



CITY OF MARSHALL
Ways and Means Committee
Agenda
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

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.



Ways and Means Committee AGENDA ITEM REPORT

| | |
|-------------------------------------|--|
| Meeting Date: | Monday, August 29, 2022 |
| Category: | APPROVAL OF MINUTES |
| Type: | ACTION |
| Subject: | Consider approval of the minutes from the meeting held on May 2, 2022. |
| Background Information: | |
| Fiscal Impact: | |
| Alternative/ Variations: | Inform if there are corrections. |
| Recommendations: | 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

| | |
|---------------------------------|--|
| Meeting Date: | Monday, August 29, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | 2023 Fee Schedule Recommendation |
| Background Information: | <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> |
| Fiscal Impact: | Adjustments to the fee schedule will directly impact revenues as they relate to the city. |
| Alternative/ Variations: | None |
| Recommendations: | Move the 2023 Fee Schedule to the full Council for review and approval. |



MARSHALL
CULTIVATING THE BEST IN US

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

| | <u>Fee/Charge</u> | |
|--------------------------|--------------------------|------------|
| 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

| | <u>Fee/Charge</u> | |
|---|--|------------------------|
| 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

Fee/Charge

Copies (40 pages or more) \$ 0.25 Per Side
Administrative Fee for Retiree Insurance (*Health/Dental*) 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

Fee/Charge

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

Fee/Charge

Deposit

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

Fee/Charge

| | | | |
|----------------|----|--------|----------|
| 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

Fee/Charge

| | | | |
|--------------------|----|-------|--------------|
| 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

Fee/Charge

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

Fee/Charge

| | | | |
|--------------------------|----|----------|---|
| 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

Fee/Charge

| | | | | |
|---|----|-------|----------|----------------|
| Meeting Room (24 chairs only or 16 with tables) | \$ | - | Per Hour | Groups A , B |
| | \$ | 20.00 | Per Hour | Group C |
| Dining Hall (140 chairs with tables) | \$ | - | Per Hour | Groups A , B |
| | \$ | 30.00 | Per Hour | Groups A , B** |
| | \$ | 75.00 | Per Hour | 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

Fee/Charge

| | | |
|------------------------------|-----------|--------------------|
| Video Board usage for events | \$ 300.00 | Per Event |
| Plus Staff time | \$ 25.00 | Per Hour Per Staff |

Ice Rink

Fee/Charge

| | | |
|---|-----------|---------------|
| 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

Fee/Charge

| | | |
|---|-------------|--------------------|
| 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

Fee/Charge

| | | |
|---|-------------|---|
| 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 |
| Pumping Fuel or Gas (48 hours to pick up) | \$ 1.00 | Per Gallon in and out (48 hours to pick up)** |
| **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.

| <u>Fire Equipment</u> | <u>Fee/Charge</u> | | |
|---|--------------------------|--------|------------------------|
| 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 |

PUBLIC SAFETY DEPARTMENT

| | <u>Fee/Charge</u> | | |
|------------------------------------|--------------------------|-------|--------------------------------|
| 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 |

| <u>Parking Violations</u> | <u>Fee/Charge</u> | <u>After 10 Days</u> |
|---------------------------|-------------------|----------------------|
| 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

| <u>Classroom</u> | 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 |

Props & Simulators

| | <u>Fee/Charge</u> |
|-----------------------|---------------------------|
| Public Safety | \$ 35.00 Per Item Per Day |
| Government/Non-Profit | \$ 35.00 Per Item Per Day |
| Business | \$ 50.00 Per Item Per Day |

Driving Course

| | <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

Airport

| | <u>Fee/Charge</u> |
|-----------------------------|---------------------|
| 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>Total Valuation</u> | | <u>Fee/Charge</u> | |
|-------------------------------|----------|------------------------|---|
| \$1.00 - \$500.00 | 22.00 | \$ 21.00 | |
| \$501.00 - \$2,000.00 | 22.00 | \$ 21.00 | First \$500 + |
| | 3.40 | \$ 3.25 | Each Add 'l \$100 or fraction thereof |
| \$2,001.00 - \$25,000.00 | 73.00 | \$ 69.75 | First \$2,000 + |
| | 12.50 | \$ 12.00 | Each Add 'l \$1,000 or fraction thereof |
| \$25,001.00 - \$50,000.00 | 360.50 | \$ 345.75 | First \$25,000+ |
| | 8.90 | \$ 8.50 | Each Add 'l \$1,000 or fraction thereof |
| \$50,001.00 - \$100,000.00 | 583.00 | \$ 558.25 | First \$50,000+ |
| | 6.80 | \$ 6.50 | Each Add 'l \$1,000 or fraction thereof |
| \$100,001.00 - \$500,000.00 | 923.00 | \$ 883.25 | First \$100,000+ |
| | 5.25 | \$ 5.00 | Each Add 'l \$1,000 or fraction thereof |
| \$500,001.00 - \$1,000,000.00 | 3,023.00 | \$ 2,883.25 | First \$500,000+ |
| | 4.75 | \$ 4.50 | Each Add 'l \$1000 or fraction thereof |
| \$1,000,001.00 and up | 5,398.00 | \$ 5,133.25 | First \$1,000,000+ |
| | 3.70 | \$ 3.50 | 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 OR |
| | \$ | 50.00 whichever is greater |
| Consecutive Violations | | 50% of building permit fee OR |
| | \$ | 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) | +Direct Costs \$ 300.00 |
| Final Plat | \$ | 50.00 | Per Acre (\$75.00 Minimum) | +Direct Costs \$ 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 Application | \$ | 200.00 | \$ | 200.00 |

| | | | | |
|--|----|--------|----|--------|
| 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)

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

City Right of Way Permits

| | <u>Fee/Charge</u> |
|--|---|
| 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

| | <u>Fee/Charge</u> |
|--|---|
| 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) | <u>Connect +</u> | <u>Inspection =</u> | <u>Total</u> |
|---|------------------|---------------------|--------------|
| 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. | \$ 35.00 | 50.00 |
| Site 5,000 sq. ft. to one (1) acre | \$ 100.00 | 150.00 |
| Site one (1) acre to five (5) acres | \$ 200.00 | 300.00 |
| Site greater than five (5) acres | \$ 300.00 | 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)

| <u>Street</u> | <u>Fee/Charge</u> | |
|---------------------------------------|-------------------|----------------------|
| 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 |

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

*Five-Year Rate Projections (See Appendix B)

| <u>Pretreatment of Industrial Wastewater Violations (Sec. 78-48)</u> | <u>Fee/Charge</u> |
|--|-------------------|
| 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

| <u>Call-Out</u> | <u>Fee/Charge</u> | |
|---------------------------|--|-------------------------------------|
| During Business Hours | \$ 50.00 | Per Hour |
| After Business Hours | \$ 120.00 | Per Hour |
| Biosolids Application | \$50.00 to \$100.00 | Per Acre |
| | \$ 100.00 | |
| | 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 |
| | \$ 50.00 | |
| | \$ 4.50 | |

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) | (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) |

| | | 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 | | | | | | |
| Operating Revenues | | | | | | | |
| 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 |
| Total Operating Revenues | | 5,464,749 | 5,518,972 | 5,573,738 | 5,629,051 | 5,684,918 | 5,741,343 |
| Operating Expenses | | | | | | | |
| 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 |
| Total Operating Expenses | | 4,642,074 | 4,687,113 | 4,779,892 | 4,859,807 | 4,970,188 | 5,080,065 |
| Operating Income | | 822,675 | 831,859 | 793,846 | 769,244 | 714,730 | 661,278 |
| Non-Operating Revenue (Expenses) | | | | | | | |
| 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) |
| Total Non-Operating Revenues | | (190,850) | (99,689) | (86,175) | (107,164) | (139,192) | (128,573) |
| Income (Loss) Before Transfers | | 631,825 | 732,171 | 707,670 | 662,080 | 575,537 | 532,705 |
| Operating Transfers | | | | | | | |
| Transfers In | | - | - | - | - | - | - |
| Transfers Out | | (12,600) | - | - | - | - | - |
| Total Operating Transfers | | (12,600) | - | - | - | - | - |
| Net Income (Loss) | | 619,225 | 732,171 | 707,670 | 662,080 | 575,537 | 532,705 |
| 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) |
| Ending Cash & Investment Balance | | 6,784,164 | 5,204,456 | 5,957,864 | 6,140,989 | 4,505,251 | 4,954,709 |
| Minimum Cash Balance | | | | | | | |
| 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 |
| Net Operating Cash | | 1,875,410 | 2,119,792 | 2,316,769 | 2,013,123 | 2,174,200 | 2,267,454 |
| 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 |
| Recommended Minimum Operating Cash | | 1,874,845 | 1,911,957 | 1,943,923 | 1,988,075 | 2,032,026 | 2,032,026 |
| Amount Over (Under) Goal | | 565 | 207,835 | 372,846 | 25,048 | 142,174 | 235,428 |

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^a, additions, and remodelings | Minimum valuation | |
|--|--------------------------|------------------------------|
| Finished floor - main | | \$95 per SF |
| Finished floor – 2 nd 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^e | | |
| Detached garage | | \$30 per SF |
| Storage shed | | \$25 per SF |
| Open gazebo | | \$20 per SF |
| Others | | |
| Attached deck (wood) ^b | \$24 | \$20 per SF |
| Reroof (asphalt and metal) ^c | | \$300 per square |
| Residing (vinyl and wood) ^d | | \$250 per square |
| Window replacement (except bay and picture windows) ^e | | \$700 per window |
| Single exterior door (w/o sidelight) replacement ^e | | \$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**

| | |
|--------------------------------|---|
| Meeting Date: | Monday, August 29, 2022 |
| Category: | NEW BUSINESS |
| Type: | INFO/ACTION |
| Subject: | HVAC License Fee |
| Background Information: | <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> |
| Fiscal Impact: | Added fees to cover administrative costs for City’s HVAC licenses. |
| Alternative/Variations: | None recommended. |
| Recommendations: | 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**

| | |
|--------------------------------|--|
| Meeting Date: | Monday, August 29, 2022 |
| Category: | NEW BUSINESS |
| Type: | INFO/ACTION |
| Subject: | Rental ordinance fees |
| Background Information: | <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&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&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> |
| Fiscal Impact: | Added fees to cover administering rental ordinance. |

| | |
|-------------------------------------|---|
| Alternative/ Variations: | None recommended. |
| Recommendations: | Add rental fees to the current City Fee Resolution. |

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

| | |
|--------------------------------|---|
| Background Information: | <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 1st, 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"> • Northfield - \$10,000 • Owatonna - \$7,500 • New Ulm - \$5,000 + a monthly benefit • Willmar - \$5,000 + PERA • Waseca - \$4,300 • Fairmont - \$3,800 + a monthly benefit • Hutchinson - \$3,660 + a monthly benefit • North Mankato - \$3,500 • St. Peter - \$3,000 • Worthington - \$2,921 + a monthly benefit • Albert Lea - \$2,500 + PERA • Faribault – Unknown, couldn’t find it. <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"> • 2021 - \$0 • 2020 - \$0 • 2019 - \$0 • 2018 - \$1,654 • 2017 - \$48,227 • 2016 - \$21,501 • 2015 - \$0 • 2014 - \$74,507 • 2013 - \$100,397 • 2012 - \$99,647 |
|--------------------------------|---|

| | |
|-------------------------------------|--|
| Fiscal Impact: | \$0 |
| Alternative/ Variations: | None |
| Recommendations: | 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 | -1.17 | 1.06 | 1.57 | 3.17 | 3.85 |
| Investment Grade | 1,110,759 | -6.88 | -8.07 | -1.17 | | | | |
| 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

Projected Income for 2022

| | | |
|---|----|--|
| Fire State Aid (2021 fire state aid of \$88,906 may be increased by up to 3.5%) | D. | <input type="text" value="95,239"/> |
| Supplemental State Aid (actual 2021 supplemental state aid) | E. | <input type="text" value="19,333"/> |
| Municipal / Independent Fire Dept. Contributions | F. | <input type="text" value="0"/> |
| Interest / Dividends | G. | <input type="text" value="50,000"/> |
| Appreciation / (Depreciation) | H. | <input type="text" value="0"/> |
| Member Dues | I. | <input type="text" value="0"/> |
| Other Revenues | J. | <input type="text" value="5,000"/> |
| Total Projected Income for 2022 (Add Lines D through J) | | 2 <input type="text" value="169,572"/> |

Projected Expenses for 2022

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

| Names: | \$ Amounts: |
|--------|--------------------------------------|
| J | <input type="text" value="185,824"/> |
| D | <input type="text" value="185,824"/> |
| D | <input type="text" value="30,814"/> |
| M | <input type="text" value="133,658"/> |
| M | <input type="text" value="121,947"/> |

Other Benefits L.
 Administrative Expenses M.

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

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

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

Projected Assets (Line 4) 5
 2022 Accrued Liability (Page 4, cell A) 6
 Surplus or (Deficit) (Line 5 minus Line 6) 7

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 |

No required contribution due in 2023.

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

| <u>Names:</u> | <u>\$ Amounts:</u> |
|---------------|--------------------|
| 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 2,360,190

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 |

No required contribution due in 2023.

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

| <u>Names:</u> | <u>\$ Amounts:</u> |
|---------------|--------------------|
| 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 |

Enter 2021 Admin Exp here:

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 2,236,830

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

| <u>Names:</u> | <u>\$ Amounts:</u> |
|---------------|--------------------|
| 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 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

| Year Incurred | Deficit Information - Original | | Deficit Information - Adjusted | | |
|---------------|--------------------------------|------------------------------------|--------------------------------|------------------------------------|-----------------------------------|
| | 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

| <u>Names:</u> | <u>\$ Amounts:</u> |
|---------------|---|
| 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) | | 2,162,565 | 5 |
| 2022 Accrued Liability (Page 4, cell A) | | 1,511,223 | 6 |
| Surplus or (Deficit) (Line 5 minus Line 6) | | 651,342 | 7 |

OFFICE OF THE STATE AUDITOR

Calculation of Required Contribution

| Year Incurred | Deficit Information - Original | | Deficit Information - Adjusted | | |
|---------------|--------------------------------|------------------------------------|--------------------------------|------------------------------------|-----------------------------------|
| | 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 |

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

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 <input type="text" value="69,594"/> |

Projected Expenses for 2022

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

| 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

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

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

| Year Incurred | Deficit Information - Original | | Deficit Information - Adjusted | | |
|---------------|--------------------------------|---------------------------------|--------------------------------|---------------------------------|--------------------------------|
| | 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 |

Enter 2021 Admin Exp here:

No required contribution due in 2023.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Meeting Date: | Monday, August 29, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Request for Proposals – Insurance Agent Services |
| Background Information: | <p>On June 28th 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> |
| Fiscal Impact: | |
| Alternative/ Variations: | None recommended |
| Recommendations: | After hearing detail of RFP responses consider recommendation for Council at the September 13 th meeting. |