



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

**Tuesday, January 12, 2021 at 5:30 PM  
Minnesota Emergency Response and Industrial  
Training (MERIT) Center, 1001 Erie Road**

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

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

**OPENING ITEMS**

1. Call to Order/Pledge of Allegiance.
2. Ceremonial Swearing in of Elected Officials.

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

3. Consider approval of the minutes of the regular meeting held on December 22, 2020.

**PUBLIC HEARING**

4. 500 Elizabeth St. – 1) Public Hearing regarding a home property tax abatement request 2) Consideration of a resolution approving home property tax abatement.

**CONSENT AGENDA**

5. Consider a Resolution allowing for the modified numbering of all Resolutions and Ordinances.
6. Consider a Resolution designating the Official Depositories for City Funds for 2021.
7. Consider a Resolution delegating authority to the city to make electronic fund transfers.
8. Consider approval of a resolution to authorize the Finance Director to pay certain claims.
9. Consider a resolution designating the Official Newspaper.
10. Wastewater Treatment Facilities Improvement Project – Consider Application for Payment No. 18 to Magney Construction, Inc.
11. Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
12. Approval to surplus two (2) 2017 Ford Explorers.
13. MERIT Center/State of Minnesota Amendment of Lease No. 4
14. Consider LG220 Application for Exempt Permit for the Marshall Golf Club, Inc.
15. City Hall/Hotel Change Order.
16. Consider approval of the sale of alcoholic beverages at the Red Baron Arena in coordination with the Fairbanks Ice Dogs Hockey games.
17. Consider approval of the bills/project payments

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**NEW BUSINESS**

18. Consider Resolution Approving the changes to the 2021 Amended Fee Schedule.
19. Consider approval of an extension of COVID-19 Temporary Employee Leave Policies.
20. Project Z82: N. 1<sup>st</sup> St. / W. Redwood St. / W. Marshall St. Reconstruction Project - Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.
21. Public Works Division Electronic Bidding Policy.
22. Sidewalk Replacement Cost Participation Policy.
23. Update to City Streets Functional Classification Map.

**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.**

[24.](#) Consider the Introduction of an Ordinance amending Chapter 2, Article 6, Division 6; Human Rights Commission.

[25.](#) Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.

**COUNCIL REPORTS**

[26.](#) Consider Council Appointments to Various City Committees, Boards, Commissions, and Authorities.

[27.](#) Commission/Board Liaison Reports

28. Councilmember Individual Items

**STAFF REPORTS**

29. City Administrator

[30.](#) Director of Public Works

31. City Attorney

**ADMINISTRATIVE REPORTS**

[32.](#) Administrative Brief

**INFORMATION ONLY**

[33.](#) Information Only

**MEETINGS**

34. Upcoming Meetings

**ADJOURN**

# RULES OF CONDUCT

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes of the regular meeting held on December 22, 2020.
<b>Background Information:</b>	Enclosed are the minutes of the regular meeting held on December 22, 2020.
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
<b>Recommendations:</b>	that the minutes of the regular meeting held on December 22, 2020 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, December 22, 2020**

The regular meeting of the Common Council of the City of Marshall was held December 22, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Karla Drown, Finance Director; Preston Stensrud, Parks Superintendent; Lauren Deutz, Economic Development Director; Sheila Dubs, Human Resource Manager; Ilya Gutman and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

**Introduce MN Green Corps Member Kelly Herfendal**

Parks Maintenance Superintendent Preston Stensrud introduced MN Green Corps Member Kelly Herfendal to the City Council. Herfendal will be with the City through mid-2021 as a Green Corps member.

**Consider approval of the minutes of the regular meeting held on December 8, 2020.**

Motion made by Councilmember Labat that the minutes of the regular meeting held on December 8, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Approval of the Consent Agenda.**

Items; 5 Consider approval of 2020 Workers Compensation Insurance; 8, Consider Approval Resolutions Authorizing Transfer and Closure of Capital Project Fund 456 & 493; and 10, Consider Approval Resolution Authorizing Transfer of Funds from Fund 256 to Special Revenue Fund 258 were removed for further discussion.

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

Approval of employee retirement resolutions; 4768, 4769, 4770, Second Series.

Consider Transfer of Funds to Establish EDA Response Funds to Impacted Establishments.

Call for a Public Hearing Regarding Proposed Property Tax Abatement at 500 Elizabeth Street.

Approval of Resolution Number 4773, Second Series, a Resolution Authorizing an Interfund Loan for Advance of Certain Costs In Connection With Tax Increment Financing District 2-2.

Approval of the Wastewater Treatment Facilities Improvement Project – Consider Payment of Invoice 0261320 to Bolton & Menk, Inc.

Approval of the bills/project payments

**Consider approval of 2020 Workers Compensation Insurance.**

The premium for 2020 and estimated premium for 2021 are included for review. The renewal is effective January 1, 2021 with the League of Minnesota Cities Insurance Trust.

The workers compensation insurance covers City employees, elected and appointed officials, volunteer firefighters, all other volunteers, Library employees and Marshall Municipal Utilities employees. Staff recommends keeping the deductible at \$5,000. This will be an additional \$22,282 credit amount to the standard premium of \$297,089

Manual Premium	\$ 495,148
Experience Mod. 0.60	-198,059
Standard Premium	297,089
Deductible Credit 6.50%	- 22,282
Premium Discount	- 32,479
Net Deposit Premium	<b>\$242,328</b>

This premium is paid by the following:  
City Portion \$198,413  
Library Portion \$2,567  
MMU Portion \$41,348

This is a \$18,341 or 8.19% increase from 2020 to 2021. The experience modifier has decreased from 0.63 in 2020 to 0.60 in 2021. That would indicate that staff are continuing to keep a safe work environment as well as continued training for staff in safety at the workplace.

The rate increase also reflects the upward trend in overall insurance costs. An excerpt from the League of Minnesota Cities has also been included in the attachments for further reference to the increase in insurance premiums.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer Approve renewal of the 2021 City’s Workers Compensation Insurance with the League of Minnesota Cities Insurance Trust. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Approval Resolution Number 4771 and 4772, Second Series; Authorizing Transfer and Closure of Capital Project Fund 456 & 493.**

Councilmember Bayerkohler requested that the language “That the balance remaining in Capital Project Fund 456 be transferred to Debt Service Fund 322; and” be removed from the resolution.

Motion made by Councilmember Bayerkohler, Seconded by Councilmember Schafer to approve the resolution with the suggested amendment. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister.

Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Approval Resolution Number 4774, Second Series; Authorizing Transfer of Funds from Fund 256 to Special Revenue Fund 258.**

Councilmember Bayerkohler requested that the resolution be amended to add the clarifying language “food beverage & lodging funds” to the resolution.

Motion made by Councilmember Bayerkohler, Seconded by Councilmember Schafer to approve the resolution with the suggested amendment. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Coalition of Greater Minnesota Cities update.**

Marty Seifert from Flaherty & Hood P.A. provided an update on CGMC issues that came up before the legislature in 2020.

**Acceptance of Donations to Parks Department for Fiscal Year 2020.**

The Parks Department receives generous donations from many entities each year that allow for improvements to our facilities.

The donations to the department this year are from:

- Marshall Area Hockey Association in the amount of \$2,500.00 for the installation of heaters scorer’s table areas in the Reinhart Rink and Lockwood Rink at the Red Baron Arena & Expo.
- Coleman Electric in the amount of \$1,380.00 for the installation of heaters scorer’s table areas in the Reinhart Rink and Lockwood Rink at the Red Baron Arena & Expo.
- Marshall Area Youth Baseball Association in the amount of \$3,800.00 for the purchase and installation of bat and helmet racks at Independence Park.
- Friends of the Strootman Family in the amount of \$4,000.00 for custom-made table in memory of Aaron Strootman to be placed at the Boards and Blades Skatepark.
- Marshall United Soccer Association in the amount of \$5,000.00 for the purchase of 3 sets of soccer goals to be placed in various parks.
- D&G Excavating in the amount of \$1,000 for dirt work done around Carter’s Court at Independence Park.
- US Bank in the amount of \$1,000 for dirt work done around Carter’s Court at Independence Park.
- The Parks Department also received donations exceeding \$10,500 for the construction of the Archery Park and donations exceeding \$250,000 for the construction of the Veteran’s Memorial at Memorial Park. These donations are greatly appreciated and have made significant impacts on the community and our parks.

Motion made by Councilmember Meister to approve the resolutions accepting the donations to the Parks Department for 2020. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Request for Conditional Use Permit / Tower 139' Tall.**

This is a request by the Owner and Verizon Wireless to build a wireless communication tower taller than allowed by the City Ordinance.

This tower is proposed to be 139 feet tall and will be located in an I-2 General Industrial. The Ordinance permits towers up to 75 tall in that district and all towers taller than that require a conditional use permit. Article VI Supplemental Regulations, Division 6 Towers and antennas describes requirements for new towers. This tower seems to comply with all requirements and all required submittals have been received. The conditional use permit regulations are found in Section 86-46 and the Standards for Hearing are found in Section 86-49.

At the Planning Commission meeting on November 9, 2020, after a public hearing, a motion was made by Fox, seconded by Schroeder, to recommend approval as recommended by city staff to City Council. ALL VOTED IN FAVOR.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to approve the request by Donovan McCain, Verizon representative, and Sandra Mosch, owner, to grant a conditional use permit for a 139 feet tall communication tower in an I-2 General Industrial District with the following conditions:

1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
2. That the City reserves the right to revoke the Conditional Use Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable amount of time in which to repair such default.
3. That the property is maintained to conform to the Housing Code, Zoning Code, Building Code, and not cause or create negative impacts to adjacent existing or future properties.
4. That the tower meets all requirements of, and receives all required approval from, FAA and MnDOT Aeronautics.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski

**Project Z96: C Street/Southview Drive Bike Trail Project – 1) Consider Resolution Number 4784, Second Series; Authorization of Sponsoring Agency for Transportation Alternatives Project; 2) Consider Resolution Number 4785, Second Series; Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project.**

MnDOT District 8 is currently soliciting for 2025 Transportation Alternatives (TA) grant applications. The TA grant is an 80-20 grant to match program that provides funds for ped and bike facilities, historic preservation, Safe Routes to School, and more. The last project that the City had funded through this program was the RRFB school crossings project which is scheduled for construction in 2022.

For several years there has been discussion about providing a direct trail link between trail at the intersection of C Street and Progress Drive down to Southview Drive. Included in the Council packet is a preliminary route and cost estimate to complete this work.

City Engineering and Community Services Department staff have met with Marshall Public Schools staff to discuss shared participation in this project. City staff would propose a partnership that generally splits grant match costs with Marshall Public Schools, with the City providing and covering the costs associated with engineering services.

Included with the Council packet is Exhibits A, B, and G from the grant application. Exhibits A & B visually identify the project and Exhibit G is the preliminary cost estimates.

The preliminary cost estimate shows \$117,889.10 of city participation, with nearly 66,000 of this participation being City engineering services. The school district's estimated cost is \$30,556, and this is construction costs only.

Staff brought this grant application before the Council on October 27, 2020 to gauge interest in submitting a letter of intent to apply for this grant opportunity. Community Services and Engineering staff now have an application completed and prepared for submittal. To complete the grant application process, staff would like the City Council to offer their support for our grant application and we will need two resolutions to be approved. One resolution identifies the City as the grant sponsoring agency and the entity responsible for managing the grant. The other resolution identifies the City as the responsible party for continued operation and maintenance of the shared use path.

There is no fiscal impact today. If we are awarded a grant, we will be notified in Spring 2021. In today's dollars, our cost estimate for City participation is \$51,913.50 in cash with the City also providing the services for grant application, project design, project permitting, and construction administration. These engineering services are valued at \$65,975.60.

Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 4784, SECOND SERIES, which is the Resolution Authorizing Agent of Sponsoring Agency for Transportation Alternatives Project and RESOLUTION NUMBER 4785, SECOND SERIES, which is the Resolution Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed**.  
**6-1**

**Consider Resolution Amending the Resolution Establishing and Providing for the City of Marshall Special Assessment Policy.**

The current version of the Special Assessment Policy was created in 2004. It was amended in 2005, 2007, and 2018. In 2019, staff held numerous Ways & Means Committee meetings to work on a fourth revision to the policy. The most notable changes that were being discussed revolved around the street reconstruction assessment procedure for commercial/industrial properties. The policy amendments being proposed in 2019 were never brought to Council for ratification.

In the current policy, street reconstruction costs for commercial/industrial properties are paid 100% by those properties. In 2018, the city was confronted by industrial property owners who challenged the city's policy toward commercial/industrial properties regarding street reconstruction costs. During that time, staff and committee resolved the confrontation by creating commercial/industrial street reconstruction cost maximums for the 2018 project.

Included with this memo is a 'redlined' policy, a summary page that displays the new policy language regarding the street reconstruction assessment portion of the document, and a summary of some examples that shows how the new maximum assessment formulas would limit cost for a few selected properties. In the redlined policy the maroon changes are items that were identified in 2019 when staff originally brought revisions before committee. The blue changes are items that have been added this fall.

The purpose of making these amendments is two-fold. We must have a policy that is defensible and results in street assessment costs that are not greater than the benefit that the property receives from the street improvement project. Staff would also like a policy that is simple enough that staff can estimate project costs before a project is designed or constructed. We hold public informational meetings and project improvement hearings before we complete design, so it is important that staff has methods available to us that allow for quickly and efficiently estimating project assessments for property owners.

At their meeting on December 10, 2020, the Ways & Means Committee recommended bringing the policy to the City Council for approval, subject to City Attorney review.

Motion made by Councilmember DeCramer, Seconded by Councilmember Bayerkohler that the Council adopt RESOLUTION NUMBER 4786, SECOND SERIES, which is the Resolution Establishing and Providing for the City of Marshall Special Assessment Policy. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

#### **Reaffirm Commercial Tax Abatement Guidance/Policy.**

The EDA Board recommended to the Council that consider commercial tax abatement applications with no penalty as per a revised policy or council directive. This is based on the following:

- The policy is new and there is still awareness to be gained and thus there has been interest from expanding businesses, after construction, for the commercial tax abatement.
- The pandemic has resulted in less awareness by the general business community of this tax abatement.

Staff recommends that the Council provide staff with the guidance to bring forward applications for abatement with no penalty if applications and construction started after the effective date of the policy and until 12/31/2021 at which time staff can evaluate the guidance and if at that time the policy is no longer new and thus approval prior to construction can be achieved starting 1/1/2022.

Furthermore, the city's policy states:

- The City reserves the right to approve or reject projects on a case by case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project.

- The City Council can deviate from this policy for projects that supersede the objectives identified herein.

Thus, at this time staff does not recommend formal policy revision, rather act upon the Council's direction provided and voted upon by the majority of the Council.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister to approve the policy guidance that staff be directed to bring forward applications for abatement with no penalty if applications and construction started after the effective date of the policy and until 12/31/2021 at which time staff and Council can evaluate the guidance and if at that time since the policy is no longer new and awareness is gained and thus approval prior to construction can be achieved starting 1/1/2022. Any tax abatement would still be evaluated and in compliance with MN Statutes. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

#### **Consider Resolution Number 4787, Second Series Adopting Tax Levy for 2021**

MN State Statute 412.711 Consideration of Budget; Tax Levy states "The council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund." At the August 18<sup>th</sup> council work session, staff proposed a general levy increase of \$456,584 or 6.47%. The main contributing factors for this increase were an increase for the street capital revolving fund, increased salary and health care costs.

Staff were directed by the Council to reduce this increase for the preliminary levy that that was set on September 8, 2020. The 2021 preliminary levy was set at 7,303,007, which was an increase of \$246,894 or 3.50% from the 2020 levy.

Staff are recommending that the final 2021 levy be set at 7,254,007, which is an increase of \$197,894 or 2.80% from the 2020 levy.

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to approve Resolution Adopting the 2021 Tax Levy at 7,254,007. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer. Voting Nay: Councilmember Bayerkohler, Councilmember Labat, Councilmember Lozinski. The motion **Passed. 4-3**

#### **Consider Resolution Number 4788, Second Series Adopting a Budget for 2021**

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer to approve the resolution adopting the 2021 budget. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer. Voting Nay: Councilmember Bayerkohler, Councilmember Labat, Councilmember Lozinski. The motion **Passed. 4-3**

#### **Consider Approval of the 5 Year Capital Improvement Plan (CIP)**

Attached is the 5-year (2021 – 2025) Capital Improvement Plan (CIP). The 5-year CIP serves as a guide that lays out capital expenditures over the next 5 years by department as well as by the funding sources. The CIP is meant as a guide for Council and Management and does not give authorization for the projects until formally approved based on the City's Purchasing Policy.

The 5-year CIP is a fluid document that is updated on an annual basis. Some projects get pushed back to later years, some projects drop off and some projects move up in years depending on priorities. Ultimately, the funding is a major factor in determining which projects within the 5- year CIP get completed.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer to approve and adopt the 5 Year Capital Improvement Plan. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler, Councilmember Labat. The motion **Passed. 5-2**

**Consider Approval of a Memorandum of Understanding for the Appointment of the City Attorney.**

In accordance with Section 3.03 of the Marshall City Code the Mayor and Council are required to appoint City Attorney to serve for an additional two-year period of time. Marshall City Code indicates that the “Mayor shall nominate to the City Council a person to be appointed as City Attorney for the City of Marshall. The City Council and Mayor shall vote and confirm said appointment by majority vote.” The nomination and vote for the City Attorney shall be effective the first meeting in January 2021. The present City contract runs through January 12, 2021. The appointment for City Attorney shall be effective January 13, 2021 and would run through January 10, 2023.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat to approve the Memorandum of Understanding. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

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

Mayor Byrnes made the following recommendations to the Library Board.

- Eric DeGroot to an unexpired term to expire 12/31/2023
- Anita Gual to an expired term to expire on 12/31/2021

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

**The Mayor and Council would like to recognize outgoing Council Member Glenn Bayerkohler for his years of service to the City of Marshall.**

Mayor Byrnes led the council by congratulating councilmember Bayerkohler on his years of service on the Marshall City Council.

**Commission/Board Liaison Reports**

Byrnes Southwest Regional Development Commission met and reviewed its revolving loan funds for COVID impacted businesses along with the traditional revolving loan fund.

Schafer No Report

Meister Economic Development Authority met and discussed the council action items.

Bayerkohler No Report

DeCramer Marshall Municipal Utilities Commission met and discussed the electrical rate change beginning in 2023 from Missouri River. Missouri River also approved to purchase 80 acres for a future solar farm.

Labat Library Board met and reviewed its operations throughout 2020.

Police Advisory Board met and interviewed the open position for Police Detective

Convention and Visitors Bureau met and discussed council related items along with the future replacement and protection on the mural on the side of the Varsity Pub.

Lozinski City Hall Committee met and conducted a walkthrough of the project site. Exterior brick will begin soon, and weather permitted the exterior will be installed by the end of January 2021. The project is roughly 1-3 weeks behind the original schedule.

### **Councilmember Individual Items**

Councilmember Lozinski reminded residents of Marshall to remove their vehicles from the streets during heavy snow fall.

Councilmember Meister asked staff to review the ordinance or policy regulating the fishing age limit in city parks.

Councilmember Bayerkohler commented on his time on the City Council and commented on his appreciation for city staff, healthy debate, Mayor Byrnes' leadership on the Council and City of Marshall and thanked the citizens of ward 1 for the opportunity to serve them.

Mayor Byrnes discussed the council appointments to various commission as well as future appointments to the Charter Commission.

### **City Administrator**

City Administrator Sharon Hanson commented on the positive activity on the recently approved grant program.

### **Director of Public Works**

Director of Public Works/ City Engineer Jason Anderson provided an update on the review of an electronic bidding solution, future Special Assessment Projects and at a Planning Commission meeting there was a request to review the ordinance directing the material and colors allowed in downtown Marshall.

### **City Attorney**

City Attorney Dennis Simpson thanked the City Council for the reappointment as the Marshall City Attorney.

**Information Only**

There were no questions on the information items.

**Upcoming Meetings**

There were no questions on the upcoming meetings.

**Adjourn**

At 7:25 P.M., Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to adjourn.  
Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler,  
Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

\_\_\_\_\_  
Mayor

Attest:

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021																								
<b>Category:</b>	PUBLIC HEARING																								
<b>Type:</b>	ACTION																								
<b>Subject:</b>	500 Elizabeth St. – 1) Public Hearing regarding a home property tax abatement request 2) Consideration of a resolution approving home property tax abatement.																								
<b>Background Information:</b>	<p>On December 22, 2020 a public hearing was called for and to be held on January 12, 2021 regarding a home property tax abatement request. Per M.S 469.1813 sub 5 The governing body of the political subdivision may approve an abatement under sections 469.1812 to 469.1815 only after holding a public hearing on the abatement. The property is located at 500 Elizabeth St. with an estimated market value of \$285,400 with the difference of improvement being \$252,600.00</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr style="background-color: #76b82a; color: white;"> <th colspan="4" style="text-align: center;">HOMESTEAD TAX RATE</th> </tr> <tr style="background-color: #d9e1f2;"> <th style="width: 33%;">2020 pre build raw land value</th> <th style="width: 33%;">2021 post build total value</th> <th colspan="2" style="width: 34%;">Difference of improvement</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">32,800</td> <td style="text-align: right;">\$ 285,400.00</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">252,600.00</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2">taxes @ 2020 rates</td> <td colspan="2">taxes @ 2020 rates</td> </tr> <tr> <td style="text-align: right;">\$ 115.00</td> <td style="text-align: right;">\$ 1,600.00</td> <td style="text-align: right;">\$</td> <td style="text-align: right; background-color: #ffc000;"><b>1,485.00</b></td> </tr> <tr> <td colspan="4" style="text-align: center;"><i>city portion only</i></td> </tr> </tbody> </table>	HOMESTEAD TAX RATE				2020 pre build raw land value	2021 post build total value	Difference of improvement		32,800	\$ 285,400.00	\$	252,600.00	taxes @ 2020 rates		taxes @ 2020 rates		\$ 115.00	\$ 1,600.00	\$	<b>1,485.00</b>	<i>city portion only</i>			
HOMESTEAD TAX RATE																									
2020 pre build raw land value	2021 post build total value	Difference of improvement																							
32,800	\$ 285,400.00	\$	252,600.00																						
taxes @ 2020 rates		taxes @ 2020 rates																							
\$ 115.00	\$ 1,600.00	\$	<b>1,485.00</b>																						
<i>city portion only</i>																									
<b>Fiscal Impact:</b>	The approximate amount of assistance is \$1,485 a year or \$2,970 over a maximum period of 2 years as a Homestead.																								
<b>Alternative/Variations:</b>	None Recommended.																								
<b>Recommendations:</b>	<p>Recommendation #1- To Close the Public Hearing</p> <p>Recommendation #2- To approve the resolution approving home property tax abatement</p>																								

Resolution Number 21-001

RESOLUTION RELATING TO A TAX ABATEMENT ON PROPERTY BY KORY &  
MELISSA KESTELOOT; GRANTING THE ABATEMENT

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

Section 1. AUTHORIZATION AND RECITALS.

- 1.01. The City, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Act"), is authorized to grant an abatement of the property taxes imposed by the County on a parcel of property (Property Tax Abatement) if certain conditions are met, through the adoption of a resolution specifying the terms of the abatement.
- 1.02. The City has adopted the City of Marshall Tax Abatement Policy which further stipulates requirements before an abatement of taxes will be granted for residential development.
- 1.03. KORY & MELISSA KESTELOOT have applied for a Home Tax Abatement pursuant to the City's Home Tax Abatement Policy on property legally described as: Parcel ID: 27-143089-0, 500 Elizabeth St., Marshall, MN 56258.
- 1.04. Pursuant to the Act, this Common Council on December 22, 2020, conducted a public hearing on the desirability of granting the abatement. Notice of the public hearing was duly published as required by law in the Marshall Independent, the official newspaper of the City.

Section 2. FINDINGS. On the basis of information compiled by the City and elicited at the public hearing referred to in Section 1.04, it is hereby found, determined and declared:

- 2.01. There is a need for new development on the Property to increase the tax base of the City and to improve the general economy of the state.
- 2.02. The granting of the proposed abatement is in the public interest because it will increase or preserve the tax base of the City.
- 2.03. The Property is not located in a tax increment financing district.
- 2.04. The granting of the proposed abatement will not cause the aggregate amount of abatements granted by the City under the Act to exceed the greater of ten percent (10.00%) of the County's current property tax levy, or \$200,000.

2.05. It is in the best interests of the City to grant the tax abatement authorized in this Resolution.

Section 3. GRANTING OF TAX ABATMENT

3.01. A property tax abatement (the "Abatement") is hereby granted in respect of property taxes levied by the City on the Property for two (2) years, commencing with taxes payable for the assessed value related to the capital improvements outlined in 1.03.

3.02. The City shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record by December 30<sup>th</sup> of that calendar year.

3.03 The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.

3.04 The tax abatement period will commence with receipt of the Certificate of Occupancy, or not more than one year following approval of the taxing authority's resolution, whichever is first.

3.05. The Abatement may be modified or terminated at any time by the Common Council in accordance with the Act.

Passed by the Common Council of the City of Marshall, this 12<sup>h</sup> day of January, 2021.

\_\_\_\_\_  
Mayor, City of Marshall

ATTEST:

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

We - Korey and Melissa Kesteloot are  
Requesting a Tax Abatement for New Home  
Going on 500 Elizabeth St.

500 Elizabeth St.  
Marshall MX1

Carr Subdivision #1  
Lot #4  
Block #7

Parcel # 27-143089-0

Application Review and Approval Process shall be followed as specified in Tax Abatement Policy as specified herein.

**Property Information:**

Location: 500 Elizabeth St. Access Road: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Property Identification Number: \_\_\_\_\_  
Legal Description: Cair Subdivision #1 Lot #4 Block #7  
(attach if needed)  
Parcel Width: 102' (feet) Length: 154' (feet) Acres: \_\_\_\_\_

**Applicant Information:**

Applicant Name: Korey + Melissa Kesteloot Phone: 501-401-1820 (h) SAME (w)  
Mailing Address: 1201 E Lyon St (Parents Home)  
Applicant Signature: [Signature]  
Korey Kesteloot

**Owner Information:**

Owner Name: Korey + Melissa Kesteloot Phone: 501-401-1820 (h) SAME (w)  
Mailing Address: 1201 E Lyon St.  
Owner Signature: [Signature]  
Contractors or Contract for Deed Holders – owner must sign the application.

**Company Information:**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Location: \_\_\_\_\_  
Type of Company: \_\_\_\_\_ Service Provided: \_\_\_\_\_

Please attach the following documentation:

- Map or site plan, prepared by an architect or engineer, showing the boundaries of the proposed development, the size and location of the building(s) and parking areas.
- Written narrative describing the project, the size and type of building(s), business type and use, traffic information (parking capacity, vehicle counts, traffic flow, pedestrian facilities), project timing, and estimated market value.
- A statement identifying the public benefits of the proposal, including estimated increase in property valuation, and other community benefits.
- Statement showing the private investment and any public investment dollars for the project
- Financial information including past performance and pro forma future projections for the project.
- Application Fee (please see City of Marshall Fee Schedule for current fee amount).
- Other information as requested.

**Return Completed Applications to:**

City Clerk  
City of Marshall  
344 West Main St.  
Marshall, MN 56258



**CITY OF MARSHALL**  
**344 WEST MAIN**  
**MARSHALL, MN 56258-1313**  
**(507) 537-6773 FAX: (507) 537-6830**



**DATE ISSUED:07/07/2020**

## BUILDING PERMIT

**PERMIT NUMBER** : 2020-00290  
**ADDRESS** : 500 ELIZABETH ST  
**PIN** : 27-143089-0  
**LEGAL DESC** : CARR SUBDIVISION 1  
**PERMIT TYPE** : BUILDING  
**PROPERTY TYPE** : SINGLE FAMILY  
**CONSTRUCTION TYPE** : NEW BUILDING  
**VALUATION** : \$ 300,000.00

NOTE: NEW BUILDING -

### APPLICANT

KESTELOOT, KOREY R & MELISSA M  
 604 ADOBE RD  
 MARSHALL, MN 56258-0000

PERMIT FEE	1,883.25
PLAN REVIEW RESIDENTIAL	659.14
STATE SURCHARGE BLDG VAL	150.00
TOTAL	<b>2,692.39</b>
<b>Payment(s)</b>	
CREDIT CARD 7052 1075	2,692.39

### OWNER

KESTELOOT, KOREY R & MELISSA M  
 604 ADOBE RD  
 MARSHALL, MN 56258-0000

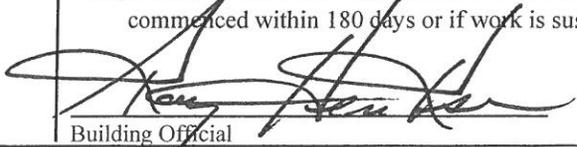
### AGREEMENT

All provisions of law and ordinances governing this type of work shall be complied with whether specified herein or not. Separate application must be secured for plumbing work and all electrical work must be inspected by the State Electrical Inspector.

**No work shall begin until the Building Permit is signed and issued by the Building Official.**

**PERMIT:** In consideration of the statements and representations made in the above application filed with the Office of the City Engineer, Marshall, Minnesota, this Permit is hereby granted to the applicant. This Permit is granted upon the expressed conditions that said owner and his agents, workmen and employees shall comply in all respects with the ordinances and regulations of the City of Marshall and the State of Minnesota. The granting of a permit does not give authority to violate any provisions of State or Local Law regulating building. Not all deficiencies in documents may have been addressed and/or noted and that shall not be construed as an approval of such code deficiencies. Review for code compliance will continue during inspections as construction progresses. This Permit expires if work is not commenced within 180 days or if work is suspended for 180 days.

Item 4.

  
 Building Official

7-7-20  
 Date



**CITY OF MARSHALL**  
**344 WEST MAIN**  
**MARSHALL, MN 56258-1313**  
**(507) 537-6773 FAX: (507) 537-6830**



**DATE ISSUED:07/29/2020**

## SANITARY SEWER PERMIT

**PERMIT NUMBER** : 2020-00372  
**ADDRESS** : 500 ELIZABETH ST  
**PIN** : 27-143089-0  
**LEGAL DESC** : CARR SUBDIVISION 1  
**PERMIT TYPE** : SANITARY SEWER  
**PROPERTY TYPE** : SINGLE FAMILY  
**CONSTRUCTION TYPE** : N/A

SANITARY SEWER CONNECTION 1

### APPLICANT

HEARTLAND MECHANICAL, INC.  
P.O. BOX 518  
MARSHALL, MN 56258  
(507) 532-6226  
Minnesota State License #: PM058640

SANITARY SEWER CONNECTION	200.00
SANITARY SEWER INSPECTION FEE	50.00
<b>TOTAL</b>	<b>250.00</b>
<b>Payment(s)</b>	
CHECK 25902 1365	250.00

### OWNER

KESTELOOT, KOREY R & MELISSA M  
604 ADOBE RD  
MARSHALL, MN 56258-0000

### AGREEMENT

Gopher State One Call shall be contacted at 800-252-1166 before any excavation begins. An applicant will be responsible for compliance with the City and State law and arrangement for an inspection.

In consideration of the statements and representations made in the above application filed with the Office of the City Engineer, Marshall, Minnesota, this Permit is hereby granted to the applicant. This Permit is granted upon the expressed conditions that said owner and his agents, workmen and employees, shall comply in all respects with the ordinance and regulations

 , City Engineer 7-29-20  
City Approval \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF MARSHALL**  
**344 WEST MAIN**  
**MARSHALL, MN 56258-1313**  
**(507) 537-6773 FAX: (507) 537-6830**



**DATE ISSUED:06/12/2020**

## DRIVEWAY PERMIT

**PERMIT NUMBER** : 2020-00292  
**ADDRESS** : 500 ELIZABETH ST  
**PIN** : 27-143089-0  
**LEGAL DESC** : CARR SUBDIVISION 1  
**PERMIT TYPE** : DRIVEWAY  
**PROPERTY TYPE** : SINGLE FAMILY  
**CONSTRUCTION TYPE** : N/A

### APPLICANT

KESTELOOT, KOREY R & MELISSA M  
 604 ADOBE RD  
 MARSHALL, MN 56258-0000

DRIVEWAY DEPOSIT	300.00
DRIVEWAY INSPECTION FEE	50.00
<b>TOTAL</b>	<b>350.00</b>
<b>Payment(s)</b>	
CREDIT CARD 7052 1075	350.00

### OWNER

KESTELOOT, KOREY R & MELISSA M  
 604 ADOBE RD  
 MARSHALL, MN 56258-0000

### AGREEMENT

Driveway and / or sidewalk shall be constructed to conform to the regulations and standards of the State of Minnesota and the City of Marshall including ADA requirements and any special provisions required by the City Engineer. Gopher State One Call shall be contacted at 800-252-1166 before any excavation begins. An applicant will be responsible for replacement of the right-of-way to its original condition and arrangement for inspection by the City Engineer. The owner will forfeit a deposit if repairs are not completed in compliance with the City and State law.

In consideration of the statements and representations made in the above application filed with the Office of the City Engineer, Marshall, Minnesota, this Permit is hereby granted to the applicant. This Permit is granted upon the expressed conditions that said owner and his agents, workmen and employees, shall comply in all respects with the ordinance and regulations of the City of Marshall, and the State of Minnesota.

Item 4.

\_\_\_\_\_, City Engineer  
 City Approval

6-12-2020  
 Date



**CITY OF MARSHALL**  
**344 WEST MAIN**  
**MARSHALL, MN 56258-1313**  
**(507) 537-6773 FAX: (507) 537-6830**



\* 2 0 2 0 - 0 0 2 9 1 \*

DATE ISSUED:06/12/2020

## LAND DISTURBANCE PERMIT

**PERMIT NUMBER** : 2020-00291  
**ADDRESS** : 500 ELIZABETH ST  
**PIN** : 27-143089-0  
**LEGAL DESC** : CARR SUBDIVISION 1  
**PERMIT TYPE** : LAND DISTURBANCE  
**PROPERTY TYPE** : SINGLE FAMILY  
**CONSTRUCTION TYPE** : N/A

LAND DISTURBANCE FEE 1

**APPLICANT**

KESTELOOT, KOREY R & MELISSA M  
 604 ADOBE RD  
 MARSHALL, MN 56258-0000

**OWNER**

KESTELOOT, KOREY R & MELISSA M  
 604 ADOBE RD  
 MARSHALL, MN 56258-0000

**AGREEMENT**

All provisions of law and ordinances governing this type of work shall be complied with whether specified herein or not. Separate application must be secured for construction work and all building work must be inspected by the City Building Inspector.

No work shall begin until the Land Disturbance Permit is signed and issued.

LAND DISTURBANCE FEE		35.00
	<b>TOTAL</b>	<b>35.00</b>
<b>Payment(s)</b>		
CREDIT CARD 7052 1075		35.00

**PERMIT:** In consideration of the statements and representations made in the above application filed with the Office of the City Engineer, Marshall, Minnesota, this Permit is hereby granted to the applicant. This Permit is granted upon the expressed conditions that said owner and his agents, workmen and employees shall comply in all respects with the ordinances and regulations of the City of Marshall and the State of Minnesota. Not all deficiencies in documents may have been addressed and/or noted and that shall not be construed as an approval of such code deficiencies. Review for compliance will continue during inspections as construction progresses. This Permit expires if work is not commenced within 180 days or if work is suspended for 180 days

\_\_\_\_\_, City Engineer  
 City Engineer

6-12-2020  
 \_\_\_\_\_  
 Date

CITY OF MARSHALL  
NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENT  
FOR HOME TAX ABATEMENT APPLICANT KOREY AND MELISSA KESTELOOT

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall Minnesota (the “City”), will hold a public hearing at a meeting of the Council beginning at 5:30 p.m., on January 12, 2021 to be held in the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 Erie Road in Marshall, Minnesota, on the request of Home Tax Abatement Applicant that the City abate a portion of property taxes levied by the City in connection with the construction house structure. The property is located within the City and is currently identified as Parcel No. 27-143089-0. The approximate amount of assistance is \$2,970 over a maximum period of 2 years. The City Council will consider granting a property tax abatement in response to the request.

Information about the proposed tax abatement will be on file and available for public inspection at the office of the City Clerk at City Hall.

All interested persons may appear at the public hearing and present their views orally or in writing. Following the public hearing, the City Council will take action concerning the adoption or rejection of the proposed tax abatement application.

December 31, 2020

Kyle Box  
City Clerk  
City of Marshall, Minnesota

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a Resolution allowing for the modified numbering of all Resolutions and Ordinances.
<b>Background Information:</b>	<p>Staff are proposing a resolution that will modify the current number process used for the City's resolutions and ordinances.</p> <p>We are nearing number 5000 in our resolutions and 1000 in ordinances (Second Series).</p> <p>Keeping storage, filing and ease of use in mind, resolutions and ordinances are proposed to be numbered as follows:</p> <p><b>Resolution/Ordinance Number (two-digit year) - (space for 3 digits)</b></p> <p><u>2021 Example:</u>  <i>Resolution Number 21-001</i>  <i>Ordinance Number 21-001</i></p> <p><u>2022 Example:</u>  <i>Resolution Number 22-001</i>  <i>Ordinance Number 22-001</i></p> <p>The resolution proposes that the numbering is reset at the beginning of every year ensuring a consistent number system for the foreseeable future.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	That the council adopt the resolution approving the modified numbering of all future Resolutions and Ordinances.

RESOLUTION NUMBER

A resolution approving the modified numbering of all future Resolutions and Ordinances.

WHEREAS, the City of Marshall current Resolutions and Ordinances are continuously numbered ending in "Second Series";

WHEREAS, the City of Marshall desires to modify the number process used for its Resolutions and Ordinances using the last two digits of the current year followed by a continuous number determined by the City Clerk from January 1 through December 31 of each year.

WHEREAS, the modified numbering system for Resolutions and Ordinances will reset at the beginning of each year ensuring a consistent number system for the City of Marshall.

NOW THEREFORE, BE IT RESOLVED, the City of Marshall modified number system will take effect beginning at the first regular City Council meeting in January, 2021.

Passed and adopted by the Common Council of the City of Marshall, Minnesota this 12<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Mayor of the City of Marshall

ATTEST:

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



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution designating the Official Depositories for City Funds for 2021.
<b>Background Information:</b>	State Statutes requires that the City designates general depositories for the City monies. The attached resolution designates Bremer Bank, N.A. as the official general depository for 2021.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	The adoption of RESOLUTION NUMBER XXXX, Second Series appointing the Official Depositories for City Funds for 2021.

**CITY OF MARSHALL, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Marshall, Minnesota, was held on the 12<sup>th</sup> day of January 2021. The following members were present:

\_\_\_\_\_

The following members were absent \_\_\_\_\_

\_\_\_\_\_ introduced the following Resolution and moved its adoption.

**RESOLUTION NUMBER \_\_\_\_\_, SECOND SERIES  
APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2021**

WHEREAS, State Statutes require that the City designate general depositories for the City monies:

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that Bremer Bank, N.A. be designated as the official general depository for 2021 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories for the City's temporary investment program for 2021.

- |                                  |                        |
|----------------------------------|------------------------|
| Bank of the West                 | Bremer Bank, N.A.      |
| Bremer Trust, N.A.               | First Independent Bank |
| Great Western                    | Minn West Bank, M. V.  |
| U.S. BanCorp                     | United Southwest Bank  |
| Wells Fargo Bank Minnesota, N.A. |                        |

BE IT FURTHER RESOLVED that investment counselors may be utilized for the acquisition of commercial paper, banker's acceptances, brokered CDs, taxable munis and governmental securities;

BE IT FURTHER RESOLVED that the designation of the foregoing depositories is contingent upon receipt by the City of Marshall of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.

BE IT FURTHER RESOLVED, that the Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

The motion for the adoption of the foregoing Resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor: \_\_\_\_\_ The following voted against or abstained: \_\_\_\_\_ Whereupon the Resolution was declared duly passed and adopted.

\_\_\_\_\_  
Robert Byrnes, Mayor

ATTEST:

\_\_\_\_\_  
Kyle Box, City Clerk



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider resolution delegating authority to the city to make electronic fund transfers
<b>Background Information:</b>	Minnesota Statute 471.38 allows for electronic fund transfers (EFT) payments for payroll, contributions to pension and retirement funds, vendors and bond principal, bond interest and fiscal agent fees.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Number XXXX, Second Series giving the City authority to make Electronic Fund Transfers

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

RESOLUTION GIVING THE CITY AUTHORITY TO  
MAKE ELECTRONIC FUND TRANSFERS

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

- a. for a claim for payment from an imprest payroll bank account or investment of excess money;
- b. for a payment of tax or aid anticipation certificates;
- c. for vendor payments;
- d. for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Marshall delegates the authority to make electronic funds transfers on behalf of the city to the city's finance director or her designee.

BE IT FURTHER RESOLVED, the Finance Director is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

Passed and adopted by the City Council this 12<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Robert J. Byrnes, Mayor

ATTEST:

\_\_\_\_\_  
Kyle Box, City Clerk

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of a resolution to authorize the Finance Director to pay certain claims
<b>Background Information:</b>	Minnesota State Statute §412.271 Subd. 8 authorizes the council to delegate the authority to pay certain claims made against the city to a city administrative official. Minnesota State Statute §471.425 requires Minnesota cities to pay bills within 35 days from the “date of receipt”. With the council only meeting twice a month this deadline is not often met. To have the City operate more efficiently and ensure the 35-day requirement is met, delegating the authority to pay certain claims prior to council approval is recommended. This resolution will be renewed on an annual basis.
<b>Fiscal Impact:</b>	Avoiding finance charges on late payments.
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve the resolution authorizing the Finance Director to pay certain claims.

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

**RESOLUTION TO AUTHORIZE THE FINANCE DIRECTOR TO PAY  
CERTAIN CLAIMS**

WHEREAS, Minnesota State Statute §412.271 Subd. 8 authorizes the council to delegate the authority to pay certain claims made against the city to a city administrative official; and,

WHEREAS, Minnesota State Statute §471.425 requires Minnesota cities to pay bills within 35 days from the “date of receipt,” or either the completed delivery of the goods, services or installation or assembly of items, or the receipt of the invoice for the delivery of goods or services, whichever is later; and,

WHEREAS, the Marshall City Council (“Council”) meets the second and fourth Tuesday of the month throughout the year and approves bill claims lists as part of its regular business meetings; and,

WHEREAS, on occasion there is an extra week in between Council meetings, which may create difficulty for the City to meet the statutory 35-day requirement; and,

BE IT FURTHER RESOLVED, that the Council delegates and authorizes the Finance Director may pay the following types of claims made against the City prior to Council Approval:

- Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and non-overnight meals and other taxable expenses
- Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- Subpoena/service fees
- Monthly support and maintenance (County PD Support, copier leases, postage, etc.)
- Credit cards and/or other charge cards or accounts with supporting detail for transaction(s) - - to company/business only;
- Expenses that would receive a discount or incur a penalty if not paid before claims submitted at the next regularly scheduled meeting would be issued by the City and reasonably expected to be received by the vendor
- Miscellaneous taxes, including property tax & lodging tax
- Payments to Recorder for document/lien recordings or releases
- Debt payments or other claims with fixed payment schedules (TIF PayGo payments, etc.)
- Payments on City approved contracts or agreements (such as City Attorney, garbage/recycling, CVB and Chamber agreements)
- Registrations and dues approved by the Division Director
- Reimbursement to employees for travel related expenses (hotel, mileage, parking, overnight meals, etc.) approved by the Division Director
- Monthly employee cell phone allowance

- Tall Grass Liquor inventory purchases
- Petty Cash Requests for special events
- To reissue any check, after receiving a signed affidavit

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the Finance Director, those bills will not be issued but will be presented to the Council for action at its next regularly scheduled meeting;

BE IT FURTHER RESOLVED, that the Finance Director will not be held personally liable for payment for any claim falling into the above authorized types the City Council later disagrees with, disapproves of, or questions;

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the Finance Director; and

BE IT FURTHER RESOLVED, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the City Council at its next regularly scheduled meeting.

Passed and adopted by the Council this 12<sup>th</sup> day of January 2021.

Attest:

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

\_\_\_\_\_  
Mayor



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider a resolution designating the Official Newspaper.
<b>Background Information:</b>	<p>City Charter, Section 12.01 of the City of Marshall requires the City Council to annually designate a local newspaper as its official newspaper for purposes of public notices.</p> <p>The Marshall Independent is the local paper and is currently the identified paper.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	To adopt the resolution designating the Marshall Independent as the official newspaper for the City of Marshall

RESOLUTION NUMBER 21-002

RESOLUTION DESIGNATING THE MARSHALL MINNESOTA "INDEPENDENT" AS  
THE OFFICIAL NEWSPAPER FOR THE CITY OF MARSHALL

WHEREAS, the City Charter, Section 12.01 of the City of Marshall, Minnesota requires the City Council to annually designate a local newspaper as its official newspaper;

NOW THEREFORE, BE IT RESOLVED, the Marshall, Minnesota "Independent" is designated as the official Newspaper for the City of Marshall, Minnesota.

Passed and adopted by the Common Council of the City of Marshall, Minnesota this 12<sup>th</sup> day of January, 2021.

---

Mayor of the City of Marshall

ATTEST:

---

City Clerk

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Wastewater Treatment Facilities Improvement Project – Consider Application for Payment No. 18 to Magney Construction, Inc.
<b>Background Information:</b>	<p>Attached are the following for the above-referenced project:</p> <ol style="list-style-type: none"> <li>1) Application for Payment No. 18 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$240,883.18</li> </ol> <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p>
<b>Fiscal Impact:</b>	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the Council authorize Application for Payment No. 18, per the recommendation of the City’s consultant, Bolton & Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$240,883.18.



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

## MEMORANDUM

**Date:** January 4, 2021  
**To:** Bob Van Moer, Wastewater Treatment Superintendent  
**From:** Jon D. Peterson, P.E., Project Engineer  
**Subject:** Wastewater Treatment Facility Improvements – Magney Construction Inc.  
Pay Request No. 18  
City of Marshall, Minnesota  
Project No.: T22.115360

### INTRODUCTION

Pay Request No. 18 for the above-referenced project in the amount of \$240,883.18 is being submitted for approval.

### DISCUSSION

This pay application covers work completed on the project through December 31, 2020. The Contractor has completed construction of the cover for the Final Clarifier on site. Site piping on the project has been completed, and the new RAS/WAS control structure with pumps is operational. We recommend approval of the attached Request for Payment No. 18.

### BUDGET IMPACT

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

### ACTION REQUESTED

Approve the attached pay request from Magney Construction Inc. in the total amount of \$240,883.18.

**Application for Payment No. 18**

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

Owners Contract No. \_\_\_\_\_ Engineer's Project No. T22.115360  
 Date of this Invoice: 1/4/2021  
 Invoice Work Period: December 1-31, 2020

1) Original Contract amount	\$14,074,300.00
2) Change Orders to date	\$0.00
3) Revised Contract amount	\$14,074,300.00
4) Value completed to date	\$11,851,655.91
5) Materials stored on site	\$0.00
6) Total Earned to date	\$11,851,655.91
7) Amount retained	\$592,582.80
8) Amount previously paid	\$11,018,189.93
<b>Amount due this Payment</b>	<b>\$240,883.18</b>

Accompanying Documentation:

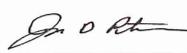
CONTRACTOR'S Certification:

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

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

By:   
 \_\_\_\_\_  
 Project Manager

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

Owner: City of Marshall Engineer: Bolton & Menk  
 By: \_\_\_\_\_ By:   
 Date: \_\_\_\_\_ Date: 1-4-21

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

Date of Application:  
 Work Completed Through:

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Pay Application #18 Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
0520	Bond & Insurance	\$ 168,892	168,892.00	0.00	0.00	168,892.00	100%	0.00
1000	Mobilization	\$ 696,545	545,926.00	0.00	0.00	545,926.00	78%	150,619.00
1010	Supervision & General Conditions	\$ 276,000	201,000.00	13,000.00	0.00	214,000.00	78%	62,000.00
<b>1020</b>	<b>General Construction Allowance</b>	<b>\$ 250,000</b>	<b>-21,398.70</b>	<b>0.00</b>	<b>0.00</b>	<b>-21,398.70</b>	<b>-9%</b>	<b>271,398.70</b>
<b>1021</b>	<b>Building Permit Allowance</b>	<b>\$ 10,000</b>	<b>7,499.38</b>	<b>0.00</b>	<b>0.00</b>	<b>7,499.38</b>	<b>75%</b>	<b>2,500.62</b>
2060	Demolition of Existing WWTP Facilities:							
	Trickling Filter Pump Station Top	\$ 4,650	0.00	0.00	0.00	0.00	0%	4,650.00
	Trickling Filter Pump Station Pumps/Piping	\$ 3,480	0.00	0.00	0.00	0.00	0%	3,480.00
	Sludge Control Structure	\$ 13,540	0.00	13,540.00	0.00	13,540.00	100%	0.00
	Control Building Pumps and Piping	\$ 5,850	0.00	0.00	0.00	0.00	0%	5,850.00
	Blower Building Blowers and Piping	\$ 6,420	5,500.00	920.00	0.00	6,420.00	100%	0.00
	Trickling Filter Roof/Media/Rotary Distributor	\$ 62,460	62,460.00	0.00	0.00	62,460.00	100%	0.00
	Aeration Equipment and Piping	\$ 17,500	0.00	0.00	0.00	0.00	0%	17,500.00
	Intermediate Clarifier Equipment	\$ 26,417	26,417.00	0.00	0.00	26,417.00	100%	0.00
2140	Dewatering	\$ 19,555	18,555.00	1,000.00	0.00	19,555.00	100%	0.00
2210	Finish Grading	\$ 14,320	0.00	3,500.00	0.00	3,500.00	24%	10,820.00
2220	Structure Excavation - Final Clarifier and Splitter Box	\$ 71,200	71,200.00	0.00	0.00	71,200.00	100%	0.00
2221	Structure Excavation - Sludge Storage Structure	\$ 133,600	133,600.00	0.00	0.00	133,600.00	100%	0.00
2220A	Backfill of Structures - Final Clarifier and Splitter Box	\$ 91,500	91,500.00	0.00	0.00	91,500.00	100%	0.00
2221A	Backfill of Structures - Sludge Storage Structure	\$ 172,620	172,120.00	0.00	0.00	172,120.00	100%	500.00
2370	Erosion and Sediment Control	\$ 12,400	10,000.00	0.00	0.00	10,000.00	81%	2,400.00
2550	Site Utilities	\$ 565,333	538,206.62	27,126.38	0.00	565,333.00	100%	0.00
2551	Bypass Piping	\$ 49,504	0.00	0.00	0.00	0.00	0%	49,504.00
2600	Roads, Walks and Curbs	\$ 22,540	19,000.00	0.00	0.00	19,000.00	84%	3,540.00
2800	Fencing	\$ 12,200	5,500.00	0.00	0.00	5,500.00	45%	6,700.00
2920	Seeding	\$ 6,100	0.00	0.00	0.00	0.00	0%	6,100.00
3200	Rebar - Materials	\$ 678,400	678,400.00	0.00	0.00	678,400.00	100%	0.00
3201	Rebar - Labor	\$ 457,600	454,830.00	0.00	0.00	454,830.00	99%	2,770.00
3300	Concrete Work							
	Clarifier Splitter Structure	\$ 71,760	71,760.00	0.00	0.00	71,760.00	100%	0.00
	Final Clarifier	\$ 214,650	214,650.00	0.00	0.00	214,650.00	100%	0.00
	Control Structure	\$ 29,075	29,071.00	0.00	0.00	29,071.00	100%	4.00
	Sludge Storage Tank	\$ 2,180,839	2,180,839.00	0.00	0.00	2,180,839.00	100%	0.00
	Miscellaneous Concrete	\$ 1,860.00	0.00	0.00	0.00	0.00	0%	1,860.00
3410	Precast Double Tees	\$ 448,980	448,980.00	0.00	0.00	448,980.00	100%	0.00
3411	Precast Hollow Core Planks	W/Double Tees						

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

Date of Application:  
 Work Completed Through:

APPLICATION FOR PAYMENT SCHEDULE

	Pay Application #18	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
3460	Precast Non-Architectural Wall Panels	W/Double Tees						
5100	Structural Metals, Misc Metals and Handrail	\$ 456,850	446,724.00	5,500.00	0.00	452,224.00	99%	4,626.00
5500	Access Hatches	\$ 7,820	7,296.00	0.00	0.00	7,296.00	93%	524.00
7535	Fully Adhered Membrane Roofing & Sheet Metal	\$ 279,400	202,875.00	0.00	0.00	202,875.00	73%	76,525.00
7900	Joint Sealant	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
8110	Hollow Metal Doors, Frames and Hardware	\$ 22,540	21,477.00	0.00	0.00	21,477.00	95%	1,063.00
9960	Painting	\$ 299,000	250,000.00	8,500.00	0.00	258,500.00	86%	40,500.00
10400	Identifying Devices	\$ 3,690	0.00	0.00	0.00	0.00	0%	3,690.00
11213	Vertical Non-Clog Solids Handling Pumps	\$ 212,600	204,274.04	0.00	0.00	204,274.04	96%	8,325.96
11214	Vertical Turbine Pumps	\$ 143,100	128,990.45	0.00	0.00	128,990.45	90%	14,109.55
11311	Submersible Centrifugal Pumps	\$ 17,400	13,500.00	3,900.00	0.00	17,400.00	100%	0.00
11312	Replace Vaughan Chopper Pump	\$ 36,400	32,840.00	0.00	0.00	32,840.00	90%	3,560.00
11316	Progressive Cavity Pumps	\$ 54,750	50,125.00	0.00	0.00	50,125.00	92%	4,625.00
11321	Grit Separation Equipment	\$ 96,560	96,560.00	0.00	0.00	96,560.00	100%	0.00
11351	Clarifier Equipment - Suction Type Clarifier	\$ 428,500	426,500.00	0.00	0.00	426,500.00	100%	2,000.00
11365	Gravity Actuated Rotary Distributor	\$ 135,840	135,840.00	0.00	0.00	135,840.00	100%	0.00
11366	Trickling Filter Media	\$ 345,600	345,600.00	0.00	0.00	345,600.00	100%	0.00
<b>11372</b>	<b>Blower Allowance</b>	<b>\$ 650,000</b>	<b>483,118.19</b>	<b>0.00</b>	<b>0.00</b>	<b>483,118.19</b>	<b>74%</b>	<b>166,881.81</b>
11372	Blower System (Positive Displacement w/ Enclosure)	\$ 4,630	3,300.00	1,100.00	0.00	4,400.00	95%	230.00
11374	Fine Pore Membrane Aeration Equipment	\$ 82,900	0.00	0.00	0.00	0.00	0%	82,900.00
11376	Hybrid Blower System	\$ 6,800	5,000.00	1,300.00	0.00	6,300.00	93%	500.00
13126	Circular Tank Covers	\$ 185,300	170,000.00	15,300.00	0.00	185,300.00	100%	0.00
13262	Long Term Storage Mixing System	\$ 266,500	256,740.00	0.00	0.00	256,740.00	96%	9,760.00
<b>13263</b>	<b>ATAD Equipment Replacement</b>	<b>\$ 140,000</b>	<b>117,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>117,800.00</b>	<b>84%</b>	<b>22,200.00</b>
13263	ATAD Equipment Installation	\$ 29,850	0.00	0.00	0.00	0.00	0%	29,850.00
13320	Blower Master Control Panel	\$ 900	0.00	0.00	0.00	0.00	0%	900.00
13890	Slide Gates	\$ 10,500	10,500.00	0.00	0.00	10,500.00	100%	0.00
13900	Fiberglass Baffles and Weir Plates	\$ 31,200	31,200.00	0.00	0.00	31,200.00	100%	0.00
14620	Portable Hoist	\$ 9,200	8,982.75	0.00	0.00	8,982.75	98%	217.25
15060	Process Piping - Materials	\$ 307,200	299,199.51	0.00	0.00	299,199.51	97%	8,000.49
15060	Process Piping - Labor	\$ 172,800	147,500.00	12,500.00	0.00	160,000.00	93%	12,800.00
15100	Valves - Materials	\$ 744,040	741,164.29	1,000.00	0.00	742,164.29	100%	1,875.71
15130	Gauges	\$ 1,600	0.00	800.00	0.00	800.00	50%	800.00
15140	Pipe Supports and Anchors	\$ 11,600	2,500.00	3,500.00	0.00	6,000.00	52%	5,600.00
15150	Stainless Steel Manways w/ Blind Flanges	\$ 34,500	34,500.00	0.00	0.00	34,500.00	100%	0.00
15250	Plumbing	\$ 14,800	0.00	7,500.00	0.00	7,500.00	51%	7,300.00
15500	HVAC	\$ 97,800	48,025.13	20,774.87	0.00	68,800.00	70%	29,000.00

Contractor: Magney Construction, Inc.  
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	Pay Application #18	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
16010	Electrical - Mobilization, Permits and Job Overhead	\$ 100,000	67,500.00	0.00	0.00	67,500.00	68%	32,500.00
16100	Basic Materials and Methods	\$ 260,575	73,358.00	60,000.00	0.00	133,358.00	51%	127,217.00
16150	Motors	\$ 20,000	3,000.00	7,800.00	0.00	10,800.00	54%	9,200.00
16400	Electrical Distribution	\$ 83,000	19,855.00	30,000.00	0.00	49,855.00	60%	33,145.00
16900	Starters and Motor Control Centers	\$ 463,000	459,743.00	0.00	0.00	459,743.00	99%	3,257.00
16950	Instrumentation and Controls	\$ 958,165	118,000.00	15,000.00	0.00	133,000.00	14%	825,165.00
<b>16990</b>	<b>Computer Allowance</b>	<b>\$ 50,000</b>	0.00	0.00	0.00	0.00	0%	50,000.00
	<b>Totals</b>	<b>14,074,300.00</b>	<b>11,598,094.66</b>	<b>253,561.25</b>	<b>0.00</b>	<b>11,851,655.91</b>	<b>84%</b>	<b>2,222,644.09</b>
		0.00						
	Original Contract amount		14,074,300.00					
	Change Orders to date		0.00					
	Revised Contract amount		14,074,300.00					
	Value completed to date		11,851,655.91					
	Materials stored on site		0.00					
	Total Earned to date		11,851,655.91					
	Amount retained		592,582.80					
	Amount previously paid		11,018,189.93					
	<b>Amount due this Payment</b>		<b>240,883.18</b>					

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider authorization to declare vehicles as surplus property for the Marshall Police Department.
<b>Background Information:</b>	These vehicles have been abandoned or seized by the Marshall Police Department and have gone through the notification processes and required periods for disposal.
<b>Fiscal Impact:</b>	These vehicles will be auctioned on-line at the state site, sold or will be taken to Alters for disposal.
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That these vehicles be declared as surplus property by the City of Marshall.

20-16326	05 Mazda MPV	744 UNM	JM3LW28J650554843	Abandoned
20-16430	96 Ford Explorer	DJU 060	1FMDU34X2TUC87557	Abandoned

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Approval to surplus two (2) 2017 Ford Explorers.
<b>Background Information:</b>	<p>The Marshall Police Department is on a four (4) year patrol vehicle replacement schedule put in place by the Marshall City Council. The 2021 Ford Explorer Police units ordered in August of 2020 were received December of 2020. The two police squad units that have been replaced by the new vehicles are units: 1604 and 1605. Past squad cars have been listed for sale on the State of MN Surplus site. Minimum reserve bids will be required for both vehicles.</p> <p>Squad 1604 details: 2017 Ford Explorer Police Package. KBB Trade in value: \$11,000.00</p> <p>Squad 1605 details: 2017 Ford Explorer Police Package KBB Trade in value: \$9,500.00</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Deem both 2017 Police Ford Explorer units 1604 and 1605 as “surplus” and allow the police department to list both vehicles for sale on the State of MN Surplus Site.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	MERIT Center/State of Minnesota Amendment of Lease No. 4
<b>Background Information:</b>	<p>This is a renewal of an existing lease that has been in place between the City of Marshall and the State of Minnesota Department of Public Safety. The lease allows for the Driver and Vehicle Services (DVS) to utilize the driving track and skills pad to perform commercial driver’s license skills testing and motorcycle testing at the MERIT Center.</p> <p>Prior to the lease agreement, the DMV conducted the CDL exams on the public roadway within the City of Marshall at no cost. Due to concerns brought forward by businesses in the area where the tests were issued, the DMV was asked to stop giving the exams on the public streets. To accommodate the request, the DMV no longer provided CDL testing out of the Marshall regional office and required all CDL tests to be administered in neighboring regional cities.</p> <p>With a goal to bring CDL and motorcycle testing back to the City of Marshall, an agreement was made to allow the DMV to lease the MERIT Track for a cost not to exceed \$1,500.00.</p> <p>In an effort to reduce costs associated with snow removal to the MERIT CENTER, the DMV will only utilize the MERIT Track when it is plowed on the MERIT Center’s schedule. During the winter months, CDL exams may be administered on public roads within the City of Marshall.</p>
<b>Fiscal Impact:</b>	<b>NA</b>
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve the Amendment of Lease No. 4 between the City of Marshall, Department of Public Safety and Driver and Vehicle Services.

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 4

Lease No. PS0365

THIS AMENDMENT, made by and between City of Marshall, 344 West Main Street, Marshall, MN 56258, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services, shall be an amendment to Lease No. PS0365.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0365, involving the lease of an area described as the driving and skills pad to perform commercial drivers license skills testing and motorcycle testing at the Marshall MERIT Center Located at 1000 West Erie Road, Marshall, MN 56258 in the county of Lyon;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0365 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of one (1) year, commencing March 1, 2021 and continuing through February 28, 2022 ("Renewal Term"), at the same terms, conditions and rental rate.
2. **RENT**
  - 2.1 As rent for the Leased Premises and in consideration for all covenants, representations and conditions of this Lease, LESEE agrees to pay to LESSOR a rental amount not to exceed one thousand five hundred and no/100 dollars (\$1,500.00) per year at a rate of one hundred twenty five and no/100 dollars (\$125.00) per month, due and payable monthly on the last day of each month.
3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

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**NO ATTACHMENTS**

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR: CITY OF MARSHALL

*LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.*

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

LESSEE:  
STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
COMMISSIONER  
Delegated To:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

APPROVED:  
STATE OF MINNESOTA  
DEPARTMENT OF PUBLIC SAFETY

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

STATE ENCUMBRANCE VERIFICATION  
*Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.*

By \_\_\_\_\_

Date \_\_\_\_\_

Contract No. \_\_\_\_\_

Purchase Order No. \_\_\_\_\_



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider LG220 Application for Exempt Permit for the Marshall Golf Club, Inc.
<b>Background Information:</b>	This LG220 application of Exempt Permit is for the Marshall Golf Club, Inc to hold a raffle on April 10, 2021 to be held at the Marshall Golf Club, 800 Country Club Dr., Marshall, Minnesota
<b>Fiscal Impact:</b>	None
<b>Alternative/Variations:</b>	None
<b>Recommendations:</b>	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Marshall Golf Club, Inc to hold a raffle on April 10, 2021 to be held at the Marshall Golf Club, 800 Country Club Dr., Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30-day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Marshall Golf Club, Inc
Previous Gambling Permit Number:
Minnesota Tax ID Number, if any:
Federal Employer ID Number (FEIN), if any:
Mailing Address: PO Box 502
City: Marshall State: MN Zip: 56258 County: Lyon
Name of Chief Executive Officer (CEO): Joe Krall (MGC President)
CEO Daytime Phone: 507-828-1810 CEO Email: finance@marshallgolfclub.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[ ] Fraternal [ ] Religious [ ] Veterans [x] Other Nonprofit Organization

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

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

- [x] A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from: MN Secretary of State, Business Services Division
[ ] IRS income tax exemption (501(c)) letter in your organization's name
[ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted: Marshall Golf Club
Physical Address: 800 Country Club Drive
City: Marshall Zip: 56258 County: Lyon
Date(s) of activity: 4/10/2021
Check each type of gambling activity that your organization will conduct:
[ ] Bingo [ ] Paddlewheels [ ] Pull-Tabs [ ] Tipboards [x] Raffle

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

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Marshall</u></p> <p>Signature of City Personnel: _____</p> <p>Title: <u>City Clerk</u> Date: <u>1/12/21</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: [Signature] Date: 1/6/2021  
(Signature must be CEO's signature; designee may not sign)

Print Name: Joe Krall

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

## Business Record Details »

Minnesota Business Name  
**The Marshall Golf Club, Inc.**

**Business Type**  
 Nonprofit Corporation (Domestic)

**MN Statute**  
 317A

**File Number**  
 1302-NP

**Home Jurisdiction**  
 Minnesota

**Filing Date**  
 04/23/1930

**Status**  
 Active / In Good Standing

**Renewal Due Date**  
 12/31/2021

**Registered Office Address**  
 Hwy 23&Co 7 on Country Club Dr PO Bx 502  
 Marshall, MN 56258-1796  
 USA

**Number of Shares**  
 10,000

**Registered Agent(s)**  
 (Optional) Currently No Agent

**President**  
 Jason Lewis  
 800 COUNTRY CLUB DRIVE  
 MARSHALL, MN 56258  
 USA

Filing History

## Filing History

Select the item(s) you would like to order:  Order Selected Copies

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	04/23/1930	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/23/1930	Nonprofit Corporation (Domestic) Business Name (Business Name: Marshall Golf Club)	
<input type="checkbox"/>	09/12/1932	Amendment - Nonprofit Corporation (Domestic)	



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	City Hall/Hotel Change Order
<b>Background Information:</b>	Change Order 10 related to fire system and plumbing, Change Order 11 related SE wall from demolition of former hotel. City Hall Committee recommended the attached Change Order 10 and 11 be submitted to City Council approval.
<b>Fiscal Impact:</b>	See attached
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Approve Change Order 10 and 11.



## Change Order

**PROJECT:** *(Name and address)*  
777.01 Marshall Municipal Building  
Marshall, MN

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: November 18, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: 10  
Date: November 5, 2020  
Revised January 8, 2021

**OWNER:** *(Name and address)*  
City of Marshall  
344 West Main Street  
Marshall, MN 56258

**ARCHITECT:** *(Name and address)*  
Engan Associates  
311 4th Street SW  
Willmar, MN 56201

**CONTRACTOR:** *(Name and address)*  
Brennan Construction of MN, Inc.  
124 E Walnut Street, Ste. 240  
Mankato, MN 56001

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Brennan Change Order PR04 Steel Only	\$11,129.00
Brennan CR 13 Revised Rev 3 RFI 24 Fire Alarm changes	\$6,522.00
Brennan CR 17 Framing for RFI 27	\$356.00

The original Contract Sum was	\$	5030200.0000
The net change by previously authorized Change Orders	\$	251,608.00
The Contract Sum prior to this Change Order was	\$	5,281,808.00
The Contract Sum will be increased by this Change Order in the amount of	\$	18,007.00
The new Contract Sum including this Change Order will be	\$	5,299,815.00
The Contract Time will be increased by Zero (0) days.		
The new date of Substantial Completion will be		

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Engan Associates  
 \_\_\_\_\_  
**ARCHITECT** *(Firm name)*  
  
 \_\_\_\_\_  
**SIGNATURE**  
 Andy M. Engan, AIA, LEED AP, CID,  
 Principal  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**  
 January 8, 2021  
 \_\_\_\_\_  
**DATE**

Brennan Construction of MN, Inc.  
 \_\_\_\_\_  
**CONTRACTOR** *(Firm name)*  
*John van Dyck*  
 \_\_\_\_\_  
**SIGNATURE**  
 John van Dyck  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**  
 1 / 8 / 21  
 \_\_\_\_\_  
**DATE**

City of Marshall  
 \_\_\_\_\_  
**OWNER** *(Firm name)*  
 \_\_\_\_\_  
**SIGNATURE**  
 Scott VanDerMillen, Owner  
 Representative  
 \_\_\_\_\_  
**PRINTED NAME AND TITLE**  
 \_\_\_\_\_  
**DATE**



# BRENNAN COMPANIES

Building Together

**DATE:** September 18, 2020  
**TO:** Andy Engan; Engan Architects  
**CC:** Nathan Hrdlichka; Brennan  
**FROM:** John van Dyck; Brennan  
**RE:** PR 04 Steel Only

Contractor	Item Description	Labor	Material	Total
<b>Subcontractors:</b>				
Berghs	Steel Fabrication			\$ 10,017.00
			Subs Subtotal:	\$ 10,017.00
<b>Brennan Companies:</b>				
Bond @ 1%				\$ 100.17
			GC Subtotal:	\$ 100.17

Notes:

10% OH&P on subs	\$ 1,001.70
10% OH&P on GC	\$ 10.02
<b>TOTAL:</b>	<b>\$ 11,129.00</b>

Approved: 

**Bergh's Fabricating, Inc**  
2208 Airport Drive  
PO Box 1125  
Willmar, MN 56201  
Phone: (320) 235-7761  
Fax: (320) 235-7762

Date: 8/25/2020  
Page 1 of 1  
**CO #: 6**  
Job #: 43092  
Marshall Municipal Facility

## Change Order Request

**To: John Van Dyck**  
Brennan Companies  
124 East Walnut Street Suite 240  
Mankato, MN 56001  
Phone: 5076255417  
Fax: 5076254805

**Subject:** PR #4 NET ADD

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Change Requested By: ENG'R/ARCH'T

Sent Via: E-mail

**Description of Change:**

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ADDITIONAL MATERIALS PER REVISED S56 INCLUDES: 4 X 4 ANGLE, 5- GALVANIZED ANGLE LINTELS, BENT PLATE SUPPORT WITH ANCHORS AND CHANGING ROOF RAIL SYSTEM TO BLUEWATER BRAND. DELIVERED

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The change has added 10 calendar days to the project schedule and will cause an increase of \$10,017.00 to the contract amount.

A signature below indicates acceptance of all changes shown herein. Any work associated with this change will begin upon receipt of a signed copy of this C.O. in our office. Please respond by 8/26/2020. If the requested response time is not met, the project may be delayed.

---

Accepted By

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Bergh's Fabricating, Inc



# BRENNAN COMPANIES

Building Together

**DATE:** January 7, 2021  
**TO:** Andy Engan; Engan Architects  
**CC:** Nathan Hrdlichka; Brennan Construction  
**FROM:** John van Dyck; Brennan Construction  
**RE:** Marshall Municipal CR 13 Rev 3, Fire Alarm related to RFI 24

Contractor	Item Description	Labor	Material	Total
<b>Subcontractors:</b>				
Red River	Pricing changes based on direction from RFI 24	\$ -	\$ -	\$ 5,870.00
			Subs Subtotal:	\$ 5,870.00
<b>Brennan Companies:</b>				
Brennan	Change in Bond	\$ -	\$ -	\$ 58.70
			GC Subtotal:	\$ 58.70

10% OH&P on subs	\$ 587.00
10% OH&P on GC	\$ 5.87
<b>TOTAL:</b>	<b>\$ 6,522.00</b>

Approved: 

# PROPOSED CHANGE ORDER



"A Tradition of Quality"

CCN # E05REV2  
 Date: 1/7/2021  
 Project Name: MARSHALL MUNICIPAL CENTER  
 Page Number: 1

Client Address:

**Brennan Construction of MN, Inc**  
 Contact: John van Dyck  
 125 E Walnut St  
 Suite 240  
 Mankato, MN 56001

3345 43rd St S  
 Moorhead, MN 56560  
 Telephone: 218 236 0502  
 Fax: 218 233 3483  
 Contact: Lee Hiller  
 E-mail: leeh@redriverelectric.com

## Work Description

Provide the following additional Fire Alarm devices to coordinate engineered drawings with actual fire-protection vendor requirements:

- (1) Pull stations
- (5) PEC smoke detectors..
- (5) Duct smoke detectors.
- (5) Remote DSD test switches.
- (8) Addressable control relay modules.

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only to the price change in the extra work and we reserve the right to claim for impact and consequential costs and for changes in time to the job schedule.

This price is good for acceptance within 10 days from the date of receipt.

Acceptance of the quote will add \_\_\_ day(s) to the project schedule.

## Itemized Breakdown

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
3/4" CONDUIT - EMT - RED FIRE ALARM	108	93.90 C	101.41	3.25 C	3.51
3/4" CONN SS STL - EMT	14	46.03 C	6.44	12.50 C	1.75
3/4" INSULATING BUSHING - EMT	14	21.45 C	3.00	5.00 C	0.70
3/4" 1-H STRAP - EMT - STEEL	36	20.04 C	7.21	6.75 C	2.43
1/2" FLEX - STEEL	30	55.92 C	16.78	3.75 C	1.13
1/2" CONN FLEX DC SQUEEZE STRAIGHT	5	69.10 C	3.46	12.50 C	0.63
1/2" CONN FLEX DC SQUEEZE 90 DEG	5	121.63 C	6.08	12.50 C	0.63
#18- 1P F/A CABLE 105 DEG	370	102.00 M	37.74	6.75 M	2.50
#14- 1P F/A CABLE 105 DEG	170	192.00 M	32.64	7.50 M	1.27
1/2" CONN PUSH-IN NM	5	59.40 C	2.97	5.50 C	0.28
4x 1 1/2" SQ BOX TKO BRKT RACO 196	24	171.00 C	41.04	28.75 C	6.90
4" SQ 1G PLSTR RING 3/4" RISE	6	87.23 C	5.23	3.13 C	0.19
4" SQ BLANK COVER	5	43.75 C	2.19	3.13 C	0.16
#10x 3/4 P/H SELF-TAP SCREW	10	8.87 C	0.89	3.50 C	0.35
#10x 1 P/H SELF-TAP SCREW	64	9.36 C	5.99	3.75 C	2.40
24" SPAN T-BAR HNGR FOR 1 1/2" SQ BOX	5	1,501.18 C	75.06	18.75 C	0.94
F/A PULL STATION 1-STAGE - ADDRESSABLE	1	0.00 E	0.00	0.50 E	0.50
F/A DETECTOR - PHOTOELECTRIC SMOKE - ADDRESS	5	0.00 E	0.00	0.63 E	3.15
F/A DETECTOR BASE LOW PROFILE - ADDRESSABLE	5	0.00 E	0.00	0.50 E	2.50

# PROPOSED CHANGE ORDER

Date: 1/7/2021  
 Project Name: MARSHALL MUNICIPAL CENTER  
 Page Number: 2

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
F/A DETECTOR - PHOTOELECTRIC DUCT	5	0.00 E	0.00	1.50 E	7.50
F/A REMOTE TEST STATION	5	0.00 E	0.00	0.50 E	2.50
F/A DUCT DETECTOR SAMPLING TUBE - 2' TO 4' WIDT	10	0.00 E	0.00	0.38 E	3.80
CONTROL MODULE MULTIPLEX	8	0.00 E	0.00	0.88 E	7.04
F/A VERIFICATION - PER INITIATING DEVICE	16	0.00 E	0.00	0.00 E	0.00
F/A VERIFICATION - PER ANCILLARY POINT	8	0.00 E	0.00	0.13 E	1.04
<b>Totals</b>	<b>934</b>		<b>348.13</b>		<b>53.77</b>

## Summary

General Materials		348.13
Material Tax (@ 7.500 %)		26.11
<b>Material Total</b>		<b>374.24</b>
JOURNEYMAN (53.77 Hrs @ \$74.00)		3,978.98
TRAVEL MILEAGE (Pro rated per week) (53.77 @ 0.00 @ \$2.79 + 0.000 % + 0.000 % + 0.000 %)		150.02
TRAVEL TIME (Pro ratd per week) (53.77 @ 0.00 @ \$8.50 + 0.000 % + 0.000 % + 0.000 %)		457.05
ROOM & BOARD (Pro rated per week) (53.77 @ 0.00 @ \$5.00 + 0.000 % + 0.000 % + 0.000 %)		268.85
PER DIEM (53.77 @ 0.00 @ \$4.00 + 0.000 % + 0.000 % + 0.000 %)		215.08
<b>Subtotal</b>		<b>5,444.22</b>
Overhead (@ 10.000 %)		544.42
Markup (@ 5.000 %)		299.43
<b>Subtotal</b>		<b>6,288.07</b>
FIRE ALARM (\$-418.00 + 0.000 % + 0.000 % + 0.000 %)		-418.00
<b>Subtotal</b>		<b>5,870.07</b>
Adjustment #1 (@ -0.001 %)		-0.07
<b>Final Amount</b>		<b>\$5,870.00</b>

## CONTRACTOR CERTIFICATION

Name: 128 Hunter  
 Date: 1/7/2021  
 Signature: [Signature]

I hereby certify that this quotation is complete and accurate based on the information provided

## CLIENT ACCEPTANCE

CCN #: E05REV2  
 Final Amount: \$5,870.00  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Change Order #: \_\_\_\_\_

I hereby accept this quotation and authorize the contractor to complete the above described work.



# BRENNAN COMPANIES

Building Together

**DATE:** September 22, 2020  
**TO:** Andy Engan; Engan Architects  
**CC:** Nathan Hrdlichka; Brennan Construction  
**FROM:** John van Dyck; Brennan Construction  
**RE:** Marshall Municipal CR 17, Framing for RFI 27

Contractor	Item Description	Labor	Material	Total
<b>Subcontractors:</b>				
Sparky's	Cut and remove joist tail	\$ -	\$ -	\$ 320.00
			Subs Subtotal:	\$ 320.00
<b>Brennan Companies:</b>				
Brennan Companies	Bond Change @ 1%			\$ 3.20
			GC Subtotal:	\$ 3.20

10% OH&P on subs	\$ 32.00
10% OH&P on GC	\$ 0.32
<b>TOTAL:</b>	<b>\$ 356.00</b>

Approved: 



# QUOTE

4050 210th Street  
Montevideo MN 56265  
320-269-8860  
[www.sparkysweldingandfab.com](http://www.sparkysweldingandfab.com)

**TO:** Brennan Construction Inc  
John van Dyck

**DATE:** 9/22/2020

Proposal
RFI# 27 Fire Damper

Objective
Frame opening for fire damper- cut and remove joist tail

Sparky's Welding & Fabrication, LLC will supply:	AMOUNT
4 hours x \$80.00/hr Labor and consumables to complete objective	\$320.00
MN Sales Tax 6.875% NOT included	
<b>TOTAL ESTIMATED COST</b>	<b>\$320.00</b>

Prices quoted are good for 30 days. Labor quoted is based on Monday-Friday work hours.  
Work done on weekends and holidays are subject to extra labor cost.



# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
777.01 Marshall Municipal Building  
Marshall, MN

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: November 18, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: 11  
Date: November 23, 2020 revised January 8, 2021

**OWNER:** *(Name and address)*  
City of Marshall  
344 West Main Street  
Marshall, MN 56258

**ARCHITECT:** *(Name and address)*  
Engan Associates  
311 4th Street SW  
Willmar, MN 56201

**CONTRACTOR:** *(Name and address)*  
Brennan Construction of MN, Inc.  
124 E Walnut Street, Ste. 240  
Mankato, MN 56001

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

A. Brennan PR 04 Addendum 4 \$407,236.00

The original Contract Sum was	\$ 5,030,200.00
The net change by previously authorized Change Orders	\$ 269,615.00
The Contract Sum prior to this Change Order was	\$ 5,299,815.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 407,236.00
The new Contract Sum including this Change Order will be	\$ 5,707,051.00

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Engan Associates

Brennan Construction of MN, Inc.

City of Marshall

**ARCHITECT** *(Firm name)*

**CONTRACTOR** *(Firm name)*

**OWNER** *(Firm name)*

*John van Dyck*

**SIGNATURE**

**SIGNATURE**

**SIGNATURE**

Andy M. Engan, AIA, LEED AP, CID,  
Principal

John van Dyck

Scott VanDerMillen, Owner  
Representative

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

January 8, 2021

1 / 8 / 21

**DATE**

**DATE**

**DATE**



# BRENNAN COMPANIES

Building Together

**DATE:** December 16, 2020  
**TO:** Andy Engan; Engan Architects  
**CC:** Nathan Hrdlichka; Brennan  
**FROM:** John van Dyck; Brennan  
**RE:** PR 04 Addendum 4

Contractor	Item Description	Labor	Material	Total
<b>Subcontractors:</b>				
Musch	Additional Concrete			\$ 11,860.00
VanMinsel	Masonry			\$ 57,700.00
Bergh's	Added Steel			\$ 715.00
Sparkys	Steel Erection			\$ 21,800.00
Herzog Coatings	Air Barrier			\$ 7,800.00
Herzog Roofing	Wall Panels			\$ 46,970.00
St Aubin	Exterior Insulation			\$ 25,000.00
Schwickerts	Roofing			\$ 22,310.00
Kendell	Doors			\$ 394.05
Southwest Glass	Windows and Curtain Wall			\$ 13,575.00
St Aubin	Drywall and Exterior Assemblies			\$ 98,426.00
Colorful Concepts	Painting			\$ 1,520.00
	Blinds for added windows			\$ 3,250.00
Willmar Plumbing	Plumbing			\$ 14,972.00
Chappell Central	HVAC			\$ 12,247.00
Red River	Electrical			\$ 11,110.00
			Subs Subtotal:	\$ 349,649.05
<b>Brennan Companies:</b>				
Brennan Companies	Extra Supervision			\$ 10,800.00
Brennan Companies	Sawcutting for East Side Louver			\$ 3,000.00
Brennan Companies	Removal of Rigid foam on East Side			\$ 600.00
Brennan Companies	Extra Dumpsters, Site Materials			\$ 2,500.00
Bond @ 1%				\$ 3,665.49
			GC Subtotal:	\$ 20,565.49

Notes: Winter Condition Fees will be extra and are not included.

10% OH&P on subs	\$ 34,964.91
10% OH&P on GC	\$ 2,056.55
<b>TOTAL:</b>	<b>\$ 407,236.00</b>

Approved: 

**Musch Construction, Inc.**

1262 90th Ave  
Pipestone MN 56164

**Quote**

Date	Quote #
11/13/2020	1831

Name / Address
Marshall Municipal Building

Project

Project

Description	Qty	Cost	Total
Sidewalk change on east side of the building 8x135-labor and material	1,080	5.75	6,210.00
18"x100' floor on the 2nd floor-labor + 2 yards of concrete-labor and material	1	5,650.00	5,650.00
<b>Total</b>			<b>\$11,860.00</b>

Phone #	Fax #	E-mail
507-829-5078	507-825-0040	muschinc@gmail.com

Item 15.

# Proposal

Date
10/5/2020

Name / Address
Brennan Construction

Project
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Marshall PR 4 addendum 3
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Description	Total
MSMU Stone and Brick on the East wall	71,750.00
Brick deduct on the North wall	-9,750.00
Alternate Insulation	-3,000.00
Insulation Deduct on North Wall	-1,300.00
<b>Total</b>	<del>-\$62,000.00</del>

Phone #
---------

5074216777
------------

\$57,700.00

Item 15.	vanminsel@springgrove.coop
----------	----------------------------

**Bergh's Fabricating, Inc**  
2208 Airport Drive  
PO Box 1125  
Willmar, MN 56201  
Phone: (320) 235-7761  
Fax: (320) 235-7762

Date: 11/3/2020  
Page 1 of 1  
**CO #: 7**  
Job #: 43092  
Marshall Municipal Facility

## Change Order Request

**To: John Van Dyck**  
Brennan Companies  
124 East Walnut Street Suite 240  
Mankato, MN 56001  
Phone: 5076255417  
Fax: 5076254805

**Subject:** ADDITIONAL MATERIALS

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Change Requested By: ENG'R

Sent Via: E-mail

**Description of Change:**

---

ADD TWO - 5 X 2 1/2 TUBES PER APPROVED BFI DRWG. S134-PRIMED AND DEL'D

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The change will cause an increase of \$715.00 to the contract amount.

A signature below indicates acceptance of all changes shown herein. Any work associated with this change will begin upon receipt of a signed copy of this C.O. in our office.

---

Accepted By

---

Bergh's Fabricating, Inc



# QUOTE

4050 210th Street  
Montevideo MN 56265  
320-269-8860  
[www.sparkysweldingandfab.com](http://www.sparkysweldingandfab.com)

**TO:** Brennan Construction  
Attn: John VanDyke

**DATE:** 10/7/2020

Proposal
PR# 4 - Addendum #1,#2,#3 - Update to east elevation at Marshall Municipal Building

Objective
Erect structural steel at east wall related to removal of hotel

Sparky's Welding & Fabrication, LLC will supply:	AMOUNT
Labor and consumables to complete objective	\$21,800.00
MN Sales Tax 6.875% NOT included	
<b>TOTAL ESTIMATED COST</b>	<b>\$21,800.00</b>

Prices quoted are good for 30 days. Labor quoted is based on Monday-Friday work hours.  
Work done on weekends and holidays are subject to extra labor cost.

## John van Dyck

---

**From:** Peter Herzog <herzogcoatings@gmail.com>  
**Sent:** Monday, June 15, 2020 8:32 PM  
**To:** John van Dyck  
**Subject:** Re: Marshall Municipal Major Changes

We will still be 3,300 for the damproofing and 7,800 for the air barrier.

On Sat, May 9, 2020 at 2:29 PM Peter Herzog <[herzogcoatings@gmail.com](mailto:herzogcoatings@gmail.com)> wrote:  
Good afternoon,

We will be at 3,300 for damproofing and 7,800 for the air barrier for this change.

Thank you  
Peter Herzog

On Fri, May 8, 2020 at 11:04 AM John van Dyck <[jvandyck@bcofmn.com](mailto:jvandyck@bcofmn.com)> wrote:

All,

See attached preliminary drawings. The hotel to the east of the building is being demolished so now there will be a whole new exterior façade added.

Please look at these and give me a “Ballpark” cost estimate as it relates to your scope change. Please respond by end of day Wednesday, 5/13. Thanks



**John van Dyck | Brennan Companies**  
**Project Manager**  
124 East Walnut Street, Suite 240  
Mankato, MN 56001  
**P** 507-625-5417 | **C** 507-995-9177 | **F** 507-625-4805

**\*Please note our suite number has changed\***

**Herzog Roofing**  
PO Box 245  
Detroit Lakes, MN 56501  
Phone: (218) 847-1121  
Fax: (218) 847-3553  
www.herzogroofing.com



**CHANGE ORDER REQUEST FORM**

TO: Brennan Company

DATE OF CHANGE ORDER: 10/23/2020

CHANGE ORDER #: 1530

PROJECT: Marshall Municipal Building

Alt #: 9119-159

You are directed to make the following changes to this Project:

Labor and material to install exterior cladding on the North and East elevation consisting of:  
Nichiha Fiber Cement panels.

Total of this Change Order: **\$46,970.00**

---

Brennan Company

Herzog Roofing, Inc.

By: \_\_\_\_\_

By: Vance Gray

Title: \_\_\_\_\_

Title: PM



design | build | repair | replace

Date: 8/17/2020

Re: Marshall Municipal Building PR 04 Addendum #1

To: Brennan Companies

Attn: John Van Dyck

Below is the scope of work and change request associated with MM PR 04

**Scope:**

- Extend new EPDM membrane up and over new parapet wall in lieu of reglet cut into brick wall.
- EPDM membrane to extend over perimeter wall and down 1" onto existing metal panel/brick detail on outside wall and to be 6" onto existing membrane.
- Cant Edge Metal and Keeper is included in this price request.
- Install tapered insulation to divert water from outer wall to associated drainage.
- Roof associated wood blocking is included in this price request. All other wood blocking to be by the General Contractor.

**Change Request Amount: (\$22,310.00) Twenty Two Thousand Three Hundred Ten Dollars and 00/100.**

Respectfully,

Justin Fahey  
Project Manager  
[jfahey@tectaamerica.com](mailto:jfahey@tectaamerica.com)

Page: 1  
 Proposal No.: 20001  
 Proposal Change No.: 03  
 Customer P.O. No.: 19-18  
 Proposal Date: 8/18/2020  
 Customer ID: BRE  
 Salesperson: Dustin Laird  
 Project Mgr Phone: 507-519-3141  
 Project Mgr Email: dlaird@kendelldrs.com

Submitted To: BRENNAN CONSTRUCTION  
 124 EAST WALNUT STREET  
 SUITE 240  
 Mankato, MN 56001

**Job Name: Marshall Municipal Building**

Pricing per PR#4.

Description	Quantity
5-3/4"~M~16~CR~FW~RH~3'0"~7'0"~U453~E1~E11~E10	1
Wood Door	1
FBB168 4-1/2" x 4-1/2"	3
M9053-J-LCA-134-5006-114 x 626	1
77 MKD D100-Keyway	1
1270WV	1
1229A silencer	3
77 626 MKD D100 @ 212B	1
97 D 02 138 626 @212B	1
BL~5-3/4"~M~16~CR~FW~NH~4'0"~CUST HGHT~OTH	1
Deleting 224B Frame	-1
deleting door 224B	-1
deleting hardware 224B	-1
deleting 224C Frame	-1
Deleting door 224C	-1
Deleting hardware 224C	-1
Freight	1

Respectfully Submitted: \_\_\_\_\_

Dustin Laird

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Subtotal: 366.97  
 Sales Tax: 8  
 Total: 394.05

Item 15.

COMPLETE GLASS SALES & SERVICE  
 RESIDENTIAL  
 COMMERCIAL  
 AUTOMOTIVE  
 SAFETY GLASS  
 FIREPLACES  
 STORE FRONT CONSTRUCTION  
 STEEL DOORS - FRAMES - HARDWARE  
 LOCKS & KEYING



We Propose to furnish and install materials as stated below:

PROJECT: Marshall Municipal Building - PR4

10/16/2020

CONSISTS OF:

Proposed façade changes including:  
 Delete 1 G window at back of building  
 Add Door 212B on side  
 Add 5 - Type I windows on side

\$ 13,575.00

Addendums 1,2,3 Acknowledged and included

FOR THE SUM OF:

DOLLARS(\$ )Net Cash

TAX  Included  Not Included

THIS PROPOSAL IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Work will be executed as promptly as possible if contract is awarded us, subject to delays occasioned by fires, carriers and other causes beyond our control.
2. We do not replace breakage or damaged glass unless caused directly by our own employees.
3. We do not clean any glass or metal store front construction.
4. Correction of clerical errors prior to acceptance.
5. Subject to revision if not accepted within 60 days after date.
6. When contract is based on re-use of owner's glass, no rejection will be allowed, except at owners expense.
7. Because of its numerous and uncontrollable sources, we assume no responsibility for the formation of condensation or frost on glass or metal.
8. After completion of installation, we assume no responsibility for stains or corrosion which may occur on metal store front construction.
9. This proposal is based on all work being performed during regular working hours.

TERMS: Progress payment consisting of 90% of value of all materials furnished and work performed during the month is to be paid us on or before the 10th of the following month. Balance in full within 30 days after completion of our contract.

We solicit your early acceptance of this proposal in which event we promise to give the work our most careful attention.

Accepted \_\_\_\_\_

Respectively Submitted,

Date \_\_\_\_\_ 19 \_\_\_\_\_

By Dennis Veldhuisen



## Change Order

<b>Owner Info</b>	<b>Job Info</b>	<b>Change Order ID</b>
Brennan Construction 124 E Walnut St, STE 240 Mankato, MN 56001 Phone: 5073813525	344 West Main Street Marshall, MN 56258	19-01-136-0001

## Marshall Municipal Building

CO ID	Created / Approved Date	Price
19-01-136-0001	Created: Jun 24, 2020 Pending...	\$1,520.00

Description
PR4 Includes 1 mobilization.

Status	Signature	Date
Approved by: _____		___/___/___

Approval Comments

**Please Note:** A signature of Approval OR **Electronic Acceptance** is required before change order is effective. This change order becomes part of the existing contract.

TOTAL AMOUNT OF CHANGE ORDER: \$1,520.00

PLUMBING & HEATING OF WILLMAR, INC.

2101 Highway 12 West

Willmar, MN 56201

Phone: 320-235-4962 Fax: 320-235-7652

---

TO: BRENNEN CONSTRUCTION  
FROM: MIKE SIXTA  
ATTN: JOHN VANDYCK  
DATE: 08/21/2020 \*\*\*REVISED 09/08/2020\*\*\* REVISED 10/15/2020\*\*\*  
PROJECT: MARSHALL MUNICIPAL BUILDING

---

PR #4

Changes as noted on attached plans

Material & Labor	\$11,081.00
Profit 10%	\$ 1,108.00
Insulation Sub	\$ 2,650.00
Profit 5%	\$ 133.00

TOTAL CHANGE ADD \$14,972.00

Plumbing & Heating of Willmar, Inc.



Michael C. Sixta

NOTE: This quote is valid for 30 days.

Please sign and return if accepted:

Signature \_\_\_\_\_

Date \_\_\_\_\_



DATE: 7/10/2020

Chappell Central, Inc. 1950 Trott Avenue SW  
 Willmar, MN 56201  
 (320)235-2151

CHAPPELL CENTRAL  
 MECH RQST #  
 RFP NO. 04  
 OWNER PROJECT 0  
 ARCH PROJECT 0  
 FILE 0

PROJECT: Marshall Municipal  
 LOCATION: Marshall, MN

**DESCRIPTION OF CHANGE: PR-04: Mechanical revisions as required for revised office layout.**

Subcontractor pricing provided for reference.

BASE LABOR	\$ 63.60	16 HRS	\$ 1,017.60
UNEMPLOYMENT TAXES IN	20.95%	\$ 213.19	\$ 1,230.79
SUPERVISION	5%	\$ 61.54	\$ 1,292.33
SAFETY & CLEAN-UP	5%	\$ 61.54	\$ 1,353.87
SMALL TOOLS	5%	\$ 61.54	\$ 1,415.41
MATERIAL HANDLING	5%	\$ 61.54	\$ 1,476.94
SUBS/ MILEAGE / VEHICLE	\$ 5.90	\$ 94.40	\$ 1,571.34
<b>LABOR SUBTOTAL</b>			<b>\$ 1,571.34</b>

<b>SUBCONTRACTOR:</b>	
Johnson Controls	\$ 9,568.00
<b>TOTAL MATERIALS</b>	
VAV 229	\$ 350.00
Ductwork/Sealant	\$ 53.00
<b>SUBTOTAL</b>	
	<b>\$ 9,971.00</b>

**SPECIAL NOTATIONS & / OR EXCLUSIONS:**

1. WRITTEN AUTHORIZATION REQUIRED TO PROCEED
2. PROPOSAL SUBJECT TO CHANGE AFTER 30 DAYS OR PER PROJECT SCHEDULE.
3. PRICE BREAKDOWNS ATTACHED AS APPLICABLE

SUBTOTAL MATERIAL & LABOR	\$ 11,542.34
10% P. & O.	\$ 197.66
5% P. & O. (Subcontractor)	\$ 478.00
STATE SALES TAX	\$ 29.00

**TOTAL THIS REQUEST \$ 12,247.00 ADD**



# PROPOSAL

Johnson Controls, Inc.  
Controls Group  
3413 Gateway Boulevard  
Sioux Falls, SD 57106-1588  
Tel. 605-362-5315  
FAX: 605-361 6773

**TO:** Joe @ Chappell Central

**DATE:** 9/10/2020

**PROJECT:** Marshall Municipal Building PR4  
Marshall, MN

We propose to furnish the materials and/or perform the work described below for the net price of: **\$9,568**  
**Labor \$5,789 Material \$3,779**

This is for DDC Controls for the following:

- (1) Unit Heater
- (1) VAV Box
- (2) Zone Radiant Panels serving VAVs spaces
- (3) Zones Radiant Panels

All control wiring will be installed free air above accessible ceilings and in conduit in mechanical rooms.  
Excludes all patching, painting and ceiling repairs.

This proposal does not include---- **The Setting Of Valves, Wells, Or Dampers furnished by Johnson Controls.**

This proposal and alternates listed are hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin.

**This proposal is valid until: 30 Days from Bid**

**JOHNSON CONTROLS, INC.**

\_\_\_\_\_  
Purchaser -- Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: Gregory Hintgen  
605-362-5315

Title: \_\_\_\_\_

Title: Senior Account Executive

Date: \_\_\_\_\_

# PROPOSED CHANGE ORDER



"A Tradition of Quality"

CCN # E02  
 Date: 7/8/2020  
 Project Name: MARSHALL MUNICIPAL CENTER  
 Page Number: 1

Client Address:

**Brennan Construction of MN, Inc**  
 Contact: John van Dyck  
 125 E Walnut St  
 Suite 240  
 Mankato, MN 56001

3345 43rd St S  
 Moorhead, MN 56560  
 Telephone: 218 236 0502  
 Fax: 218 233 3483  
 Contact: Lee Hiller  
 E-mail: leeh@redriverelectric.com

## Work Description

As per PR04:

- 1) Sheet E202
  - a) Revise layout of Room 100, 111, & 112. No cost electrical.
- 2) Sheet E203
  - a) Revise layout Rooms 224 & 225. Add (2) type A1 fixtures & (1) 'm2' sensor.
  - b) Add (3) type C1 & (1) type C2 fixtures along east wall. Connect to existing exterior lighting circuit via photocell controlled contactor.
- 3) Sheet E203
  - a) Provide 1" conduit from LP30 to roof for future lighting circuits.
- 4) Sheet E301.
  - a) Provide (2) 1-1/4" conduits from PP10 to east side plaza for future loads. Stub past sidewalks.
- 5) Sheet E302.
  - a) Revise layout rooms 224 & 225. Add (1) double duplex receptacle and (1) phone/data rough-in.
  - b) Provide 120V connection to CUH-4 at vestibule adjacent to Room 230. Connect to spare 20/1 breaker in Panel LP20.
- 6) Sheet E401 & E402.
  - a) No electrical changes.
- 7) Sheet E403.
  - a) Provide 1" conduit for future camera on east wall at NE and SE corners. (2) total.
  - b) Provide 1" conduit for future data on east wall at NE and SE corners. Route conduits to Room 332. (2) total.

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only to the price change in the extra work and we reserve the right to claim for impact and consequential costs and for changes in time to the job schedule.

This price is good for acceptance within 10 days from the date of receipt.

Acceptance of the quote will add \_\_\_ day(s) to the project schedule.

## Itemized Breakdown

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
A1	2	0.00	E	0.00	0.69	E	1.38
C1	3	0.00	E	0.00	1.25	E	3.75
C2	1	0.00	E	0.00	1.25	E	1.25
1/2" CONDUIT - EMT	175	42.21	C	73.87	2.50	C	4.38

ORIGINAL

# PROPOSED CHANGE ORDER

Date: 7/8/2020  
 Project Name: MARSHALL MUNICIPAL CENTER  
 Page Number: 2

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
1" CONDUIT - EMT	420	127.85	C	536.97	4.38	C	18.40
3/4" CONDUIT - EMT - BLUE COMM	10	91.18	C	9.12	3.25	C	0.33
1/2" CONN SS STL - EMT	10	64.14	C	6.41	10.00	C	1.00
3/4" CONN SS STL - EMT	1	97.16	C	0.97	12.50	C	0.13
1" CONN SS STL - EMT	4	61.26	C	2.45	15.00	C	0.60
1/2" COUPLING SS STL - EMT	17	18.72	C	3.18	0.00	C	0.00
1" COUPLING SS STL - EMT	29	48.56	C	14.08	0.00	C	0.00
1" CONN COMP STL - EMT	16	239.00	C	38.24	18.75	C	3.00
1" COUPLING COMP STL - EMT	13	83.63	C	10.87	0.00	C	0.00
1" TYPE LB STD CONDUIT BODY - EMT - ALUM	5	30.62	E	153.10	0.63	E	3.15
3/4" INSULATING BUSHING - EMT	1	9.95	C	0.10	5.00	C	0.05
1 1/4" CONDUIT - PVC40	200	47.81	C	95.62	6.63	C	13.26
1 1/4" ELBOW 90 DEG - PVC40	4	75.83	C	3.03	32.50	C	1.30
1 1/4" COUPLING - PVC	4	26.65	C	1.07	0.00	C	0.00
1 1/4" ADAPTER MALE - PVC	4	41.80	C	1.67	17.50	C	0.70
1/2" 1-H STRAP - EMT - STEEL	24	10.15	C	2.44	6.13	C	1.47
3/4" 1-H STRAP - EMT - STEEL	36	16.70	C	6.01	6.75	C	2.43
1" 1-H STRAP - EMT - STEEL	19	30.05	C	5.71	7.38	C	1.40
1/2" FLEX - STEEL	28	46.60	C	13.05	3.75	C	1.05
1/2" CONN FLEX DC SQUEEZE STRAIGHT	8	57.58	C	4.61	12.50	C	1.00
1 1/4" LOCKNUT - STEEL	4	38.07	C	1.52	5.81	C	0.23
2" LINKSEAL	2	0.00	E	0.00	0.55	E	1.10
#12 THHN BLACK	458	103.77	M	47.53	3.75	M	1.72
#12 THHN GREEN	24	111.17	M	2.67	6.44	M	0.15
#12 THHN SOLID GREEN	205	103.77	M	21.27	6.75	M	1.38
#12/2C CABLE MC - STL ARMOR	40	424.29	M	16.97	21.75	M	0.87
#12/3C CABLE MC - STL ARMOR	8	752.93	M	6.02	23.75	M	0.19
3/8" CONN MC SNAP-IN	12	91.19	C	10.94	7.00	C	0.84
WIRE NUT RED 512	45	4.85	C	2.18	28.00	M	1.26
CONDUIT MEASURING TAPE	200	23.42	M	4.68	3.75	M	0.75
4x 1 1/2" SQ BOX TKO RACO 189	4	84.03	C	3.36	28.75	C	1.15
4x 1 1/2" SQ BOX TKO BRKT RACO 196	4	142.50	C	5.70	28.75	C	1.15
4x 2 1/8" SQ BOX TKO BRKT RACO 235	2	142.50	C	2.85	28.75	C	0.57
4" SQ 1G PLSTR RING 3/4" RISE	1	72.69	C	0.73	3.13	C	0.03
4" SQ 2G PLSTR RING 3/4" RISE	1	141.47	C	1.41	3.13	C	0.03
4" SQ RND PLSTR RING 3/4" RISE	4	141.47	C	5.66	3.13	C	0.13
4" SQ BLANK COVER	4	36.46	C	1.46	3.13	C	0.13
4 11/16x 2 1/8" SQ BOX TKO	2	276.69	C	5.53	31.25	C	0.63
4 11/16" SQ BLANK COVER	2	60.97	C	1.22	3.13	C	0.06
1G ALUM BLANK WP BOX MNT COVER GRY	5	1.11	E	5.55	0.09	E	0.45
FS 1G BOX 1x 1" HUB - TOP	5	27.98	E	139.90	0.68	E	3.40
GROUNDING SCREW	5	5.19	C	0.26	2.50	C	0.13
#8 TO #10x 7/8 PLAS ANCHOR (3/16)	19	4.34	C	0.82	7.50	C	1.43
#10x 1 P/H SELF-TAP SCREW	91	7.80	C	7.10	3.75	C	3.41
#8x 1/2 WAFER HEAD SHEET MTL SCREW	4	8.71	C	0.35	1.88	C	0.08
24" SPAN T-BAR HNGR FOR 1 1/2" SQ BOX	1	1,250.98	C	12.51	18.75	C	0.19
2G DUPLEX REC PLATE - 302 S/S	1	216.00	C	2.16	4.88	C	0.05
24V WT-600 ULTRASONIC SENSOR + RELAY	1	0.00	E	0.00	0.75	E	0.75
20A 125V DUP REC - CR20i (CS-SWO)	2	177.00	C	3.54	18.75	C	0.38
3" DIAM CORE 6" THICK WALL	2	0.00	E	0.00	2.00	E	4.00
<b>Totals</b>	<b>2,192</b>			<b>1,296.48</b>			<b>86.64</b>

## Summary

General Materials		1,296.48
LIGHTING FIXTURES		1,688.75
Material Tax	(@ 7.500 %)	223.89

ORIGINAL

# PROPOSED CHANGE ORDER

Date: 7/8/2020  
Project Name: MARSHALL MUNICIPAL CENTER  
Page Number: 3

## Summary (Cont'd)

<b>Material Total</b>		<b>3,209.12</b>
JOURNEYMAN	(86.64 Hrs @ \$74.00)	6,411.36
<b>Subtotal</b>		<b>9,620.48</b>
Overhead	(@ 10.000 %)	962.05
Markup	(@ 5.000 %)	529.13
<b>Subtotal</b>		<b>11,111.66</b>
Adjustment #1	(@ -0.015 %)	-1.66
<b>Final Amount</b>		<b>\$11,110.00</b>

## CONTRACTOR CERTIFICATION

Name:	<u>Lee Huser</u>
Date:	<u>7/10/20</u>
Signature:	
I hereby certify that this quotation is complete and accurate based on the information provided.	

## CLIENT ACCEPTANCE

CCN #: E02	_____
Final Amount: \$11,110.00	_____
Name:	_____
Date:	_____
Signature:	_____
Change Order #:	_____
I hereby accept this quotation and authorize the contractor to complete the above described work.	

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the sale of alcoholic beverages at the Red Baron Arena in coordination with the Fairbanks Ice Dogs Hockey games.
<b>Background Information:</b>	<p>Visit Marshall/ Marshall CVB have applied for the approval to sell alcoholic beverages at the Red Baron Arena on January 21-23, 30-31 and February 3, 19-20 and 26-27 in coordination with the Fairbanks Ice Dogs Hockey games.</p> <p>The application and related ordinance are attached for review. The vendor supplying the alcoholic beverages is currently licensed by the city of Marshall.</p> <p>This permit was previously approved by the City Council in November 2020. However due to COVID-19 pandemic, increased restrictions were put in place closing the Red Baron Arena for an extended period of time postponing the previously approved permit.</p>
<b>Fiscal Impact:</b>	The applicant has requested that the fees be waived.
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To approve the permit for Marshall CVB/Fuzzy's Bar for January 21-23, 30-31, February 3, 19-20 and 26-27, 2021 in coordination with the Fairbanks Ice Dogs Hockey games.



# MARSHALL

CULTIVATING THE BEST IN US

## Application Alcoholic Beverages at City-Owned Facilities and Parks License: \$30/Day

(All information requested is required.)

Name of Applicant/ Organization: Visit Marshall

DBA Name (if different): \_\_\_\_\_

Address: 118 w. College Drive

City/State/Zip: Marshall MN 56258

Phone Number: 507-537-1865

Email Address: Cassi.Weiss@VisitMarshall  
mn.com

Description of Event: Fairbanks ice dogs games

Estimated Attendance: 150 (unless limitations go up)

Dates/Time of Event: Jan 21, 22, 23, 30, 31  
Feb 3, 19, 20, 26, 27

On-Sale Intoxicating Liquor License Holder: Fuzzy's Bar

Address: 236 w main street

City/State/Zip: Marshall MN 56258

Phone Number: 507-532-6515

Email Address: \_\_\_\_\_

### Required Submittals:

- A Certificate of Liability Insurance
- A Certificate of Compliance Minnesota Workers' Compensation Law form.
- A Completed Form SP:C1
- A Copy of the On-Sale Intoxicating Liquor License Issued by the City of Marshall
- A Consent of the Release of Information

I hereby submit this application for Alcoholic Beverages at City-Owned Facilities and Parks in accordance with the provisions stated in the ordinances of the City of Marshall.

Cassi Weiss  
Signature of Applicant

Cassi Weiss  
Name (printed)

1-11-21  
Date

FEE PAID	PERMIT	APPROVAL	Initials	Date
AMOUNT	DATE			
RECEIPT NO.				
CERT OF INS. REC'D		CITY CLERK		



ARTICLE VI. - ALCOHOLIC BEVERAGES AT CITY-OWNED FACILITIES AND PARKS

Sec. 6-219. - Definitions.

The following definitions shall apply to this section:

*Private event* shall mean an event at which all attendees are specifically invited and no general or public invitation has been issued, and at which all alcoholic beverages are provided by the sponsoring individual or organization or by the attendee consuming the alcoholic beverage, and at which neither the sponsor nor any other person or entity imposes any direct or indirect charge (including admission charge) or accepts any payment for alcoholic beverages consumed by guests.

*Public event* shall mean an event for which a general or public invitation has been issued, or at which any direct or indirect charge (including admission charge) is made or payment is accepted for alcoholic beverages.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Sec. 6-220. - Alcoholic beverages at city-owned facilities and parks for private events.

No permit shall be required under this section to dispense alcoholic beverages at a private event. Sponsors of private events shall, however, be subject to all other rules, procedures, and conditions for use of the facility or park. If the attendance at a private event is 500 persons or more, the requirements of subdivision 3(H) of this section shall apply. Security requirements for private events of fewer than 500 persons shall be determined by the community services department in accordance with its policies and procedures with consultation from the director of public safety.

(Ord. No. 740 2nd series, § 1, 9-10-2019)

Sec. 6-221. - Alcoholic beverages at city-owned facilities and parks for public events.

In addition to all other rules, procedures, and conditions for use of the facilities or parks, alcoholic beverages may be sold or dispensed at a public event at a city-owned facility or park only if a permit therefor has been granted by the city council; such permit, if granted, shall be issued jointly to the sponsor of the event and the holder of an on-sale intoxicating liquor license issued by the city. The sponsor and the on-sale intoxicating liquor licensee shall both be responsible for adherence to all laws and requirements of this section, including the following:

- (1) *Single event.* Each permit to sell or dispense alcoholic beverages shall be limited to a specific, single event consisting of no more than three days.
- (2) *Qualified sponsor.* The permit to sell or dispense alcoholic beverages shall be granted only upon the application of the sponsoring individual or organization.
- (3) *Rental of city-owned facility or park.* Prior to issuance of a permit under this section, the sponsoring individual or organization must have made arrangements to rent space in the city-owned facility or park for the event.
- (4) *Procedure for application.* Application for a permit to sell or dispense alcoholic beverages shall be made by the sponsoring individual or organization and shall include the following:
  - a. The name, address, and nature of the sponsoring individual or organization.
  - b. A description of the event at which alcoholic beverages will be sold or dispensed, including probable number of people in attendance, dates and hours of sale or dispensing of alcoholic beverages, facts showing compliance with paragraph c. of this subdivision, and such other information as may be required.

- c. The name and address of the holder of an on-sale intoxicating liquor license issued by the city who will sell or dispense alcoholic beverages at the event.
  - d. That the applicant is familiar with all the terms and provisions of this section and will comply with the same.
  - e. Applications shall be accompanied by a fee as determined by ordinance or resolution of the city council for each day of the event during which alcoholic beverages will be sold or dispensed.
- (5) *Dispensing by on-sale licensee.* Alcoholic beverages may be sold or dispensed at the event only by the on-sale liquor licensee named on the permit or its bona fide employees.
- (6) *Prohibitions.* The sale or dispensing of alcoholic beverages shall not be allowed:
- a. To any person who is not attending the event (no uninvited guests at "private events").
  - b. To any minor person as defined by Minnesota Statutes.
  - c. To any person attending or participating in a youth amateur athletic event held on the premises, in which any participant is 18 years of age or younger.
  - d. To any person attending, participating in or in any way being a part of a Minnesota State High School League (MSHSL) related or sponsored function, which includes students of any age, such as athletic or other activities, banquets or celebrations.
- (7) *Insurance.* The sponsoring individual or organization and proposed permit holder shall submit certificates of insurance as required by the city attorney 15 days prior to the event, which shall list the city as a named insured. The level and type of insurance required for an event shall be such as are established by the city attorney on a case-by-case basis depending upon the scope and type of event proposed. In no case shall the limits of insurance be less than that of the city's comprehensive liability policy and the minimum limits prescribed by law for liquor liability insurance.
- (8) *Law enforcement officers.* As determined by the director of public safety, such number of law enforcement officers as the director of public safety may require, or other security personnel as approved by the director of public safety, shall be on duty at the event during all times that alcoholic beverages are sold or dispensed. The sponsoring individual or organization shall be responsible for securing and compensating such law enforcement officers or approved security personnel at the prevailing rates.
- (9) *Hours of sale.* All laws and city Code provisions governing the time when alcoholic beverages may be sold or dispensed shall apply to the sale or dispensing of alcoholic beverages under this section, except that in each instance more restrictive time limitations may be prescribed by the city council.
- (10) *Additional requirements.* The city council may impose additional requirements or conditions on the granting of a permit as it deems reasonable and appropriate.

(Ord. No. 740 2nd series, § 1, 9-10-2019)



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	The following bills and project payments be authorized for payment



Marshall, MN

# Council Check Report

By Vendor Name

Date Range: 12/22/2020 - 01/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-REG AP</b>						
4549	A & B BUSINESS, INC	12/28/2020	EFT	0.00	1,868.36	5756
5813	ACE HOME & HARDWARE	12/24/2020	Regular	0.00	3,803.47	117892
5813	ACE HOME & HARDWARE	12/31/2020	Regular	0.00	79.36	117972
5813	ACE HOME & HARDWARE	01/08/2021	Regular	0.00	0.92	118010
6046	ADVANCED FIRST AID INC.	12/28/2020	EFT	0.00	1,335.00	5757
0560	AFSCME COUNCIL 65	12/31/2020	EFT	0.00	1,311.00	5803
5646	AGM AIRFIELD GUIDENE SIGN MANUFACTURES, II	12/31/2020	Regular	0.00	807.00	117973
1533	AGPLUS COOPERATIVE	12/24/2020	Regular	0.00	36.25	117897
0578	AMAZON CAPITAL SERVICES	12/28/2020	EFT	0.00	87.50	5758
3761	AMERICAN BOTTLING CO.	12/31/2020	Regular	0.00	86.88	117974
0583	AMERICAN FAMILY LIFE ASSURANCE CO	12/31/2020	EFT	0.00	1,440.68	5804
0584	AMERICAN LEGION POST 113	01/08/2021	Regular	0.00	122.78	118011
0599	ANCHOR INDUSTRIES INC.	01/08/2021	Regular	0.00	7,009.70	118012
5837	ANDERSON, JASON	01/08/2021	EFT	0.00	80.00	5847
0535	A-OX WELDING SUPPLY COMPANY INC	12/24/2020	Regular	0.00	20.46	117898
0658	AP DESIGN	12/28/2020	EFT	0.00	596.27	5759
0658	AP DESIGN	01/08/2021	EFT	0.00	35.00	5848
6490	APPLEBEE'S GRILL & BAR	01/08/2021	Regular	0.00	122.78	118013
6694	ARAMARK UNIFORM & CAREER APPAREL GROUP,	12/31/2020	EFT	0.00	93.37	5805
0630	ARCTIC GLACIER	12/31/2020	Regular	0.00	218.41	117975
0629	ARNOLD MOTOR SUPPLY	12/24/2020	Regular	0.00	220.40	117899
0629	ARNOLD MOTOR SUPPLY	12/31/2020	Regular	0.00	56.02	117976
5447	ARTISAN BEER COMPANY	12/24/2020	Regular	0.00	526.00	117900
5447	ARTISAN BEER COMPANY	12/31/2020	Regular	0.00	154.95	117977
5447	ARTISAN BEER COMPANY	01/08/2021	Regular	0.00	241.90	118014
4635	ARZDORF, BRYAN	12/24/2020	Regular	0.00	150.00	117901
5702	B & H PHOTO & ELECTRONICS CORP	12/28/2020	EFT	0.00	971.62	5760
5702	B & H PHOTO & ELECTRONICS CORP	01/08/2021	EFT	0.00	139.29	5849
5848	BARBERRY LLC	01/08/2021	Regular	0.00	2,000.00	118015
5327	BAUMANN, ADAM	01/08/2021	EFT	0.00	30.00	5850
6711	BDH2-MARSHALL, LLC	01/08/2021	Regular	0.00	2,000.00	118016
0688	BELLBOY CORPORATION	12/28/2020	EFT	0.00	5,993.32	5761
0688	BELLBOY CORPORATION	01/08/2021	EFT	0.00	4,366.87	5851
5612	BELLO CUCINA OF MARSHALL	01/08/2021	Regular	0.00	122.78	118017
0689	BEND RITE FABRICATION INC	12/24/2020	Regular	0.00	216.81	117902
0689	BEND RITE FABRICATION INC	12/31/2020	Regular	0.00	493.35	117978
6339	BESSE, NATHAN	12/24/2020	Regular	0.00	249.99	117903
0699	BEVERAGE WHOLESALERS	12/24/2020	Regular	0.00	24,399.60	117904
0699	BEVERAGE WHOLESALERS	12/31/2020	Regular	0.00	24,846.80	117979
0699	BEVERAGE WHOLESALERS	01/08/2021	Regular	0.00	22,422.46	118018
0704	BIKE SHOP	12/24/2020	Regular	0.00	4,249.50	117906
0724	BOLTON & MENK INC	12/28/2020	EFT	0.00	12,737.50	5762
0726	BORCHS SPORTING GOODS	12/31/2020	EFT	0.00	180.00	5806
0018	BORDER STATES ELECTRIC SUPPLY	12/28/2020	EFT	0.00	2,250.00	5763
0018	BORDER STATES ELECTRIC SUPPLY	12/31/2020	EFT	0.00	1,347.98	5807
4506	BOT, JOSEPH	01/08/2021	EFT	0.00	696.00	5852
6231	BOX, KYLE	01/08/2021	EFT	0.00	30.00	5853
3829	BRAU BROTHERS	01/08/2021	Regular	0.00	19.18	118019
4457	BREAKTHRU BEVERAGE	12/24/2020	Regular	0.00	6,427.29	117907
4457	BREAKTHRU BEVERAGE	12/31/2020	Regular	0.00	6,954.67	117980
4457	BREAKTHRU BEVERAGE	01/08/2021	Regular	0.00	4,816.93	118020
6468	BRENNAN CONSTRUCTION OF MN, INC	12/24/2020	Regular	0.00	375,798.84	117910
5696	BROTHERS FIRE PROTECTION	12/31/2020	EFT	0.00	420.00	5808
5696	BROTHERS FIRE PROTECTION	01/08/2021	EFT	0.00	996.00	5854

Council Check Report

Date Range: 12/22/2020 - 01/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
4299	BROWN, LYON, REDWOOD, RENVILLE DRUG TASK	01/08/2021	Regular	0.00	21,200.00	118021
5812	BROWN, TOM	01/08/2021	Regular	0.00	215.99	118022
3568	BRUNSVOLD, QUENTIN	01/08/2021	EFT	0.00	30.00	5855
2431	BUELTEL-MOSENG LAND SURVEYING, INC	12/24/2020	Regular	0.00	510.00	117911
0728	BUFFALO RIDGE CONCRETE, INC	12/31/2020	EFT	0.00	1,267.25	5809
0378	BUYSSE, JASON	01/08/2021	EFT	0.00	30.00	5856
0380	CALLENS, DAVID	01/08/2021	EFT	0.00	30.00	5857
0799	CARLOS CREEK WINERY	12/24/2020	Regular	0.00	741.00	117912
0802	CARLSON & STEWART REFRIG INC	12/31/2020	EFT	0.00	2,846.05	5810
0815	CATTOOR OIL COMPANY INC	12/28/2020	EFT	0.00	2,731.50	5764
0815	CATTOOR OIL COMPANY INC	12/31/2020	EFT	0.00	13.03	5811
0815	CATTOOR OIL COMPANY INC	01/08/2021	EFT	0.00	1,028.99	5858
0818	CAUWELS, ROGER	01/08/2021	EFT	0.00	30.00	5859
5860	CENTRAL STATES GROUP	01/08/2021	Regular	0.00	3.70	118023
4996	CENTURY LINK ASSET ACCOUNTING - BART	12/24/2020	Regular	0.00	959.18	117913
0836	CHARTER COMMUNICATIONS	12/31/2020	EFT	0.00	11.99	5812
0853	CLAREYS SAFETY EQUIPMENT INC	12/24/2020	Regular	0.00	6,980.27	117914
5121	COLE PAPERS INC	12/28/2020	EFT	0.00	1,499.13	5765
0875	COMPUTER MAN INC	12/28/2020	EFT	0.00	199.00	5766
0875	COMPUTER MAN INC	01/08/2021	EFT	0.00	785.50	5860
6607	CORE & MAIN LP	01/08/2021	Regular	0.00	908.64	118024
0384	COUDRON, DEAN	01/08/2021	EFT	0.00	30.00	5861
5545	CROW RIVER WINERY	01/08/2021	Regular	0.00	285.60	118025
0934	D & G EXCAVATING INC	12/28/2020	EFT	0.00	265.00	5767
0934	D & G EXCAVATING INC	12/31/2020	EFT	0.00	4,710.00	5813
3819	DACOTAH PAPER CO	12/24/2020	Regular	0.00	98.92	117915
3819	DACOTAH PAPER CO	12/31/2020	Regular	0.00	88.30	117981
3819	DACOTAH PAPER CO	01/08/2021	Regular	0.00	2,966.37	118026
0950	DAKTRONICS INC	01/08/2021	Regular	0.00	3,005.00	118027
6537	DEHN, JESSIE	01/08/2021	EFT	0.00	70.00	5862
0966	DELTA DENTAL OF MINNESOTA	12/24/2020	Bank Draft	0.00	4,928.84	DFT0000558
0966	DELTA DENTAL OF MINNESOTA	12/23/2020	Bank Draft	0.00	2,070.46	DFT0000576
0975	DEPUTY REGISTRAR #32	01/08/2021	Regular	0.00	130.00	118028
6472	DEUTZ, LAUREN	01/08/2021	EFT	0.00	80.00	5863
5731	DOLL DISTRIBUTING	12/28/2020	EFT	0.00	17,986.09	5768
5731	DOLL DISTRIBUTING	12/31/2020	EFT	0.00	30,378.60	5814
5731	DOLL DISTRIBUTING	01/08/2021	EFT	0.00	7,050.25	5864
6492	D'S THAI RESTAURANT	01/08/2021	Regular	0.00	2,032.48	118029
0375	DUBS, SHEILA	01/08/2021	EFT	0.00	215.00	5865
1020	DUININCK BROS., INC.	12/28/2020	EFT	0.00	3,210.65	5769
1035	ECOLAB PEST ELIMINATION SERVICES	12/28/2020	EFT	0.00	288.25	5770
1047	ELECTRIC PUMP INC	12/28/2020	EFT	0.00	3,292.48	5771
6702	EMERGENCY LIGHTING & ELECTRONICS, LLC	12/24/2020	Regular	0.00	616.69	117916
6248	ENGAN ASSOCIATES P.A.	12/28/2020	EFT	0.00	3,756.50	5772
5768	EPA AUDIO VISUAL, INC	01/08/2021	Regular	0.00	376.00	118030
6700	EYEMED VISION CARE	12/31/2020	Regular	0.00	406.28	117982
1090	FASTENAL COMPANY	12/28/2020	EFT	0.00	275.66	5773
1090	FASTENAL COMPANY	12/31/2020	EFT	0.00	160.70	5815
1090	FASTENAL COMPANY	01/08/2021	EFT	0.00	64.00	5866
6493	FRATERNAL ORDER OF EAGLES, AERIE 3405	01/08/2021	Regular	0.00	2,122.78	118031
4805	FURTHER	12/24/2020	Bank Draft	0.00	8,354.27	DFT0000556
4805	FURTHER	12/24/2020	Bank Draft	0.00	7,479.58	DFT0000561
4805	FURTHER	12/22/2020	Bank Draft	0.00	437.50	DFT0000566
4805	FURTHER	12/30/2020	Bank Draft	0.00	83.34	DFT0000579
6495	FUZZY'S BAR & GRILL	01/08/2021	Regular	0.00	2,122.78	118032
1158	GALLS INC	12/28/2020	EFT	0.00	191.69	5774
1158	GALLS INC	01/08/2021	EFT	0.00	180.45	5867
6499	GARCIA VEL, MARIA	01/08/2021	Regular	0.00	122.78	118033
1201	GRAINGER INC	12/31/2020	EFT	0.00	164.62	5816
6127	GRANDVIEW VALLEY WINERY, INC	12/24/2020	Regular	0.00	1,296.00	117917
3760	GROWMARK INC.	12/28/2020	EFT	0.00	128.52	5775

Council Check Report

Date Range: 12/22/2020 - 01/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6291	GUARDIAN FLEET SAFETY	12/24/2020	Regular	0.00	11,468.17	117918
1230	HACH COMPANY	01/08/2021	Regular	0.00	2,281.04	118034
1243	HARDWARE HANK	12/28/2020	EFT	0.00	63.11	5776
1243	HARDWARE HANK	12/31/2020	EFT	0.00	225.00	5817
1243	HARDWARE HANK	01/08/2021	EFT	0.00	412.55	5868
6707	HARRIS, DARREN	12/31/2020	Regular	0.00	129.99	117983
1247	HARTS HEATING & REFRIGERATION INC	12/24/2020	Regular	0.00	85.81	117919
6518	HARVEY SIGN SERVICE, LLC	01/08/2021	Regular	0.00	4,017.83	118035
1256	HAWKINS INC	12/24/2020	Regular	0.00	5,471.32	117920
1256	HAWKINS INC	12/31/2020	Regular	0.00	5,481.23	117984
6430	HEARTLAND ELECTRIC, INC	12/24/2020	Regular	0.00	183.78	117921
1267	HEIMAN INC.	12/31/2020	EFT	0.00	535.90	5818
1271	HENLE PRINTING COMPANY	12/31/2020	EFT	0.00	6,903.81	5819
6497	HITCHING POST EATERY & SALOON	01/08/2021	Regular	0.00	122.78	118036
1291	HOFFMAN FILTER SERVICE	12/31/2020	Regular	0.00	60.00	117985
5515	HOFFMANN, RYAN	01/08/2021	EFT	0.00	30.00	5869
6324	HOOK, MATT	12/31/2020	EFT	0.00	50.00	5820
4533	HUNAN LION	01/08/2021	Regular	0.00	2,032.48	118037
1311	HYVEE FOOD STORES INC	01/08/2021	Regular	0.00	32.48	118038
1325	ICMA RETIREMENT TRUST #300877	12/24/2020	Regular	0.00	50.00	117922
1325	ICMA RETIREMENT TRUST #300877	01/08/2021	Regular	0.00	50.00	118039
6705	IDEXX DISTRIBUTION INC	12/24/2020	Regular	0.00	4,471.15	117923
1343	INDEPENDENT LUMBER OF MARSHALL INC	12/24/2020	Regular	0.00	800.12	117924
5546	INDIAN ISLAND WINERY	12/24/2020	Regular	0.00	301.44	117925
1358	INTERNAL REVENUE SERVICE	12/24/2020	Bank Draft	0.00	23,881.28	DFT0000562
1358	INTERNAL REVENUE SERVICE	12/24/2020	Bank Draft	0.00	21,997.22	DFT0000563
1358	INTERNAL REVENUE SERVICE	12/24/2020	Bank Draft	0.00	7,439.40	DFT0000564
5329	INTERSTATE ALL BATTERY CENTER	12/24/2020	Regular	0.00	26.40	117926
1365	IRONBROOK PARTNERS	12/24/2020	Regular	0.00	11,260.00	117927
6712	JANSEN, GWEN	01/08/2021	Regular	0.00	500.00	118040
6325	JIMMY JOHNS #1080	01/08/2021	Regular	0.00	209.93	118041
1399	JOHNSON BROTHERS LIQUOR COMPANY	12/24/2020	Regular	0.00	21,946.51	117928
1399	JOHNSON BROTHERS LIQUOR COMPANY	12/31/2020	Regular	0.00	9,233.51	117986
1399	JOHNSON BROTHERS LIQUOR COMPANY	01/08/2021	Regular	0.00	12,912.97	118042
1417	KENNEDY & GRAVEN, CHARTERED	12/28/2020	EFT	0.00	156.00	5777
5851	KEVIN LANOUE	12/24/2020	Regular	0.00	1,000.00	117930
5095	KIBBLE EQUIPMENT	12/28/2020	EFT	0.00	162.13	5778
5095	KIBBLE EQUIPMENT	12/31/2020	EFT	0.00	116.77	5821
5095	KIBBLE EQUIPMENT	01/08/2021	EFT	0.00	744.58	5870
6235	KLAITH, BROCK	12/24/2020	Regular	0.00	175.00	117931
0450	KOPITSKI, JASON	01/08/2021	EFT	0.00	30.00	5871
5377	KRUK, CHRISTOPHER	01/08/2021	EFT	0.00	30.00	5872
4140	KRUSE FORD-LINCOLN-MERCURY, INC	12/31/2020	Regular	0.00	33,580.00	117987
1480	LAW ENFORCEMENT LABOR SERVICE INC	12/31/2020	EFT	0.00	1,240.00	5822
1483	LEAGUE OF MINNESOTA CITIES INS TRUST	12/24/2020	Regular	0.00	1,650.47	117932
6183	LEE, JERRED	01/08/2021	EFT	0.00	30.00	5873
5606	LEGALSHIELD	12/31/2020	Regular	0.00	145.50	117988
6494	LEON, MARIA	01/08/2021	Regular	0.00	122.78	118044
1507	LOCHER BROTHERS INC	12/28/2020	EFT	0.00	1,958.75	5779
1507	LOCHER BROTHERS INC	12/31/2020	EFT	0.00	3,415.91	5823
1507	LOCHER BROTHERS INC	01/08/2021	EFT	0.00	1,150.70	5874
1508	LOCKWOOD MOTORS INC.	12/24/2020	Regular	0.00	27.90	117933
3034	LOZINSKI, JIM	12/24/2020	Regular	0.00	2,885.00	117934
6323	LUTHER, ERIC	01/08/2021	EFT	0.00	191.90	5875
1531	LYON COUNTY AUDITOR-TREASURER	12/31/2020	EFT	0.00	638.85	5824
1531	LYON COUNTY AUDITOR-TREASURER	12/31/2020	EFT	0.00	631.19	5825
1531	LYON COUNTY AUDITOR-TREASURER	12/31/2020	EFT	0.00	10,640.15	5826
1531	LYON COUNTY AUDITOR-TREASURER	12/24/2020	Regular	0.00	2,573.00	117935
5577	LYON COUNTY HAZARDOUS WASTE FACILITY	12/24/2020	Regular	0.00	39.50	117936
1548	LYON COUNTY LANDFILL	12/24/2020	Regular	0.00	299.67	117937
1552	LYON COUNTY RECORDER	01/08/2021	Regular	0.00	83.65	118045

Council Check Report

Date Range: 12/22/2020 - 01/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1553	LYON COUNTY SHERIFF'S DEPT.	12/24/2020	Regular	0.00	5.00	117938
1553	LYON COUNTY SHERIFF'S DEPT.	01/08/2021	Regular	0.00	3,437.00	118046
1568	MACTA	01/08/2021	Regular	0.00	315.00	118047
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	12/31/2020	EFT	0.00	1,086.33	5827
1574	MAGIC WATER	12/24/2020	Regular	0.00	22.00	117939
5459	MAGNEY CONSTRUCTION, INC	01/08/2021	Regular	0.00	240,883.18	118048
1575	MAILBOXES & PARCEL DEPOT	12/28/2020	EFT	0.00	81.33	5780
6498	MAINSTAY CAFE & COFFEE	01/08/2021	Regular	0.00	32.48	118049
1604	MARSHALL AREA CHAMBER OF COMMERCE	01/08/2021	EFT	0.00	3,650.00	5876
1616	MARSHALL CONVENTION & VISITORS BUREAU	01/08/2021	EFT	0.00	5,000.00	5877
6500	MARSHALL GOLF CLUB	01/08/2021	Regular	0.00	122.78	118050
1623	MARSHALL INDEPENDENT, INC	12/24/2020	Regular	0.00	289.80	117940
0460	MARSHALL JAMES	01/08/2021	EFT	0.00	80.00	5878
1632	MARSHALL MINI-STORAGE, LLP	01/08/2021	EFT	0.00	72.00	5879
1633	MARSHALL MUNICIPAL UTILITIES	12/28/2020	EFT	0.00	9,347.16	5781
1633	MARSHALL MUNICIPAL UTILITIES	12/31/2020	EFT	0.00	83,851.00	5828
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	12/28/2020	EFT	0.00	9.53	5782
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	12/31/2020	EFT	0.00	13.94	5829
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	01/08/2021	EFT	0.00	35.69	5880
3545	MARSHALL RADIO	12/28/2020	EFT	0.00	450.00	5783
1649	MARSHALL TRUCK SALVAGE INC.	12/24/2020	Regular	0.00	432.98	117941
5924	MAXWELL FOOD EQUIPMENT	12/24/2020	Regular	0.00	27.50	117942
1794	MEI TOTAL ELEVATOR SOLUTIONS	01/08/2021	EFT	0.00	2,271.36	5881
6025	MELLENTIN, CODY	01/08/2021	EFT	0.00	30.00	5882
4980	MENARDS INC	12/24/2020	Regular	0.00	1,320.73	117943
4980	MENARDS INC	12/31/2020	Regular	0.00	22.00	117989
3971	MEULEBROECK, ANDY	01/08/2021	EFT	0.00	30.00	5883
5688	MINNESOTA LIFE	12/31/2020	EFT	0.00	1,533.81	5830
5479	MINNESOTA PUMP WORKS	12/24/2020	Regular	0.00	7,728.00	117946
3669	MINNESOTA STATE RETIREMENT SYSTEM	12/24/2020	Bank Draft	0.00	9,289.93	DFT0000559
3669	MINNESOTA STATE RETIREMENT SYSTEM	12/23/2020	Bank Draft	0.00	25.00	DFT0000570
1839	MINNESOTA VALLEY TESTING LABS INC	12/31/2020	EFT	0.00	129.60	5832
1757	MN CHILD SUPPORT PAYMENT CENTER	12/24/2020	Regular	0.00	633.13	117947
1757	MN CHILD SUPPORT PAYMENT CENTER	01/08/2021	Regular	0.00	633.13	118051
1002	MN DNR	01/08/2021	Regular	0.00	140.00	118052
1797	MN FIRE SERVICE CERTIFICATION BRD	12/31/2020	Regular	0.00	1,080.00	117990
6440	MN PEIP-C/O MMB FISCAL SVC	12/31/2020	Regular	0.00	154,880.46	117991
1813	MN POLLUTION CONTROL AGENCY	01/08/2021	EFT	0.00	2,475.00	5884
1817	MN RECREATION & PARK ASSOCIATION	12/24/2020	Regular	0.00	300.00	117948
1818	MN REVENUE	12/24/2020	Bank Draft	0.00	10,383.70	DFT0000565
1824	MN STATE FIRE CHIEFS ASSOCIATION	12/24/2020	Regular	0.00	760.00	117949
1859	MOCIC	01/08/2021	Regular	0.00	150.00	118053
5709	MONTANA-DAKOTA UTILITIES CO.	12/31/2020	Regular	0.00	50.67	117997
1890	MUNICIPAL CODE CORPORATION	12/28/2020	EFT	0.00	350.00	5784
1897	MWOA	12/24/2020	Regular	0.00	15.00	117950
1897	MWOA	01/08/2021	Regular	0.00	15.00	118054
2512	NATIONWIDE RETIREMENT	12/24/2020	Bank Draft	0.00	525.00	DFT0000551
2513	NATIONWIDE RETIREMENT-FIRE	12/24/2020	Bank Draft	0.00	1,441.96	DFT0000552
1923	NCPERS MN GROUP LIFE INS.	12/31/2020	EFT	0.00	368.00	5833
1945	NORMS GTC	12/24/2020	Regular	0.00	244.00	117951
1945	NORMS GTC	01/08/2021	Regular	0.00	164.98	118055
1958	NORTHERN BUSINESS PRODUCTS, INC	01/08/2021	EFT	0.00	32.40	5885
1963	NORTHERN TOOL AND EQUIPMENT	12/31/2020	Regular	0.00	142.69	117998
6463	OFFICE OF MNIT SERVICES	12/24/2020	Regular	0.00	640.87	117952
5891	ONE OFFICE SOLUTION	12/28/2020	EFT	0.00	251.65	5785
3809	O'REILLY AUTOMOTIVE STORES, INC	12/24/2020	Regular	0.00	575.93	117953
6132	ORMBERG, JASON	12/24/2020	Regular	0.00	159.99	117954
2019	PAUSTIS WINE COMPANY	12/31/2020	Regular	0.00	8,658.00	117999
2019	PAUSTIS WINE COMPANY	01/08/2021	Regular	0.00	959.00	118056
6496	PEARCY ENTERPRISES INC	01/08/2021	Regular	0.00	115.08	118057
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	12/31/2020	EFT	0.00	59.25	5834

Council Check Report

Date Range: 12/22/2020 - 01/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2028	PERA OF MINNESOTA REG	12/24/2020	Bank Draft	0.00	49,413.74	DFT0000557
2034	PETTY CASH	12/31/2020	Regular	0.00	88.15	118000
2036	PHILLIPS WINE AND SPIRITS INC	12/24/2020	Regular	0.00	12,340.76	117955
2036	PHILLIPS WINE AND SPIRITS INC	12/31/2020	Regular	0.00	10,324.72	118001
2036	PHILLIPS WINE AND SPIRITS INC	01/08/2021	Regular	0.00	18,636.79	118058
3557	POMP'S TIRE SERVICE, INC.	12/28/2020	EFT	0.00	3,449.00	5786
3557	POMP'S TIRE SERVICE, INC.	12/31/2020	EFT	0.00	26.00	5835
2064	POWERPLAN	12/24/2020	Regular	0.00	2.73	117957
2064	POWERPLAN	12/31/2020	Regular	0.00	9.88	118003
0477	PRZYBILLA, SCOTT	01/08/2021	EFT	0.00	30.00	5886
6166	PULVER MOTOR SVC, LLC	12/28/2020	EFT	0.00	1,200.00	5787
6166	PULVER MOTOR SVC, LLC	12/31/2020	EFT	0.00	350.00	5836
2096	QUARNSTROM & DOERING, PA	01/08/2021	EFT	0.00	11,474.67	5887
5965	R&R SPECIALTIES OF WISCONSIN INC	12/28/2020	EFT	0.00	69.00	5788
5303	RAMADA MARSHALL	01/08/2021	Regular	0.00	122.78	118061
3206	REINHART FOODS	12/24/2020	Regular	0.00	247.95	117958
4826	RIEKE, BENJAMIN	01/08/2021	EFT	0.00	30.00	5888
0481	ROKEH, JASON	01/08/2021	Regular	0.00	30.00	118062
5867	ROUND LAKE VINEYARDS & WINERY	12/28/2020	EFT	0.00	450.00	5789
5867	ROUND LAKE VINEYARDS & WINERY	01/08/2021	EFT	0.00	144.00	5889
5180	RTVISION INC	01/08/2021	EFT	0.00	7,100.00	5890
2201	RUNNINGS SUPPLY INC	12/28/2020	EFT	0.00	643.72	5790
2201	RUNNINGS SUPPLY INC	12/31/2020	EFT	0.00	230.95	5837
2201	RUNNINGS SUPPLY INC	01/08/2021	EFT	0.00	6.62	5891
2248	SCOTT'S TREE SERVICE	12/31/2020	EFT	0.00	700.00	5838
6251	SHRED RIGHT	12/28/2020	EFT	0.00	15.00	5791
4855	SOUTHERN GLAZER'S OF MN	12/28/2020	EFT	0.00	10,133.50	5792
4855	SOUTHERN GLAZER'S OF MN	12/31/2020	EFT	0.00	14,499.77	5839
4855	SOUTHERN GLAZER'S OF MN	01/08/2021	EFT	0.00	6,533.11	5892
2311	SOUTHWEST GLASS CENTER	12/24/2020	Regular	0.00	15.00	117959
2318	SOUTHWEST SANITATION INC.	12/28/2020	EFT	0.00	2,106.13	5793
2318	SOUTHWEST SANITATION INC.	01/08/2021	EFT	0.00	2,530.05	5893
0491	ST AUBIN, GREGORY	01/08/2021	EFT	0.00	30.00	5894
6703	ST AUBIN, ROBERT	12/24/2020	Regular	0.00	64,000.00	117960
2345	ST CROIX RECREATION FUNPLAYGROUNDS	12/24/2020	Regular	0.00	234.26	117961
4522	ST LOUIS MRO INC.	12/24/2020	Regular	0.00	49.00	117962
5823	STAN MORGAN & ASSOCIATES, INC	12/24/2020	Regular	0.00	1,008.64	117963
5686	STANTON, TROY	12/31/2020	Regular	0.00	254.99	118004
3808	STELTER, GEOFFREY	01/08/2021	Regular	0.00	30.00	118063
4134	STENSRUD, PRESTON	01/08/2021	EFT	0.00	30.00	5895
5491	STORM, ANNETTE	01/08/2021	EFT	0.00	80.00	5896
0495	SWANSON, GREGG	01/08/2021	Regular	0.00	30.00	118064
6277	TALKING WATERS BREWING CO, LLC	12/31/2020	EFT	0.00	400.00	5840
6645	TDMC OF MARSHALL INC	01/08/2021	Regular	0.00	2,000.00	118065
6137	TEIGS LAWN CARE & LANDSCAPING, LLC	12/24/2020	Regular	0.00	90.00	117964
6503	THE GYM OF MARSHALL	01/08/2021	Regular	0.00	122.78	118066
6709	THERMO KING OF SIOUX FALLS INC	12/31/2020	Regular	0.00	805.13	118005
4478	TOLK GRAVELING llc	12/24/2020	Regular	0.00	13,074.95	117965
6713	TOMASEK, TIM	01/08/2021	Regular	0.00	30.00	118067
2434	TONI'S DEPOT	01/08/2021	Regular	0.00	2,000.00	118068
3968	TRAFFIC CONTROL CORP.	12/31/2020	EFT	0.00	132.00	5841
6156	TRUE BRANDS	12/28/2020	EFT	0.00	420.04	5794
6156	TRUE BRANDS	01/08/2021	EFT	0.00	29.70	5897
3342	TRUEDSON, SCOTT	01/08/2021	EFT	0.00	30.00	5898
6704	TWIN VALLEY TIRE INC	12/24/2020	Regular	0.00	2,650.00	117966
6510	TX CHILD SUPPORT, SDU	12/24/2020	Regular	0.00	318.38	117967
6682	TYLER BUSINESS FORMS	01/08/2021	Regular	0.00	162.71	118069
3875	TYLER TECHNOLOGIES	01/08/2021	Regular	0.00	18,569.01	118070
2477	UNIQUE PAVING MATERIALS CORPORATION	12/28/2020	EFT	0.00	951.22	5795
6710	UNITED STATES PLASTIC CORP	01/08/2021	Regular	0.00	46.22	118071
2484	UNITED STATES POSTAL SERVICE	01/08/2021	Regular	0.00	127.00	118072

Council Check Report

Date Range: 12/22/2020 - 01/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2486	UNITED WAY OF SW MINNESOTA	12/31/2020	Regular	0.00	2,288.00	118006
3443	VALIC DEFERRED COMP	12/24/2020	Bank Draft	0.00	1,052.00	DFT0000553
3443	VALIC DEFERRED COMP	12/24/2020	Bank Draft	0.00	100.27	DFT0000554
3443	VALIC DEFERRED COMP	12/24/2020	Bank Draft	0.00	1,250.00	DFT0000555
6092	VANDERMILLEN, SCOTT	01/08/2021	EFT	0.00	80.00	5899
0512	VANLEEUEWE, SARA J.	12/28/2020	EFT	0.00	150.00	5796
0512	VANLEEUEWE, SARA J.	01/08/2021	EFT	0.00	70.00	5900
0513	VANMOER, ROBERT	01/08/2021	EFT	0.00	30.00	5901
6504	VARSITY PUB	01/08/2021	Regular	0.00	122.78	118073
5733	VAST BROADBAND	12/24/2020	Regular	0.00	100.51	117968
4489	VERIZON WIRELESS	12/28/2020	EFT	0.00	430.94	5797
4489	VERIZON WIRELESS	01/08/2021	EFT	0.00	35.01	5902
6454	VERTEX UNMANNED SOLUTIONS, LLC	12/24/2020	Regular	0.00	1,688.00	117969
0164	VESSCO, INC	12/31/2020	EFT	0.00	277.90	5842
2538	VIKING COCA COLA BOTTLING COMPANY	12/28/2020	EFT	0.00	721.95	5798
2538	VIKING COCA COLA BOTTLING COMPANY	12/31/2020	EFT	0.00	327.20	5843
2538	VIKING COCA COLA BOTTLING COMPANY	01/08/2021	EFT	0.00	66.70	5903
4594	VINOCUPIA	12/28/2020	EFT	0.00	221.50	5799
4594	VINOCUPIA	12/31/2020	EFT	0.00	1,777.90	5844
2545	VOLUNTEER FIREFIGHTERS BENEFIT ASSOC	12/24/2020	Regular	0.00	440.00	117970
6085	VOYA - INVESTORS CHOICE	12/24/2020	Bank Draft	0.00	1,000.00	DFT0000560
4118	WALMART BUSINESS	12/31/2020	Regular	0.00	1,321.44	118007
0518	WENKER, JEFFREY	01/08/2021	Regular	0.00	30.00	118074
6146	WILTS, KEVIN	12/24/2020	Regular	0.00	142.50	117971
2599	WINE COMPANY	12/28/2020	EFT	0.00	1,579.50	5800
2605	WINE MERCHANTS	12/31/2020	Regular	0.00	937.28	118009
2605	WINE MERCHANTS	01/08/2021	Regular	0.00	494.52	118075
6379	WINEBOW	12/31/2020	EFT	0.00	520.00	5845
2608	WOODEN NICKEL SALOON	01/08/2021	Regular	0.00	122.78	118076
2624	YMCA	01/08/2021	Regular	0.00	2,000.00	118077
6082	ZEUG, THOMAS	12/28/2020	EFT	0.00	715.00	5801
2632	ZIEGLER INC	12/28/2020	EFT	0.00	23.59	5802
2632	ZIEGLER INC	12/31/2020	EFT	0.00	168.35	5846

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	307	165	0.00	1,253,641.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	19	19	0.00	151,153.49
EFT's	259	147	0.00	331,592.03
	<b>585</b>	<b>331</b>	<b>0.00</b>	<b>1,736,387.28</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	307	165	0.00	1,253,641.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	19	19	0.00	151,153.49
EFT's	259	147	0.00	331,592.03
	<b>585</b>	<b>331</b>	<b>0.00</b>	<b>1,736,387.28</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	12/2020	1,287,381.40
999	POOLED CASH FUND	1/2021	449,005.88
			<b>1,736,387.28</b>

CITY OF MARSHALL, MINNESOTA  
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS  
 1/12/2021

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2018 Prior Payments	2019 Prior Payments	2020 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE			
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00	14,074,300.00		4,099,265.87	6,918,924.06	240,883.18	592,582.80	2,222,644.09	84.21%			
Z52	401-41900-55130	8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT)	Hisken Construction Inc.	185,250.15	185,250.15			184,169.25		1,860.30	(779.40)	100.42%			
E22	630-49600-55130	9/24/2019	COE Flood Control 2019 Betterments	U.S. Army Corps of Engineers	190,000.00	190,000.00		150,483.00				39,517.00	79.20%			
CH1	494-41900-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	232,733.00	5,262,933.00		3,039,722.04	375,798.81	269,664.65	1,577,747.50	70.02%			
Z75	476-43300-55170	4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90	10,885.14	2,594,640.04		2,528,408.74		25,539.42	40,691.88	98.43%			
Z76	476-43300-55170	5/26/2020	S 1st St Reconstruction	Duinick, Inc	617,136.55	5,683.75	622,820.30		562,896.42		29,626.13	30,297.75	95.14%			
Z77	630-49600-55170	6/23/2020	Legion Field Stom Water Improvements-Phase 1	Towne & Country Excavating LLC	277,943.00	(2,967.25)	274,975.75		257,658.64		2,602.61	14,714.50	94.65%			
Z81	630-49600-55170	9/8/2020	MERIT Center Outfall Project	Towne & Country Excavating LLC	251,297.00		251,297.00					251,297.00	0.00%			
								28,663,810.93	389,171.40	29,052,982.33	959,481.14	7,061,271.10	15,317,541.81	616,681.99	921,875.91	4,176,130.38

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Resolution Approving the changes to the 2021 Amended Fee Schedule
<b>Background Information:</b>	<p>Attached are the proposed changes/updates to the 2021 Fee Schedule. The Ways &amp; Means Committee reviewed the changes to the Fee Schedule at their meeting on January 8, 2021. Staff and Ways &amp; Means Committee are recommending Council approval of the changes/updates to the 2021 Amended Fee Schedule.</p> <p>The amendments are shown in the redlined 2021 Amended Fee Schedule as attached.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Approve Resolution Number XXXX, Second Series approving specific fees to be charged by the City of Marshall.

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

RESOLUTION APPROVING SPECIFIC FEES TO BE CHARGED  
BY THE CITY OF MARSHALL

WHEREAS, several sections of the City Code permit the Common Council to adopt by resolution, rules, regulations and permit fees which will be effective in the City.

NOW THEREFORE, BE IT RESOLVED, the 2021 amended fee schedule is hereby approved for the designated services of the City of Marshall and shall be effective January 12, 2021.

Passed and adopted by the City Council this 12<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Robert J. Byrnes  
Mayor of the City of Marshall

ATTEST:

\_\_\_\_\_  
Kyle Box  
City Clerk



# 2021 FEE SCHEDULE

Approved 9/8/2020

Amended 1/12/2021

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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**

Copies

**Fee/Charge**

\$ 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**

**Fee/Charge**

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 ( <i>Health/Dental</i> )		2% of total cost to the City	

**FINANCE**

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

**COMMUNITY SERVICES**

	<b><u>Fee/Charge</u></b>		<b><u>Deposit</u></b>
Shelter Permits	\$	25.00	\$25.00
Park Gazebo Permit	\$	25.00	\$25.00
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
Band Shell	\$	150.00	Per Day \$50.00
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
<i>(2 Fields: 1 Lighted &amp; 1 Not Lighted)</i>	\$	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

**Cable**

	<b><u>Fee/Charge</u></b>	
DVD	\$	11.00 Includes Tax
CD	\$	3.00
CD w/Printed Cover	\$	5.00
Filming w/Certification	\$	50.00 Per Day
Editing w/Certification	\$	10.00 Per Hour
Certification Training	\$	100.00
Student (high school and full-time post secondary)	\$	25.00 Per Hour

<u>Stage</u>	<u>Fee/Charge</u>
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; <u>plus additional</u> 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

<u>Park Land Development</u>	<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

<u>Telecommunication</u>	<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

<u>Adult Community Center</u>	<u>Fee/Charge</u>	
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

<u>Red Baron Arena and Expo Center</u>	<u>Fee/Charge</u>
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Video Board usage for events	\$ 300.00	Per Event
Plus Staff time	\$ 25.00	Per Hour Per Staff
Advertising Fees	Contractual Agreement	

<u>Ice Rink</u>	<u>Fee/Charge</u>	
Open Rate	\$ 125.00	Per Hour
10 or more hours booked at one time	\$ 115.00	Per Hour
30 or more hours booked at one time	\$ 100.00	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)	\$ 65.00	Per Hour (1st 450 hrs.) \$40.00 Per Hour thereafter
Off season (June 1–August 31)(Saturday and Sunday)	\$ 80.00	Per Hour
Ice Painting Equipment	\$ 250.00	Per Day

<u>Expo/Meeting Room</u>	<u>Fee/Charge</u>	
Full day expo floor rental	\$ 1,050.00	Per Day
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	\$ 30.00	Per Hour

<u>FIRE DEPARTMENT</u>	<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

**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**

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

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

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

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

**PUBLIC SAFETY DEPARTMENT**

	<b><u>Fee/Charge</u></b>	
Police Records	\$ 0.25	Per Sheet of six pages or more
DVD/CD of Photos, Videos and Audio	\$ 20.00	Each
False Alarm Call (after 3rd)	\$ 60.00	
Residence Check		
First three checks	\$ 40.00	
After 3rd check	\$ 10.00	
Towing Administration Fee	\$ 15.00	
Storage	\$ 25.00	Per Day
Opening Car Door	\$ 35.00	
In-house Background Check	\$ 20.00	
Funeral Escorts (3 or more Officers)	\$ 150.00	
Bank Escorts	\$ 50.00	

**Parking Violations**

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

Blocking Alley	\$	15.00	\$	30.00
Parking in Alley	\$	15.00	\$	30.00

**MERIT CENTER**

<b><u>Classroom</u></b>	Room A or B		Room A & 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**

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

**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**

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

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

Oshkosh/FWD 24' Snow Plow with Batwings	\$ 130.00	Per Hour
Oshkosh Blower	\$ 130.00	Per Hour
Oshkosh Airport Runway Broom (18-ft.)	\$ 130.00	Per Hour
Dump Truck	\$ 115.00	Per Hour
Skid Loader	\$ 110.00	Per Hour

**Building Inspection**

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

**Building Permit Application**

	<b><u>Fee/Charge</u></b>	
<u>Total Valuation</u>		
\$1.00 - \$500.00	\$ 21.00	

\$501.00 - \$2,000.00	\$	21.00	First \$500 +
	\$	3.25	Each Add 'l \$100 or fraction thereof
\$2,001.00 - \$25,000.00	\$	69.75	First \$2,000 +
	\$	12.00	Each Add 'l \$1,000 or fraction thereof
\$25,001.00 - \$50,000.00	\$	345.75	First \$25,000+
	\$	8.50	Each Add 'l \$1,000 or fraction thereof
\$50,001.00 - \$100,000.00	\$	558.25	First \$50,000+
	\$	6.50	Each Add 'l \$1,000 or fraction thereof
\$100,001.00 - \$500,000.00	\$	883.25	First \$100,000+
	\$	5.00	Each Add 'l \$1,000 or fraction thereof
\$500,001.00 - \$1,000,000.00	\$	2,883.25	First \$500,000+
	\$	4.50	Each Add 'l \$1000 or fraction thereof
\$1,000,001.00 and up	\$	5,133.25	First \$1,000,000+
	\$	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

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

First Violation		25% of building permit fee <b>OR</b>
	\$	50.00 whichever is greater
Consecutive Violations		50% of building permit fee <b>OR</b>
	\$	100.00 whichever is greater
Demolition Permit		35% of calculated fees
Second Re-inspection of the same item	\$	50.00
Copy of Prior Permit	\$	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 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

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

Direct costs include but are not limited to:

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

Subdivision Platting

Preliminary Plat	\$	70.00	Per Acre	+ Direct Costs (\$225.00 Minimum)
Final Plat	\$	50.00	Per Acre	+ Direct Costs (\$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		

**Engineering**

**Fee/Charge**

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	

Direct costs include but are not limited to:

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

Annexation Application	\$	100.00	+ Direct Costs
Vacation of Public Rights of Way/Public Easements Application	\$	100.00	+ Direct Costs

Moving In-Town Permit Application	\$	200.00	
Moving on Public Right of Way Permit Application	\$	50.00	

**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)**

**Fee/Charge**

8½ x 11	\$	2.00	
11 x 17	\$	5.00	
Large Scale Prints	\$	4.00	Per Square Foot

**Excavation Permit Application within City Right of Way** **Fee/Charge**

Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit

Utility Companies-Post Yearly	\$	5,000.00	Bond
Excavation	\$	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

**Special Projects**

	<u>Fee/Charge</u>	
Standard Engineering for Special Assessment Projects		16% (Construction Cost + Contingencies)
Engineer (Registered)	<del>\$ 100.00</del> Per Hour	200.00
Assistant Engineer	<del>\$ 75.00</del> Per Hour	160.00
Senior Engineering/Specialist	<del>\$ 60.00</del> Per Hour	140.00
Engineering Technician/Specialist	<del>\$ 50.00</del> Per Hour	100.00
Building Official	<del>\$ 70.00</del> Per Hour	140.00
Building Inspector	<del>\$ 55.00</del> Per Hour	100.00
Administrative Assistant	<del>\$ 50.00</del> Per Hour	100.00
Office Assistant/Receptionist	<del>\$ 35.00</del> Per Hour	85.00
GPS Survey	<del>\$ 100.00</del> Per Hour	150.00

**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**

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

**Administrative Fines for Violations of City Code Chapter 30 Environment**

**Administrative Offense**

	<u>Fee/Charge</u>
<b><u>Illicit Discharges and Connections</u></b>	
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 attached)

**Street**

**Fee/Charge**

Weed/Mowing/Snow/Nuisance Enforcement	\$	50.00	+ Direct Costs
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(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 Vector (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

**WASTEWATER**

	<u>Fee/Charge</u>		
Residential/Commercial (includes \$1.00 Phosphorus Surcharge	\$	22.65	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	\$	4.46	Per 1,000 Gallons
Industrial	\$	2.85	Per 1,000 Gallons
(Surcharge by strength as follows):			
Excess CBOD	\$	311.66	Per 1,000 Pounds
Excess Suspended Solids	\$	311.47	Per 1,000 Pounds
Excess Phosphorus (industrial)	\$	2.20	Per Pound

\*Five-Year Rate Projections (See Appendix B attached)

**Pretreatment of Industrial Wastewater Violations (Sec. 78-48) Fee/Charge**

Failure to meet Preliminary Treatment Requirements	\$	500.00
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\* 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 \$,1000.00

Call-Out	<b><u>Fee/Charge</u></b>	
During Business Hours	\$ 50.00	Per Hour
After Business Hours	\$ 120.00	Per Hour
Biosolids Application	\$ 100.00	Per Acre
Porta Potty Waste	\$ 74.86	Per 1,000 Gallons

**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**

~~Assessment is lesser of actual cost amount or maximum assessable amount~~

~~See SPECIAL ASSESSMENT AMOUNT CALCULATION PROCEDURES form for additional information. (Appendix C)~~

~~Maximum does NOT include individual improvements for sanitary sewer service line, removal and replacement of private driveway, sidewalk walk-ups, or new/additional driveway improvements within City right-of-way.~~

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**

(Government and Non-profit only)

	<u>Fee/Charge</u>
Advertising Kiosk Space (as per agreement)	\$ 250.00 Per Year; 7/1-6/30 (may pro rate)

**Special Assessment For Street Reconstruction**

**Fee/Charge**

SURFACE WATER UTILITY PROJECTIONS

Projected Surface Water Rate Adjustment	Average Change 2021-2017	Projected Change 2022-2026 growth in volume	1.00%	1.25%	1.25%	1.50%	1.50%	1.50%
			2021	2022	2023	2024	2025	2026
<b>Operating Revenues</b>	0.10%	0.00%	1,259,939	1,275,688	1,291,634	1,311,008	1,330,674	1,350,634
<b>Operating Expenses</b>								
Salaries and benefits	0.00%	3.00%	-	-	-	-	-	-
Supplies	-21.46%	3.00%	10,000	10,300	10,609	10,927	11,255	11,593
Equipment Repair & Maintenance	0.00%	3.00%	-	-	-	-	-	-
Building Repair & Maintenance	0.00%	3.00%	-	-	-	-	-	-
Other Repairs and Maintenance	0.00%	5.00%	-	-	-	-	-	-
Other services and charges	5.55%	3.00%	450,656	464,176	478,101	492,444	507,217	522,434
Insurance	0.00%	3.00%	-	-	-	-	-	-
Utilities	0.00%	5.00%	-	-	-	-	-	-
Depreciation - Existing			545,500	518,225	492,314	467,698	444,313	422,098
Depreciation - New				67,068	99,772	142,542	189,327	239,822
<b>Total Operating Expenses</b>			1,006,156	1,059,768	1,080,796	1,113,611	1,152,112	1,195,946
<b>Operating Income (Loss)</b>			253,783	215,919	210,838	197,397	178,561	154,687
<b>Nonoperating Revenues (Expenses)</b>								
Interest	61.05%	0.50%	26,500	10,853	10,092	8,956	7,254	4,933
Property taxes			-	-	-	-	-	-
State grants			-	-	-	-	-	-
Special assessments			-	-	-	-	-	-
Refunds and reimbursements			4,450	-	-	-	-	-
Rents			-	-	-	-	-	-
Gain/(loss) on disposal of assets			-	-	-	-	-	-
Interest Expense - existing debt			(80,912)	(77,153)	(65,967)	(53,897)	(41,637)	(32,140)
Interest Expense - new debt				(35,683)	(63,187)	(104,527)	(147,649)	(171,355)
<b>Total Nonoperating Revenues (Expenses)</b>			(49,962)	(101,984)	(119,063)	(149,468)	(182,033)	(198,561)
<b>Income (Loss) Before Transfers</b>			203,821	113,936	91,776	47,929	(3,471)	(43,874)
<b>Transfers</b>								
Transfers In			-	-	-	-	-	-
Transfers (Out)		0.00%	-	-	-	-	-	-
<b>Total Transfers</b>			-	-	-	-	-	-
<b>Net Income (Loss)</b>			203,821	113,936	91,776	47,929	(3,471)	(43,874)
Beginning Cash & Investments			2,249,437	2,170,530	2,018,339	1,791,186	1,450,750	986,672
Net Income			203,821	113,936	91,776	47,929	(3,471)	(43,874)
Depreciation			545,500	585,293	592,086	610,240	633,640	661,920
Acquisition and Construction of Assets			(1,767,032)	(1,281,126)	(1,583,095)	(1,703,548)	(1,814,867)	(1,000,000)
Proceeds from Long-Term Debt			1,222,032	981,126	1,283,095	1,403,548	1,514,867	700,000
Principal Payments on Long-Term Debt - New			(66,091)	(66,091)	(120,772)	(190,838)	(316,480)	(463,632)
Principal Payments on Long-Term Debt - Existing			(283,228)	(485,328)	(490,243)	(507,767)	(477,767)	(348,053)
<b>Ending Cash &amp; Investment Balance</b>			2,170,530	2,018,339	1,791,186	1,450,750	986,672	493,033
<b>Minimum Cash &amp; Investment Balance</b>								
Designated for Capital Improvements - Beginning			179,327	361,160	256,258	153,620	57,033	(31,754)
Annual Capital Reserve Funding (1/3 Deprec.)		1/3	181,833	195,098	197,362	203,413	211,213	220,640
Capital Reserve Used for Improvements/Expansion			-	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Adjustment to Capital Reserve								-
Designated for Capital Improvements - Ending			361,160	256,258	153,620	57,033	(31,754)	(111,114)
Designated for Revenue Bonds (following yrs DS)			664,255	740,170	857,028	983,533	1,015,180	1,094,912
<b>Net Operating Cash</b>			1,145,114	1,021,912	780,537	410,184	3,246	(490,765)
Unassigned Operating Reserve (25% of Oper. Exp.)			264,942	270,199	278,403	288,028	298,987	298,987
<b>Recommended Minimum Operating Cash</b>			264,942	270,199	278,403	288,028	298,987	298,987
<b>Amount Over (Under) Goal</b>			880,172	751,713	502,135	122,156	(295,741)	(789,752)

## WASTEWATER UTILITY PROJECTIONS

Projected Wastewater Rate Adjustment	Average Change	Projected Change	1.00%	1.00%	1.00%	1.00%	1.00%
			2021	2022	2023	2024	2025
	2021-2017	growth in volume					
<b>Operating Revenues</b>							
Surcharge Revenues	0.00%	0.00%	-	-	-	-	-
Utility Sewer Charges	-0.96%	0.00%	5,472,180	5,526,902	5,582,171	5,637,993	5,694,372
Pretreatment Charges	0.00%	0.00%	-	-	-	-	-
Other Services and Charges	-0.31%	0.00%	42,000	42,000	42,000	42,000	42,000
<b>Total Operating Revenues</b>			<b>5,514,180</b>	<b>5,568,902</b>	<b>5,624,171</b>	<b>5,679,993</b>	<b>5,736,372</b>
<b>Operating Expenses</b>							
Salaries and benefits	1.72%	3.00%	1,245,525	1,282,890	1,321,377	1,361,018	1,401,849
Supplies	3.81%	4.00%	312,500	325,000	338,000	351,520	365,581
Repair and maintenance	13.84%	4.00%	173,000	179,920	187,117	194,601	202,386
Other services and charges	-3.81%	2.50%	510,307	523,065	536,141	549,545	563,283
Insurance	-2.54%	1.00%	36,302	36,665	37,032	37,402	37,776
Utilities	0.24%	5.00%	327,793	344,183	361,392	379,461	398,434
Depreciation-Existing			1,708,140	1,622,733	1,541,596	1,464,517	1,391,291
Depreciation-New				34,180	77,995	111,549	155,658
<b>Total Operating Expenses</b>			<b>4,313,567</b>	<b>4,348,635</b>	<b>4,400,650</b>	<b>4,449,614</b>	<b>4,516,257</b>
<b>Operating Income</b>			<b>1,200,613</b>	<b>1,220,267</b>	<b>1,223,521</b>	<b>1,230,379</b>	<b>1,220,115</b>
<b>Non-Operating Revenue (Expenses)</b>							
Special Assessments			-	-	-	-	-
Other income (expense)			-	-	-	-	-
Investment earnings (loss)		1.10%	100,000	71,450	71,275	73,131	69,697
Refunds and reimbursements			20,000	20,000	20,000	20,000	20,000
Rents			15,282	15,282	15,282	15,282	15,282
Gain (Loss) on Disposal of Assets - Net			-	-	-	-	-
Bond (discount) premium amortization			-	-	-	-	-
Bond issuance costs			-	-	-	-	-
Interest Expense - existing debt			(274,223)	(274,039)	(242,371)	(208,615)	(177,725)
Interest Expense - new debt			-	-	-	-	-
<b>Total Non-Operating Revenues</b>			<b>(138,941)</b>	<b>(167,307)</b>	<b>(135,814)</b>	<b>(100,202)</b>	<b>(72,746)</b>
<b>Income (Loss) Before Transfers</b>			<b>1,061,672</b>	<b>1,052,960</b>	<b>1,087,707</b>	<b>1,130,177</b>	<b>1,147,369</b>
Operating Transfers							
Transfers In			-	-	-	-	-
Transfers Out			-	-	-	-	-
Total Operating Transfers			-	-	-	-	-
<b>Net Income (Loss)</b>			<b>1,061,672</b>	<b>1,052,960</b>	<b>1,087,707</b>	<b>1,130,177</b>	<b>1,147,369</b>
Beginning Cash & Investments			6,601,725	6,495,476	6,479,519	6,648,280	6,336,060
Net Income			1,061,672	1,052,960	1,087,707	1,130,177	1,147,369
Depreciation			1,708,140	1,656,913	1,619,591	1,576,066	1,546,948
Acquisition and Construction of Assets			(882,387)	(1,104,029)	(881,447)	(1,323,246)	(1,408,073)
Proceeds from Long-Term Debt			-	-	-	-	-
Principal Payments on Long-Term Debt - New			-	-	-	-	-
Principal Payments on Long-Term Debt - Existing			(1,993,674)	(1,621,801)	(1,657,090)	(1,695,217)	(1,598,217)
<b>Ending Cash &amp; Investment Balance</b>			<b>6,495,476</b>	<b>6,479,519</b>	<b>6,648,280</b>	<b>6,336,060</b>	<b>6,024,087</b>
<b>Minimum Cash Balance</b>							
Designated for Capital Improvements - Beginning			2,233,715	2,803,095	2,702,370	3,242,234	2,869,343
Annual Capital Reserve Funding (1/3 Deprec.)		1/3	569,380	552,304	539,864	525,355	515,649
Capital Reserve Used for Improvements/Expansion			-	(653,029)	-	(898,246)	(908,073)
Adjustment to Capital Reserve			-	-	-	-	-
Designated for Capital Improvements - Ending			2,803,095	2,702,370	3,242,234	2,869,343	2,476,920
Designated for Revenue Bonds (following yrs DS)			1,895,840	1,899,461	1,903,832	1,775,942	1,572,219
<b>Net Operating Cash</b>			<b>1,796,541</b>	<b>1,877,688</b>	<b>1,502,214</b>	<b>1,690,774</b>	<b>1,974,948</b>
Unassigned Operating Reserve (40% of Oper. Exp.)			1,739,454	1,760,260	1,779,846	1,806,503	1,837,114
<b>Recommended Minimum Operating Cash</b>			<b>1,739,454</b>	<b>1,760,260</b>	<b>1,779,846</b>	<b>1,806,503</b>	<b>1,837,114</b>
<b>Amount Over (Under) Goal</b>			<b>57,087</b>	<b>117,428</b>	<b>(277,632)</b>	<b>(115,729)</b>	<b>137,834</b>

**SPECIAL ASSESSMENT AMOUNT CALCULATION PROCEDURES**

**STEPS**

1. Actual cost amount

(a) Engineering staff shall calculate the estimated cost of the proposed project. The assessable costs of the project

$$\text{Assessable Cost Per Frontage-foot} = (\text{Total Assessable Project Cost}) / (\text{Total Frontage-feet of All Parcels in Project})$$

$$\text{Actual Costs Assessed to Parcel "A"} = (\text{Assessable Cost Per Frontage-foot}) \times (\text{Frontage-feet of Parcel "A"})$$

2. Maximum assessable amount

(a) A maximum assessable amount for each parcel will be calculated. The maximum assessable amount per parcel will

(1) Fixed amount per parcel

(a) Residential parcels

i. \$5,700/Parcel

(b) Commercial/industrial parcels

i. \$5,700 X (Equivalent Number of Residential Parcels\*)

(2) Fixed frontage-foot amount

(a) (Standard Frontage-foot Rate \*\*) X (Street Width Factor\*\*\*) X (Street Strength Factor\*\*\*\*) X (Frontage-feet)

3. The amount assessed against a particular parcel will be the lesser of the actual cost amount calculated in Step 1 or the maximum assessable amount calculated in Steps 2a. (1) or 2a.(2).

4. The maximum assessed amount in Step 3 does not include the individual improvements for the sanitary sewer service line,

**NOTES**

$$\text{*Equivalent Number of Residential Parcels} = (\text{Square Feet of Parcel}) / (\text{Square Feet of Average Residential Parcel})$$

$$\text{**Standard Frontage-foot Rate} = (\text{Maximum Fixed Amount Per Residential Parcel}) / (\text{Average Frontage-feet of Residential Parcel})$$

$$\text{***Street Width Factor} = (\text{Width of Proposed Street}) / (\text{Width of Average Street})$$

$$\text{****Street Strength Factor} = (\text{Strength of Proposed Street in Tons}) / (\text{Strength of Average Street in Tons})$$

The fixed amount per parcel and the fixed frontage-foot amount shall be adjusted on an annual basis.

**ASSUMPTIONS**

1. Average residential parcel area is 10,000 square feet
2. Maximum assessable fixed amount per residential parcel is \$5,700.
3. Average frontage per residential parcel is 80 feet.
4. Average street width is 36 feet.
5. Average street strength is a 7-ton street.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of an extension of COVID-19 Temporary Employee Leave Policies
<b>Background Information:</b>	<p>In 2020, the federal government passed the Families First Coronavirus Response Act (FFCRA) in response to the COVID-19 pandemic, which required all public employers and employers with fewer than 500 employees to provide access to emergency paid sick leave and emergency public health leave. On April 14, 2020, the Council approved the Temporary COVID-19 Employee Leave Policies in compliance with the Act. The policies were retroactive to April 1, 2020, and in accordance with the Act, these policies expired on 12/31/2020.</p> <p>On December 27, 2020, the federal government passed a COVID relief bill, however, this bill does not extend the mandate that employers provide emergency paid sick leave and emergency public health leave past 12/31/2020. Rather, the relief bill allows employers to voluntarily continue to provide the benefit under the same provisions of the FFCRA into 2021.</p> <p>Because the passage of the relief bill occurred after the last Council meeting of 2020, the Council was not afforded the opportunity to determine the status of the policy going into 2021. On December 28, 2020, under the local peacetime emergency authority, the Mayor signed a resolution providing for an emergency extension of the City’s COVID Temporary Employee Leave Policies thru January 12, 2021---the date of the first regular City Council meeting in January. This affords the City Council the opportunity to determine whether these policies will continue or expire. If the Council decides to discontinue the leave benefits, the policies will expire January 12, 2021. If the Council desires to continue these policies in 2021, staff recommend expiring the policies on June 30, 2021. Alternatively, the Council could establish another date to expire the policies on.</p> <p>If the Council chooses to continue to voluntarily provide the leave benefits, staff recommend the approval be an extension of the policies---this would provide for the “continuation” of leave benefits in accordance with the provisions of the Act, not a “reset” of leave benefits for employees. In the relief bill, Congress provided that employers could voluntarily continue the benefit under the same provisions of the FFCRA into 2021. For example, an employee who utilized the 80 hours of emergency paid sick leave in 2020 would not be eligible for additional hours if this extension were approved by the Council.</p> <p>These policies were originally developed by Congress to protect families’ financial security and to mitigate the spread of the virus. Though Congress did not approve a mandatory employer extension, the voluntary extension of the policy by the Council would continue to serve these purposes. Other reasons to consider extension of the policy include employees who are needed to care for younger children who are in distance or hybrid learning schedules, or when child-care becomes unavailable due to the pandemic. In order to protect the health of our employees and customers, the City has been proactive in working with employees who experience or are otherwise impacted by this illness in permitting telework were possible,</p>

	<p>allowing the use of the employee’s sick leave accruals to care for dependents whose place of daycare or school has closed or is in a hybrid learning model, etc.</p> <p>If the Council decides to expire the policies today (01/12/2021), full-time employees will be required to utilize available leave accruals for absences due to COVID-19. Part-time and temporary employees are not eligible for leave benefits, and therefore, would have unpaid time for absences due to the virus. Staff recommend that full-time employees be permitted to continue to utilize their available sick leave accruals in the event of a school or daycare closings until June 30, 2021, or other date as directed.</p> <p>Staff requested information from our comparable cities and Lyon County on whether or not they were going to continue or expire the policies. The results are attached.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	<ol style="list-style-type: none"> <li>1) that the Council approves an extension of the Temporary COVID-19 Employee Leave Policies through an alternative date agreed upon by the Council.</li> <li>2) that the Council expires the policies effective January 12, 2021.</li> </ol>
<b>Recommendations:</b>	that the Council approves an extension of the Temporary COVID-19 Employee Leave Policies until June 30, 2021.

## CITY OF MARSHALL

### TEMPORARY COVID-19 EMPLOYEE LEAVE POLICIES

Adopted by the City Council on April 14, 2020

Emergency extension through January 12, 2021 by Resolution of the Mayor on December 28, 2020

[Policy extension adopted by the City Council on January 12, 2021](#)

#### Introduction and Purpose

In response to the COVID-19 outbreak, the federal government passed the Families First Coronavirus Response Act (FFCRA), which includes two types of paid emergency leave:

- Emergency Paid Sick Leave; and
- Public Health Emergency Leave (an expansion of the federal Family and Medical Leave Act (FMLA)).

In response to ~~these~~ changes in federal law, the City of Marshall (the “City”), voluntarily adopts the two temporary policies described below, retroactive to April 1, 2020, and to expire on ~~January 12, 2021~~June 30, 2021.

These policies are in addition to the City’s existing leave policies. The purpose of these policies is to allow employees to care for their own health needs and/or those of their family members.

#### Emergency Paid Sick Leave Policy

This Emergency Paid Sick Leave Policy provides paid protection to employees who are unable to work due to complications related to COVID-19. This policy is effective April 1, 2020 through ~~January 12, 2021~~June 30, 2021.

#### Eligibility

All current employees of the City who have been employed for a least one calendar day as of April 1, 2020 are eligible for leave under this policy. The eligibility of emergency responders will be determined on a case-by-case basis by the City Administrator. The City reserves the right to approve, deny, and/or rescind leaves requested by emergency responders.

#### Qualifying Reasons

Eligible employees may use this leave if they are unable to work (on-site) or telework because they are:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. Advised by a health care provider to self-quarantine related to COVID-19.
3. Experiencing symptoms of COVID- 19 and seeking a medical diagnosis.
4. Caring for an individual who is subject to a quarantine or isolation order (by federal, state, or local order), or as advised by a health care provider.

5. Caring for your son or daughter, whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### **Length of Leave**

Full-time regular employees are entitled to a maximum of 80 hours of Emergency Paid Sick Leave.

Part-time employees, including variable hour, paid-on-call, temporary, seasonal, and interns are entitled to leave for his/her average number of hours worked during a typical two-week period. The two-week period shall be determined by the City.

Employees using Emergency Paid Sick Leave for qualifying reasons (1)-(4), and (6) must take paid sick leave in full-day increments until either: 1) the full amount of leave is exhausted; or 2) there is no longer a qualifying reason for taking paid sick leave. Employees who are able to telework may use Emergency Paid Sick Leave for qualifying reasons (1)-(4), and (6) in partial-day increments upon approval of the Division Director and the City Administrator. Additionally, under these conditions an employee may also qualify for FMLA, which shall run concurrently with Emergency Paid Sick Leave, and all other regular FMLA policies and procedures shall apply.

Employees using Emergency Paid Sick Leave for qualifying reason (5), to care for a child(ren) whose school or place of care is closed or unavailable due to COVID-19 precautions, may use the Emergency Paid Sick Leave intermittently or on a reduced schedule with the approval of the employee's Division Director and the City Administrator. Additionally, under this qualifying reason, the employee may also be entitled to leave under the Public Health Emergency Leave Policy, described below.

An employee may qualify for leave under two or more qualifying reasons, but each employee is only eligible for a maximum of 10 workdays (80 hours for a full-time employee) of Emergency Paid Sick Leave.

### **Pay and Benefits**

Under qualifying reasons (1), (2), and (3) an employee is paid 100% of their regular rate of pay up to \$511 per day (\$5,110 in the aggregate).

Under the qualifying reasons (4), (5), and (6) an employee is paid 2/3 of their regular rate of pay, up to \$200 per day (\$2,000 in the aggregate). Under the qualifying reasons (4), (5), and (6), an employee may elect to supplement the 2/3 of regular rate pay with accrued vacation, sick, comp time, personal time, or floating holiday, not to exceed 100% of their normal weekly earnings.

Employees who have elected group health coverage under the City's plans will continue receiving that coverage while on leave. Employees must continue to make their normal contributions to the cost of health coverage.

### **Regular Rate of Pay**

The City shall calculate the employee's regular rate of pay in accordance with section 7(e) of the Fair Labor Standards Act of 1938.

### **Process**

An employee who requests leave under this policy shall notify his/her direct supervisor as soon as practically possible and comply with normal call-in procedures. The employee should complete the Emergency Paid Sick Leave Request Form. Leave requests shall be submitted to the Human Resources Manager, who shall make all eligibility determinations.

The City may require supporting documentation, including a notice from a medical provider, or notice of closure or availability from the employee's child's school, place of care, or child care provider.

An employee who unilaterally decides to self-quarantine for an illness without medical advice, even if he/she has COVID-19 symptoms, is not eligible for Paid Sick Leave under this law.

An employee on leave must follow normal department call-in procedures to report absences, unless otherwise directed by a supervisor. An employee on leave must report their status and intent to return to work to their supervisor, as directed.

### **Public Health Emergency Leave Policy**

This Public Health Emergency Leave policy is a temporary expansion of the federal Family and Medical Leave Act (FMLA) to provide pay and benefit protection to employees who are unable to work because they are caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions. This policy is effective April 1, 2020 through ~~January 12, 2021~~ June 30, 2021.

#### **Eligibility**

All current employees of the City who have been employed for at least 30 calendar days prior to their leave request are eligible for benefits under this policy. The eligibility of emergency responders will be determined on a case-by-case basis by the City Administrator. The City reserves the right to approve, deny, and/or rescind leaves requested by emergency responders.

#### **Qualifying Reasons**

Eligible employees qualify for this policy if they are unable to work (on-site), or telework, because they are caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.

#### **Duration**

Employees are eligible for up to 12 weeks of leave under this policy. However, eligibility depends on the employee's remaining FMLA leave balance. Employees may take a total of 12 work weeks for FMLA or Public Health Emergency Leave reasons during a 12-month period measured forward from the first date of FMLA or Public Health Emergency Leave usage.

#### **Reduced Schedule**

Leave under this policy may be used intermittently or on a reduced schedule with the approval of the employee's Division Director and City Administrator. Additionally, the employee may qualify for leave under the Emergency Paid Sick Leave Policy, described above.

## Pay and Benefits

The first 10 workdays of Public Health Emergency Leave under the FFCRA are unpaid. However, during the first 10 workdays, an employee may elect to substitute Emergency Paid Sick Leave, if available, or their own leave accruals (e.g., vacation, sick, personal leave, comp time, or floating holiday), or a combination of both, not to exceed 100% of their normal weekly earnings.

After the first 10 workdays of leave, the employee is eligible for up to 10 weeks of Public Health Emergency Leave at 2/3 their regular rate of pay, up to \$200 per day (no more than \$10,000 total). The City will require employees to utilize their existing paid leave accruals to supplement the remaining 1/3 pay from their vacation, comp time, personal leave, or floating holiday accruals concurrent with the leave time taken, the combination of both not to exceed 100% of their normal weekly earnings. An employee may elect, but is not required, to utilize accrued sick leave for Public Health Emergency Leave. All available leave accruals, except sick and funeral leave, must be utilized during the period of paid Public Health Emergency Leave. Where available leave accruals are exhausted, the employee will be paid at 2/3 of their regular rate of pay, up to \$200 per day (no more than \$10,000 total).

Employees who have elected group health coverage under the City's plans are entitled to continue that coverage while on leave. Employees must continue to make his/her normal contributions to the cost of group health coverage.

## Regular Rate of Pay

The City shall calculate the employee's regular rate of pay in accordance with section 7(e) of the Fair Labor Standards Act of 1938.

## Process

The employee should give the City as much notice as practically possible and comply with normal call-in procedures. The employee must complete the Public Health Emergency Leave Request Form. Leave requests shall be submitted to the Human Resources Manager, who shall make all eligibility determinations.

The City may require supporting documentation, for example, a notice of closure or availability from the child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to the City from an employee or official of the school, place of care, or child care provider.

All existing certification requirements under the non-emergency FMLA policy remain in effect if the employee is taking leave for one of the existing qualifying reasons under the non-emergency FMLA Policy (see Employee Personnel Policy Manual).

## Definitions

The following definitions apply to both leave policies under the FFCRA.

Child care provider: a "child care provider" is someone who cares for your child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors.

Health care provider: the term as used to determine individuals whose advice to self-quarantine due to concerns related to COVID-19 can be relied on as a qualifying reason for paid sick leave, means a licensed doctor of medicine, nurse practitioner, or other health care provider permitted to issue a certification for purposes of the FMLA.

Caring for an individual subject to a quarantine or isolation order: an “individual” includes an immediate family member or someone who regularly resides in your home. You may also take paid sick leave to care for someone if your relationship creates an expectation that you would care for the person in a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or self-quarantine.

Son or daughter: is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. Under the FFCRA a “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

### **Additional Information**

The following additional conditions apply under these policies:

- Unused leave benefits available under these policies expire on ~~January 12, 2021~~ June 30, 2021 and will not carry over to the following calendar year, nor shall they be paid out to an employee in any form of cash, or used in any manner other than what is stated in this policy.
- Once an employee exhausts the eligible leave benefits under these policies, the City’s existing leave policies will apply.
- Where there is a conflict between these policies and an existing City policy, these policies control.
- These policies are not retroactive.

For more information employees may contact the Human Resources Manager or visit the U.S. Department of Labor website at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

These leave policies will be administered in accordance with the law.

**Comparable City COVID-19 Temporary Employee Leave Policy Survey**

December 2020/January 2021

City	Continue or Expire Policy in 2021	Notes
Hutchinson	Continue	Expires March 31, 2021
Northfield	Continue	New hires in 2021 are not eligible for emergency paid sick leave under the Act
Faribault	Expire	
New Ulm	Expire	
Owatonna	Expire	Employees may go in the negative for 80 hours of their own leave accruals
Waseca	Expire	
Worthington	Expire	
Lyon County	Expire	Allowing use of sick leave for daycare and school closures until June 30, 2021
St. Peter	<i>Pending decision</i>	
Willmar	<i>Pending decision</i>	
Fairmont		No response
North Mankato		No response

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project Z82: N. 1 <sup>st</sup> St. / W. Redwood St. / W. Marshall St. Reconstruction Project - Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.
<b>Background Information:</b>	<p>This project consists of the following: reconstruction and utility replacement on North 1<sup>st</sup> Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1<sup>st</sup> Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1<sup>st</sup> Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.</p> <p>The plans and specifications have been prepared by City staff for the above-referenced project. If the City Council decides to proceed with this project, a resolution has been prepared approving the plans and specifications and ordering advertisement for bids.</p>
<b>Fiscal Impact:</b>	The engineer's estimate for the construction portion of the project is approximately \$1,166,000. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is approximately \$1,420,000. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendation:</b>	that the Council adopt the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z82: N. 1 <sup>st</sup> St. / W. Redwood St. / W. Marshall St. Reconstruction Project.

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

RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the council on November 24, 2020, the City Engineer has prepared plans and specifications under the following project in the following location and has presented such plans and specifications to the Council for approval.

**Project Z82: N. 1<sup>st</sup> St. / W. Redwood St. / W. Marshall St. Reconstruction Project** - This project consists of the following: reconstruction and utility replacement on North 1<sup>st</sup> Street between East Main Street to West Marshall Street and includes West Redwood and West Marshall Streets between East College Drive and North 1<sup>st</sup> Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on North 1<sup>st</sup> Street and West Redwood Street. Sanitary sewer will be replaced on West Marshall Street. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official newspaper, the Marshall Independent, in Finance & Commerce, on the City of Marshall website, eGram, and on the Mn/DOT eAdvert website, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published two times in the Marshall Independent, one time in Finance & Commerce, and continuously on the City of Marshall website, eGram and the Mn/DOT eAdvert website until the date of bid opening, shall specify the work to be done, shall state the date, time and place that the bids will be received by the City Clerk, which time they will be publicly opened by the City Clerk and Director of Public Works/City Engineer, will then be tabulated, and will indicate the date, time and place time that the bids will be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Clerk for 10 percent of the amount of such bid.

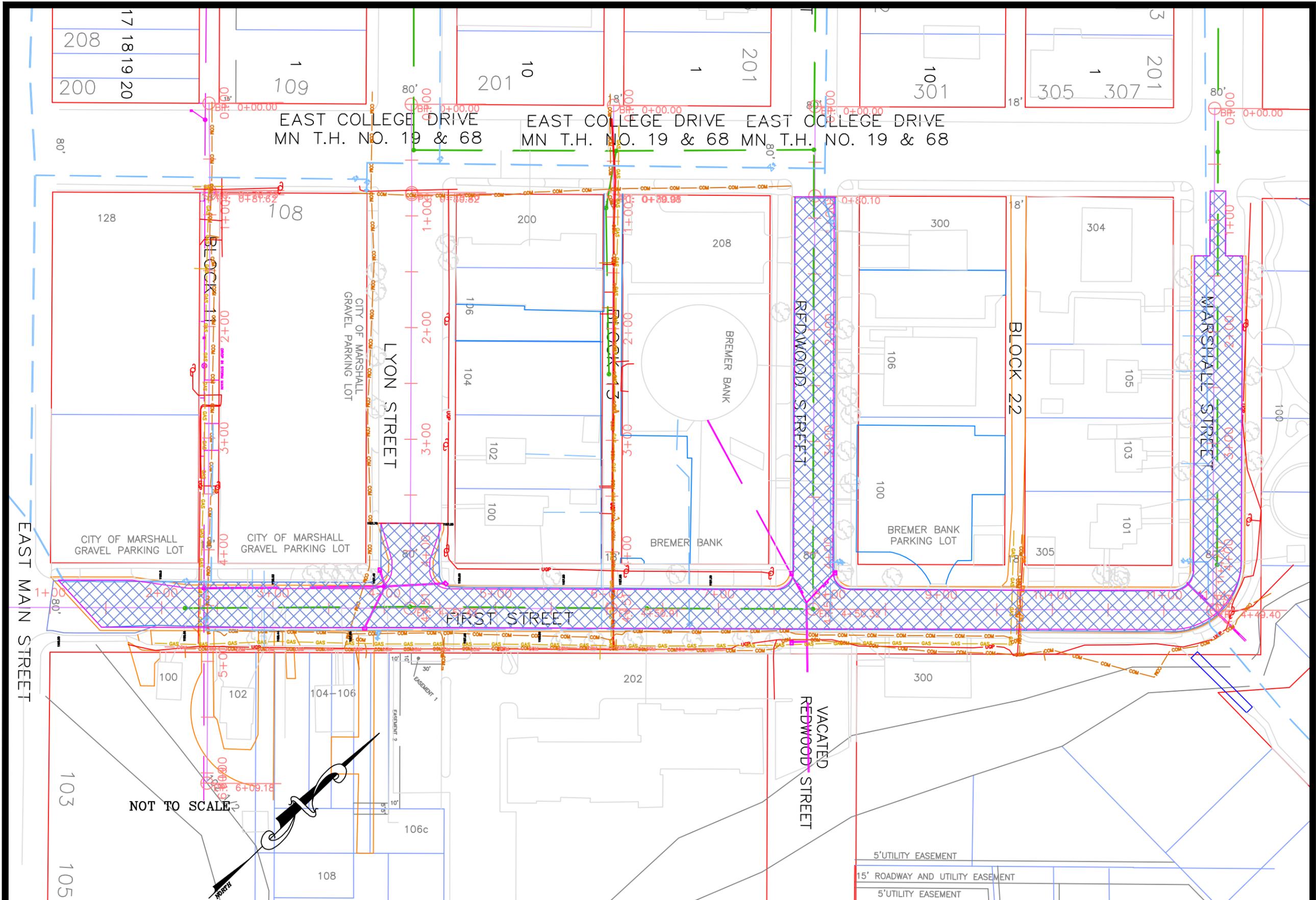
Passed and adopted by the Council this 12<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

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



NOT TO SCALE

Item 20.



**MARSHALL**

ENGINEERING DEPARTMENT  
 344 WEST MAIN STREET  
 MARSHALL, MINNESOTA  
 56258

Project Limits

North 1st Street Reconstruct

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

DATE \_\_\_\_\_ LICENSE NO. 53322

DATE 09/17/2020	PROJECT NO. Z82
DESIGNED BY DRAWN BY G.J.S. REVISIONS: 10/26/20	SHEET NO. 01 OF 01

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Public Works Division Electronic Bidding Policy.
<b>Background Information:</b>	<p>The Engineering Department would like to begin utilizing electronic bidding for our City capital improvement projects in 2021. RtVision, the software provider for our engineering project management program, has a program called BidVAULT that works seamlessly with their other programs for electronically accepting sealed bids. Currently, we utilize a website to post our engineering project plans and specifications and issue project notices and addendums. Our contractor can access this information for free, and print proposal sheets to be completed by hand, placed in a sealed envelope, and hand delivered to our City Clerk prior to bid opening. The process works fine, but there is a lot of opportunity for math error and it does take a lot of resources and time to submit a proposal.</p> <p>With the BidVAULT system, a contractor will still utilize the same website for free access to our plans and specifications. If they choose to submit a sealed bid on the project, the contractor would request a 'key' through the program to receive access to the electronic bid form. They may enter project unit prices and save their work to complete at a later date if they choose. Once they are ready, they may submit their proposal to the City. The BidVAULT program will restrict our access until after the bid opening time and date. At that point, city staff may enter a code to gain access to the proposals and we would read our bids at a public bid opening.</p> <p>City staff is proposing a \$25 user fee (plus processing fees) to utilize the electronic sealed bid service. This fee would be charged and administered entirely by RtVision to cover the costs of the program. The alternative is for the City to cover the cost of the program, and the cost is variable based on the number of project pay items. A typical city street project would cost \$250. City staff believes that the \$25 user fee (plus processing fees) is a low price for our contractors to pay in order to submit a bid. The convenience and reduced opportunity for error are very nice features of this program.</p> <p>At the Public Improvement/Transportation Committee meeting on January 8, 2021, LABAT MADE A MOTION to recommend approval to the City Council of the Public Works Electronic Bidding Policy, including the \$25 user fee (plus processing fees) for the right to submit a sealed bid under the new Electronic Bidding Policy as presented, SECONDED BY LOZINSKI. ALL VOTED IN FAVOR. MOTION PASSED 3:0.</p> <p>At the Ways Committee meeting on January 8, 2021, MOTION BY Bayerkohler, SECONDED BY Labat to approve the Proposed Electronic Bidding Policy to be moved onto the full Council for approval. ALL VOTED IN FAVOR.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendation:</b>	that the Council approve the Electronic Bidding Policy as Chapter 4–Section 3 (3-101) to the Administrative Policy, including the \$25 user fee (plus processing fees) to utilize the electronic sealed bid service.

## ELECTRONIC BIDDING POLICY

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### I. PURPOSE

The purpose of the Electronic Bidding Policy is to supplement the Purchasing Policy and Procedures (adopted 1973, latest revision 2016). The Public Works Department intends to accept electronic sealed bids for capital improvement construction contracts.

The City of Marshall has historically accepted printed, sealed bids for Public Works Department capital improvement construction contracts. New technology is available to allow for sealed bids to be submitted to the City electronically. Uniform Municipal Contracting Law (MN Statute 471.345 subd. 18) allows for municipalities to accept bids, performance and/or payment bonds, or other security to be furnished electronically.

### II. POLICY

The City of Marshall Purchasing Policy, as referenced above, is supplemented as follows:

- A. Sections 3.2a and 3.2b: “Public Works Department capital improvement construction contracts will require that sealed bids be submitted electronically via the electronic bidding service of the Department’s selection. Currently, BidVAULT is the selected electronic bidding service.”
- B. Section 4.4: “Public Works Department capital improvement construction contracts will require that sealed bids be submitted electronically via the electronic bidding service of the Department’s selection. Prospective bidders will be charged a nominal fee to have the opportunity to submit an electronic bid. Current fee is set at \$25 per bid plus 3rd party payment processing fees. Required bonds shall also be submitted electronically.”
- C. Section IV is supplemented with the following bid opening procedures:

“Immediately following expiration of the time for receiving bids for Public Works Department capital improvement construction contracts, the City Clerk and Director of Public Works/City Engineer or their designee will publicly open bids via video conference through provided information in the Advertisement for Bid. Those unable to attend via video conferencing will be allowed the opportunity to join via phone through provided information in the Advertisement for Bid. This procedure is intended to ensure adherence to the public bid opening requirements as stated in MN Statute 429.041 subd. 1. Bid results will be posted to the City’s designated website immediately following bid opening.”

III. SUMMARY:

This policy is designed to provide a more efficient procedure for soliciting, accepting and opening sealed bids for Public Works Department capital improvement construction contracts. This process also significantly limits the potential for human error in the bidding or bid opening process.

Passed and adopted by the Common Council of the City of Marshall, this \_\_\_\_ day, of \_\_\_\_\_, 2021.

THE COMMON COUNCIL

ATTEST:

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

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

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Sidewalk Replacement Cost Participation Policy.
<b>Background Information:</b>	<p>In 2012, the City began participating in private sidewalk replacement costs under the current policy. Most recently, the program has been funded with \$10,000 of yearly allocation through the Street Department budget. Under the current policy, the City participates with the replacement cost of private sidewalk work with a 50/50 cost match up to \$500 of City contribution. The only stipulation is that the work must be ADA-compliant, a Sidewalk Permit must be acquired at a cost of \$50, and the sidewalk must be parallel to a city street and serve the general public. The program is well used as most concrete installers make their clients aware of the program.</p> <p>City staff would like to amend the current policy to increase the City's participatory amount to \$750 and adjust the City's level of cost participation to be simpler and easier to justify our cost involvement. The current policy reimburses in a 50/50 manner, regardless of unit price of the work being completed. Staff would propose that the City participate by paying \$2.50 per square foot of sidewalk being replaced. For example, if a property owner replaces 50-FT of 5-ft wide sidewalk, the City would participate by paying \$625 toward this work.</p> <p>By participating in this manner, we eliminate the opportunity to over-participate for higher priced work and we avoid having to argue with a property owner about what the cost of the work should be. Other policy amendments put a limit on how much one beneficiary of the policy may seek in one calendar year to help ensure that funds are available for all who hope to utilize the program.</p> <p>At the Public Improvement/Transportation Committee meeting on January 8, 2021, LOZINSKI MADE A MOTION to recommend approval to the City Council of the Sidewalk Replacement Cost Participation Policy providing \$2.50/SF City participation with proposed caps as presented, SECONDED BY LABAT. ALL VOTED IN FAVOR. MOTION PASSED 3:0.</p>
<b>Fiscal Impact:</b>	The cost participation is included as a line item in the Street Department budget. Utilization of these funds in excess of the budgeted amount will require potential budget adjustment as necessary.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendation:</b>	that the Council approve the Sidewalk Replacement Cost Participation Policy as Chapter 4 – Section 4 (4-401) to the Administrative Policy.

## SIDEWALK REPLACEMENT COST PARTICIPATION POLICY

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### I. PURPOSE

The purpose of this policy is to financially participate and incentive ADA-compliant sidewalk improvements in City of Marshall right of way. Sidewalks promote walking, accessibility, and improve pedestrian safety. Continuous and accessible sidewalk networks improve mobility for all pedestrians and are particularly important for pedestrians with disabilities.

### II. POLICY

The City of Marshall will set aside an amount each year for a program for the replacement of sidewalks throughout the City for participation with property owners (residential, commercial and industrial) that would like to have their sidewalks replaced.

The program will operate as follows:

- A. The owner of the property must apply for a permit for the replacement of any or all of their sidewalk. A permit must be obtained for each property address where reimbursement is desired.
- B. The City will inspect the property and verify the replacement is necessary.
- C. The replacement would be on a first come, first served basis until the designated City funds are depleted on an annual basis.
- D. The City will participate by offering \$2.50 per square foot of sidewalk replacement, up to a maximum of \$750 per property address per year. One beneficiary shall be limited to \$2,250 of cost participation per year. This effectively limits an owner of multiple properties to three (3) maximum participation projects at three (3) separate properties. The purpose of this provision is to ensure that any one individual does not deplete the yearly allocation of funds, thereby limiting opportunity for other property owners.
- E. Private sidewalk is not eligible for reimbursement. Private sidewalk includes, but may not be limited to, sidewalk between curb and mainline sidewalk, sidewalk from mainline sidewalk leading into private property, other sidewalk that is located on private property.
- F. Costs will be reimbursed by the City to the property owner after the property owner receives a “passing” inspection from City Engineering Department staff and makes a request to the City Public Works Department for reimbursement.
- G. All work shall be constructed in accordance with the City’s specifications and must meet all applicable ADA-compliance requirements. The City cost participation will not include transition panels needed to match existing and adjacent sidewalk. For example, if the work is a spot replacement that must match existing non-compliant sidewalk on one or both ends, the City cost participation will only include the portions of walk that are ADA-compliant.

III. SUMMARY:

This policy is designed to provide a simple and efficient process for participating in property-owner sidewalk improvements. The policy very clearly identifies city cost participation by the linear foot with a maximum city contribution per parcel, per year. City Engineering staff may simply and cost-effectively administer the sidewalk replacement program by adhering to this policy.

Passed and adopted by the Common Council of the City of Marshall, this \_\_\_\_ day, of \_\_\_\_\_, 2021.

THE COMMON COUNCIL

ATTEST:

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

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

City of Marshall  
SIDEWALK REPLACEMENT POLICY Sidewalk Replacement  
Cost Participation Policy  
(DRAFT—06-06-12 Rev. 10/12/2020)

The City of Marshall will set aside an amount each year for a program for the replacement of sidewalks throughout the City for participation with property owners (residential, commercial and industrial)~~residents or businesses~~ that would like to have their sidewalks replaced.

The program will operate as follows:

1. ~~The owner of the property would~~must apply for a permit for the replacement of any or all of their sidewalk. A permit must be obtained for each property address where reimbursement is desired.
2. The City ~~would~~will inspect the property and verify the replacement ~~was~~is necessary.
3. The replacement would be on a first come, first served basis until the designated City funds ~~were~~are depleted on an annual basis.
4. The City will participate by offering \$2.50 per square foot \$10 per linear foot of new sidewalk installation, up to a maximum of \$750 per property address per year. One individual property owner or beneficiary shall be limited to \$2,250 of cost participation per year. This effectively limits an owner of multiple properties to three (3) maximum participation projects at three (3) separate properties. The purpose of this provision is to ensure that any one individual does not deplete the yearly allocation of funds, thereby limiting opportunity for other property owners. would participate with 50% of the total sidewalk replacement costs, up to a maximum of \$500 for main line sidewalks only (not private sidewalks from the curb to the main line sidewalk).
- 4.5. Private sidewalk is not eligible for reimbursement. Private sidewalk includes, but may not be limited to, sidewalk between curb and mainline sidewalk, sidewalk from mainline sidewalk leading into private property, other sidewalk that is located on private property.
- 5.6. Costs will be reimbursed by the City to the property owner after the property owner receives a “passing” inspection from City Engineering Department staff and makes a request to the City Public Works Department for reimbursement. has provided copies of paid invoices attached to a reimbursement request form provided by the City.
- 6.7. All work would~~shall~~be required to be constructed in accordance with the City’s specifications and must meet all applicable ADA-compliance requirements. The City cost participation will not include transition panels needed to match existing and adjacent sidewalk. For example, if the work is a spot replacement that must match existing non-compliant sidewalk on one or both ends, the City cost participation will only include the portions of walk that are ADA-compliant. .
7. ~~The property owner could apply for inclusion for special assessment for the replacement, sign a form to either pay the City in full or have the amount placed on their special assessments for a period of up to 3 years.~~
8. ~~Normal engineering costs would be applied to the project as the City would have to bond the project and have the costs of special assessment procedures.~~
9. ~~The City would consider the following items for approval of the project:~~
  - A. ~~Condition of the sidewalk.~~
  - B. ~~Whether or not the sidewalk is included in a potential street replacement project in the near future.~~
  - C. ~~Location is it part of a bike trail or significant pedestrian area (schools, parks, etc.)~~
  - D. ~~Are multiple adjacent owners requesting replacement to make the whole project more effective.~~

Add:

New City Logo  
Revision date

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Update to City Streets Functional Classification Map.

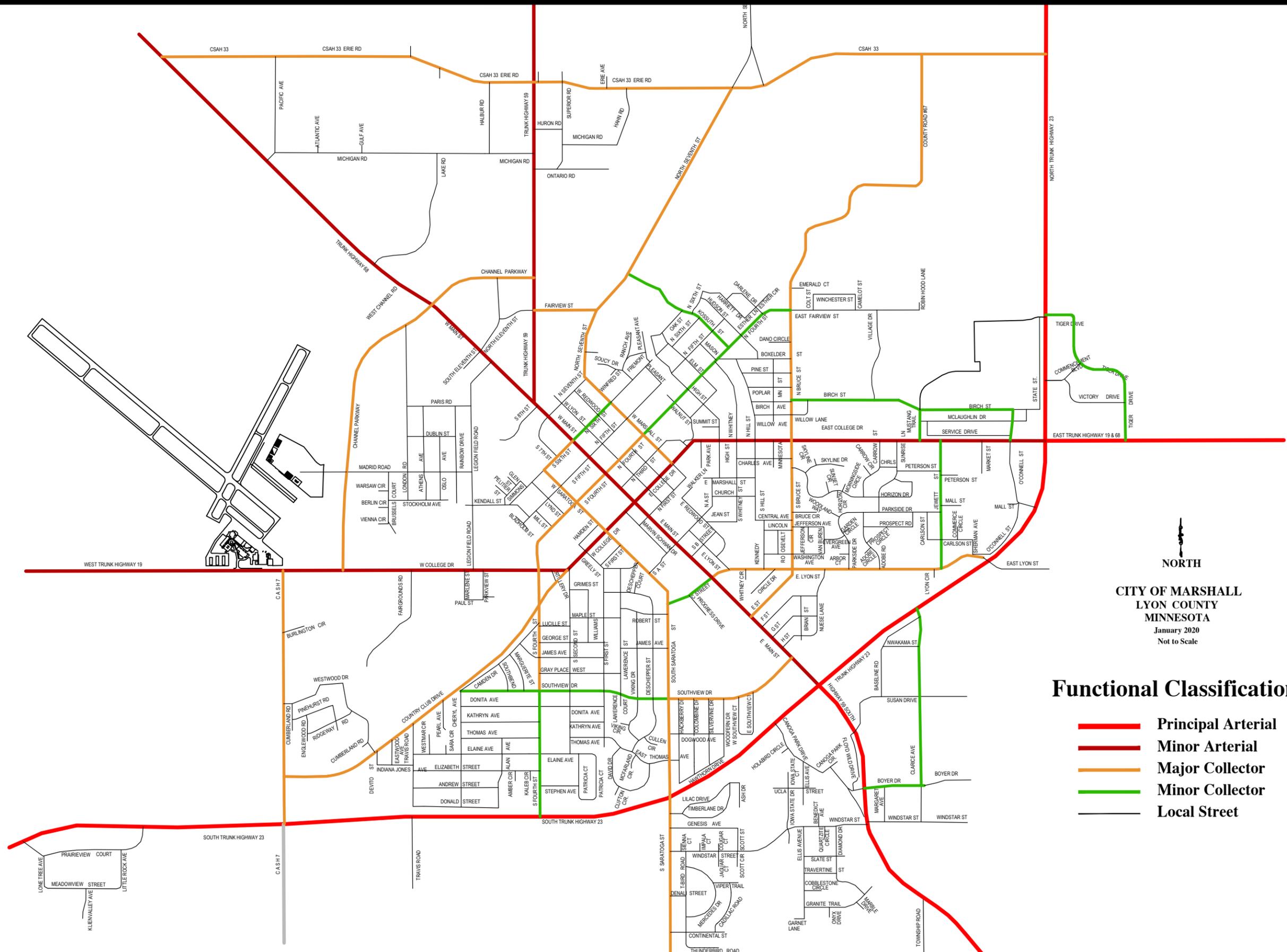
<b>Background Information:</b>	<p>City Engineering staff has reviewed the city streets functional classification map and staff has identified some changes that should be made to the map. The purpose of the map is to best reflect the actual usage of the roadway network. There are limited impacts to these changes. Internally, we may have different restrictions and/or requirements based on classifications. For example, a collector may have more restriction on driveway access and may be a heavier road section with more width than a local road. Externally, many federal grants require the route to be a collector or higher or otherwise have regional significance.</p> <p>To classify these routes, MnDOT requires that we follow Federal Highway Administration (FHWA) guidance on functional classification. Summarizing FHWA guidance, each route type can be defined as follows:</p> <p style="padding-left: 40px;">Arterial: These routes provide a high level of mobility. Arterials are typically longer routes with more limited access to help reduce delay.</p> <p style="padding-left: 40px;">Collector: These routes strike a balance between mobility and access. Collectors distribute and channelize trips between local roads and arterials roads.</p> <p style="padding-left: 40px;">Local: These routes provide a high level of accessibility. These routes provide direct access to adjacent land and do not carry through traffic movements.</p> <p>For further information, below is a table that summarizes are current functional classification map versus our proposed functional classification map by mileage and road classification. FHWA has target percentages for each classification type that should be met.</p> <p style="text-align: center;"><b><u>Current Status (Not per MnDOT)</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Functional Classes</u></th> <th style="text-align: center;"><u>Mileage</u></th> <th style="text-align: center;"><u>Percentage of Miles</u></th> <th style="text-align: center;"><u>FHWA Range (Rural States)</u></th> </tr> </thead> <tbody> <tr> <td>Principal Arterial</td> <td style="text-align: center;">7.257</td> <td style="text-align: center;">7.17%</td> <td style="text-align: center;">4% - 9%</td> </tr> <tr> <td>Minor Arterial</td> <td style="text-align: center;">8.529</td> <td style="text-align: center;">8.43%</td> <td style="text-align: center;">7% - 14%</td> </tr> <tr> <td>Major Collector</td> <td style="text-align: center;">15.27</td> <td style="text-align: center;">15.09%</td> <td style="text-align: center;">3% - 16%</td> </tr> <tr> <td>Minor Collector</td> <td style="text-align: center;">5.579</td> <td style="text-align: center;">5.51%</td> <td style="text-align: center;">3% - 16%</td> </tr> <tr> <td>Local</td> <td style="text-align: center;">64.559</td> <td style="text-align: center;">63.80%</td> <td style="text-align: center;">62% - 74%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">101.19</td> <td style="text-align: center;">100.00%</td> <td></td> </tr> </tbody> </table>	<u>Functional Classes</u>	<u>Mileage</u>	<u>Percentage of Miles</u>	<u>FHWA Range (Rural States)</u>	Principal Arterial	7.257	7.17%	4% - 9%	Minor Arterial	8.529	8.43%	7% - 14%	Major Collector	15.27	15.09%	3% - 16%	Minor Collector	5.579	5.51%	3% - 16%	Local	64.559	63.80%	62% - 74%	Total	101.19	100.00%	
<u>Functional Classes</u>	<u>Mileage</u>	<u>Percentage of Miles</u>	<u>FHWA Range (Rural States)</u>																										
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Total	101.19	100.00%																											

<b><u>Proposed Changes</u></b>			
<b><u>Functional Classes</u></b>	<b><u>New Mileage</u></b>	<b><u>Percentage of Miles</u></b>	<b><u>FHWA Range (Rural States)</u></b>
Principal Arterial	7.257	7.17%	4% - 9%
Minor Arterial	8.529	8.43%	7% - 14%
Major Collector	16.06	15.87%	3% - 16%
Minor Collector	7.249	7.16%	3% - 16%
Local	62.094	61.36%	62% - 74%
Total	101.19	100.00%	

To update our functional classification map, we must submit to our Regional Development Commission (RDC), the Southwest Regional Development Commission (SWRDC) for review and approval. Upon agreement and approval, the functional classification map is sent to MnDOT District 8 for review and approval from the District 8 State Aid Engineer and the District 8 Transportation Planner. If approved by all of these levels, the map will be updated through MnDOT and will become official.

At the Public Improvement/Transportation Committee meeting on January 8, 2021, LABAT MADE A MOTION to recommend approval to the City Council of the updates to the City Streets Functional Classification Map to the City Council as presented, SECONDED BY LOZINSKI. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

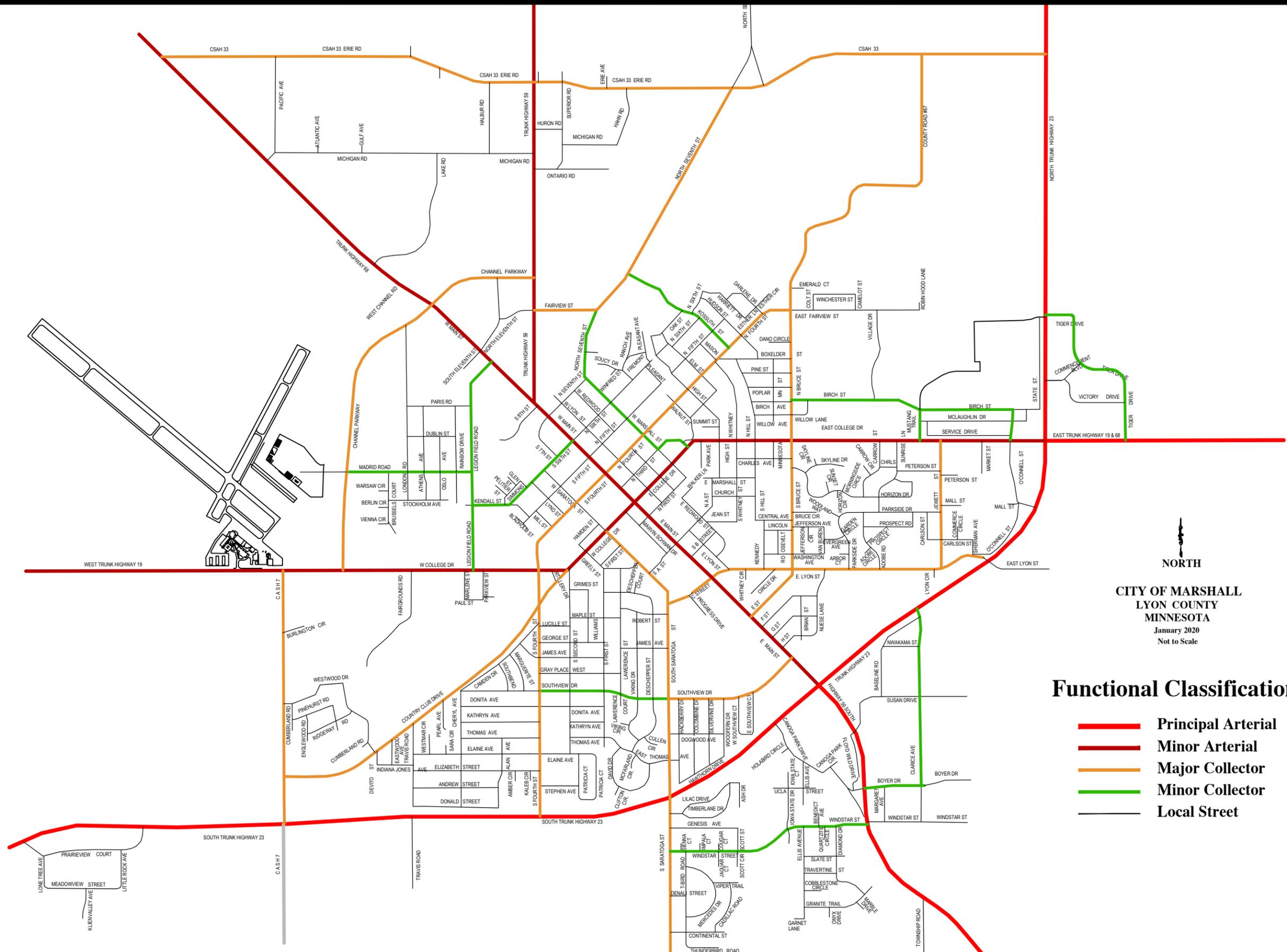
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendation:</b>	that the City Council approve the updates to the City Streets Functional Classification Map to the City Council as presented.



**CITY OF MARSHALL**  
 LYON COUNTY  
 MINNESOTA  
 January 2020  
 Not to Scale

**Functional Classifications**

- ▬ Principal Arterial
- ▬ Minor Arterial
- ▬ Major Collector
- ▬ Minor Collector
- ▬ Local Street



  
 NORTH  
**CITY OF MARSHALL**  
**LYON COUNTY**  
**MINNESOTA**  
 January 2020  
 Not to Scale

### Functional Classifications

- ▬ Principal Arterial
- ▬ Minor Arterial
- ▬ Major Collector
- ▬ Minor Collector
- ▬ Local Street

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider the Introduction of an Ordinance amending Chapter 2, Article 6, Division 6; Human Rights Commission.
<b>Background Information:</b>	<p>Beginning this fall, staff, council members and community members have been regularly meeting to begin work on establishing a City commission to address diversity, equity and inclusion within the city of Marshall.</p> <p>The Diversity, Equity, and Inclusion (DEI) Commission, although in its infancy, has established its vision and mission statements, guiding principles and has begun working on its first set of actions steps as well as proposed this amendment to the city code to official become a City Commission.</p> <p>The groundwork for the DEI commission is key and crucial. The Commission is dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment. The DEI Commission is taking purposeful action to advance this commitment through the guiding principles of equity, inclusion, collaboration, and transparency.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None recommended.
<b>Recommendations:</b>	To introduce the proposed ordinance amendment and call for its adoption at the next regular council meeting on January 26, 2021.

**ORDINANCE NUMBER**

**AN ORDINANCE AMENDING CHAPTER 2 ARTICLE VI, SEC. 2-145 & SEC 2-246**

**The City Council of Marshall, Minnesota ordains:**

ARTICLE VI. - BOARDS, COMMISSIONS AND AUTHORITIES

Sec. 2-145. - Qualifications and compensation.

(a) All members to any board, commission, bureau or authority must be a resident of the city with the exception of the MERIT Center Commission and Diversity, Equity, and Inclusion Commission.

DIVISION 6. - ~~HUMAN RIGHTS~~ DIVERSITY, EQUITY, AND INCLUSION COMMISSION

**State Law reference** — Human rights, Minn. Stat. ch. 363.

Sec. 2-246. - Established; composition; appointments; qualifications.

(a) (a) The human rights commission Diversity, Equity, and Inclusion Commission shall be composed of five members, and is hereby established for the purpose of securing for all citizens residents equal equitable opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community by assisting the state department of human rights in implementing the Minn. Stat. ch. 363, and advising the council on long range programs to improve community relations. Appointments shall be made, effective June 1, for three-year staggered terms.

(b) The following members will be appointed by the city council.

a. One (1) member of the Marshall City Council

b. Eight (8) at-large members.

(a) The city council shall authorize the Diversity, Equity, and Inclusion Commission to designate representatives from organizations to a standing position on the Commission as written in its bylaws.

(b) Members of the ~~human rights commission~~ Diversity, Equity, and Inclusion Commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission.

~~(Code 1976, § 2-26(1))~~

Sec. 2-247. - Duties.

In fulfillment of its purpose, the ~~human rights~~ Diversity, Equity, and Inclusion ~~e~~Commission's duties and responsibilities shall be to:

- (1) Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.
- ~~(2) Draft a memorandum of agreement with the state department of human rights for the purpose of determining regulatory and enforcement procedures.~~
- (32) Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and ~~inequalities~~inequities.
- (43) Formulate a ~~human relations~~ program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of ~~civil and human rights,~~ diversity, equity, and inclusion.
- (54) ~~Advise~~Guide the mayor, the council and other agencies of the government of ~~human relations and civil rights problems~~diversity, equity, and inclusion issues. Act in an ~~advisory~~authoritative capacity with respect to planning or operation of any city department on issues of ~~civil and human rights~~diversity, equity, and inclusion and recommend the adoption of such specific policies or actions as are needed to provide for full ~~equal~~equitable opportunitiessy in the community.
- (65) ~~Develop in cooperation with the state department of human rights such programs of formal and informal education as will assist in the implementation of the Minn. Stat. ch. 363, and provide~~Provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community.

~~(Code 1976, § 2.26(2))~~

Secs. 2-248—2-265. - Reserved.

PASSED AND ADOPTED by the City Council of the City of Marshall, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Appointments to the Various Boards, Commissions, Bureaus and Authorities.
<b>Background Information:</b>	The City of Marshall has various openings on the Boards, Commission, Bureaus and Authorities.  The application received is for the Planning Commission.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	approval of appointments to the various boards, commissions, bureaus and authorities.

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, January 12, 2021
<b>Category:</b>	COUNCIL REPORTS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Consider Council Appointments to Various City Committees, Boards, Commissions, and Authorities.
<b>Background Information:</b>	After input from the City Council and in consideration of the balance of responsibilities, meeting, work and outside conflicts, Mayor Byrnes has nominated the following Councilmembers to various City Committees, Boards, Commissions, and Authorities.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	

### **Equipment Review Committee**

Don Edblom  
Craig Schafer  
James Lozinski

### **Legislative & Ordinance Committee**

Steven Meister  
John DeCramer  
Jim Lozinski

### **Personnel Committee**

Steven Meister  
Craig Schafer  
John DeCramer

### **Public Improvement/ Transportation**

Craig Schafer – *Chairperson*  
Russ Labat  
James Lozinski

### **Ways & Means Committee**

John DeCramer  
Russ Labat  
Don Edblom

### **Liaisons Positions**

- **Adult Community Center Commission** – Russ Labat
- **Airport Commission** – Craig Schafer
- **Charter Commission** – City Administrator & City Attorney, Dennis Simpson (No Council Liaisons)
- **Community Services Advisory Board** – Steven Meister
- **Convention & Visitors Bureau** – Russ Labat
- **Economic Development Authority** – Steven Meister & John DeCramer
- **Joint Law Enforcement Center Management Committee** – James Lozinski/Craig Schafer
- **Library Board** – Russ Labat
- **Marshall Area Transit Committee** – Russ Labat
- **Marshall Municipal Utilities Commission** – John DeCramer
- **M.E.R.I.T. Center Commission** – Craig Schafer
- **Planning Commission** – Don Edblom
- **Police Advisory Board** – Jim Lozinski
- **Public Housing Commission** – Don Edblom
- **Southwest Minnesota Amateur Sports Commission** – Craig Schafer
- **Diversity, Equity, and Inclusion Commission** – John DeCramer

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

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

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Meeting Date:</b>	Tuesday, December 22, 2020
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Planning Commission Request to Review Central Heritage District Exterior Standards.
<b>Background Information:</b>	<p>At their November 4, 2020 meeting, the Planning Commission reviewed a request for the City of Marshall to install an exterior finish on the City Hall building that was not specifically approved for use in the downtown Central Heritage District. After some discussion, the request was approved unanimously by the Planning Commission. During the discussion, a Planning Commission member asked that the City seek input from the Marshall Downtown Business Association (MDBA) on Chapter 86, Article VI, Division 5 Central Heritage District Exterior Construction Standards. I believe the contention was that the Planning Commission was typically approving these requests and the process simply resulted in lost time waiting for an approval. For background, all items in this ordinance division must be reviewed by the Planning Commission if staff does not believe that the ordinance is being met. This necessitates an application for review and getting placed on the agenda. There is no cost for this review.</p> <p>On December 18<sup>th</sup>, the Chamber reached out to invite staff to the January 6<sup>th</sup> MDBA meeting to discuss this ordinance. Staff has agreed to attend. The purpose of this memo is to have a brief discussion with Council about this ordinance and better understand the Council's thoughts and/or vision with regard to this ordinance in advance of the meeting on January 6<sup>th</sup> with MDBA. I would also remind Council that we are currently seeking proposals to select a contractor to review and update our City Comprehensive Plan, and this type of item can and will be addressed through this review process.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendation:</b>	

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

FROM: Sharon Hanson, City Administrator

DATE: January 12, 2021

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- I am continuing to work with Unique Opportunities on the documents for the completion of Phase II development and the documents for the start of Phase III development.
- I am continuing to work towards the completion of land sales to both Best Topsoil, LLC, and Border States.
- Criminal prosecution numbers for December are as follows:

**December:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	2		3	1	8	2	4	20	33
Dismissed									
Non-Prosecution	1	3						4	7
Refer to County									

- Criminal prosecution numbers for the year of 2020 are as follows:

**2020:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	19	3	45	7	61	29	50	214	311
Dismissed									
Non-Prosecution	19	9			6	8	10	52	57
Refer to County					1			1	4

## **ADMINISTRATION**

- City Hall Update: The stone/brickwork for City Hall arrived on-site later than anticipated, and overall mason is going to take about 5 weeks to complete. Windows and panels will be installed following masonry from rear to front as well. As of this writing it is anticipated that completion will be in early May.
- Pool Update: Staff have begun discussions on the community pool. This includes early discussions with YMCA and how we could work together on programming as well as facility needs. We hope to have a formal meeting within the month. Financing discussions on the pool also needs to occur in addition to the desire for the Council to have community feedback and dialogue. The pool project is a major goal of 2021 for staff and the Council.
- This past month many staff meeting discussing 2021 goals and activities. Discussion with Human Resources on hiring and policies, as well as continued pandemic responses. Responding to call and emails as well as radio interview and newspaper column.

## **Economic Development Authority**

- Staff continues implementing new brand materials.
- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- Staff is working with BSE on land purchase and tax abatement.
- Staff is working with additional companies on tax abatement.
- Staff is in discussion with four new developers/new businesses.
- Staff is working with management company to send proposal for former Shopko building.
- Staff is facilitating the Marshall Resiliency Grant.
  - 25 approved applications as of 1/11
- Staff is working with Studio 1 on video marketing series.
- Staff is meeting with Marshall Public Schools on CTE/workforce development.
- Staff is developing 2020 annual report.

## **Human Resources**

- Staffing update: congratulations to Kaylynn Sandgren on her promotion to Police Detective effective in January. Congratulations to two Fire Department employees who have been promoted to the new truck company (FF/CAT)—Brian Swalboski to Captain and Jordy Beek to Lieutenant. The City welcomed Darren Harris into the Plant Operator position at the WWTF in December. The City is welcoming two part-time liquor checkout clerks in January—Tim Tomasek and Eric Christensen. Applications are currently being accepted for the positions of Administrative Assistant (CS), temporary community services positions, and firefighter (a continuous posting).
- Laura (Payroll/Benefits Specialist) is working on quarter-end and year-end reporting for UI, Federal, and State Taxes, and system set-up for W2's and 1095's. She is also working on deduction code changes and updates, some of these changes will be noticeable (and more descriptive) on employee paystubs.
- Staff are working on the Pay Equity report. This report is due once each 3 years and requires mandatory compliance under MN law. Staff will be bringing the report to the Council for approval at the January 26<sup>th</sup> Council meeting.

- Staff are reviewing the proposals submitted for a Classification and Compensation Study. Seven (7) proposals were received. Staff will summarize the proposals for a Personnel Committee review and direction, then bring to the full Council.
- The Employee Appreciation and Recognition Event is on Thursday, January 28 with a “carry-out” lunch distribution at the MERIT Center starting at 11:30 a.m. All Councilmembers are invited to come to the MERIT Center to greet and thank employees for their service in 2020, congratulate those with service milestones, and congratulate retirees. Studio One will be emailing a video on the formal presentation of awards on the 28<sup>th</sup>.

#### **Clerk**

- Processed and finalized the alcohol, tobacco, taxi, special vehicle permits licensing for 2021.
- Met with the Diversity, Equity, and Inclusion Commission and will provide the approved amendment to the city council regarding said Commission.
- Shortly, the process will begin for the submission of both the Police and Fire State Aid for 2021.
- Vast will begin the installation of phones in city facilities beginning on January 11 – January 13. This is one remaining item on the IT transfer from MMU.

#### **Finance**

- 2021 Budget was adopted by the council at the 12/22/2020 Council Meeting. Finance Staff are finalizing documents to be provided to staff, council and the public. All submissions to the needed entity have been completed.
- 2020 Audit – Staff have begun audit prep for the 2020 Audit, which will take place in April of 2021.
- Policy Work – Finance staff will be working on updating the purchasing policy to present to the council at a future date.

#### **Assessing**

- No Report

#### **Liquor Store**

- No Report

### **COMMUNITY PLANNING**

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

- About 400 open job files. UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.

### **PUBLIC WORKS DIVISION**

#### **Engineering**

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Waiting on Hisken to provide contract paperwork to continue with project close-out.

- Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street -- R & G Construction Co. has completed construction on this project. The contractor will be returning in spring 2021 to complete final seeding and turf establishment.
- Project Z76: South 1<sup>st</sup> Street – Duininck has completed the street reconstruction portion of this project including utilities, pavement and driveways. Due to cold weather and schedule constraints, new sidewalk on the west side of the street will be completed in spring 2021.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed work on this project. The Contract will be closed after turf has established in spring 2021.
- Project Z81: MERIT Drainage - Towne & Country to complete work in 2021 (contract end July 30th).
- Project Z82: N. 1<sup>st</sup>/Redwood/Marshall – Plans near 100%. Intend to bring to Council for Plan Approval and Request to Advertise on 1/12/20.
- Project Z83: James/Camden – Plans to be complete within the next couple weeks. Intend to bring to Council for Plan Approval and Request to Advertise on 1/26/20.
- RFP for S. 4<sup>th</sup> St/Country Club Intersection study - Intend to bring to Council for approval to solicit proposals on 1/12/20
- **Policy Updates**
  - Special Assessment Policy (update) – Council approved 12/22/20
  - Sidewalk Replacement Cost Participation Policy (update) – Proposed changes to be reviewed before the PI/T Committee on Friday, 1/8.
  - Electronic Bidding Policy (new) – Proposed policy to be reviewed before the PI/T Committee on Friday, 1/8.
  - Engineering Design Standards (new) – In development
  - Driveway Ordinance (update) – In development
  - Snow Plowing and Removal Policy (update) – In development

#### **Building Maintenance**

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#### **Street Department**

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

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#### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction is working on Aeration piping, blower start up, the new clarifier will be started next week, sludge piping for new storage tanks, and roofing of the blower building.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on year end reporting requirements.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.

- Working with MMU on Chloride Reduction public education for upcoming Water Treatment Plant improvements.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to twenty-five (25) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (12)
  - Fire; Structure (9)
  - Medical Assist (0)
  - Vehicle Accident (4)
- The creation of a new truck company for the SW Chemical Assessment Team has started the promotional process within the fire department. The promotional process for the captain and lieutenant's position has been completed. The next phase will be to identify interested fireman willing to begin the HAZMAT training certification program.

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 659 calls for the month of December. Seventy-one (71) criminal offenses were reported with a total number of twenty-seven (27) adults arrested.

### **OFFICER'S REPORT**

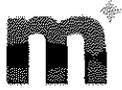
- Alarms (13)
- Accidents (34)
- Alcohol involved incidents (4)
- Assaults (4)
- Domestic Assaults (10)
- Burglaries (6)
- Criminal Sexual Conduct (3)
- Damage to Property (4)
- Keys Locked in Vehicles (33)
- Loud Party (11)/ Public Disturbances (11)
- Thefts (14)
- Traffic Related Complaints (56)
- Vandalism (0)
- Warrant Pickups (11)
- Welfare Checks (25)

### **PERSONNEL/OTHER**

- The promotional process to fill the vacant detective position was held in December with the help and oversight of the Police Advisory Board. Officer Kaylynn Sandgren was promoted to Detective and began her new role on January 4<sup>th</sup>, 2021.
- Officer Quinn Bullard has completed the three-month long Field Training Program and began his solo patrol.
- The new squad cars ordered in August have arrived and are in service. A new design that includes the city branding is part of the new graphics found on the squad cars. The graphics are more reflective and noticeable in the evening hours.

## DETECTIVE REPORT

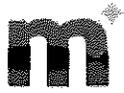
- Two Marshall women were arrested for 5<sup>th</sup> Degree Possession of Controlled Substance after the execution of a search warrant on their apartment by the Brown-Lyon-Redwood-Renville Drug Task Force. During the search numerous items of stolen property from thefts and burglaries were found in the apartment, as well as stolen mail and documents that can be used to commit identity theft. Subsequent search warrants were executed to recover the stolen property. The two women were also charged with possession of stolen property and mail theft. The investigation has cleared three burglaries and two theft cases in the City of Marshall so far. Detectives are continuing to investigate, and additional charges are possible.
- An employee theft from a Marshall business was investigated. The case was forwarded to the Lyon County Attorney's Office for felony theft charges.
- Five residential burglaries were investigated. Latent print evidence submitted to the BCA's forensic science laboratory is pending in one of the cases.
- Three cases of criminal sexual conduct were investigated. One case has been cleared and two remain under investigation.
- Nine cases of theft were investigated. Arrests were made in three cases and the remaining cases continue to be under investigation.
- One death investigation was conducted. The case remains open pending the receipt of a final autopsy report from the Ramsey County Medical Examiner.
- A report of a missing person was investigated. The missing person was located and found to be safe.
- Two cases of theft by swindle involving scams were investigated. One case has been cleared while the other remains under investigation.
- Two cases of voter registration fraud were investigated. One of the cases was found to be unfounded while the other remains under investigation.
- A case of financial transaction card fraud where a Marshall man used the credit card of another without consent was investigated. The case was forwarded to the Lyon County Attorney's Office for charges.
- Nineteen child protection cases were investigated in conjunction with Southwest Health and Human Services. Two cases of vulnerable adult abuse from the Minnesota Adult Abuse Reporting Center were investigated.



MARSHALL

**BUILDING PERMIT LIST**  
**January 12, 2021**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
BUYSSE ROOFING SYSTEMS & SHEET META	900 PEARL AVE	RE-ROOFING	55,500.00
STORM, JEREMY & ANNETTE	214 LEGION FIELD RD	OVERHEAD GARAGE DOOR	1,900.00
TRIO PLUMBING & HEATING	800 6TH ST N	HVAC	3,200.00
GARY VLAMINCK CONSTRUCTION	203 JEWETT ST	INTERIOR REMODEL	35,000.00
BOMGAARS, RODNEY	304 HIGH ST N	HVAC	3,200.00
LAYLE FRENCH CONSTRUCTION INC.	103 SOUTHVIEW DR W	INTERIOR REMODEL	16,300.00
GESKE HOME IMPROVEMENT CO.	1231 PATRICIA CT	DOORS	1,200.00



MARSHALL

**PLUMBING PERMIT LIST**  
**January 12, 2021**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
BISBEE PLUMBING & HEATING	304 LYON ST W	INTERIOR REMODEL	0.00
BISBEE PLUMBING & HEATING	1608 COLLEGE DR E	INTERIOR REMODEL	0.00
TRIO PLUMBING & HEATING	511 IMPALA CT	WATER HEATER	200.00