****Fee/Charge**

Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ <del>35.00</del>	50.00
Site 5,000 sq. ft. to one (1) acre	\$ <del>100.00</del>	150.00
Site one (1) acre to five (5) acres	\$ <del>200.00</del>	300.00
Site greater than five (5) acres	\$ <del>300.00</del>	500.00

**Administrative Fines for Violations of City Code Chapter 30 Environment****Administrative Offense****Fee/Charge****Illicit Discharges and Connections**

Illicit Discharge to Storm water System (Minor)	\$ 50.00
Illicit Discharge to Storm water System (Major)	\$ 1,000.00
Illicit Connection to Storm water System (Minor)	\$ 30.00
Illicit Connection to Storm water System (Major)	\$ 1,000.00
Failure to Report a Spill	\$ 300.00
Failure to Cleanup a Spill	\$ 300.00
Failure to Respond to a Notice of Violation	\$ 100.00

**Construction Site Erosion/Sediment Control Violations**

Site Dewatering	\$ 200.00
Waste and Material Disposal	\$ 100.00
Tracking (Minor)	\$ 100.00
Tracking (Major)	\$ 500.00
Drain Inlet Protection	\$ 100.00
Site Erosion Control (Minor)	\$ 500.00
Site Erosion Control (Major)	\$ 1,000.00
Failure to Provide/Maintain Concrete Washout Facility	\$ 200.00
Failure to Respond to a Notice of Violation	\$ 100.00
Failure to Conduct/Document Site inspections	\$ 100.00
Failure to Maintain SWPPP/Inspection Documents	\$ 100.00

**Post Construction Structural Storm water BMP Violations**

Failure to Perform Proper Maintenance (Minor)	\$ 500.00
Failure to Perform Proper Maintenance (Major)	\$ 1,000.00
Unauthorized Removal or Alterations to BMPs (Minor)	\$ 500.00
Unauthorized Removal or Alterations to BMPs (Major)	\$ 1,000.00
Failure to Submit/Maintain Maintenance Records	\$ 100.00

**SURFACE WATER MANAGEMENT UTILITY****Fee/Charge**

Minimum fee or below, whichever is greater	\$ 5.80	Per Month
Single Family Residential (Classification 1) Flat rate	\$ 5.80	Household Per Month
Two-Family Residential (Classification 2)	\$ 24.49	Per Acre Per Month
Manufactured Housing (Classification 3)	\$ 34.69	Per Acre Per Month
Industrial, Multi-Family, Railroad Right-of-Way (Classification 4)	\$ 42.09	Per Acre Per Month

Commercial/Office/Parking (Classification 5)	\$	53.95	Per Acre Per Month
Vacant (Classification 7)	\$	2.94	Per Acre Per Month
Agricultural (Classification 8)	\$	0.74	Per Acre Per Month
*Five-Year Rate Projections (See Appendix A)			

<b><u>Street</u></b>	<b><u>Fee/Charge</u></b>		
Weed/Mowing/Snow/Nuisance Enforcement	\$	50.00	+ Direct Costs

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

\*(Equipment hourly rate/not including operator). Generally we will use City employees. Add \$50.00/hour for operator.

*Elgin Sweeper	\$	105.00	Per Hour
*Cat/John Deere Front-End Loader	\$	95.00	Per Hour
*Tractor-Loader Backhoe	\$	85.00	Per Hour
*Motor Grader	\$	95.00	Per Hour
*Cat Loader w/Snow-Go Blower	\$	115.00	Per Hour
*Truck with Vactor (Catch Basin Cleaning Unit)	\$	80.00	Per Hour
*Truck with Snowplow	\$	80.00	Per Hour
*Skid Loader	\$	70.00	Per Hour
*Dump Truck	\$	75.00	Per Hour
*Boom Truck	\$	75.00	Per Hour
*1-Ton	\$	70.00	Per Hour
*Pick Up	\$	60.00	Per Hour
Brush Chipper	\$	70.00	Per Hour
Portable Pumps	\$	60.00	Per Hour
Barricades - Type II	\$	5.00	Per Day
Barricades - Type III	\$	10.00	Per Day
Traffic Control Devices (12 Cones)	\$	5.00	Per Day Minimum
Operator	\$	50.00	Per Hour

<b><u>WASTEWATER</u></b>	<b><u>Fee/Charge</u></b>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge)	<del>\$ 22.65</del>	Per Month	Base Charge \$ 23.10
Violation under Sec. 78-73, Marshall Code of Ordinance	\$ 50.00	Monthly Surcharge	
Violation under Sec. 78-74, Marshall Code of Ordinance	\$ 100.00	Monthly Surcharge	
Domestic	<del>\$ 4.46</del>	Per 1,000 Gallons	\$ 4.55
Industrial	<del>\$ 2.85</del>	Per 1,000 Gallons	\$ 2.91
(Surcharge by strength as follows):			
Excess CBOD	<del>\$ 311.66</del>	Per 1,000 Pounds	\$ 317.89
Excess Suspended Solids	<del>\$ 311.47</del>	Per 1,000 Pounds	\$ 317.70
Excess Phosphorus (industrial)	<del>\$ 2.20</del>	Per Pound	\$ 3.50
*Five-Year Rate Projections (See Appendix B)			

<b><u>Pretreatment of Industrial Wastewater Violations (Sec. 78-48)</u></b>	<b><u>Fee/Charge</u></b>
Failure to meet Preliminary Treatment Requirements	\$ 500.00

\* The City has the right to charge and assess violators for all costs to the City for damages from any discharge or

other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.
5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$1,000.00

Call-Out		<u><b>Fee/Charge</b></u>	
During Business Hours	\$	50.00	Per Hour
After Business Hours	\$	120.00	Per Hour
Biosolids Application	\$50.00 to \$100.00	<del>\$100.00</del>	Per Acre
	Sliding rate based on cost of fertilizer and nutrient quality of biosolids		
Porta Potty Waste/Septage	\$	51.00	Per 1,000 Gallons plus \$25.00/load
Leachate	\$	4.59	Per 1,000 Gallons plus \$25.00/load

### **Equipment Rental**

### **Fee/Charge**

(These rates are for governmental agencies only. For non-governmental entities, multiply rate by 1.5.)

\*(Equipment hourly rate/not including operator. )

Operator	\$	50.00	Per Hour
*Skid Loader	\$	70.00	Per Hour
*Water Truck 3,000 Gal.	\$	60.00	Per Hour
*Dump Truck	\$	75.00	Per Hour
*Semi Tractor Tanker Trailers	\$	100.00	Per Hour
*Pickup	\$	60.00	Per Hour
*Crane Truck	\$	75.00	Per Hour
Jet Vac Truck	\$	150.00	Per Hour With Operator
Sludge Applicator Vac/Pressure Sys.	\$	150.00	Per Hour With Operator
Sewer Camera	\$	150.00	Per Hour With Operator
6" Portable Pumps	\$	60.00	Per Hour
6" Hose 100'	\$	30.00	Per Day
Mileage	\$	1.50	Per Mile Includes Operator

### **Laboratory Testing Services**

### **Fee/Charge**

(Minnesota Pollution Control Agency Permit #0022179)

CBOD	\$	24.00
TSS	\$	12.00
Ph	\$	6.00
Ammonia	\$	20.00
Total Phosphorus	\$	16.00
Fecal Coliform	\$	19.00
Chlorides	\$	15.00
Dissolved Oxygen	\$	10.00

#### **Sump Pump Connections**

#### **Fee/Charge**

Place seal on valve preventing discharge into sanitary sewer system	\$	25.00	Service Charge
Breaking seal on valve to allow discharge to flow into sanitary sewer system	\$	25.00	Service Charge
Discharge fee when seal is broken on valve	\$	25.00	November 1 - March 31
Unpermitted discharge fee	\$	300.00	

#### **Special Assessment For Street Reconstruction**

#### **Fee/Charge**

Detailed calculation procedures for special assessments are found in the Special Assessment Policy.

The annual assumptions used in those calculations are as follows:

1. Standard assessment amount per residential parcel	\$	5,700.00
2. Frontage feet for average residential parcel		77 Lineal Foot
3. Area of average residential parcel		12,000 Square Feet
4. Standard street width		36 Feet
5. Standard street load rating		7 Ton

#### **Interest Rate**

Projects Bonded	2.00% Plus Bond Interest Rate
Projects Not Bonded	2.50%

#### **ECONOMIC DEVELOPMENT DEPARTMENT**

#### **Fee/Charge**

(Government and Non-profit only)	
Advertising Kiosk Space (as per agreement)	\$ 250.00 Per Year; 7/1-6/30 (may pro rate)

SURFACE WATER UTILITY PROJECTIONS

Appendix A

		0.00%					
Projected Surface Water Rate Adjustment	Projected Change		0.75%	1.00%	1.00%	1.00%	1.00%
	2024-2028	2023	2024	2025	2026	2027	2028
	growth in volume						
Operating Revenues	0.00%	1,287,488	1,297,144	1,310,116	1,323,217	1,336,449	1,349,813
Operating Expenses							
Salaries and benefits	3.00%	-	-	-	-	-	-
Supplies	3.00%	15,375	15,836	16,311	16,801	17,305	17,824
Equipment Repair & Maintenance	3.00%	15,000	15,450	15,914	16,391	16,883	17,389
Other Repairs and Maintenance	5.00%	25,500	26,775	28,114	29,519	30,995	32,545
Other services and charges	3.00%	350,296	360,805	371,629	382,778	394,261	406,089
Insurance	3.00%	5,951	6,130	6,313	6,503	6,698	6,899
Utilities	5.00%	23,310	24,476	25,699	26,984	28,333	29,750
Depreciation - Existing		655,561	622,783	591,644	562,062	533,959	507,261
Depreciation - New			18,673	45,299	77,973	96,225	120,996
Total Operating Expenses		1,090,993	1,090,928	1,100,924	1,119,011	1,124,659	1,138,753
Operating Income (Loss)		196,495	206,217	209,192	204,206	211,790	211,060
Nonoperating Revenues (Expenses)							
Interest	0.50%	26,665	8,285	8,242	8,078	5,420	5,618
Refunds and reimbursements		-	-	-	-	-	-
Rents		-	-	-	-	-	-
Gain/(loss) on disposal of assets		-	-	-	-	-	-
Interest Expense - existing debt		(78,772)	(64,797)	(50,750)	(39,416)	(28,327)	(19,315)
Interest Expense - new debt			-	(23,963)	(56,982)	(53,877)	(67,391)
Total Nonoperating Revenues (Expenses)		(52,107)	(56,512)	(66,471)	(88,320)	(76,784)	(81,088)
Income (Loss) Before Transfers		144,389	149,704	142,721	115,886	135,006	129,972
Transfers							
Transfers In		-	-	-	-	-	-
Transfers (Out)	0.00%	-	-	-	-	-	-
Total Transfers		-	-	-	-	-	-
Net Income (Loss)		144,389	149,704	142,721	115,886	135,006	129,972
Beginning Cash & Investments		2,179,295	1,656,950	1,648,493	1,615,593	1,084,012	1,123,508
Net Income		144,389	149,704	142,721	115,886	135,006	129,972
Depreciation		655,561	641,456	636,943	640,035	630,184	628,257
Acquisition and Construction of Assets		(760,202)	(1,023,781)	(1,205,205)	(772,563)	(943,139)	(426,750)
Proceeds from Long-Term Debt		-	798,781	980,205	-	743,139	-
Principal Payments on Long-Term Debt - New			-	(42,948)	(95,035)	(98,140)	(168,444)
Principal Payments on Long-Term Debt - Existing		(562,093)	(574,617)	(544,617)	(419,903)	(427,553)	(331,205)
Ending Cash & Investment Balance		1,656,950	1,648,493	1,615,593	1,084,012	1,123,508	955,339
Minimum Cash & Investment Balance							
Designated for Capital Improvements - Beginning		353,394	330,572	324,092	312,911	300,225	313,570
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	177,178	218,520	213,819	212,314	213,345	210,061
Capital Reserve Used for Improvements/Expansion		(200,000)	(225,000)	(225,000)	(225,000)	(200,000)	(225,000)
Adjustment to Capital Reserve							-
Designated for Capital Improvements - Ending		330,572	324,092	312,911	300,225	313,570	298,631
Designated for Revenue Bonds (following yrs DS)		639,414	662,278	611,337	607,898	586,354	456,411
Net Operating Cash		686,964	662,123	691,346	175,889	223,584	200,296
Unassigned Operating Reserve (25% of Oper. Exp.)		272,732	275,231	279,753	281,165	284,688	284,688
Recommended Minimum Operating Cash		272,732	275,231	279,753	281,165	284,688	284,688
Amount Over (Under) Goal		414,232	386,892	411,593	(105,275)	(61,105)	(84,392)

SPRINGSTED INCORPORATED - UTILITY PLANNING MODEL  
WASTEWATER UTILITY FUND PROJECTIONS

WASTEWATER UTILITY PROJECTIONS

Appendix B

		2.00%					
Projected Wastewater Rate Adjustment	Projected Change		1.00%	1.00%	1.00%	1.00%	1.00%
		2023	2024	2025	2026	2027	2028
	growth in volume						
<b>Operating Revenues</b>							
Surcharge Revenues	0.00%	-	-	-	-	-	-
Utility Sewer Charges	0.00%	5,422,349	5,476,572	5,531,338	5,586,651	5,642,518	5,698,943
Pretreatment Charges	0.00%	-	-	-	-	-	-
Other Services and Charges	0.00%	42,400	42,400	42,400	42,400	42,400	42,400
<b>Total Operating Revenues</b>		<b>5,464,749</b>	<b>5,518,972</b>	<b>5,573,738</b>	<b>5,629,051</b>	<b>5,684,918</b>	<b>5,741,343</b>
<b>Operating Expenses</b>							
Salaries and benefits	3.00%	1,256,294	1,293,983	1,332,802	1,372,786	1,413,970	1,456,389
Supplies	4.00%	443,175	460,902	479,338	498,512	518,452	539,190
Repair and maintenance	4.00%	202,600	210,704	219,132	227,897	237,013	246,494
Other services and charges	2.50%	587,542	602,231	617,286	632,718	648,536	664,750
Insurance	1.00%	60,301	60,904	61,513	62,128	62,749	63,377
Utilities	5.00%	333,954	350,652	368,184	386,593	405,923	426,219
Depreciation-Existing		1,758,208	1,670,298	1,586,783	1,507,444	1,432,071	1,360,468
Depreciation-New			37,440	114,853	171,728	251,472	323,178
<b>Total Operating Expenses</b>		<b>4,642,074</b>	<b>4,687,113</b>	<b>4,779,892</b>	<b>4,859,807</b>	<b>4,970,188</b>	<b>5,080,065</b>
<b>Operating Income</b>		<b>822,675</b>	<b>831,859</b>	<b>793,846</b>	<b>769,244</b>	<b>714,730</b>	<b>661,278</b>
<b>Non-Operating Revenue (Expenses)</b>							
Special Assessments		-	-	-	-	-	-
Other income (expense)		-	-	-	-	-	-
Investment earnings (loss)	1.10%	17,221	74,626	57,249	65,537	67,551	49,558
Refunds and reimbursements		19,492	19,492	19,492	19,492	19,492	19,492
Rents		14,809	14,809	14,809	14,809	14,809	14,809
Gain (Loss) on Disposal of Assets - Net		-	-	-	-	-	-
Bond (discount) premium amortization		-	-	-	-	-	-
Bond issuance costs		-	-	-	-	-	-
Interest Expense - existing debt		(242,371)	(208,615)	(177,725)	(151,431)	(127,480)	(109,117)
Interest Expense - new debt			-	-	(55,570)	(113,564)	(103,314)
<b>Total Non-Operating Revenues</b>		<b>(190,850)</b>	<b>(99,689)</b>	<b>(86,175)</b>	<b>(107,164)</b>	<b>(139,192)</b>	<b>(128,573)</b>
<b>Income (Loss) Before Transfers</b>		<b>631,825</b>	<b>732,171</b>	<b>707,670</b>	<b>662,080</b>	<b>575,537</b>	<b>532,705</b>
Operating Transfers							
Transfers In		-	-	-	-	-	-
Transfers Out		(12,600)	-	-	-	-	-
<b>Total Operating Transfers</b>		<b>(12,600)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income (Loss)</b>		<b>619,225</b>	<b>732,171</b>	<b>707,670</b>	<b>662,080</b>	<b>575,537</b>	<b>532,705</b>
Beginning Cash & Investments		7,189,021	6,784,164	5,204,456	5,957,864	6,140,989	4,505,251
Net Income		619,225	732,171	707,670	662,080	575,537	532,705
Depreciation		1,758,208	1,707,738	1,701,636	1,679,172	1,683,543	1,683,646
Acquisition and Construction of Assets		(1,125,200)	(2,324,399)	(1,645,392)	(2,394,310)	(2,153,177)	(1,686,528)
Proceeds from Long-Term Debt		-	-	1,587,711	1,792,310	-	1,184,528
Principal Payments on Long-Term Debt - New		-	-	-	(135,339)	(292,854)	(303,104)
Principal Payments on Long-Term Debt - Existing		(1,657,090)	(1,695,217)	(1,598,217)	(1,420,788)	(1,448,788)	(961,788)
<b>Ending Cash &amp; Investment Balance</b>		<b>6,784,164</b>	<b>5,204,456</b>	<b>5,957,864</b>	<b>6,140,989</b>	<b>4,505,251</b>	<b>4,954,709</b>
<b>Minimum Cash Balance</b>							
Designated for Capital Improvements - Beginning		3,437,902	3,004,922	1,308,722	1,877,968	2,145,180	853,727
Annual Capital Reserve Funding (1/3 Deprec.)	1/3	574,380	586,069	569,246	567,212	559,724	561,181
Capital Reserve Used for Improvements/Expansion		(1,007,360)	(2,282,269)	-	(300,000)	(1,851,177)	(200,000)
Adjustment to Capital Reserve							-
Designated for Capital Improvements - Ending		3,004,922	1,308,722	1,877,968	2,145,180	853,727	1,214,908
Designated for Revenue Bonds (following yrs DS)		1,903,832	1,775,942	1,763,128	1,982,686	1,477,323	1,472,347
<b>Net Operating Cash</b>		<b>1,875,410</b>	<b>2,119,792</b>	<b>2,316,769</b>	<b>2,013,123</b>	<b>2,174,200</b>	<b>2,267,454</b>
Unassigned Operating Reserve (40% of Oper. Exp.)		1,874,845	1,911,957	1,943,923	1,988,075	2,032,026	2,032,026
<b>Recommended Minimum Operating Cash</b>		<b>1,874,845</b>	<b>1,911,957</b>	<b>1,943,923</b>	<b>1,988,075</b>	<b>2,032,026</b>	<b>2,032,026</b>
<b>Amount Over (Under) Goal</b>		<b>565</b>	<b>207,835</b>	<b>372,846</b>	<b>25,048</b>	<b>142,174</b>	<b>235,428</b>

## Community Planning Department

### Building Permit Valuation Policy

The Community Planning Department reserves the right to set valuations based on the below costs.

#### Residential Construction (single family through four-plex, wood framed)

##### New houses<sup>a</sup>, additions, and remodelings

	Minimum valuation
Finished floor - main	\$95 per SF
Finished floor – 2 <sup>nd</sup> and above	\$65 per SF
Finished basement/half-basement	\$55 per SF
Semi-finished basement (wall studs, underfloor plumbing)	\$35 per SF
Unfinished basement (fully open, mid-bearing allowed)	\$25 per SF
3-season porch	\$60 per SF
Open/screened porch	\$30 per SF
Roof over patio (patio not included)	\$10 per SF
Attached finished garage	\$35 per SF
Attached unfinished garage	\$30 per SF
Finishing full basement from unfinished	\$25 per SF
Finishing full basement from semi-finished	\$15 per SF

##### Accessory buildings<sup>e</sup>

Detached garage	\$30 per SF
Storage shed	\$25 per SF
Open gazebo	\$20 per SF

##### Others

Attached deck (wood) <sup>b</sup>	\$24	\$20 per SF
Reroof (asphalt and metal) <sup>c</sup>		\$300 per square
Residing (vinyl and wood) <sup>d</sup>		\$250 per square
Window replacement (except bay and picture windows) <sup>e</sup>		\$700 per window
Single exterior door (w/o sidelight) replacement <sup>e</sup>		\$700 per door
Overhead garage door		\$800 single, \$1,500 double

##### Notes:

- a. Houses with full height brick or stone veneer on any wall – add 25%
- b. Non-wood decks – add 50%
- c. Wood roofs – add 100%
- d. Engineered wood and fiber-cement siding - add 50%; metal siding and EIFS - add 100%
- e. Bay and picture windows, doors with sidelights, patio doors, and double doors – add 100%
- f. All areas used for valuation calculations shall be gross areas.
- g. Plan review fees shall be reduced to 25% of the permit fee for similar houses per MSBC.

#### Commercial construction

For new buildings and additions follow 2014 Minnesota Department of Labor and Industry construction valuation data per square foot based on occupancy and type of construction.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Monday, August 29, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	HVAC License Fee
<b>Background Information:</b>	<p>State Building Code requires a building permit for practically all Heating, Ventilation, and Air Conditioning (HVAC) work with few exceptions. This includes all furnaces and A/C replacements, the most common type of HVAC work. However, unlike residential and plumbing contractors, HVAC contractors do not need a State License – only bond is required, which means that the State doesn't have any way of dealing with non-compliances. Consequently, staff has no recourse in cases when HVAC contractors do not apply for building permits or do not call for inspections, which is common.</p> <p>To rectify the situation, staff suggested implementing a local registration process for HVAC contractors. Only locally registered contractors will be permitted to work in the City, which may give local contractors an edge regarding their work in town. Some time ago, the City of Marshall had a local plumbing license provision, but it was repealed in 2011 to offset the cost of adding fees for plumbing permits because plumbing permits were free prior to the repeal. Several cities in the State of Minnesota have local registration/license process for HVAC contractors and they like it.</p> <p>At its August 23, 2022, meeting, Legislative and Ordinance committee approved proposed HVAC license ordinance and recommended moving it forward to the full council. Proposed Ordinance has a two-year cycle and suggested fee is \$50, just to cover expenses.</p>
<b>Fiscal Impact:</b>	Added fees to cover administrative costs for City's HVAC licenses.
<b>Alternative/Variations:</b>	None recommended.
<b>Recommendations:</b>	Add HVAC license fees to the current City Fee Resolution.



## Chapter 22 Businesses

### Article 22-VII Mechanical and HVAC Construction

#### Section 22-211 Mechanical license

- (a) *Definitions:* Mechanical contracting includes installation and service of heating, ventilation, and air conditioning work including associated ducting, piping, and equipment, such as furnaces and fireplaces. This work is generally regulated by the State Mechanical and Fuel Gas Code.
  - (1) For the purpose of this Section, stand-alone (not duct connected) electric heaters, air conditioners, and combination units; bathroom and wall exhaust/supply fans; and low voltage HVAC control equipment are excluded from the mechanical contracting.
- (b) *License required:* It is unlawful for any person to engage in the work or business of Mechanical contracting without a mechanical business license from the City of Marshall.
- (c) *License term:* The term of the license shall be two calendar years.
- (d) *License fee:* The City Council may, by resolution, establish a fee for this license.
- (e) *Bond required:* Proof of mechanical bond with the State of Minnesota shall be required before a license is granted to any person or business.
- (f) *Suspension or revocation:* The City Council may, after giving a 10-day notice and a hearing, suspend or revoke a license for providing false information on the application or conducting a business of mechanical contracting in violation of any State or local laws, including violation of the State Building Code.
- (g) *Penalty:* Violation of this Article, including working without mechanical business license, shall be a misdemeanor under the State law.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Monday, August 29, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Rental ordinance fees
<b>Background Information:</b>	<p>In the summer of 2021, the City received a complaint about a VRBO rental property in town. The current ordinance does not address short-term rentals, such as VRBO's and AirBnB's. At the Council meeting discussing the situation, staff received direction to develop an ordinance addressing the short-term rentals. However, at the Legislation and Ordinance Committee meeting discussing the first draft, it was suggested that short-term rentals should be handled similar to most other cities, which regulate them through a rental ordinance along with other rental properties.</p> <p>At the subsequent L&amp;O meeting in December 2021, a draft rental ordinance was presented and discussed, receiving generally positive review. Staff presented the Ordinance to the Council in February 2022 and requested an authorization to set up a meeting with local landlords/property owners prior to finalizing the Ordinance and its implementation program. Two meetings took place at the end of March, where a list of proposed inspections was presented and discussed, and all questions and comments were documented and taken into account for implementation program as presented now. At the June L&amp;O meeting, a slightly revised version of the new ordinance and an implementation program were approved and recommended for the full Council hearing.</p> <p>The City of Marshall is the only city among comparable cities (and one of very few cities of similar size in the State of Minnesota) that does not have a rental ordinance. It is home to a four-year college, which increases demand for rental properties, and with 44% of the population renting, Marshall is near the top of the list for such percentage in Minnesota. The City has a Housing Code that has been in place for several decades, but it is enforced on a complaint basis only without regular inspections.</p> <p>The proposed Rental Ordinance is generally based on similar ordinances from comparable cities. However, its main feature is that it does not introduce any new requirements and uses the existing Housing Code as a reference instead of creating a list of the new requirements. The list of specific building features that would be inspected is limited to life safety features and a few obvious livability items, such as working toilets.</p> <p>The proposed process for implementing this ordinance includes two phases. The City will start with voluntary registration and will waive all fees at that time as an incentive for landlords; during the second phase registration will become mandatory. Inspections will be conducted by current Community Planning department staff as time permits. For multi-unit buildings, only a fraction of units will be inspected in most cases.</p> <p>The license term is currently proposed to be three years and proposed fees are as follows: \$100 registration fee per building – one-time fee at the time of application and \$50 inspection fee per rental unit (\$100 for single family houses). The suggested fees are based on actual time estimate for inspections and are within the range of rental fees of comparable cities.</p>
<b>Fiscal Impact:</b>	Added fees to cover administering rental ordinance.

<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	Add rental fees to the current City Fee Resolution.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Monday, August 29, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Marshall Fire Department Relief Association Benefit level increase request.

<b>Background Information:</b>	<p>The Marshall Fire Department Relief Associations' current annual benefit level is \$5,807. The maximum benefit level allowed per our 2022 schedules is \$6,200. Our last benefit level increase was January 1<sup>st</sup>, 2017. This would be a 6.8% increase since 2017 or an approximate 1.1% annual increase.</p> <p>We have attached the schedule for 2023 that has already been submitted to the state auditor's office, along with three different scenarios for years 2 and 3. The three scenarios assume a negative 5% return, 0% return, and our current inception date return of approximately 4.5%. All three scenarios assume a benefit level increase to \$6,200 with a \$0 contribution from the City of Marshall. We have also included our investment portfolio returns since 2/1/2001.</p> <p>Below is a list of comparable cities and their benefit levels, from the 2021 State Auditor's report:</p> <ul style="list-style-type: none"> <li>• Northfield - \$10,000</li> <li>• Owatonna - \$7,500</li> <li>• New Ulm - \$5,000 + a monthly benefit</li> <li>• Willmar - \$5,000 + PERA</li> <li>• Waseca - \$4,300</li> <li>• Fairmont - \$3,800 + a monthly benefit</li> <li>• Hutchinson - \$3,660 + a monthly benefit</li> <li>• North Mankato - \$3,500</li> <li>• St. Peter - \$3,000</li> <li>• Worthington - \$2,921 + a monthly benefit</li> <li>• Albert Lea - \$2,500 + PERA</li> <li>• Faribault – Unknown, couldn't find it.</li> </ul> <p>Below shows the contributions from the City of Marshall to the fund over the past 10 years:</p> <ul style="list-style-type: none"> <li>• 2021 - \$0</li> <li>• 2020 - \$0</li> <li>• 2019 - \$0</li> <li>• 2018 - \$1,654</li> <li>• 2017 - \$48,227</li> <li>• 2016 - \$21,501</li> <li>• 2015 - \$0</li> <li>• 2014 - \$74,507</li> <li>• 2013 - \$100,397</li> <li>• 2012 - \$99,647</li> </ul>
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<b>Fiscal Impact:</b>	\$0
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	To approve the benefit level to \$6,200 from \$5,807 starting January 1, 2023.

## Selected Period Performance

Period Ending: July 31, 2022

### Marshall Firefighter's Relief Association Agency (123008)

Managed since: February 01, 2001

#### Selected Period Performance

	Market Value	Year to Date (7 Months)	1 Year	3 Years	5 Years	10 Years	15 Years	Inception to Date 02/01/2001
Total Fund	2,699,180	-12.02	-9.27	5.53	6.02	4.43	5.01	5.10
Total Fd Net Fee	2,699,180	-12.33	-9.79	4.97	5.47	3.91	4.47	4.53
Fixed Income	1,110,759	-6.88	-8.07	-.17	1.06	1.57	3.17	3.85
Investment Grade	1,110,759	-6.88	-8.07	-.17				
U.S. Treasuries	2,997							
U.S. Agencies	298,004	-8.58	-9.82	-2.72				
Corporate Bonds	716,111	-7.01	-8.36	.21				
Mortgage Backed Securities	8,316	-2.79	-3.97	.32				
Taxable Municipal Bonds	85,331	-.90	-.71	1.31				
BB Intermediate US Aggregate Bond Index (USD)		-5.48	-6.58	.08	1.22	1.50	3.07	3.65
BB US Aggregate Bond Index (USD)		-8.16	-9.12	-.21	1.28	1.65	3.37	3.92
Equities	1,498,994	-15.77	-10.68	9.00	9.06			
Large Cap	679,749	-12.59	-4.88	13.03				
Large Cap Stocks	380,219	-13.29	-4.82	15.54				
Large Cap Mutual Fund	299,530	-11.64	-5.28	8.26				
S&P 500 Index (Gross) (USD)		-12.58	-4.64	13.36	12.83	13.80	9.41	7.34
Wilshire 5000 Index (Full Cap) (USD)		-14.41	-8.71	12.07	11.87	13.24	9.19	7.58
Mid Cap	242,251	-11.84	-7.72	10.81				
Mid Cap Stocks	110,480	-8.50	-7.19	12.35				
Mid Cap Mutual Fund	131,771	-15.01	-10.49	9.22				
Russell Midcap Index (USD)		-13.83	-9.83	9.47	9.69	12.32	8.72	8.95
Small Cap	119,362	-18.94	-12.54	10.35				
Small Cap Stocks	20,236	-15.58						
Small Cap Mutual Fund	99,126	-18.43	-12.49	10.37				
Russell 2000 Index (USD)		-15.43	-14.29	7.51	7.12	10.60	7.54	7.70
Developed International	368,839	-19.16	-15.39	4.88				
Developed Intl Stocks	24,531	-25.45	-13.67	-3.25				
Developed Intl Mutual Fund	344,308	-18.63	-15.37	5.15				
MSCI ACWI ex-USA (Net) (USD)		-15.63	-15.27	2.91	2.45	5.04	1.83	4.32

## Selected Period Performance

Period Ending: July 31, 2022

**Marshall Firefighter's Relief Association Agency (123008)**

**Managed since: February 01, 2001**

### Selected Period Performance

	Market Value	Year to Date (7 Months)	1 Year	3 Years	5 Years	10 Years	15 Years	Inception to Date 02/01/2001
MSCI EAFE Index (Net) (USD)		-15.56	-14.32	3.16	2.61	5.79	1.85	3.88
Emerging Market	88,791	-26.85	-30.65	-4.53				
Emerging Market Mutual Fund	88,791	-26.85	-30.65	-4.53				
MSCI Emerging Markets Index (Net) (USD)		-17.83	-20.09	.90	.95	2.84	1.64	7.13
Citigroup 3 Month Treasury Bill Index (USD)		.28	.29	.58	1.09	.63	.68	1.32
Cash	89,428	.22	.23	.46	.92	.52		
Cash Equivalents	89,428	.23	.23	.45				
Tax-Exempt Money Market Fund	89,428	.23	.23	.45				
Citigroup 1 Month Treasury Bill Index (USD)		.21	.24	.49	1.03	.58	.61	1.24

**OFFICE OF THE STATE AUDITOR****Financial Projections**

	2022	2023	
Total Active Member Liabilities	1,237,306	1,435,364	
Total Deferred Member Liabilities	717,380	741,081	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,954,686	B. 2,176,445	
Normal Cost (Cell B minus Cell A)			C. 221,759

**Projection of Net Assets for Year Ending December 31, 2022**

Special Fund Assets at December 31, 2021 (FIRE-21 Form ending assets) 1 2,741,325

Projected Income for 2022

Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%)	D.	95,239
Supplemental State Aid (actual 2021 supplemental state aid)	E.	19,333
Municipal / Independent Fire Dept. Contributions	F.	0
Interest / Dividends	G.	50,000
Appreciation / (Depreciation)	H.	0
Member Dues	I.	0
Other Revenues	J.	5,000

Total Projected Income for 2022 (Add Lines D through J) 2 169,572

Projected Expenses for 2022

Service Pensions (fill in individual pension amounts below) K. 658,067

Names:\$ Amounts:

J	185,824
D	185,824
D	30,814
M	133,658
M	121,947

Other Benefits	L.	5,000
Administrative Expenses	M.	11,000

Total Projected Expenses for 2022 (Add Lines K through M) 3 674,067

Projected Net Assets at December 31, 2022 (Add Lines 1 and 2, subtract Line 3) 4 2,236,830

**Projection of Surplus or (Deficit) as of December 31, 2022**

Projected Assets (Line 4)	5	2,236,830
2022 Accrued Liability (Page 4, cell A)	6	1,954,686
Surplus or (Deficit) (Line 5 minus Line 6)	7	282,144



## OFFICE OF THE STATE AUDITOR

### Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0			
2014	0	0			
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022					
Totals			0		0

Normal Cost	8	221,759
Projected Administrative Expense	9	10,743
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	28,214
Fire and Supplemental State Aid	12	114,572
Member Dues	13	0
5% of Projected Assets at December 31, 2022	14	111,842
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0
<b>No required contribution due in 2023.</b>		

**OFFICE OF THE STATE AUDITOR****Financial Projections**

	2022	2023	
Total Active Member Liabilities	1,237,306	1,435,364	
Total Deferred Member Liabilities	718,360	742,110	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,955,666	B. 2,177,474	
Normal Cost (Cell B minus Cell A)			C. 221,808

**Projection of Net Assets for Year Ending December 31, 2022**

Special Fund Assets at December 31, 2021 (FIRE-21 Form ending assets) 1 2,741,325

Projected Income for 2022

Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%)	D.	95,239
Supplemental State Aid (actual 2021 supplemental state aid)	E.	19,333
Municipal / Independent Fire Dept. Contributions	F.	0
Interest / Dividends	G.	50,000
Appreciation / (Depreciation)	H.	123,360
Member Dues	I.	0
Other Revenues	J.	5,000

Total Projected Income for 2022 (Add Lines D through J) 2 292,932

Projected Expenses for 2022

Service Pensions (fill in individual pension amounts below)

K. 658,067

Names:

J
D
D
M
M

\$ Amounts:

185,824
185,824
30,814
133,658
121,947

Other Benefits

L. 5,000

Administrative Expenses

M. 11,000

Total Projected Expenses for 2022 (Add Lines K through M) 3 674,067

Projected Net Assets at December 31, 2022 (Add Lines 1 and 2, subtract Line 3) 4 2,360,190

**Projection of Surplus or (Deficit) as of December 31, 2022**

Projected Assets (Line 4)	5	2,360,190
2022 Accrued Liability (Page 4, cell A)	6	1,955,666
Surplus or (Deficit) (Line 5 minus Line 6)	7	404,524

## OFFICE OF THE STATE AUDITOR

### Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0			
2014	0	0			
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022					
Totals			0		0

Normal Cost	8	221,808
Projected Administrative Expense	9	10,743
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	40,452
Fire and Supplemental State Aid	12	114,572
Member Dues	13	0
5% of Projected Assets at December 31, 2022	14	118,010
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0
<b>No required contribution due in 2023.</b>		

## OFFICE OF THE STATE AUDITOR

## Financial Projections

	2022	2023	
Total Active Member Liabilities	1,237,306	1,435,364	
Total Deferred Member Liabilities	716,819	740,492	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,954,125	B. 2,175,856	
Normal Cost (Cell B minus Cell A)			C. 221,731

## Projection of Net Assets for Year Ending December 31, 2022

Special Fund Assets at December 31, 2021 (FIRE-21 Form ending assets) 1 2,741,325

Projected Income for 2022

Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%)	D.	95,239
Supplemental State Aid (actual 2021 supplemental state aid)	E.	19,333
Municipal / Independent Fire Dept. Contributions	F.	0
Interest / Dividends	G.	50,000
Appreciation / (Depreciation)	H.	(137,066)
Member Dues	I.	0
Other Revenues	J.	5,000

Total Projected Income for 2022 (Add Lines D through J) 2 32,506

Projected Expenses for 2022

Service Pensions (fill in individual pension amounts below) K. 658,067

Names:

\$ Amounts:

J	185,824
D	185,824
D	30,814
M	133,658
M	121,947

Other Benefits	L.	5,000
Administrative Expenses	M.	11,000

Total Projected Expenses for 2022 (Add Lines K through M) 3 674,067

Projected Net Assets at December 31, 2022 (Add Lines 1 and 2, subtract Line 3) 4 2,099,764

## Projection of Surplus or (Deficit) as of December 31, 2022

Projected Assets (Line 4)	5	2,099,764
2022 Accrued Liability (Page 4, cell A)	6	1,954,125
Surplus or (Deficit) (Line 5 minus Line 6)	7	145,639

# OFFICE OF THE STATE AUDITOR

## Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0			
2014	0	0			
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022					
Totals			0		0

Normal Cost	8	221,731
Projected Administrative Expense	9	10,743
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	14,564
Fire and Supplemental State Aid	12	114,572
Member Dues	13	0
5% of Projected Assets at December 31, 2022	14	104,988
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0
<b>No required contribution due in 2023.</b>		

## OFFICE OF THE STATE AUDITOR

## Financial Projections

	2022	2023	
Total Active Member Liabilities	1,107,106	1,298,964	
Total Deferred Member Liabilities	404,117	418,200	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,511,223	B. 1,717,164	
Normal Cost (Cell B minus Cell A)			C. 205,941

## Projection of Net Assets for Year Ending December 31, 2022

Special Fund Assets at December 31, 2021 (FIRE-21 Form ending assets) 1 2,236,830

Projected Income for 2022

Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%)	D.	98,572
Supplemental State Aid (actual 2021 supplemental state aid)	E.	20,010
Municipal / Independent Fire Dept. Contributions	F.	0
Interest / Dividends	G.	50,000
Appreciation / (Depreciation)	H.	0
Member Dues	I.	0
Other Revenues	J.	6,000

Total Projected Income for 2022 (Add Lines D through J) 2 174,582

Projected Expenses for 2022

Service Pensions (fill in individual pension amounts below)

K. 459,416

Names:

M
T
T
T
J/D

\$ Amounts:

136,400
120,900
33,081
40,942
128,093

Other Benefits

L. 6,000

Administrative Expenses

M. 13,000

Total Projected Expenses for 2022 (Add Lines K through M) 3 478,416

Projected Net Assets at December 31, 2022 (Add Lines 1 and 2, subtract Line 3) 4 1,932,996

## Projection of Surplus or (Deficit) as of December 31, 2022

Projected Assets (Line 4)	5	1,932,996
2022 Accrued Liability (Page 4, cell A)	6	1,511,223
Surplus or (Deficit) (Line 5 minus Line 6)	7	421,773

# OFFICE OF THE STATE AUDITOR

## Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0			
2014	0	0			
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022					
Totals			0		0

Normal Cost	8	205,941
Projected Administrative Expense	9	10,743
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	42,177
Fire and Supplemental State Aid	12	118,582
Member Dues	13	0
5% of Projected Assets at December 31, 2022	14	96,650
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0

**No required contribution due in 2023.**

## OFFICE OF THE STATE AUDITOR

## Financial Projections

	2022	2023	
Total Active Member Liabilities	1,107,106	1,298,964	
Total Deferred Member Liabilities	404,117	418,200	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,511,223	B. 1,717,164	
Normal Cost (Cell B minus Cell A)			C. 205,941

## Projection of Net Assets for Year Ending December 31, 2022

Special Fund Assets at December 31, 2021 (FIRE-21 Form ending assets) 1 2,360,190

Projected Income for 2022

Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%)	D.	98,572	
Supplemental State Aid (actual 2021 supplemental state aid)	E.	20,010	
Municipal / Independent Fire Dept. Contributions	F.	0	
Interest / Dividends	G.	50,000	
Appreciation / (Depreciation)	H.	106,209	
Member Dues	I.	0	
Other Revenues	J.	6,000	
Total Projected Income for 2022 (Add Lines D through J)			2 280,791

Projected Expenses for 2022

Service Pensions (fill in individual pension amounts below)	K.	459,416	
Names:	\$ Amounts:		
M	136,400		
T	120,900		
T	33,081		
T	40,942		
J/D	128,093		
Other Benefits	L.	6,000	
Administrative Expenses	M.	13,000	
Total Projected Expenses for 2022 (Add Lines K through M)			3 478,416
Projected Net Assets at December 31, 2022 (Add Lines 1 and 2, subtract Line 3)			4 2,162,565

## Projection of Surplus or (Deficit) as of December 31, 2022

Projected Assets (Line 4)	5	2,162,565
2022 Accrued Liability (Page 4, cell A)	6	1,511,223
Surplus or (Deficit) (Line 5 minus Line 6)	7	651,342



# OFFICE OF THE STATE AUDITOR

## Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0			
2014	0	0			
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022					
Totals			0		0

Normal Cost	8	205,941
Projected Administrative Expense	9	10,743
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	65,134
Fire and Supplemental State Aid	12	118,582
Member Dues	13	0
5% of Projected Assets at December 31, 2022	14	108,128
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0
<b>No required contribution due in 2023.</b>		

## OFFICE OF THE STATE AUDITOR

## Financial Projections

	2022	2023	
Total Active Member Liabilities	1,107,106	1,298,964	
Total Deferred Member Liabilities	404,117	418,200	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 1,511,223	B. 1,717,164	
Normal Cost (Cell B minus Cell A)			C. 205,941

## Projection of Net Assets for Year Ending December 31, 2022

Special Fund Assets at December 31, 2021 (FIRE-21 Form ending assets) 1 2,099,764

## Projected Income for 2022

Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%)	D.	98,572
Supplemental State Aid (actual 2021 supplemental state aid)	E.	20,010
Municipal / Independent Fire Dept. Contributions	F.	0
Interest / Dividends	G.	50,000
Appreciation / (Depreciation)	H.	(104,988)
Member Dues	I.	0
Other Revenues	J.	6,000

Total Projected Income for 2022 (Add Lines D through J) 2 69,594

## Projected Expenses for 2022

Service Pensions (fill in individual pension amounts below)

K. 459,416

Names:

M
T
T
T
J/D

\$ Amounts:

136,400
120,900
33,081
40,942
128,093

Other Benefits

L. 6,000

Administrative Expenses

M. 13,000

Total Projected Expenses for 2022 (Add Lines K through M) 3 478,416

Projected Net Assets at December 31, 2022 (Add Lines 1 and 2, subtract Line 3) 4 1,690,942

## Projection of Surplus or (Deficit) as of December 31, 2022

Projected Assets (Line 4)	5	1,690,942
2022 Accrued Liability (Page 4, cell A)	6	1,511,223
Surplus or (Deficit) (Line 5 minus Line 6)	7	179,719

## OFFICE OF THE STATE AUDITOR

### Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2021	Original Amount	Amount Retired as of 12/31/2022	Amount Left to Retire 1/1/2023
2013	0	0			
2014	0	0			
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022					
Totals			0		0

Normal Cost	8	205,941
Projected Administrative Expense	9	10,743
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	17,972
Fire and Supplemental State Aid	12	118,582
Member Dues	13	0
5% of Projected Assets at December 31, 2022	14	84,547
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0
<b>No required contribution due in 2023.</b>		

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Monday, August 29, 2022
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Request for Proposals – Insurance Agent Services
<b>Background Information:</b>	<p>On June 28<sup>th</sup> Council authorized the issuance of a Request for Proposals for Insurance Agent Services.</p> <p>The City’s insurance coverage for property, liability, automobile, and workers’ compensation is provided by the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT requires cities to use the services of an agent to assist and advise a city on their insurance coverage. The policy coverage period is an annual term, with property, liability and automobile coverage effective October 1 each year and workers’ compensation coverage effective January 1 each year.</p> <p>The proposed timeline included Council consideration of an agreement on September 13, 2022 to be effective October 1st. The current agent would complete the October 1, 2022 renewal and has worked with city staff on coverage values and review of the city’s reported assets since May.</p> <p>Two responses to the RFP were received - - Bremer Insurance and North Risk Partners. Information will be shared during the meeting.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended
<b>Recommendations:</b>	After hearing detail of RFP responses consider recommendation for Council at the September 13 <sup>th</sup> meeting.