



CITY OF MARSHALL
Ways & Means Committee
A g e n d a
Tuesday, January 31, 2023 at 12:45 PM
344 W. Main St, City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider Approval of the Minutes

TABLE

OLD BUSINESS

NEW BUSINESS

2. 2023 Fee Schedule Amended
3. Fire Department Scholarship

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.



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Chair
Meeting Date:	Tuesday, January 31, 2023
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes
Background Information:	Enclosed are the minutes from the meeting held on November 15, 2022.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the meeting held on November 15, 2022, be approved as filed with each member and that the reading of the same be waived.

MINUTES
WAYS AND MEANS COMMITTEE MEETING
November 15, 2022 @ 11:30 AM
344 West Main Street
On Main

MEMBERS PRESENT: John DeCramer, Amanda Schroeder

MEMBERS ABSENT: Russ Labat

STAFF PRESENT: Steven Anderson, City Clerk; Karla Drown, Finance Director; Jason Anderson, Director of Public Works; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Preston Stensrud, Parks Superintendent; Ilya Gutman, Plans Examiner; Scott VanDerMillen, Director of Community Services

The meeting was called to order by Chairman DeCramer at 11:30 am.

DeCramer asked for approval of the August 29, 2022, minutes of the Ways and Means committee Meeting.

MOTION BY DeCramer SECONDED BY Schroeder to approve the August 29, 2022, minutes of the Ways and Means committee Meeting. All voted in favor.

Chairman DeCramer asked for discussion on 2023 Fee Schedule. City Clerk, Anderson provided a background information on the liquor licenses and explanation on the upcoming public hearings that will be needed to make changes to these fees. These fees won't change until 2024. Plans Examiner, Gutman provided additional information on the HVAC license and proposed process. This will go to the L&O Committee next week. A number of other fees were discussed with staff providing background and additional information as needed.

MOTION BY Schroeder, SECONDED BY DeCramer to approve move the 2023 Fee Schedule forward to the Council with the discussed adjustments. All voted in favor.

MOTION BY Schroeder, SECONDED BY DeCramer to adjourn the meeting. Meeting adjourned at 12:22 pm. All voted in favor.

Respectfully Submitted,

Karla Drown
Finance Director

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, January 31, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	2023 Fee Schedule Amended
Background Information:	<p>Staff have recommended changes to the existing 2023 Fee Schedule.</p> <p>Attached is the 2023 Fee Schedule Amendment with changes in red for your review. Staff are recommending amendments to the 2023 Fee Schedule under the Finance, Adult Community Center and Wastewater Treatment Facility.</p> <p>Staff from respective departments will be at the Ways and Means Committee meeting to further discuss, explain or clarify any of the fees as needed.</p>
Fiscal Impact:	Fees have a direct impact on revenues as they relate to the city
Alternative/ Variations:	None
Recommendations:	Approval to move the 2023 Amended Fee Schedule to the Council for review and approval.



2023 FEE SCHEDULE

Approved 12-13-2022

Amended 2-14-2023

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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

Copies	\$	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
Administrative added to invoices	\$	20.00

COMMUNITY SERVICES

	<u>Fee/Charge</u>	<u>Deposit</u>
Shelter Rent	\$ 50.00	\$50.00
Park Gazebo Rent	\$ 30.00	\$30.00
Band Shell Rent	\$ 200.00 Per Day	\$100.00
Moving Liberty Park Benches for Events	\$ 100.00	
Collapsible Picnic Tables (Min:6/Max:50)	\$ 15.00 Per Table/Per Day	
Tents 20 x 20	\$ 250.00 Weekend	\$250.00
	\$ 200.00 Per Day	\$200.00
Tents 20 x 30	\$ 250.00 Weekend	\$250.00
	\$ 200.00 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	\$ 80.00 Per Day	\$100.00
Independence Park Youth Ballfields	\$ 80.00 Per Day/ONE Field/No Lights	\$100.00
(2 Fields: 1 Lighted & 1 Not Lighted)	\$ 100.00 Per Day/One Field/Lighted	\$100.00
	\$ 125.00 Per Day/Two Fields/One Field Lighted	
American Legion Field Ballfield	\$ 200.00 Per Day/Without Lights	\$100.00
	\$ 250.00 Per Day/With Lights	\$100.00
Legion Field Park Youth Ballfields	\$ 50.00 Per Day	\$50.00
Justice Park Youth Baseball/Softball Field	\$ 50.00 Per Day	\$50.00
Marshall Aquatic Center (Minimum 25 people)	\$ 125.00 Per Hour &	
	\$ 5.00 Per Person	
Concessions Trailer	\$ 300.00 Per Day	ServSafe Manager Certification required
Vandalism Clean-up/Repairs	\$ 55.00 Per Hour/Per Staff	

Stage Rental

	<u>Fee/Charge</u>	
Damage Deposit	\$ 500.00	
Call-Back	\$ 55.00	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

	<u>Fee/Charge</u>	
DVD	\$ 15.00	Includes Tax
CD	\$ 5.00	
CD w/Printed Cover	\$ 10.00	

Filming w/Certification	\$ 50.00	Per Day
Editing w/Certification	\$ 15.00	Per Hour
Certification Training	\$ 100.00	
Student (high school & full-time post secondary)	\$ 30.00	Per Hour

Park Land Development

	<u>Fee/Charge</u>	
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

	<u>Fee/Charge</u>	
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

	<u>Fee/Charge</u>		<u>Deposit</u>
Oak & Wildflower Rooms	\$ 30.00	Per Hour	\$30.00
Prairie Winds Dining Area - MASC members only	\$ 35.00	Per Hour	\$100.00
Prairie Winds Dining Area - general public	\$ 80.00	Per Hour	\$100.00
Kitchen	\$ 40.00	Per Hour/Serving Only	\$50.00

No charge for MASC/City of Marshall sponsored events/Local public agencies and Non-Profit organizations.

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

Private/Commercial/State of Minnesota Groups charged per above.

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

	<u>Fee/Charge</u>	
Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	\$ 30.00	Per Hour Per Staff
Skate Sharpening	\$ 5.00	

Ice Rink

	<u>Fee/Charge</u>	
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

	<u>Fee/Charge</u>	
Full day expo floor rental	\$ 1,250.00	Per Day
Expo floor rental (April 1 - October 1)	\$ 80.00	Per Hour
Event SETUP	\$ 55.00	Per Hour after 5pm
Event CLOSURE	\$ 55.00	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

	<u>Fee/Charge</u>	
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
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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.

Fire Equipment

	<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	\$	25.00	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)

	<u>Fee/Charge</u>		
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 Side
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	\$	50.00	
In-house Background Check	\$	20.00	
Funeral Escorts (3 or more Officers)	\$	150.00	
Bank Escorts	\$	50.00	

Parking Violations

	<u>Fee/Charge</u>	<u>After 10 Days</u>
Prohibited Parking	\$ 20.00	\$ 30.00
Double Parking	\$ 20.00	\$ 30.00
Blocking Driveway	\$ 20.00	\$ 30.00
No Parking Zone	\$ 20.00	\$ 30.00
Blocking Alley	\$ 20.00	\$ 30.00
Parking in Alley	\$ 20.00	\$ 30.00

MERIT CENTER**Classroom**

	Room A or B <u>1/2 Day</u>	Room A or B <u>Full Day</u>	Room A & B <u>1/2 Day</u>	Room A & B <u>Full Day</u>
Public Safety/Non-Profit	\$ 30.00	\$ 50.00	\$ 50.00	\$ 75.00
Business	\$ 75.00	\$ 100.00	\$ 100.00	\$ 125.00

Props & Simulators

	<u>Fee/Charge</u>
Public Safety/ 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.

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.*

Administrative Services	\$ 100.00
(Managing class participants, ordering/delivering food, etc.)	

PUBLIC WORKS DEPARTMENTS**Airport**

	<u>Fee/Charge</u>
Hangar Rent	<u>Hangar Rates Effective April 1, 2023</u>
Base Rates	
1708 & 1710 units; 1044 sq. ft.	\$ 130.00 Per Month
1712 units; 1235 sq. ft.	\$ 160.00 Per Month
Winch; if available and desired in hangar	\$ 10.00 Per Month
Electric service for Heater	\$ 10.00 Per Month
Full Enclosed	\$ 25.00 Per Month

Hangar 1708

Unit 1; 40.5' bi-fold door, 13.67' tail ht, heated, enclosed	\$ 165.00 Per Month
Unit 2-8; 40.5' bi-fold door, 13.67' tail ht	\$ 130.00 Per Month

Hangar 1710

	<u>Fee/Charge</u>		
Units 1, 6; 40.5' bi-fold door, 13.67' tail ht	\$	140.00	Per Month (includes winch)
Units 2-5, 7-8; 40.5' bi-fold door, 13.67' tail ht	\$	130.00	Per Month

Hangar 1712

Unit 1; 43.45' bi-fold door, 13.67' tail ht, heated, enclosed	\$	195.00	Per Month
Units 2,4; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$	185.00	Per Month
Units 3,5,6; 43.45' bi-fold door, 13.67' tail ht, enclosed	\$	195.00	Per Month (includes winch)

(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	\$	150.00	Per Hour
Oshkosh Blower	\$	150.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$	150.00	Per Hour
Dump Truck	\$	125.00	Per Hour
Skid Loader	\$	125.00	Per Hour

Building Inspection**Fee/Charge**

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

HVAC License	\$	50.00	Bi-Annual
Rental Registration	\$	50.00	One-Time Fee (Renewals Free)

Building/Plumbing/Sign Permit Application**Fee/Charge****Total Valuation**

Up to \$500.00	\$	22.00	
\$501.00 - \$2,000.00	\$	22.00	First \$500 +
	\$	3.40	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$	73.00	First \$2,000 +
	\$	12.50	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$	360.50	First \$25,000+
	\$	8.90	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$	583.00	First \$50,000+
	\$	6.80	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$	923.00	First \$100,000+
	\$	5.25	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$	3,023.00	First \$500,000+
	\$	4.75	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	\$	5,398.00	First \$1,000,000+
	\$	3.70	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)

Minimum Permit Valuation	\$	100.00
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Investigation Fee (when work is started prior to obtaining a Permit)

First Violation	25% of building permit fee OR \$ 50.00 whichever is greater
	<u>Fee/Charge</u>
Consecutive Violations	50% of building permit fee OR \$ 100.00 whichever is greater
Second Re-inspection of the same item	\$ 50.00
Valid Complaint Based Rental Inspection	\$ 100.00
Copy of Prior Permit or Certificate of Occupancy	\$ 5.00
Demolition Permit	35% of calculated fees
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 Exiting the Building	Connect + (WWTF)	Inspection = (Bldg. Insp.)	Total
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

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.

	<u>Fee/Charge</u>	<u>Escrow</u>
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		\$ 300.00
	\$ 70.00	Per Acre (\$225.00 Minimum)
Final Plat		\$ 300.00 (if Separate from Preliminary)
	\$ 50.00	Per Acre (\$75.00 Minimum)
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

	<u>Fee/Charge</u>	<u>Escrow</u>
RTVision BidVAULT Electronic Bidding Fee	\$25.00	+ 3rd Party Payment Processing Fee
Fee collected and administered by RTVision		

Overweight Load Permit	<u>Fee/Charge</u>	<u>Escrow</u>
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	

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

	<u>Fee/Charge</u>	
Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17)	\$ 0.25	Per Side
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 \$55.00/hour for operator.

Storm Sewer Connection Permits

(Inside Diameter of Sewer Service Pipe Entering the Building)	Connect +	Inspection =	Total
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

<u>Drainage/Land Disturbance Application</u>	<u>Fee/Charge</u>
Site more than 2,000 sq. ft. and less than 5,000 sq. ft.	\$ 50.00
Site 5,000 sq. ft. to one (1) acre	\$ 150.00
Site one (1) acre to five (5) acres	\$ 300.00
Site greater than five (5) acres	\$ 500.00

Administrative Fines for Violations of City Code Chapter 30 Environment

<u>Administrative Offense</u>	<u>Fee/Charge</u>
<u>Illicit Discharges and Connections</u>	
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

Fee/Charge

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)		

Street

Fee/Charge

Weed/Mowing/Snow/Nuisance Enforcement	\$ 55.00	+ 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-\$55.00/hour for operator.

*Elgin Sweeper	\$ 125.00	Per Hour
*Cat/John Deere Front-End Loader	\$ 125.00	Per Hour
*Tractor-Loader Backhoe	\$ 125.00	Per Hour
*Motor Grader	\$ 125.00	Per Hour
*Cat Loader w/Snow-Go Blower	\$ 150.00	Per Hour
*Truck with Vector (Catch Basin Cleaning Unit)	\$ 125.00	Per Hour
*Truck with Snowplow	\$ 125.00	Per Hour
*Skid Loader	\$ 125.00	Per Hour
*Dump Truck	\$ 125.00	Per Hour
*Boom Truck	\$ 125.00	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	\$ 55.00	Per Hour

WASTEWATER

	<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge	\$	23.10	Per Month Base Charge
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	\$	4.55	Per 1,000 Gallons
Industrial	\$	2.91	Per 1,000 Gallons
(Surcharge by strength as follows):			
Excess CBOD	\$	317.89	Per 1,000 Pounds
Excess Suspended Solids	\$	317.70	Per 1,000 Pounds
Excess Phosphorus (industrial) \$	5.00	\$ 3.50	Per Pound

*Five-Year Rate Projections (See Appendix B)

Pretreatment of Industrial Wastewater Violations (Sec. 78-48)

	<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

Call-Out	<u>Fee/Charge</u>		
During Business Hours	\$	55.00	Per Hour
After Business Hours	\$	125.00	Per Hour
Biosolids Application	\$50.00 to \$100.00 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	\$	55.00	Per Hour
<u>Fee/Charge</u>			
*Skid Loader	\$	125.00	Per Hour
*Water Truck 3,000 Gal.	\$	125.00	Per Hour
*Dump Truck	\$	125.00	Per Hour
*Semi Tractor Tanker Trailers	\$	125.00	Per Hour
*Pickup	\$	60.00	Per Hour
*Crane Truck	\$	125.00	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

(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

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	\$	5,850.00
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)

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, January 31, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Fire Department Scholarship
Background Information:	<p>A Marshall Fire Department Scholarship Trust Fund originated on December 31, 1997 with an anonymous donation of \$3,000. As of 12/31/2022, the Fire Department Trust Fund has a balance of \$16,910.00. In accordance with the administrative policy adopted by the City Council, the City Administrator or their designee has complete authority in awarding the scholarship. In 2009, the Ways and Means Committee was appointed by the City Administrator as the designee.</p> <p>Per Administrative Policy, Chapter 3, Sec. 1, scholarship awards must meet a minimum of \$100 a student. As of 12/31/2022 the total expendable funds are \$722.22.</p> <p>Additional expendable funds may be received between now and the scholarship award date.</p> <p>Applications must be received or postmarked no later than April 1, 2023 to be considered.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To permit the Fire Department Scholarship advertising to begin

CITY OF MARSHALL, MINNESOTA
FIRE DEPT. TRUST FUND
SCHOLARSHIP ACCOUNT

FUND 802			EXPENDABLE		SCHOLARSHIPS PAID OUT	INTEREST EARNED	TOTAL EXPENDABLE	BALANCE
DATE	RECEIPT NUMBER		NON-EXPENDABLE	SCHOLARSHIP				
			DONATIONS RECEIVED	DONATIONS RECEIVED				
6/12/2018	CK.#108664	Hennepin Tech - M. Negan			200.00		147.30	\$ 15,957.30
6/12/2018	CK.#108658	Hamline University - S. Antony			100.00		47.30	\$ 15,857.30
1/1 - 12/31/18		Interest through Dec. 2018				244.93	292.23	\$ 16,102.23
4/26/2019	1900879	Anonymous		20.00			312.23	\$ 16,122.23
5/31/2019	CK #113256	MN West - A. Klaith			100.00		212.23	\$ 16,022.23
5/31/2019	CK #113266	SDSU - N. Klaith			100.00		112.23	\$ 15,922.23
5/31/2019		Anonymous		500.00			612.23	\$ 16,422.23
6/21/2019		NDSU - B. Archebold			100.00		512.23	\$ 16,322.23
1/1 - 12/31/19		2019 Interest				310.83	823.06	\$ 16,633.06
7/10/2020	CK#116599	St. Mary's Univ. - J. Antony			350.00		473.06	\$ 16,283.06
1/1 - 12/31/20		2020 Interest				117.17	590.23	\$ 16,400.23
7/23/2021	CK#119444	Northwestern College-J. Mernaugh			350.00		240.23	\$ 16,050.23
7/23/2021	CK#119452	St. Mary's Univ. - J. Antony			200.00		40.23	\$ 15,850.23
1/1 - 12/31/21		2021 Interest				133.95	174.18	\$ 15,984.18
2/3/2022	2006175	Bret Beernaert		500.00			674.18	\$ 16,484.18
2/3/2022	2006175	Jim Felton		117.63			791.81	\$ 16,601.81
2/18/2022	2006303	Anonymous	1,000.00				791.81	\$ 17,601.81
2/28/2022	2006379	Anonymous		100.00			891.81	\$ 17,701.81
4/6/2022	2006756	Timothy DeSaer	100.00				891.81	\$ 17,801.81
6/3/2022	CK #121269	St. Mary's Univ. - J. Antony			300.00		591.81	\$ 17,501.81
6/10/2022	CK #121294	Northwestern College-J. Mernaugh			300.00		291.81	\$ 17,201.81
10/19/2022	2008570	Karol Jacobson		300.00			591.81	\$ 17,501.81
1/1 - 12/31/22		2022 Interest				130.41	722.22	\$ 17,632.22
			<u>\$ 16,910.00</u>	<u>\$ 5,837.63</u>	<u>\$ 8,650.00</u>	<u>\$ 3,534.59</u>	<u>\$ 722.22</u>	

City of Marshall

Policy Number: Chapter 3 – Section 1 (3-100)

Marshall, Minnesota

Adopted: 05/27/2014

ADMINISTRATIVE POLICY

Revised: 05/26/2016

FIRE DEPARTMENT SCHOLARSHIP TRUST FUND POLICY

Background

The Marshall Fire Department Scholarship Trust Fund originated with an anonymous donation of \$3,000.00 made on December 31, 1997. On January 20, 1998, the City Council accepted the anonymous donation and cited criterion for awarding scholarship funds.

Authority

The City Administrator or his/her designee has complete authority in awarding the scholarship. The City Administrator has officially selected the Ways and Means Committee as the designee for purposes of awarding the scholarships.

Fund Designations

1. Fire Department Scholarship Nonexpendable Designation
This is a nonexpendable (endowment) designation. Only the income, not the principal, of the trust may be expended for scholarships. At the end of each fiscal year, all interest and dividend income will be transferred from the nonexpendable designation to the scholarship expendable designation.
2. Fire Department Scholarship Expendable Designation
This is an expendable designation. Both the principal and the income of the trust may be expended for scholarships.

Future Gifts

All future gifts/donations shall be deposited in the scholarship expendable designation unless the donor specifically states that he/she wants the gift/donation in the scholarship nonexpendable designation.

Scholarship Awards

1. Minimum scholarship amount
\$100/student
2. Maximum scholarship amount
The maximum scholarship amount a student receives shall not exceed 15% of the total tuition and fees currently in effect at the college or university at which the recipient is enrolled.

Applicant Criterion for Awarding Funds

1. Financial need shall not be a consideration in the awarding of this scholarship.
2. Applicant must provide written authorization to his/her respective college/university to release his/her transcript to designated City staff.
3. Preference will be given to full-time students enrolled at Southwest Minnesota State University.
4. One of the applicant's parents must be an active, retired, or deceased member of the Marshall Fire Department.

5. Each applicant must complete the required application form. In addition, each applicant shall compose and submit a written essay on the topic: "How has having a parent on the Marshall Fire Department affected and or influenced my life."
6. Scholarship awards will only be given to students that have successfully completed one (1) full year of post-secondary education. Coursework taken through a post-secondary enrollment option (PSEO) are not eligible to meet the one-year post-secondary education requirement.
7. The maximum number of annual scholarships that any one student may receive is three (3).
8. Applicants pursuing advanced degrees (i.e., master's, doctorate, etc.) are not eligible for this scholarship.

Announcement and Award of Scholarships

The Marshall Fire Department shall have primary responsibility for providing their membership with information concerning the availability of this scholarship.

All applications for the scholarship shall be submitted directly to the City Administrator's Office of the City of Marshall no later than April 1 for consideration of a scholarship for the academic school year beginning in August or September of that same year.

Payments shall be made in a lump sum payment directly to the college/university and applied as credit to the student's tuition and fees. The scholarship must be reapplied for successive years.

Disposition of Funds in the Event the Account is Terminated

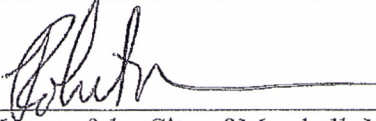
If the Marshall Fire Department should no longer be a part of the City of Marshall government, the funds shall be transferred to the City of Marshall General Fund.

Administrative Procedure

Reference Administrative Procedure: City of Marshall Fire Department Scholarship Fund—
Administrative Procedure for Distribution of Funds

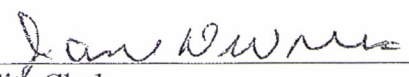
Passed and adopted by the Common Council this 26th day of April, 2016.

THE COMMON COUNCIL



Mayor of the City of Marshall, MN

ATTEST:



City Clerk

City of Marshall

Fire Department Scholarship

The City of Marshall Fire Department Scholarship was established to provide a scholarship to a student whose parent is or has served on the Marshall Fire Department to attend any degree-conferring post-secondary educational institution.

ELIGIBILITY

In order to qualify as an applicant, you must meet the following criteria:

- Be the son or daughter of a deceased, retired, or active member of the Marshall Fire Department.
- Completion of one full academic year of post-secondary education. (Coursework taken through a post-secondary enrollment option (PSEO) is not eligible to meet the one-year post-secondary education requirement.)
- Applicants enrolled in an advanced degree program (i.e., master's and doctoral degrees) are not eligible for this scholarship.
- The application must include an official or unofficial transcript from the most recently attended post-secondary institution.
- Submit a written essay on the subject: How has having a parent on the Marshall Fire Department affected and/or influenced my life.
- Preference is given to full-time students enrolled at Southwest Minnesota State University.
- Financial need does not affect the offering of this scholarship.

A COMPLETE APPLICATION INCLUDES:

- ☐ A completed application form
- ☐ A copy of your an official or unofficial transcript from the post-secondary institution most recently attended
- ☐ One essay

DEADLINE

Your application must be received or postmarked by **April 1st** for consideration of a scholarship for the academic school year beginning in August or September of the same year. A student may be awarded this scholarship up to three (3) times. Students must reapply for successive years. All applicants are evaluated using the same essential information. Please answer all requested items. Incomplete applications cannot be considered—if information is missing, we will not be able to make accurate judgments. Awards will be made on a non-discriminating basis. Application information is confidential, for review only by select City Staff and the Ways and Means Committee. The Ways and Means Committee will select the scholarship award recipient. The City will announce the scholarship recipient(s) and post the winning essay(s) in May.

Please mail your application and all required materials in ONE envelope to:

Marshall Fire Department Scholarship
City of Marshall, City Clerk
344 West Main Street
Marshall, MN 56258

Applications may be obtained at the Administration Office, 344 West Main Street, Marshall, MN 56258. Applications may also be downloaded from the City's website at www.ci.marshall.mn.us. Questions? (507) 537-6760 or Steven.Anderson@ci.marshall.mn.us. **Faxed copies will not be accepted.**

Scholarship Application

City of Marshall Fire Department Scholarship

A. STUDENT INFORMATION

Name: _____
Last First MI.

Permanent Address: _____
Street
City / State / Zip

Phone Number: _____ Email Address: _____

Provide the name of the active, retired, or deceased member of the Marshall Fire Department under which you qualify:

Have you previously been awarded this scholarship? ☐ Yes ☐ No If yes, please list the year(s) awarded: _____

B. ACADEMIC INFORMATION

- ☐ Please attach a copy of your most recent transcript(s) from the post-secondary school attended. Applications without an official or unofficial transcript will not be considered.

*Applicants must have completed one full year of post-secondary school to be eligible for this scholarship.

Name and address of the post-secondary school you plan to attend: **Use official school name. Please do not use abbreviations.**

School _____ City _____ State _____
☐ 4 yr. College or University ☐ 2 yr. Community or Junior College
☐ Vocational-Technical School ☐ Other _____

In August/September, I will be a: (circle one) Freshman / Sophomore / Junior / Senior

Expected graduation date: (month/year) _____

Are you: (circle one) Accepted / Enrolled / Awaiting a decision Enrollment status: (circle one) Full-time / Part-time

Intended field of study: _____

Degree sought: (circle one) Bachelor / Associate / Certificate / Other _____

C. ESSAY

Essay must be 1.5 to 2 pages, typed, double spaced in Times New Roman, 12 pt. font. All essays should include a cover page with the writer's name and address. Please submit a written essay on the following subject:

***"How has having a parent on the Marshall Fire Department
affected and/or influenced my life."***

D. CERTIFICATION AND SIGNATURES

I, (we) certify that the information on this form is true and complete to the best of my (our) knowledge. If asked by any authorized official of the City of Marshall, I (we) agree to give documentation for information given on this form. I (we) realize that failure to comply with a request for additional information may prevent the applicant from receiving a scholarship award. I (we) also grant permission to the City of Marshall and the Marshall Fire Department to use my photograph and/or selected quotes on their website(s) and in future publications.

Applicant's signature _____ date _____

Item 3. Parent signature (if applicant is a dependent) _____ date _____