



**CITY OF MARSHALL
CITY COUNCIL MEETING
A G E N D A**

**Tuesday, January 08, 2019 at 5:30 PM
Professional Development Room - Marshall Middle School, 401 South
Saratoga Street**

OPENING ITEMS

1. Call to Order/Pledge of Allegiance
2. Administration of the Oath of Office for New Councilmembers.

APPROVAL OF AGENDA

3. Approval of Agenda

APPROVAL OF MINUTES

4. Consider Approval of the Minutes
 - Consider approval of the minutes of the special meeting held on December 18, 2018
 - Consider approval of the minutes of the regular meeting held on December 18, 2018

PUBLIC HEARING

- 5 Conduct the public hearing for a home property tax abatement request and approve Resolution Number _____, Second Series
 - Public Hearing regarding a home property tax abatement request.
 - Consideration of Resolution Number XXXX, Second Series, a resolution approving home property tax abatement.
6. Commerce Industrial Park Second Addition Public Hearing, Approval of Preliminary Plat and Approval of Resolution Number _____, Second Series
 - Commerce Industrial Park Second Addition – Public Hearing on Preliminary Plat.
 - Commerce Industrial Park Second Addition – Approval of Preliminary Plat.
 - Commerce Industrial Park Second Addition – Consider Resolution Approving the Final Plat.
7. Conduct the Public Hearing on Amending Ordinance Sections and Adopt Ordinance Number _____, Second Series.
 - Conduct Public Hearing on Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes.
 - Adoption of Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes.

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.

AWARD OF BIDS

CONSENT AGENDA

- [8.](#) Consider Resolution designating the Official Newspaper.
- [9.](#) Consider Resolution designating the Official Depositories for City Funds for 2018.
- [10.](#) Consider approval of 2019 Workers Compensation Insurance
- [11.](#) Consider amendments to the Data Practices Policies
- [12.](#) Consider authorization for the approval for SWMN CAT (Southwest Minnesota Chemical Assessment Team) to apply for HMEP (Hazardous Materials Emergency Planning) grant funds from the State of Minnesota Department of Homeland Security and Emergency Management (HSEM).
- [13.](#) Consider LG220 Application for Exempt Permit for Holy Redeemer Church for March 23, 2019
- [14.](#) Consider an application for an On-Sale Intoxicating Liquor License for Holy Redeemer Church for March 23, 2019
- [15.](#) Consider an application for an On-Sale Intoxicating Liquor License for Marshall Convention and Visitors Bureau for February 7, 2019
- [16.](#) Consider resolution delegating authority to the city to make electronic fund transfers
- [17.](#) Consider approval of resolution to authorize the Finance Director to pay certain claims
- [18.](#) Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

OLD BUSINESS

TABLED ITEM

NEW BUSINESS

- [19.](#) Selection of City Council President Pro tempore by City Council.
- [20.](#) Consider Mayoral Appointment for Councilmembers to Boards/Commissions and Committees.
- [21.](#) Phase-1 Wastewater Treatment Improvements – Presentation by Bolton & Menk, Inc.
- [22.](#) Lyon County Historical Society Museum
- [23.](#) MERIT Center Driving Track - Phase 2: Approving Plans and Specifications and Order Advertisement for Bids.
- [24.](#) Consideration for approval of Professional Services Proposal for Marshall Aquatic Center
- [25.](#) Consider Approval of Resolutions Accepting Donations for the Parks Department
- [26.](#) Request to Move Dwelling into Residential District at 312 Warsaw Circle.
- [27.](#) Tax Abatement Policy - Final Draft
- [28.](#) Change Order Authorization
- [29.](#) Project Z66: Marguerite Avenue/South Bend Avenue Reconstruction Project Change Order No. 1, No. 2/Final Pay Request No. 5
 - Project Z66: Marguerite Avenue/South Bend Avenue Reconstruction Project – Consider Change Order No. 1.
 - Project Z66: Marguerite Avenue/South Bend Avenue Reconstruction Project – Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 5.

COUNCIL REPORTS

- [30.](#) Commission/Board Liaison Reports
- [31.](#) Councilmember Individual Items

STAFF REPORTS

- [32.](#) City Administrator
- [33.](#) Director of Public Works
- [34.](#) City Attorney

ADMINISTRATIVE REPORTS

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.

[35.](#) Administrative Reports

INFORMATION ONLY

[36.](#) Information Only

ADJOURN TO CLOSED SESSION

MEETINGS

[37.](#) Upcoming Meetings

ADJOURN

38. Adjourn Meeting

RULES OF CONDUCT

- You may follow the meeting online – www.ci.marshall.mn.us.
- Public Hearing – the general public shall have the opportunity to address the Council.
 - Approach the front podium
 - State your 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 your 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

Meeting Date:	Tuesday, January 8, 2019
Category:	OPENING ITEMS
Type:	INFO
Subject:	Administration of the Oath of Office for New Councilmembers.
Background Information:	<p>City Clerk Box will administer the reading of the oath of office for each of the newly appointed offices of Mayor and Council. Each member will be asked to stand together, raise their right hand, and recite the following oath as directed by Mr. Box.</p> <p>"I, _____, do solemnly swear that I will support the constitution and law of the State of Minnesota, and of the United States and will faithfully discharge the duties of the office of (Mayor/Councilmember respectively) of the City of Marshall. So help me, God."</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of the minutes of the special meeting held on December 18, 2018
Background Information:	Enclosed are the minutes of the regular meeting held on December 18, 2018.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
Recommendations:	that the minutes of the special meeting on December 18, 2018 be approved as filed with each member and that the reading of the same be waived.

Work Session – December 18, 2018

A Work Session of the Common Council of the City of Marshall was held on December 18, 2018 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 4:30 P.M. by Mayor Bob Byrnes. In addition to Byrnes the following members were present: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer and James Lozinski. Absent: David Sturrock. Staff present included: Sharon Hanson, City Administrator; Cathy Lee Executive Assistant and Kyle Box City Clerk.

Agenda Software Training

City Clerk Kyle Box introduced and provided training for the new meeting agenda software program to be used in 2019.

At 5:10 PM there was a general consensus to adjourn the meeting.

Mayor

Attest:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of the minutes of the regular meeting held on December 18, 2018
Background Information:	Enclosed are the minutes of the regular meeting held on December 18, 2018.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
Recommendations:	that the minutes of the regular meeting on December 18, 2018 be approved as filed with each member and that the reading of the same be waived.

Regular Meeting – December 11, 2018

The regular meeting of the Common Council of the City of Marshall was held December 11, 2018 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, David Sturrock and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glen Olson, Director of Public Works/City Engineer; Jim Marshall, Director of Public Safety; Karla Drown, Finance Director; Sheila Dubs, Human Resource Manager; Ilya Gutman, Plan Examiner/Assistant Zoning Administrator and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the presented agenda.

Recognition of David Sturrock for his years of service on the Marshall City Council.

Thank you to David Sturrock for his dedication to the city of Marshall as a City Council Member.

Consider approval of the minutes from the special meeting and regular meeting held on December 11, 2018.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'that the minutes of the special meeting and regular meeting on December 11, 2018 be approved as filed with each member and that the reading of the same be waived.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0** Abstain: **1**. The motion **Passed. 6 - 0 - 1** with Lozinski abstaining.

Approval of Consent Agenda.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'the following consent agenda items be approved as presented.'. Upon a roll call vote being taken, the vote was: Aye: **7** Nay: **0**. The motion **Carried. 7 - 0**

Approval of a Computer Information Services (CIS) Local User Agreement between Lyon County - City of Marshall and the City of Tracy and the City of Minneota.

Approval of the Commerce Industrial Park Second Addition - Introduce Plat and Call for Public Hearing.

Approval of Resolution Numbers Second Series regarding City of Marshall Retirements.

Call for a Public Hearing Regarding Proposed Property Tax Abatement.

Approval of the bills/project payments

Consider Extended Memorandum of Understanding Between City of Marshall Police Department and Avera Marshall for another full-time patrol officer to be funded by Avera Marshall.

On December 13, 2016, Council approved the Memorandum of Understanding between City and Avera Marshall. Under this MOU, it was agreed that the City would fund one additional position and Avera would fund another police officer position. The Extended MOU now references that Avera will now fund one additional police officer position, for a total of two officer positions funded for the next five years. It is understood that Avera Marshall will completely fund a patrol officer position in addition to the officer position currently being funded. The initial commitment is \$160,000 for the year 2019. This is a five-year commitment for funding 2019, 2020, 2021, 2022 and 2023. Both Avera funded patrol positions are not intended to serve exclusively at Avera. The police department and Avera hope for an enhanced presence by law enforcement at Avera facilities (both Bruce Street and Carlson Street locations), but there is no obligation and no expectation by Avera that additional officers will serve exclusively at the medical facilities. Considerable time and resources are already spent at Avera facilities. The MOU does set forth expectations for an enhanced presence, but there is no mandatory or obligated time provided for Avera medical facilities.

City Administrator Sharon Hanson introduced the item to Council. Director of Public Safety Jim Marshall provided additional information on the current and proposed MOU with Avera Marshall. Avera Regional CEO Mary Maertens discussed the MOU with Council. There was further discussion by Council and Staff.

Member **Craig Schafer** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'Consider and approve the Extended Memorandum of Understanding between City of Marshall Police Department and Avera Marshall for funding an additional full-time patrol officer.'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **0** Abstain: **1**. The motion **Passed. 6 - 0 - 1** with Meister abstaining.

Introduction of Ordinance Amending Sections 18 101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86 98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes and Call for Public Hearing.

This summer, Paul Schierholz, owner of The Broadmoor Valley manufactured home park, informed the City staff that, in his mind, the City Zoning Ordinance is contradicting the State Statutes in its regulations of placing manufactured homes within residential districts other than R-5 Manufactured Home Park District. The staff reviewed the Ordinance and the State Statutes and concurred with Mr. Schierholz, determining that our Zoning Code is indeed in conflict with the State Statutes. Since the State Statutes always have priority over local ordinances, it was necessary to revise the Zoning Ordinance to match the State Statutes. The staff then made a decision to review the entire Ordinance for regulations pertaining to manufactured homes, beyond Mr. Schierholz request, to better meet the current needs and conditions and allow for improved coordination of provisions within the Ordinance. As a result, Sections 86-101 R-5 Manufactured Home Park District and 18 101 Installation were also significantly revised. State

Statutes require that manufactured homes be permitted in R-1 One Family Residence District with no additional conditions, so the staff removed specific requirements for manufactured homes installed in R-1 One Family Residence District and adjusted those requirements to apply to all residential structures. State Statutes also requires that Manufactured Home Parks be permitted as a Conditional Use in all residential districts allowing multiple family structures and this change was also incorporated into the Ordinance. Ordinances of several other cities have been analyzed and their provisions were considered in changing the City of Marshall Ordinance. During the October 10, 2018, regular Planning Commission meeting, proposed revisions were discussed and tabled to the next regular Planning Commission meeting on November 14, 2018, to allow staff to make some suggested changes. During the November 14, 2018, regular Planning Commission meeting, ordinance amendments, revised by staff to reflect Planning Commission comments, were discussed and recommended for adoption. All voted in favor of the motion. At the meeting on December 5, 2018, Legislative and Ordinance Committee voted to recommend to council the approval of Amendments to sections 18 101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86 98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes as recommended by staff with one minor change.

Plan Examiner/Assistant Zoning Administrator Ilya Gutman provided information on the item.

Member **Steven Meister** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'Staff recommends, based on L&O Committee input, that the Council introduce the amendments to City Ordinance Sections 18 101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86 98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes and call for Public Hearing to be held on January 8, 2019.'. Upon a roll call vote being taken, the vote was: Aye: **7** Nay: **0**. The motion **Carried. 7 - 0**

Consider Maintenance Service Proposal with Benson Technical Works for MALSR at Airport.

The FAA requires that the Airport MALSR be maintained by a certified technician. The current Maintenance Service Proposal for maintenance on the MALSR approach lighting is with Benson Technical Works, Inc. (BTW) for \$2,526.74 per year effective January 1, 2016 to December 31, 2018 (copy attached). The maintenance includes periodic maintenance and certification as defined by the FAA and the support of FAA ground inspections and FAA flight inspections. Per the attached email, we have been informed by BTW that the office is closing in June 2019, and BTW has agreed to continue its services with the City at the same rate through June 2019. As the contract will only be extended for 6 months, the total cost for the remainder of the contract will be \$1,263.37, billed on a quarterly basis. BTW has indicated that he was not aware of anyone providing the services that he provides to the airports for MALSR maintenance. The City will be searching for a certified maintenance person to continue this FAA-required maintenance.

Director of Public Works/City Engineer Glenn Olson presented the information to Council. There was further discussion by Council and Staff.

Member **David Sturrock** Moved, Member **Steven Meister** Seconded to approve the **ORIGINAL** motion 'that the Council authorizes the extension of the Maintenance Service Proposal with Benson Technical Works, Inc. for the “Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights” (MALSR) at the Airport until June 30, 2019.'. Upon a roll call vote being taken, the vote was: Aye: **7** Nay: **0**. The motion **Carried. 7 - 0**

Website Update/Revision Proposal.

The City of Marshall website is out of date and in need of an update for the following reasons: When people visit our site, they see it as a reflection of our organization. We need to improve to a more professional and modern look. Information needs to be useful information, if the site looks poorly designed and structured and/or out-of-date they'll make the same assumptions about the City. The City's website needs to more mobile friendly (responsive design). Responsive Web Design is a collection of techniques that allow a website to flex and adapt to the size of screen it's being viewed on. Someone opening our site on a small smartphone could be shown on the same site as the person opening it on their laptop etc. A site redesign gives the City the opportunity to re-address how we communicate with all visitors and to write copy that is simple, on target and more effective – fresh and unique website content is a very important factor in encouraging people to revisit your site more often. A site redesign will increase usability, increasing how fast it is, making it easier to find information and decreasing “friction” when visitors are trying to complete whatever action it is they're trying to complete. The Revize website design allows staff to upload commonly used documents thereby decreasing dependence on others for simplistic tasks. Currently there are numerous websites operating independently causing lack of cohesive messaging and provided via contract with multiple outside vendors. The website updating will allow for a more collaborative website approach to all the City's websites. The City's website would increase citizen engagement-a factor increasing operational excellence. Alex Peterson, Media Communications will present the proposal and provide further information.

City Administrator Sharon Hanson introduced Alex Peterson Media Communication Specialist to present the item to Council. Council member Schafer commented on the translation ability to reach all members of the community. Council member DeCramer commented that this would replace the current provider to the website. Council member Sturrock discussed the ability to add other websites such as the Library's website. There was further discussion on the maintenance agreement.

Member **Steven Meister** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'Approve the quote from Revize in the amount of \$11,550 for website redesign and \$2,400 annual for a total of \$13,950;'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **1**. The motion **Passed. 6 - 1** with Bayerkohler voting no.

City Branding and Messaging RFP.

A simple brand narrative can have a major impact on your decision to visit a city, to buy its products or services, to do business there, or even to relocate there. Decisions, whether they are as trivial as buying an everyday product or as important as relocating a company, are partly rational and partly emotional. No human activity is exempt from this rule, and the brand images of cities underpin the emotional part of every decision connected with those places, which in turn affects the rational part. Branding is a tool that can be used by cities to define themselves and attract positive attention in the midst of an international information glut. Unfortunately, there is the common misconception that branding is simply a communications strategy, a tagline, visual identity or logo. It is much more. It is a strategic process for developing a long-term vision for a place that is relevant and compelling to key audiences. Ultimately, it influences and shapes positive perceptions of a place. Most of all, a branding project is anchored in a community's societal, political or economic objectives by focusing on its relevant differences, identifying the core promise that it makes to key audiences, and developing and consistently communicating the core, positive attributes of the place. Whether a place is looking to rebuild, enhance or reinvigorate its image, the first step is a comprehensive brand strategy. A steering committee was put in place that is comprised of local leaders who would like to see the City of Marshall promote the community in a more positive way. CVB Director Lauren Deutz will present the RFPs and explain background and process going forward.

City Administrator Sharon Hanson introduced Lauren Deutz CVB Director to present the item to Council via power point. There was further discussion by Council and Staff.

Member **James Lozinski** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'approve the Request for Proposals for City of Marshall Branding'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **1**. The motion **Passed. 6 - 1** with Bayerkohler voting no.

Schwan Regional Amateur Sports Center Service Agreement with Marshall Visitors and Convention Bureau.

City Administrator Sharon Hanson provided discussion on the item and introduced CVB Director Lauren Deutz who presented the item to Council. Council member Schafer discussed room use the scheduling software could be used at both the Red Baron Arena and MERIT. Council member DeCramer discussed the costs of the proposed agreement. Director Deutz commented that it was the same rate.

Council member Lozinski discussed the revenue brought in from the arena and that the maintenance and operation cost out way that. Council member Schafer commented that the business model of the Red Baron Arena isn't operated as a regular business and it was approved by the voters of Marshall to be operated the way it is, the funds used for the arena are not from the general tax fund they are from the food and beverage tax collected throughout the City. There was continued discussion between Council and Staff.

Member **Craig Schafer** Moved, Member **John DeCramer** Seconded to approve the **ORIGINAL** motion 'to approve the Schwan Regional Amateur Sports Center Service

Agreement with Marshall Visitors and Convention Bureau.' Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **2**. The motion **Passed. 5 - 2** with Bayerkohler and Lozinski voting no.

Consider Voluntary Reduction in Hours Program.

Staff propose a two-year pilot program which would allow employees to voluntarily reduce their hours of work or elect a furlough from work for an identified block of time. The proposed program guidelines are attached. The program would be voluntary. Both the supervisor and employee would be required to come to agreement on the reduction of hours, subject to City Administrator final approval. Staff are proposing to implement this effective January 1, 2019 as a pilot program for two years. If there is interest from employees, and the program is effective in reducing costs without incurring negative operational impacts, staff would bring the program back to the Council as a policy addition for implementation January 2021.

Human Resource Manager Sheila Dubs presented the item to Council. There was continued discussion details of the program by Council and Staff.

Member **John DeCramer** Moved, Member **Craig Schafer** Seconded to approve the **SUBSTITUTE** motion 'that the Council approve a Voluntary Reduction in Hours Program as a two-year pilot program'. Upon a roll call vote being taken, the vote was: Aye: **6** Nay: **1**. The motion **Passed. 6 - 1** with Lozinski voting no.

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

Library Board, Three-year term to expire on 12/31/21:

Abbie Beolter

Linda Baun

Member **Steven Meister** Moved, Member **David Sturrock** Seconded to approve the **ORIGINAL** motion 'approval of appointments to the various boards, commissions, bureaus and authorities.'. Upon a roll call vote being taken, the vote was: Aye: **7** Nay: **0**. The motion **Carried. 7 - 0**

Commission/Board Liaison Reports.

Byrnes Regional Development Commission met with business as usual.

Schafer No Report

Meister No Report

Bayerkohler Planning Commission met and discussed the ordinance that was introduced this meeting.

DeCramer Marshall Municipal Utilities Commission met and discussed the purchase power agreement over the last four years and provided electrical savings

Regular Meeting – December 11, 2018

throughout the City of Marshall were near \$10 million dollars. MMU passed their 2019 budget and discussed the auto metering system.

Sturrock No Report

Lozinski No Report

Councilmember Individual Items.

Council member DeCramer brought up a concern from a citizen on snow being pushed out into the street then being pushed back up by snow plows and ultimately not being removed. This can become a hazard to others.

Council member Sturrock reminded Council to stay connected to their Wards and to make it a habit to speak with everyone and hear everyone. Member Sturrock also thanked staff for their work.

Mayor Byrnes thanked Council member Sturrock for his continued service to the City.

City Administrator

City Administrator Sharon Hanson discussed the City of Minneota would not be renewing their ambulance license resulting in a territory coverage change. The City of Marshall's ambulance license, which is contracted to North Memorial Ambulance, overlaps with Minneota's previous coverage area. As a result, a majority of the said coverage area will be under the City of Marshall's license with Sanford's ambulance coverage and the City of Cottonwood maintaining the remainder of the coverage area.

Administrator Hanson also thanked Council member Sturrock for his support.

Director of Public Works

Director of Public Works/City Engineer Glenn Olson provided information on future, 2019 projects.

City Attorney

City Attorney Dennis Simpson commented on continued work for Special Assessments, Cable TV Franchise Agreements and real estate deals within the city.

Pending Items

There were no questions regarding the pending items.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Regular Meeting – December 11, 2018

Adjourn Meeting

At 7:08 P.M., Member **David Sturrock** Moved, Member **Craig Schafer** Seconded to approve the **ORIGINAL** motion 'Adjourn Meeting'. Upon a roll call vote being taken, the vote was: Aye: **7** Nay: **0**. The motion **Carried. 7 - 0**

Mayor

Attest:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019												
Category:	PUBLIC HEARING												
Type:	ACTION												
Subject:	Public Hearing regarding a home property tax abatement request.												
Background Information:	<p>On December 18, 2018 a public hearing was called for and to be held on January 8, 2018 regarding a home property tax abatement request.</p> <p>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.</p> <p>The property is located at 1103 Slate Street with an estimated market value of \$200,000 with the difference of improvement being \$165,000.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">2018 pre-build raw land value</th> <th style="width: 33%;">2019 post build total value</th> <th style="width: 33%;">Difference of improvement</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">35,000</td> <td style="text-align: right;">\$ 200,000.00</td> <td style="text-align: right;">\$ 165,000.00</td> </tr> <tr> <td style="text-align: right;">taxes @ 2019 rates</td> <td style="text-align: right;">taxes @ 2019 rates</td> <td></td> </tr> <tr> <td style="text-align: right;">119.13</td> <td style="text-align: right;">\$ 1,025.68</td> <td style="text-align: right; background-color: yellow;">\$ 906.55</td> </tr> </tbody> </table>	2018 pre-build raw land value	2019 post build total value	Difference of improvement	35,000	\$ 200,000.00	\$ 165,000.00	taxes @ 2019 rates	taxes @ 2019 rates		119.13	\$ 1,025.68	\$ 906.55
2018 pre-build raw land value	2019 post build total value	Difference of improvement											
35,000	\$ 200,000.00	\$ 165,000.00											
taxes @ 2019 rates	taxes @ 2019 rates												
119.13	\$ 1,025.68	\$ 906.55											
Fiscal Impact:	The approximate amount of assistance is \$906.55 a year or \$1,813.10 over a maximum period of 2 years.												
Alternative/ Variations:	Not approve the request.												
Recommendations:	<p>Recommendation #1</p> <p>To Close the Public Hearing</p>												

City of Marshall

Tax Abatement Policy

for New Construction of Single and Multi-Family Homes

Intent

The purpose of the City of Marshall Tax Abatement Policy for New Construction of Single and Multi-Family Homes (of 12 units or less) is to provide incentives in Marshall to encourage the construction of new owner occupied and residential rental housing units and increase the value of the future tax base for Marshall taxpayers.

Duration

This policy is in effect from July 24th, 2018, to December 31, 2022, and may be modified or rescinded at any time by the Marshall City Council.

Tax Abatement Authority

Minnesota Statute § 469.1813 grants a political subdivision the authority to abate property taxes.

Eligible Participants

Any person or entity who constructs a new single-family home, duplex, or multi-family complex consisting of 12 units or less, and who files application material and seeks formal approval from the City of Marshall between July 24, 2018, and December 31, 2022, may be eligible to receive a tax abatement of the City's increased real estate taxes as a result of building newly constructed housing or a home, for a period of two (2) years provided all of the following are met:

1. Property is located within the City of Marshall and zoned and permitted properly for the proposed development project.
2. The applicant has not and will not receive other local public financial assistance such as Tax Increment Financing (TIF) or any other forms of incentive that are prohibited by state statute to be used with Tax Abatement. However, this program will coordinate with other local government tax abatement programs (ex. Lyon County)
3. Project is built to building codes adopted at the time building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approval is obtained for building permits pulled after July 24, 2018.

Each abatement application will be individually considered by the Marshall City Council. The city council reserves the right to accept or reject any application for any reason. When an abatement is approved, the city portion of annual real estate taxes will be returned via a single payment made to the taxpayer of record as of December 1st to be issued by December 30th for that calendar year.

The abatement period will begin two taxes payable years following the year of application, or not more than two years following approval of the taxing authority's resolution, whichever is first, and shall continue for two (2) years. Example: If an application is made in 2018, then 2021 would be the first year the owner of record as of December will receive an abatement check. The following is an example of a time timeline for tax abatement if an application was made in 2018:

Year 1	Application Year	2018	Application made = house 50% complete, improvements will be reflected on EMV as of 1/2/2019	Taxes due on vacant lot (1/2/2017 EMV)
Year 2	Build and partial valuation	2019	House is 100% Complete = house completed during this year = improvements will be reflected on EMV as of 1/2/2020	Taxes due on vacant lot (1/2/2018 EMV)
Year 3	Build and partial valuation	2020	House is 100% complete	Taxes due on 50% completion (1/2/2019 EMV)
Year 4	100% of City portion	2021	House is 100% complete	Taxes due on 100% -1 st year of abatement (1/2/20 EMV)
Year 5	100% of City portion	2022	House is 100% complete	Taxes due on 100% - 2 nd year of abatement (1/2/2021 EMV)

The abatement will transfer with the sale of the property for the balance of the two-year abatement period. *The maximum abatement amount any individual property can receive over 2 years is \$20,000.

This abatement does not apply to, or include, existing and/or new special assessments to the property.

Application Procedure

Statute requires the City to approve each abatement application. Thus, all applications will be considered on a "first come - first served" basis.

A complete application for Abatement shall consist of:

- An application requesting abatement for eligible projects addressed to the City of Marshall City Clerk and remittance of an application fee. (application attached)
- Legal description of the subject property, including address and property identification number.
- A site plan and construction plan for the proposed project.
- A copy of the building permit.

Applications are to be submitted to the City of Marshall City Clerk. The City Clerk will forward the completed application to the City Council for consideration. The City Council shall schedule a date for a public hearing on the abatement request(s) pursuant to Minn. Stat. § 469.1812 to § 469.1815 to receive input on each abatement request and shall pass a resolution to approve or deny said application.

The City is solely responsible for its share of property tax abatements and this policy does not allow the City to abate County, Township or School District property taxes.

Final Statement

From a valuation and timing standpoint, the intent is to provide the maximum amount of abatement for two years. This means that if a home is only at partial value, they could pay the partial value, and wait until the full calendar year of full valuation to maximize the benefit received. Staff will work to accommodate this.

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

Property Information:

Location: 1103 SLATE ST Access Road: _____
Section: _____ Township: _____ Range: _____ Property Identification Number: Lot 6 Block 2
Legal Description: Stonebridge Estates PLAT 27-826023-0
(attach if needed)
Parcel Width: 109 (feet) Length: 135 (feet) Acres: _____

Applicant Information:

Applicant Name: JOHN PARSONS Phone: 507-828-0227(h) _____ (w)
Mailing Address: _____
Applicant Signature: John Douglas Parsons

Owner Information:

Owner Name: JOHN PARSONS Phone: 507-828-0227(h) _____ (w)
Mailing Address: _____
Owner Signature: John Douglas Parsons
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:

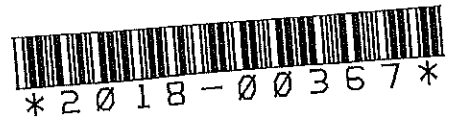
- Map or site plan, prepared by an architect or engineer, showing the boundaries of the proposed development, the size and location of the building(s) and parking areas.
- Written narrative describing the project, the size and type of building(s), business type and use, traffic information (parking capacity, 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



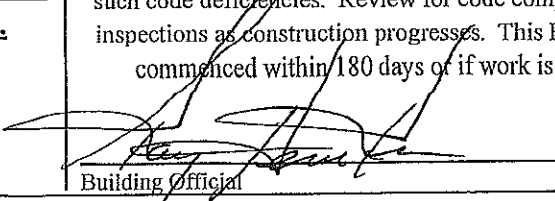
CITY OF MARSHALL
 344 WEST MAIN
 MARSHALL, MN 56258-1313
 (507) 537-6773 FAX: (507) 537-6830



DATE ISSUED: 10/10/2018

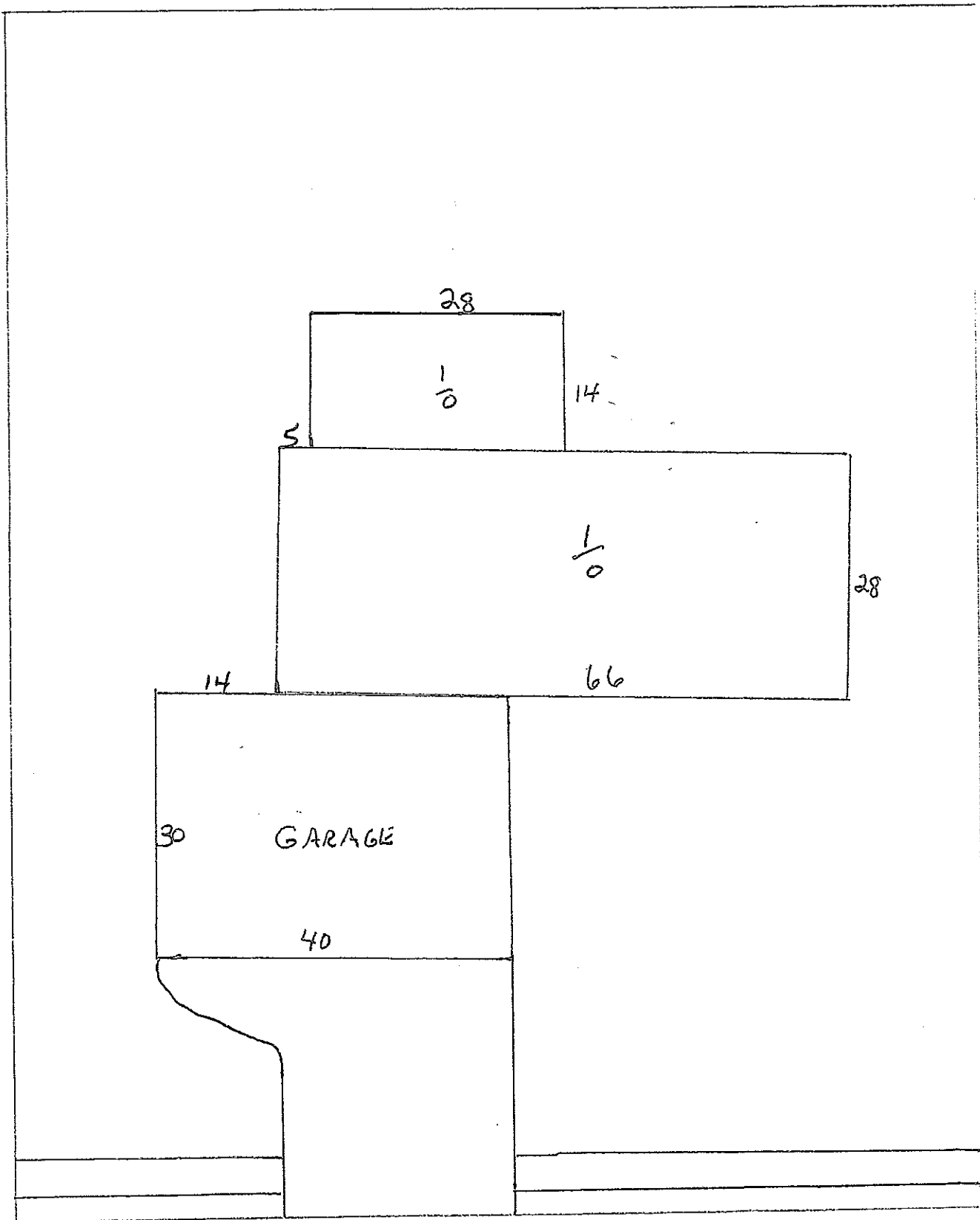
BUILDING PERMIT

PERMIT NUMBER : 2018-00367
 ADDRESS : 1103 SLATE ST
 PIN : 27-826023-0
 LEGAL DESC : STONEBRIDGE ESTATES PLAT
 PERMIT TYPE : BUILDING
 PROPERTY TYPE : SINGLE FAMILY
 CONSTRUCTION TYPE : NEW BUILDING
 VALUATION : \$ 90,700.00
 NOTE: NEW - DWELLING FOUNDATION AND GARAGE

APPLICANT		PERMIT FEE	764.00
PARSONS, JOHN & IONE 1103 STATE ST MARSHALL, MN 56258-0000		PLAN REVIEW RESIDENTIAL,	267.40
		STATE SURCHARGE BLDG VAL	45.50
		TOTAL	1,076.75
OWNER		Payment(s)	
PARSONS, JOHN & IONE 1103 STATE ST MARSHALL, MN 56258-0000		CHECK	1,076.75
		5102 1802019	
AGREEMENT		<p>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.</p>	
<p>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.</p> <p><u>No work shall begin until the Building Permit is signed and issued by the Building Official.</u></p>			
		 Building Official	10-10-18 Date

N

135



1103



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019												
Category:	PUBLIC HEARING												
Type:	ACTION												
Subject:	Consideration of Resolution Number XXXX, Second Series, a resolution approving home property tax abatement.												
Background Information:	<p>On December 18, 2018 a public hearing was called for and to be held on January 8, 2018 regarding a home property tax abatement request.</p> <p>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.</p> <p>The property is located at 1103 Slate Street with an estimated market value of \$200,000 with the difference of improvement being \$165,000.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">2018 pre-build raw land value</th> <th style="width: 33%;">2019 post build total value</th> <th style="width: 33%;">Difference of improvement</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">35,000</td> <td style="text-align: right;">\$ 200,000.00</td> <td style="text-align: right;">\$ 165,000.00</td> </tr> <tr> <td style="text-align: right;">taxes @ 2019 rates</td> <td style="text-align: right;">taxes @ 2019 rates</td> <td></td> </tr> <tr> <td style="text-align: right;">119.13</td> <td style="text-align: right;">\$ 1,025.68</td> <td style="text-align: right; background-color: yellow;">\$ 906.55</td> </tr> </tbody> </table>	2018 pre-build raw land value	2019 post build total value	Difference of improvement	35,000	\$ 200,000.00	\$ 165,000.00	taxes @ 2019 rates	taxes @ 2019 rates		119.13	\$ 1,025.68	\$ 906.55
2018 pre-build raw land value	2019 post build total value	Difference of improvement											
35,000	\$ 200,000.00	\$ 165,000.00											
taxes @ 2019 rates	taxes @ 2019 rates												
119.13	\$ 1,025.68	\$ 906.55											
Fiscal Impact:	The approximate amount of assistance is \$906.55 a year or \$1,813.10 over a maximum period of 2 years.												
Alternative/Variations:	Not approve the resolution.												
Recommendation:	<p>Recommendation #2</p> <p>To approve Resolution Number XXXX, Second Series, a resolution approving home property tax abatement</p>												

Resolution Number _____, Second Series

RESOLUTION RELATING TO A TAX ABATEMENT ON PROPERTY
BEING DEVELOPED BY JOHN PARSONS; 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. John Parsons has applied for a Home Tax Abatement pursuant to the City's Home Tax Abatement Policy on property legally described as: Parcel ID: 27-826023-0, 1103 Slate Street, Marshall, MN 56258.
- 1.04. Pursuant to the Act, this Common Council on January 8, 2019, 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 refereed 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 30th 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 ____ day of _____, 2019.

Mayor, City of Marshall

ATTEST:

City Clerk

City of Marshall

Tax Abatement Policy

for New Construction of Single and Multi-Family Homes

Intent

The purpose of the City of Marshall Tax Abatement Policy for New Construction of Single and Multi-Family Homes (of 12 units or less) is to provide incentives in Marshall to encourage the construction of new owner occupied and residential rental housing units and increase the value of the future tax base for Marshall taxpayers.

Duration

This policy is in effect from July 24th, 2018, to December 31, 2022, and may be modified or rescinded at any time by the Marshall City Council.

Tax Abatement Authority

Minnesota Statute § 469.1813 grants a political subdivision the authority to abate property taxes.

Eligible Participants

Any person or entity who constructs a new single-family home, duplex, or multi-family complex consisting of 12 units or less, and who files application material and seeks formal approval from the City of Marshall between July 24, 2018, and December 31, 2022, may be eligible to receive a tax abatement of the City's increased real estate taxes as a result of building newly constructed housing or a home, for a period of two (2) years provided all of the following are met:

1. Property is located within the City of Marshall and zoned and permitted properly for the proposed development project.
2. The applicant has not and will not receive other local public financial assistance such as Tax Increment Financing (TIF) or any other forms of incentive that are prohibited by state statute to be used with Tax Abatement. However, this program will coordinate with other local government tax abatement programs (ex. Lyon County)
3. Project is built to building codes adopted at the time building permit is obtained.
4. Property taxes are current and paid on time and in full.
5. Program approval is obtained for building permits pulled after July 24, 2018.

Each abatement application will be individually considered by the Marshall City Council. The city council reserves the right to accept or reject any application for any reason. When an abatement is approved, the city portion of annual real estate taxes will be returned via a single payment made to the taxpayer of record as of December 1st to be issued by December 30th for that calendar year.

The abatement period will begin two taxes payable years following the year of application, or not more than two years following approval of the taxing authority's resolution, whichever is first, and shall continue for two (2) years. Example: If an application is made in 2018, then 2021 would be the first year the owner of record as of December will receive an abatement check. The following is an example of a time timeline for tax abatement if an application was made in 2018:

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The abatement will transfer with the sale of the property for the balance of the two-year abatement period. *The maximum abatement amount any individual property can receive over 2 years is \$20,000.

This abatement does not apply to, or include, existing and/or new special assessments to the property.

Application Procedure

Statute requires the City to approve each abatement application. Thus, all applications will be considered on a "first come - first served" basis.

A complete application for Abatement shall consist of:

- An application requesting abatement for eligible projects addressed to the City of Marshall City Clerk and remittance of an application fee. (application attached)
- Legal description of the subject property, including address and property identification number.
- A site plan and construction plan for the proposed project.
- A copy of the building permit.

Applications are to be submitted to the City of Marshall City Clerk. The City Clerk will forward the completed application to the City Council for consideration. The City Council shall schedule a date for a public hearing on the abatement request(s) pursuant to Minn. Stat. § 469.1812 to § 469.1815 to receive input on each abatement request and shall pass a resolution to approve or deny said application.

The City is solely responsible for its share of property tax abatements and this policy does not allow the City to abate County, Township or School District property taxes.

Final Statement

From a valuation and timing standpoint, the intent is to provide the maximum amount of abatement for two years. This means that if a home is only at partial value, they could pay the partial value, and wait until the full calendar year of full valuation to maximize the benefit received. Staff will work to accommodate this.

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

Property Information:

Location: 1103 SLATE ST Access Road: _____
Section: _____ Township: _____ Range: _____ Property Identification Number: Lot 6 Block 2
Legal Description: Stonebridge Estates PLAT 27-826023-0
(attach if needed)
Parcel Width: 109 (feet) Length: 135 (feet) Acres: _____

Applicant Information:

Applicant Name: JOHN PARSONS Phone: 507-828-0227(h) _____ (w)
Mailing Address: _____
Applicant Signature: John Douglas Parsons

Owner Information:

Owner Name: JOHN PARSONS Phone: 507-828-0227(h) _____ (w)
Mailing Address: _____
Owner Signature: John Douglas Parsons
Contractors or Contract for Deed Holders – owner must sign the application.

Company Information:

Owner Name: _____ Phone: _____ Fax: _____
Location: _____
Type of Company: _____ Service Provided: _____

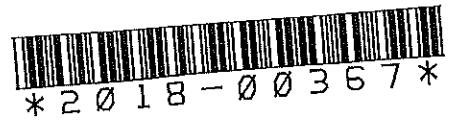
Please attach the following documentation:

- 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



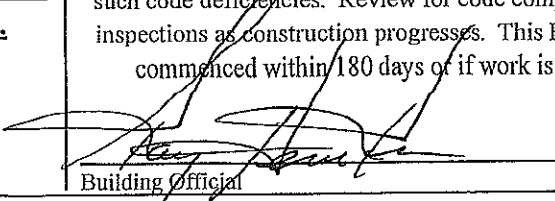
CITY OF MARSHALL
 344 WEST MAIN
 MARSHALL, MN 56258-1313
 (507) 537-6773 FAX: (507) 537-6830



DATE ISSUED: 10/10/2018

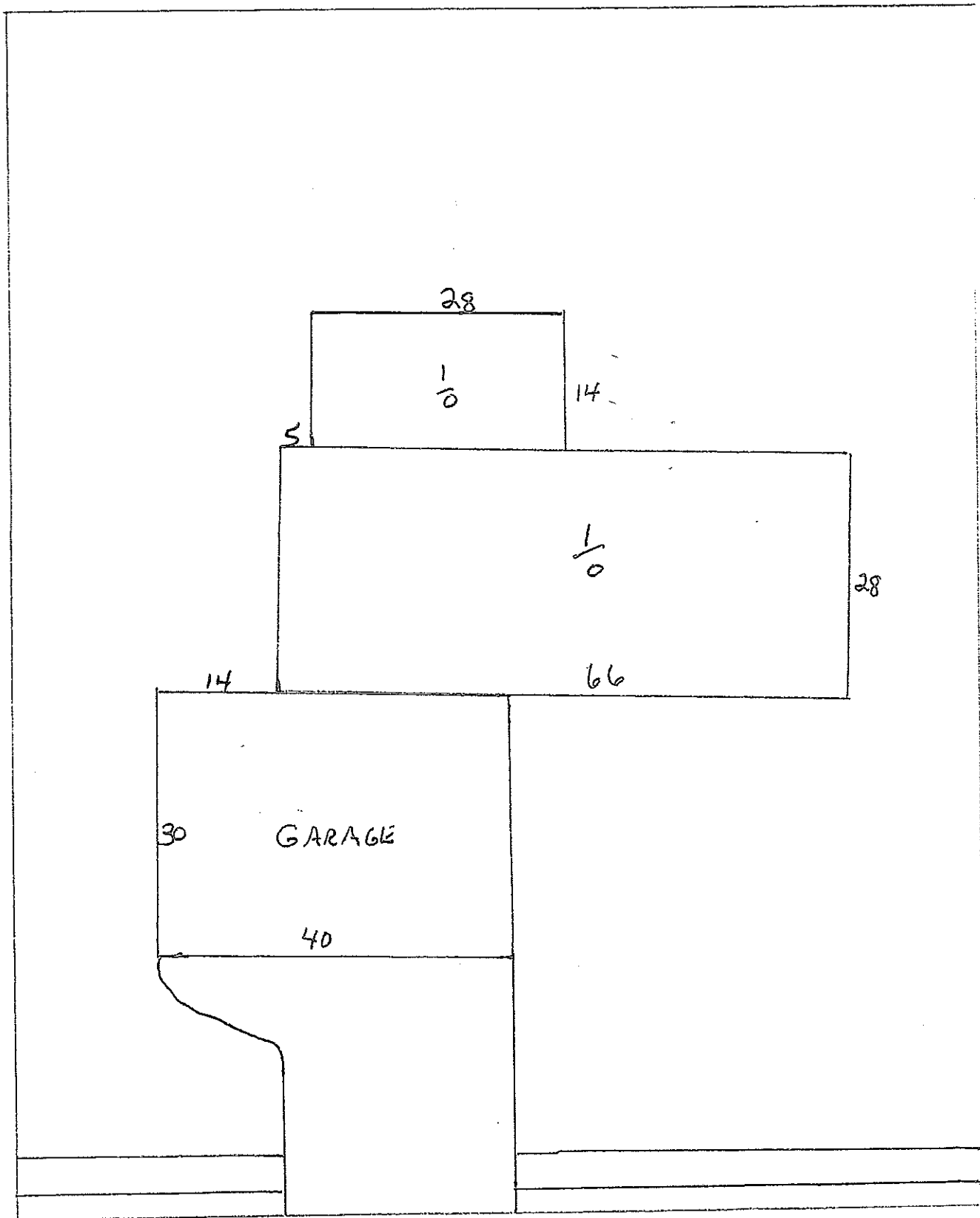
BUILDING PERMIT

PERMIT NUMBER : 2018-00367
 ADDRESS : 1103 SLATE ST
 PIN : 27-826023-0
 LEGAL DESC : STONEBRIDGE ESTATES PLAT
 PERMIT TYPE : BUILDING
 PROPERTY TYPE : SINGLE FAMILY
 CONSTRUCTION TYPE : NEW BUILDING
 VALUATION : \$ 90,700.00
 NOTE: NEW - DWELLING FOUNDATION AND GARAGE

APPLICANT		PERMIT FEE	764.00
PARSONS, JOHN & IONE 1103 STATE ST MARSHALL, MN 56258-0000		PLAN REVIEW RESIDENTIAL,	267.40
		STATE SURCHARGE BLDG VAL	45.50
		TOTAL	1,076.75
OWNER		Payment(s)	
PARSONS, JOHN & IONE 1103 STATE ST MARSHALL, MN 56258-0000		CHECK	1,076.75
		5102 1802019	
AGREEMENT		<p>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.</p>	
<p>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.</p> <p><u>No work shall begin until the Building Permit is signed and issued by the Building Official.</u></p>			
		 Building Official	10-10-18 Date

N

135



1103



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Commerce Industrial Park Second Addition – Public Hearing on Preliminary Plat.
Background Information:	<p>The final plat of Commerce Industrial Park was adopted by the City Council in 2016. Since that time the property has been designed and constructed in accordance with plans and specifications provided by Bolton & Menk, Inc.</p> <p>The development plans included the construction of the connection of Michigan Road/Pacific Avenue and T.H. 68, the construction of Michigan Road, installation of utilities on Michigan Road, and construction of stormwater detention and treatment ponds for the entire site except for a small area on the northwest corner of the subdivision.</p> <p>After this construction has been completed, it was desired to replat the area indicating developable properties and outlots where the stormwater drainage and detention and treatment areas were located. Attached please find a copy of the preliminary plat of Commerce Industrial Park Second Addition.</p> <p>Attached please find a copy of the Engineer’s Report of Preliminary Plat Review. Copies of the proposed subdivision have been sent to the local utility companies for their review and comments. No adverse comments have been received.</p> <p>At the Planning Commission meeting on December 12, 2018, Fox made a motion, seconded by Knieff to recommend approval of the preliminary plat to the City Council and to call for public hearing to be held on January 8, 2019. All voted in favor. The preliminary plat was introduced at the City Council meeting on December 18, 2018.</p> <p>A draft preliminary plat was submitted to both the Office of the Lyon County Recorder and the City Attorney. The final plat has resolved the issues and concerns related to the replat of Commerce Industrial Park. As the State of Minnesota has some financial interest in the development of the property from the Business Development Public Infrastructure (BDPI) grant from DEED, the City Attorney will propose a consent to plat document to be signed by DEED and/or the MMB (see attached memo from City Attorney).</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	<p>Recommendation # 1</p> <p>that the Council close the public hearing.</p>

PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 1 of 3

**ENGINEER'S REPORT
PRELIMINARY PLAT REVIEW**

Subdivision Name: Commerce Industrial Park Second Addition

Quarter NW¼ Section 32 Township 112N Range 41W

Owner's Name: City of Marshall Housing & Redevelopment Authority

Surveyor: Jerry G. Johnson Reg. No. 50343

Sec. 66-54. Information required. (1) Preliminary subdivision plat.		Yes	No	N/A	Comments
a.	Scale 1" = 100' or larger	X			
b.	Subdivision and owner names	X			Names to be included in Final Plat.
c.	Legal description and location sketch	X			Legal description to be included in Final Plat.
d.	Date, scale and north arrow	X			
e.	Acreage	X			
f.	Zoning classification	X			
g.	Contours			X	Contours to be provided by surveyor prior to Final Plat.
h.	Boundary line bearings and distances	X			
i.	Easement	X			
j.	Street names, elevations and grades	X			Elevations and grades of Pacific, Atlantic and Gulf to be determined at a later date.

PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 2 of 3

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

PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 3 of 3

Sec. 66-54. Information required. (2) Other preliminary plans.		Yes	No	N/A	Comments
a.	Drainage and grading plans 1. Existing and proposed drainage.	X			
	2. Drainage flow facility.	X			
b.	Utility plans	X			Utilities to be installed within utility easement areas when requested.

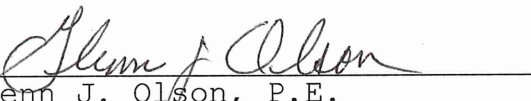
CITY ENGINEER'S RECOMMENDATIONS:

Approve.

DATE RECEIVED: November 30, 2018

DATE REVIEWED: December 4, 2018

PLANNING COMMISSION REVIEW DATE: December 12, 2018



Glenn J. Olson, P.E.
Director of Public Works/City Engineer

Copies to: City Administrator
Building Official
Senior Engineering Technician

PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 1 of 3

**ENGINEER'S REPORT
PRELIMINARY PLAT REVIEW**

Subdivision Name: Commerce Industrial Park Second Addition

Quarter NW¼ Section 32 Township 112N Range 41W

Owner's Name: City of Marshall Housing & Redevelopment Authority

Surveyor: Jerry G. Johnson Reg. No. 50343

Sec. 66-54. Information required. (1) Preliminary subdivision plat.		Yes	No	N/A	Comments
a.	Scale 1" = 100' or larger	X			
b.	Subdivision and owner names	X			Names to be included in Final Plat.
c.	Legal description and location sketch	X			Legal description to be included in Final Plat.
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e.	Acreage	X			
f.	Zoning classification	X			
g.	Contours			X	Contours to be provided by surveyor prior to Final Plat.
h.	Boundary line bearings and distances	X			
i.	Easement	X			
j.	Street names, elevations and grades	X			Elevations and grades of Pacific, Atlantic and Gulf to be determined at a later date.

PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 2 of 3

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

PRELIMINARY PLAT REVIEW

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 3 of 3

Sec. 66-54. Information required. (2) Other preliminary plans.		Yes	No	N/A	Comments
a.	Drainage and grading plans 1. Existing and proposed drainage.	X			
	2. Drainage flow facility.	X			
b.	Utility plans	X			Utilities to be installed within utility easement areas when requested.

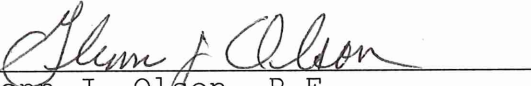
CITY ENGINEER'S RECOMMENDATIONS:

Approve.

DATE RECEIVED: November 30, 2018

DATE REVIEWED: December 4, 2018

PLANNING COMMISSION REVIEW DATE: December 12, 2018



Glenn J. Olson, P.E.
Director of Public Works/City Engineer

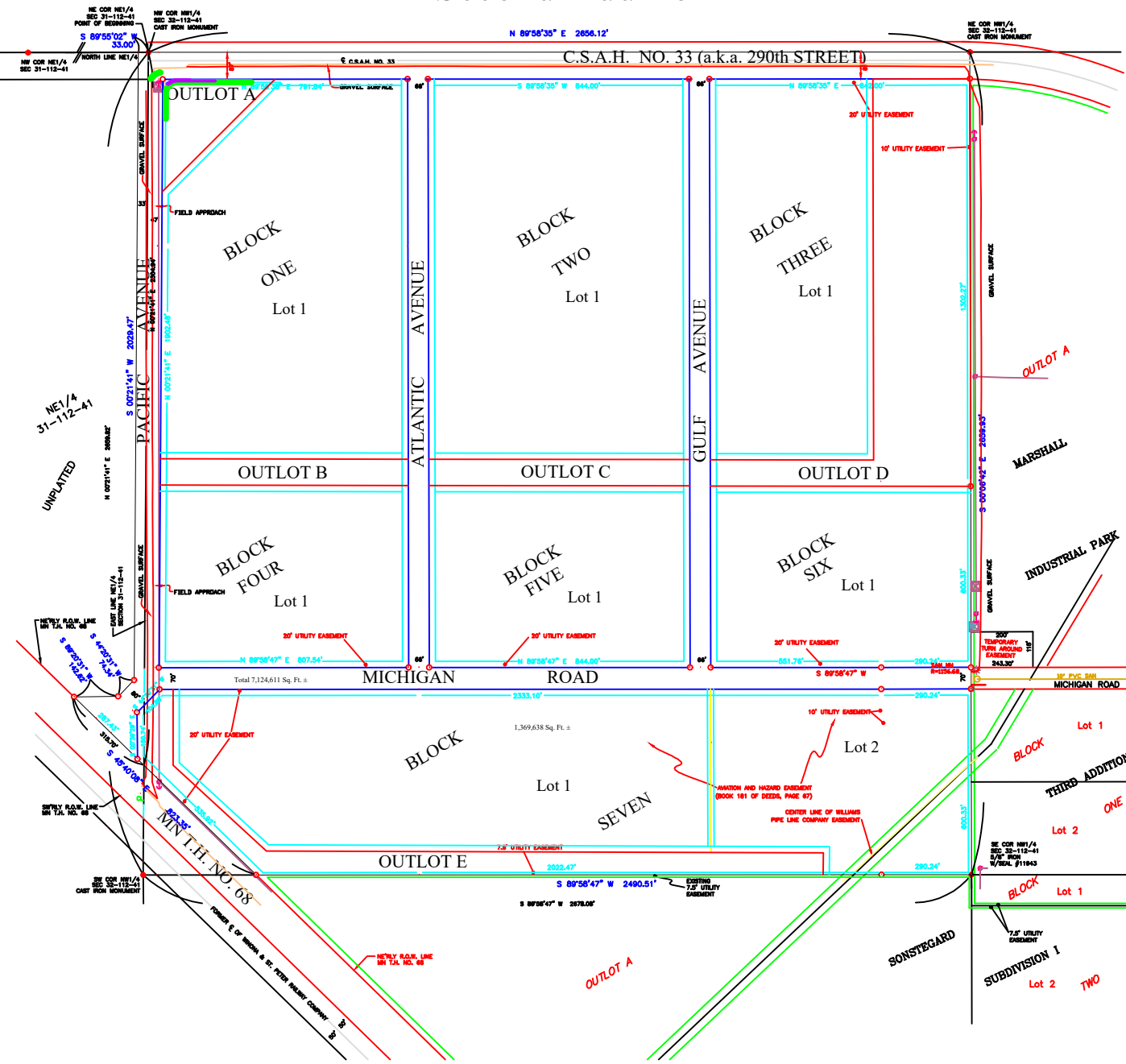
Copies to: City Administrator
Building Official
Senior Engineering Technician



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Commerce Industrial Park Second Addition – Approval of Preliminary Plat.
Background Information:	<p>The final plat of Commerce Industrial Park was adopted by the City Council in 2016. Since that time the property has been designed and constructed in accordance with plans and specifications provided by Bolton & Menk, Inc.</p> <p>The development plans included the construction of the connection of Michigan Road/Pacific Avenue and T.H. 68, the construction of Michigan Road, installation of utilities on Michigan Road, and construction of stormwater detention and treatment ponds for the entire site except for a small area on the northwest corner of the subdivision.</p> <p>After this construction has been completed, it was desired to replat the area indicating developable properties and outlots where the stormwater drainage and detention and treatment areas were located. Attached please find a copy of the preliminary plat of Commerce Industrial Park Second Addition.</p> <p>Attached please find a copy of the Engineer’s Report of Preliminary Plat Review. Copies of the proposed subdivision have been sent to the local utility companies for their review and comments. No adverse comments have been received.</p> <p>At the Planning Commission meeting on December 12, 2018, Fox made a motion, seconded by Knieff to recommend approval of the preliminary plat to the City Council and to call for public hearing to be held on January 8, 2019. All voted in favor. The preliminary plat was introduced at the City Council meeting on December 18, 2018.</p> <p>A draft preliminary plat was submitted to both the Office of the Lyon County Recorder and the City Attorney. The final plat has resolved the issues and concerns related to the replat of Commerce Industrial Park. As the State of Minnesota has some financial interest in the development of the property from the Business Development Public Infrastructure (BDPI) grant from DEED, the City Attorney will propose a consent to plat document to be signed by DEED and/or the MMB (see attached memo from City Attorney).</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	<p>Recommendation # 2</p> <p>that the Council approve the Preliminary Plat of Commerce Industrial Park Second Addition.</p>

Preliminary Plat Commerce Industrial Park Second Addition





CITY OF MARSHALL AGENDA ITEM REPORT

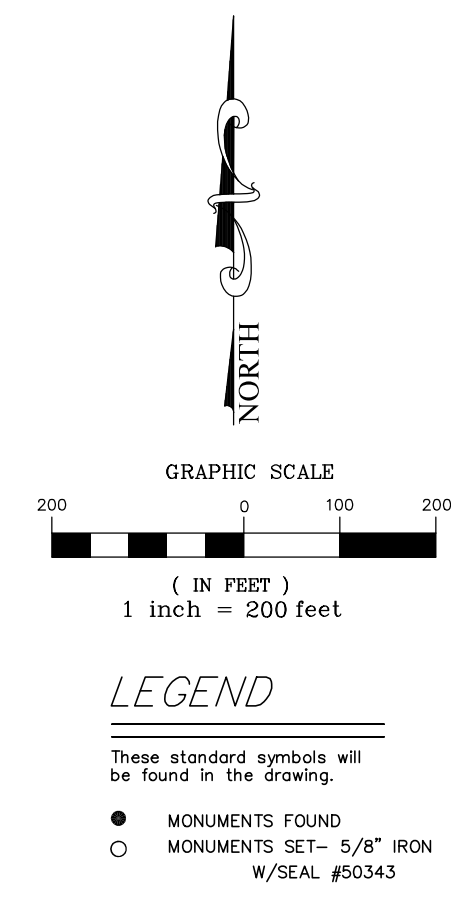
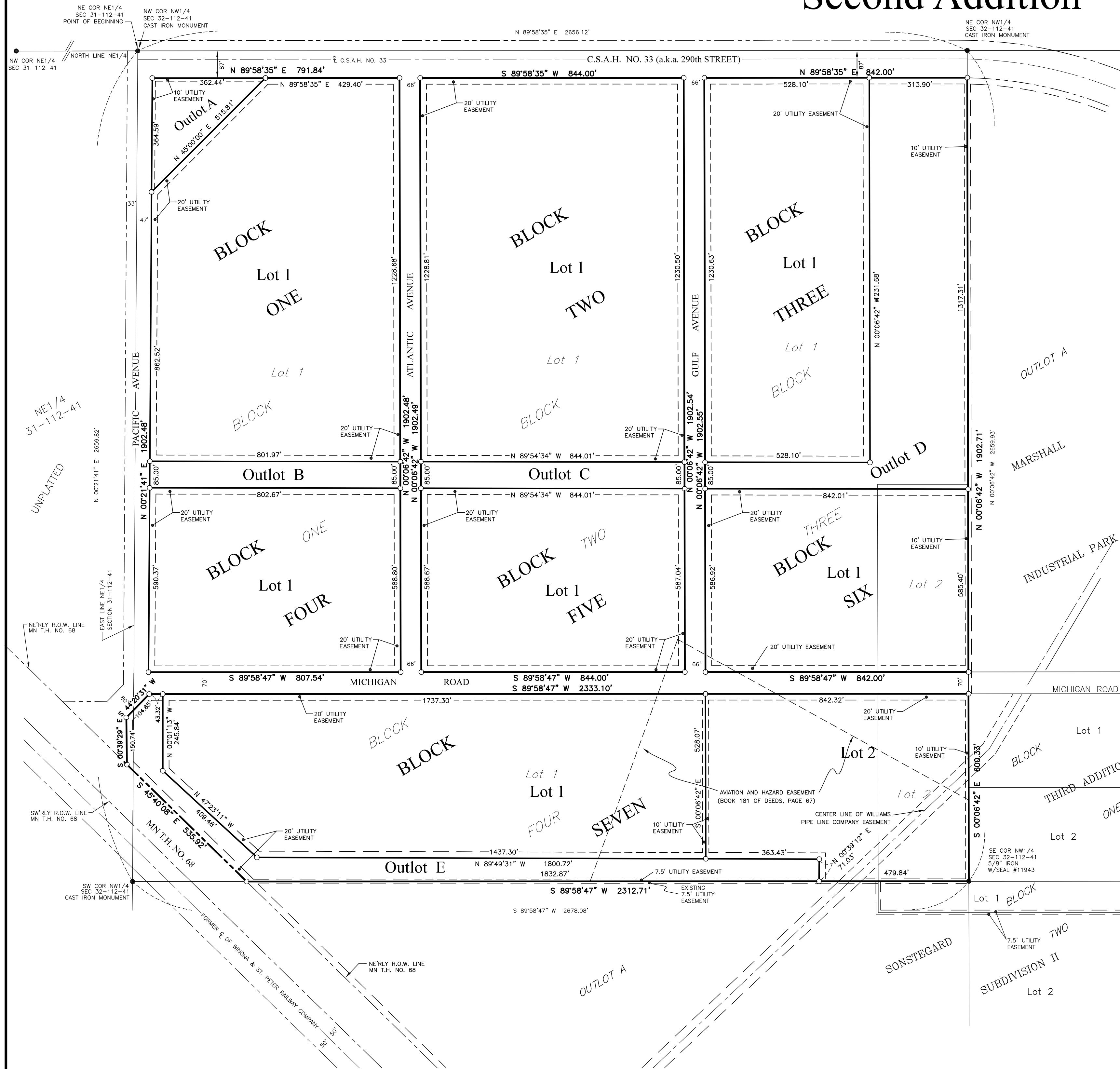
Meeting Date:	Tuesday, January 8, 2019
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Commerce Industrial Park Second Addition – Consider Resolution Approving the Final Plat.
Background Information:	<p>The final plat of Commerce Industrial Park was adopted by the City Council in 2016. Since that time the property has been designed and constructed in accordance with plans and specifications provided by Bolton & Menk, Inc.</p> <p>The development plans included the construction of the connection of Michigan Road/Pacific Avenue and T.H. 68, the construction of Michigan Road, installation of utilities on Michigan Road, and construction of stormwater detention and treatment ponds for the entire site except for a small area on the northwest corner of the subdivision.</p> <p>After this construction has been completed, it was desired to replat the area indicating developable properties and outlots where the stormwater drainage and detention and treatment areas were located. Attached please find a copy of the preliminary plat of Commerce Industrial Park Second Addition.</p> <p>Attached please find a copy of the Engineer’s Report of Preliminary Plat Review. Copies of the proposed subdivision have been sent to the local utility companies for their review and comments. No adverse comments have been received.</p> <p>At the Planning Commission meeting on December 12, 2018, Fox made a motion, seconded by Knieff to recommend approval of the preliminary plat to the City Council and to call for public hearing to be held on January 8, 2019. All voted in favor. The preliminary plat was introduced at the City Council meeting on December 18, 2018.</p> <p>A draft preliminary plat was submitted to both the Office of the Lyon County Recorder and the City Attorney. The final plat has resolved the issues and concerns related to the replat of Commerce Industrial Park. As the State of Minnesota has some financial interest in the development of the property from the Business Development Public Infrastructure (BDPI) grant from DEED, the City Attorney will propose a consent to plat document to be signed by DEED and/or the MMB (see attached memo from City Attorney).</p> <p>Attached please find a copy of the final plat and Resolution Adopting the Final Plat of Commerce Industrial Park Second Addition.</p>
Fiscal Impact:	The applicant will be billed for all direct costs relating to the platting process.
Alternative/Variations:	No alternative actions recommended.

Recommendations:

Recommendation # 3

that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is the Resolution Approving the Final Plat of Commerce Industrial Park Second Addition, subject to a receipt of consent to plat from Department of Employment and Economic Development (DEED) and/or Minnesota Management and Budget (MMB).

Commerce Industrial Park Second Addition



KNOW ALL PEOPLE BY THESE PRESENTS: That The City of Marshall Housing and Redevelopment Authority, a municipal corporation under the laws of the State of Minnesota, fee owner of the following described property:

All of Blocks 1, 2, 3, and 4 of Commerce Industrial Park Addition, in the City of Marshall, as filed and recorded in the office of the County Recorder, in and for Lyon County, Minnesota.

Have caused the same to be surveyed and platted as COMMERCE INDUSTRIAL PARK SECOND ADDITION, and do hereby donate and dedicate to the public for public use forever utility easements as shown on this plat.

CITY OF MARSHALL HOUSING AND REDEVELOPMENT AUTHORITY

by _____ by _____
Robert J. Byrnes, its Chairman Sharon Hanson, its Executive Director

**STATE OF MINNESOTA
COUNTY OF LYON**

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by Robert J. Byrnes, Chairman, and Sharon Hanson, Executive Director of The City of Marshall Housing and Redevelopment Authority, a municipal corporation under the laws of the state of Minnesota, on behalf of the corporation.

Notary Public,
My Commission Expires _____

SURVEYOR'S CERTIFICATE

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

Jerry G. Johnson
Minnesota License Number 50343

**STATE OF MINNESOTA
COUNTY OF LYON**

The Surveyor's Certificate was acknowledged before me on this _____ day of _____, 20____, by Jerry G. Johnson, a licensed land surveyor.

Notary Public,
My Commission Expires _____

CITY COUNCIL

This plat of COMMERCE INDUSTRIAL PARK SECOND ADDITION was approved and accepted, by resolution, at a meeting of the City Council of Marshall, Minnesota, held this _____ day of _____, 20____.

Mayor City Administrator

OFFICE OF THE LYON COUNTY AUDITOR/TREASURER

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

Auditor/Treasurer, Lyon County

OFFICE OF THE LYON COUNTY RECORDER

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

Recorder, Lyon County



Office of the City Attorney
109 South Fourth Street
Marshall, MN 56258
Ph. (507) 537-1441
Fax: (507) 537-1445
Email: dsimpson@qdlawfirm.com

MEMORANDUM

TO: Honorable Mayor and Members of the City Council
CC: Sharon Hanson, City Administrator; Karla Drown, Finance Director; Glenn Olson,
Director of Public Works/City Engineer
FROM: Dennis H. Simpson, City Attorney
DATE: January 3, 2019
RE: Commerce Industrial Park Re-Plat

The City Engineer's office is bringing forward for Council action Commerce Industrial Park Second Addition (re-plat). There are two documents that go with the plat that have been prepared but have not yet been returned to the City Attorney's office. I am providing an explanation of the two documents that have been submitted back to the State of Minnesota for signature. Approval of the re-plat is subject to and contingent upon execution of the following documents:

1. Minnesota law requires that any individual or any entity having "an interest" in property to be platted or re-platted, must agree to the terms of the plat and must sign the plat. The State of Minnesota Department of Management and Budget (MMB) does have an interest in the Commerce Industrial Park to be re-platted as Commerce Industrial Park Second Addition. MMB's interest in the property arises pursuant to the BDPI grant agreement and that grant agreement interest is referenced pursuant to the "Declaration" securing the financial obligation as referenced in the BDPI grant agreement. The declaration was originally dated September 27, 2017, was filed in the office of the Lyon County Recorder on September 28, 2017 and is recorded as Document No. 214016. Because the legal description on the Commerce Industrial Park Second Addition changes from the description on the original plat, an amendment to the declaration has been provided and the amendment to declaration has been sent to MMB for signature. The requested amendment was submitted to MMB on December 21, 2018. As of the date of preparation of this memorandum, the signed amendment has not been returned to the City Attorney's office.
2. Any entity in interest must sign the plat. Instead of sending the original Mylar plat to the St. Paul for signature, I have drafted a consent to plat document which would be signed by MMB and filed contemporaneously with the original plat. The consent to plat document was also provided to MMB on December 21, 2018. As of the date this memorandum, however, the original signed consent to plat has not been returned to the City Attorney's office.

Copies of both documents are attached for your review and information. Approval of the Commerce Industrial Park Second Addition (re-plat) is subject to and contingent upon the original amendment to declaration and consent to plat documents being provided and recorded.

DHS:hjr

AMENDED LEGAL DESCRIPTION OF RESTRICTED PROPERTY

**State of Minnesota
General Obligation Bond Financed Property
DECLARATION**

The Housing and Redevelopment Authority in and for the City of Marshall, Minnesota, a political subdivision of the State of Minnesota, the undersigned herein, has a fee simple title interest in the real property located in the County of Lyon, State of Minnesota, that is legally described on the attached Exhibit A hereinafter referred to as the “Restricted Property”;

(Check the appropriate box.)

a fee simple title,

a lease, or

an easement,

and as owners of such fee title, lease or easement, do hereby declare that such interest in the Restricted Property is hereby made subject to the following restrictions and conditions:

1. The Restricted Property continues to be and is subject to all of the terms, conditions, provisions, and limitations contained in that certain City of Marshall Commerce Industrial Park Greater Minnesota Business Development Public Infrastructure (BDPI - 116J.431) Grant Agreement between the City of Marshall and the Minnesota Department of Employment and Economic Development (DEED), dated October 2, 2017. (BDPI-17-0003-0-FY18)
2. That the prior Declaration to said BDPI Grant Agreement is dated September 27, 2017, was filed in the office of the Lyon County Recorder on September 28, 2017 and is recorded as Document No. 214016.
3. Said premises have been re-platted and are now known as Commerce Industrial Park Second Addition. That said re-platted property continues to be subject to the terms and conditions of said BDPI General Obligation Bond Financed Property Declaration.

That the undersigned Commissioner of the Minnesota Department Management and Budget hereby consents to the modification of the legal description of said Restricted Property as attached hereto.

(*the remainder of this page is left intentionally blank*)
(see separate signature pages)

Housing and Redevelopment Authority in and for the
City of Marshall, a political subdivision of the State of
Minnesota

By: _____
Title: Robert J. Byrnes, Chairperson

Dated: _____

By: _____
Title: Sharon Hanson, Executive Director

Dated: _____

STATE OF MINNESOTA)
) ss
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Robert J. Byrnes, the Chairperson, and Sharon Hanson, the Executive Director, respectively, of Housing and Redevelopment Authority in and for the City of Marshall, Minnesota, a political subdivision of the State of Minnesota.

Notary Public

AMENDED LEGAL DESCRIPTION OF RESTRICTED PROPERTY

Fee Ownership in the name of the Housing and Redevelopment Authority in and for the City of Marshall, Minnesota, a political subdivision of the State of Minnesota:

Lot One (1), Block One (1); Lot One (1), Block Two (2); Lot One (1), Block Three (3); and Lot One (1), Block Four (4); Lot One (1), Block Five (5), Lot One (1), Block Six (6), Lots One (1) and Two (2), Block Seven (7), and Outlots A, B, C, D and E, all in Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota, according to the recorded plat thereof.

CONSENT TO PLAT

Commerce Industrial Park Second Addition, City of Marshall, Lyon County, Minnesota

State of Minnesota, by and through its Commissioner of Minnesota Management and Budget office, hereby consents to the terms, conditions, legal descriptions and dimensions for lots and outlots as described in Commerce Industrial Park Second Addition plat to the City of Marshall, Lyon County, Minnesota. Pertinent information regarding this consent relative to the Commerce Industrial Park Second Addition is as follows:

1. State of Minnesota, by and through its Commissioner of Minnesota Management and Budget and the Department of Employment and Economic Development (DEED), has a financial interest in the property to be platted as Commerce Industrial Park Second Addition, pursuant to the terms and conditions of Grant Agreement-Construction Grant for the Marshall BDPI Project identified as Grant #BDPI-17-0003-O-FY18.
2. That the “declaration” securing the financial obligation related to the BDPI grant referenced above, was originally dated September 27, 2017, was filed in the office of the Lyon County Recorder on September 28, 2017 and is recorded as Document No. 214016.
3. The terms and conditions of the grant agreement referenced above as secured by the declaration referenced above, continue in full force and effect and are not affected by the Commerce Industrial Park Second Addition plat.
4. That the appropriate officials representing the State of Minnesota Commission of Minnesota Management and Budget, hereby consents to the recording of the plat of the Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota. That this consent to plat shall be recorded contemporaneously with the recording of the Commerce Industrial Park Second Addition.

That this consent shall be attached to the original plat and made a part thereof.

FINAL PLAT CHECKLIST CHAPTER 66 - SUBDIVISIONS

Subdivision Name: Commerce Industrial Park Second Addition

Quarter NW¼ Section 32 Township 112N Range 41W

Owner's Name: City of Marshall Housing & Redevelopment Authority

Surveyor: Jerry G. Johnson Reg. No. 50343

		Yes	No	N/A	Comments
Sec. 66-71. Final plans.					
a.	<i>Generally.</i> Following the approval of the preliminary plat, if the developer wishes to proceed, five copies of the final utility, drainage, grading and erosion control plans shall be submitted to the city engineer for review and approval for the entire development phase as shown on the preliminary plan. Any or all of these plans may be deleted at the city engineer's discretion.	X			
b.	<i>Final site grading plan.</i> The drainage and grading plans shall show the contours with intervals of one foot. The minimum ground/garage floor elevation shall be shown for buildings on lots. The site grading plan shall also show drainage arrows for each lot and lot corner elevations.	X			Will be provided in final ALTA survey.
c.	<i>Final street grading plan.</i> The street grading plan shall show percent slope for all proposed streets. Where the developer owns only half the property which makes up a street, and this is the first request for development along the street, the developer shall establish the street grades for the street for approval by the city engineer.	X			
d.	<i>Final drainage and surface water management plan.</i> An overall drainage plan showing proposed drainageways and storm sewer systems will be required along with 100-year drainageway elevations. The plan shall include calculations of the rainfall duration and intensity and the acreage and proposed volume of flow for the development area and the surrounding drainage basin in accordance with design and development criteria established by the city. The final drainage plan shall provide information for drainageway and detention pond dedication as indicated in section 66-111. The proposed channel and/or pipe sizes with grades and proposed inlet locations and outlet connections shall be shown. All plans for drainage shall be based on and comply with the comprehensive surface water management plan and ordinance of the city.	X			

FINAL PLAT CHECKLIST

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 2 of 5

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

FINAL PLAT CHECKLIST

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 3 of 5

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

FINAL PLAT CHECKLIST

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 4 of 5

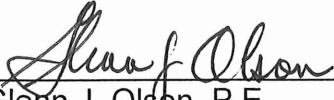
		Yes	No	N/A	Comments
(8)	All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100 of a foot.	X			
(9)	The radii, chords, length of curves, points of tangency, and central angles for all curvilinear streets/roads and radii for all rounded corners.	X			
(10)	The boundary delineation of the floodway and flood zones, along with the base flood elevation on each lot as determined from the flood insurance rate maps.			X	
(11)	The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all pins and monuments shown.	X			
(12)	Acknowledgement of the owner of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks, or other open spaces shown thereon and the granting of easements required.	X			
(13)	All formal irrevocable offers of dedication for all streets/roads, alleys, parks, and other uses as required.	X			
(14)	Certificates of approval for endorsement by the city engineer, the city clerk, the city planning commission, and the city council.	X			
(15)	Protective covenants, if any.			X	
(16)	Letters of approval for highway access points and frontage roads from the commissioner of highways and county engineer, where applicable.		X		Previous approval with project access to TH 68.
Sec. 66-74 – 66-95. Reserved.					

FINAL PLAT CHECKLIST

SUBDIVISION NAME: COMMERCE INDUSTRIAL PARK SECOND ADDITION

PAGE 5 of 5

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



 Glenn J. Olson, P.E.
 Director of Public Works/City Engineer

1/2/19

 Date

RESOLUTION NUMBER _____, SECOND SERIES

**RESOLUTION APPROVING THE FINAL PLAT OF
COMMERCE INDUSTRIAL PARK SECOND ADDITION**

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

COMMERCE INDUSTRIAL PARK SECOND ADDITION
BLOCK ONE, LOT 1 OUTLOT A
BLOCK TWO, LOT 1 OUTLOT B
BLOCK THREE, LOT 1 OUTLOT C
BLOCK FOUR, LOT 1 OUTLOT D
BLOCK FIVE, LOT 1 OUTLOT E
BLOCK SIX, LOT 1
BLOCK SEVEN, LOTS 1-2

more particularly described as attached Exhibit A.

WHEREAS, the Final Plat of Commerce Industrial Park Second Addition was presented to the Common Council on January 8, 2019.

NOW THEREFORE BE IT FURTHER RESOLVED, that said Final Plat of Commerce Industrial Park Second Addition has been duly found to be in conformity with Chapter 66 of the Code of Ordinances and State Statutes.

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

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

Passed and adopted by the Common Council this 8th day of January, 2019.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

This Instrument Drafted By: Glenn J. Olson, P.E.; Director of Public Works/City Engineer

EXHIBIT A

All of Blocks 1, 2, 3, and 4 of Commerce Industrial Park Addition, in the City of Marshall, as filed and recorded in the office of the county Recorder, in and for Lyon County, Minnesota.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Conduct Public Hearing on Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes.
Background Information:	<p>This summer, Paul Schierholz, owner of The Broadmoor Valley manufactured home park, informed the City staff that, in his mind, the City Zoning Ordinance is contradicting the State Statutes in its regulations of placing manufactured homes within residential districts other than R-5 Manufactured Home Park District.</p> <p>The staff reviewed the Ordinance and the State Statutes and concurred with Mr. Schierholz, determining that our Zoning Code is indeed in conflict with the State Statutes. Since the State Statutes always have priority over local ordinances, it was necessary to revise the Zoning Ordinance to match the State Statutes. The staff then made a decision to review the entire Ordinance for regulations pertaining to manufactured homes, beyond Mr. Sdhierholz request, to better meet the current needs and conditions and allow for improved coordination of provisions within the Ordinance. As a result, Sections 86-101 R-5 Manufactured Home Park District and 18-101 Installation were also significantly revised.</p> <p>State Statutes require that manufactured homes be permitted in R-1 One Family Residence District with no additional conditions, so the staff removed specific requirements for manufactured homes installed in R-1 One Family Residence District and adjusted those requirements to apply to all residential structures. State Statutes also requires that Manufactured Home Parks be permitted as a Conditional Use in all residential districts allowing multiple family structures and this change was also incorporated into the Ordinance.</p> <p>Ordinances of several other cities have been analyzed and their provisions were considered in changing the City of Marshall Ordinance.</p> <p>During the October 10, 2018, regular Planning Commission meeting, proposed revisions were discussed and tabled to the next regular Planning Commission meeting on November 14, 2018, to allow staff to make some suggested changes.</p> <p>During the November 14, 2018, regular Planning Commission meeting, ordinance amendments, revised by staff to reflect Planning Commission comments, were discussed and recommended for adoption. All voted in favor of the motion.</p> <p>At the meeting on December 5, 2018, Legislative and Ordinance Committee voted to recommend to council the approval of Amendments to sections 18-101 Installation, 86-</p>

	<p>71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes as recommended by staff with one minor change.</p> <p>The Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes and Call for Public Hearing was introduced at December 18, 2018, City Council meeting.</p>
Fiscal Impact:	None
Alternative/ Variations:	None
Recommendations:	<p>Recommendation # 1</p> <p>that the Council close the public hearing on the Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes.</p>

**CITY OF MARSHALL, MINNESOTA
SUMMARY OF
ORDINANCE NO. _____, SECOND SERIES
FOR PUBLICATION**

**AN ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES**

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

Section 1: City Code of Ordinances, Chapter 18, Article V, Section 18-101 Installation, Chapter 86, Article IV, Sections 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes are hereby amended in their entirety.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. _____, Second Series. A copy of the entire Ordinance will be posted at the Marshall City Hall.

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

NOTICE

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

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

Passed and adopted by the Common Council this 8th day of January, 2019.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Introduced on: December 18, 2018

Final Passage on: January 8, 2019

Published in the Marshall Independent: _____

Sec. 18-101. - Installation and maintenance.

- (a) *Permits required.* A permit to install a manufactured home must be obtained and applicable fees paid by the owner, installer or their agent, before installation. Applications for ~~an installation- a building~~ permit shall be obtained from ~~the office of~~ the city ~~engineer~~. The building official shall issue the ~~installation- building~~ permit after obtaining reasonable assurance of compliance with this Code and the building code. A separate building permit is required after initial manufactured home installation for any construction work, including, but not limited to, reroofing, residing, interior remodeling, deck, accessory building, and furnace or water heater replacement.
- (b) *Requirements Installation.* Manufactured homes must be installed in compliance with the state building code and other applicable regulations, including the installation of anchoring equipment and proper site preparation and grading. Installation must be completed and skirting installed within 30 calendar days from the date of move-in, unless a manufactured home is installed on permanent continuous foundation enclosing the basement or crawl space. Used manufactured homes shall be inspected by the City prior to installation to confirm proper smoke and CO alarms and egress windows, working furnace, water heater, and plumbing fixtures, integrity of the exterior envelope, and safe electrical system. All deficiencies found during this inspection shall be corrected prior to installation and occupancy.
- (c) *Skirting required.* Skirting is the vertical enclosure of space directly beneath the perimeter of the manufactured home not installed on permanent continuous foundation enclosing basement or crawl space. The skirting material must be durable and weather resistant, of vinyl, metal, other noncombustible material, or three-eighths of an inch minimum thick wood treated for ground contact. At least one 24-inch × 30-inch access panel must be provided for inspection and maintenance. A screened or louvered ventilation opening with a net area of 36 square inches each must be installed within two feet of each corner and in each 25 linear feet of skirting to prevent undercarriage deterioration. The skirting shall be maintained at all times as described above and shall be repaired or replaced if it becomes noncompliant.
- (d) *Pre-code manufactured homes.* Manufactured homes built prior to HUD CRF 3280 Standards, effective June 15, 1976, or built prior to individual states inspection and certification in accordance with ANSI Standards A119.1, effective July 1, 1972, are prohibited from being installed within the city.

Commented [IG1]: We do it as a building permit now

Commented [IG2]: To emphasize code requirement

Commented [IG3]: Consistent with Chapter 18, Article III, Moving Buildings

Commented [IG4]: Broken skirting is a big problem

(Code 1976, § 4.03(1)—(4))

Sec. 86-71. - Classes and enumeration of districts.

For the purpose of this chapter, the city is hereby divided into classes of districts which shall be designated as follows:

- (1) *Agricultural district:* A agricultural district.
- (2) *Residence districts:*
 - a. R-1 one-family residence district;
 - b. R-2 one- to four-family residence district;
 - c. R-3 low to medium density multiple-family residence district;
 - d. R-4 higher density multiple-family residence district;

(2A) Special residence districts:

a. R-5M manufactured home park district.

- (3) *Business districts:*
 - a. B-1 limited business district;
 - b. B-2 central business district;
 - c. B-3 general business district;
 - d. B-4 shopping center business district.
- (4) *Industrial districts:*
 - a. I-1 limited industrial district;
 - b. I-2 general industrial district.

Commented [IG1]: Mobile home park is not a continuation of the rest of residential districts – it should be distinguished

(Code 1976, § 11.05(1))

State Law reference— Districts authorized, Minn. Stat. § 462.357, subd. 1.

Sec. 86-97. - R-1 one-family residence district.

(a) *Intent; scope.* This section applies to the R-1 one-family residence district. This R-1 district is intended to preserve and enhance residential areas for one-family detached dwellings.

(b) *Permitted uses.* The following uses shall be permitted in the R-1 residence district:

Churches, provided that no building shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

One-family ~~detached dwelling~~ manufactured homes ~~under the conditions set forth in section 86-165, occupied by persons related by blood, marriage or adoption, or by three unrelated persons.~~

Commented [IG1]: Manufactured homes have to stay as a separate category because they are not the same as detached dwelling listed here

Residential facility serving six or fewer individuals.

Day care facility serving 14 or fewer individuals.

One-family detached dwellings, occupied by persons related by blood, marriage, adoption, or by three unrelated persons, ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~

Commented [IG2]: It's now in a different section

(c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-1 residence district:

Accessory uses customarily incidental to the uses permitted in this section, ~~such as private vehicle garages and storage sheds.~~

Accessory building ~~of not more than 1,000 square feet in floor area~~ complying with ~~S~~section 86-163.

Commented [IG3]: Area limitations are in Accessory Buildings section

Accessory equipment complying with ~~S~~section 86-164.

Fallout shelters.

Keeping of not more than two boarders and/or roomers by a resident family.

Private swimming pool and hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.

~~Private s~~Solar energy collectors and systems.

~~Private Radio t~~Towers and antennas complying with ~~D~~ivision 6.

(d) *Conditional uses.* All conditional use permits for the R-1 district may only be issued if the proposed use meets the specific requirements of this section and also meets the supplemental regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-1 district by conditional use permit:

Commented [IG4]: The rest of the section will have to be looked at again later

Bed and breakfast facility meeting the conditions of section 86-51.

Fire stations, community center buildings, public libraries, museums, art galleries, post office, greenhouses (excluding commercial), and essential public utility structures.

Golf course and clubhouse, country club, public swimming pool, private swimming pool serving more than one-family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Keeping of three or more roomers or boarders.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50 except motor vehicle repair, tobacco sales, sales of alcoholic beverages, adult entertainment, adult book or video sales, motor vehicle or machinery sales, or restaurants are not permitted.

Other residential uses of the same general character as listed in subsection (b).

Parks and recreational areas.

Residential facility serving more than six individuals.

Day care facility serving more than 14 individuals.

School, public or private, kindergarten through grade 12.

Two-family dwellings under single ownership, joint ownership or tenants in common.

Two-family dwellings under split ownership under the following conditions:

- (1) The dwelling have separate utility service lines to each unit.
- (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings.
- (3) Proper separation of units exist as provided by the building code.
- (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
- (5) The dwelling location on the lot be compatible with the neighborhood.
- (6) Landscaping, fencing, grading, exterior lighting, and driveway conform to the surrounding neighborhood.
- (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
- (8) The dwellings shall be a maximum height of two stories.
- (9) Not more than 50 percent of the lot area shall be occupied by buildings.
- (10) No unit shall be eligible under this [use] unless the division of the dwelling occurs along the lot lines.

(e) *Height and yard regulations.* Height, yard, area and lot width and depth regulations for the R-1 district are as follows:

- (1) *Height regulations.* No building hereafter erected or altered shall exceed 30 feet in height.
- (2) *Front yard regulations.*
 - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
 - b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.
 - c. Where a lot or plot is located at the intersection of two or more streets there shall be a front yard on each street side of each corner lot.
 - d. No accessory buildings shall project beyond the front yard line of any street.
- (3) *Side yard regulations.* There shall be a side yard on each side of a building, each having a width of not less than five feet.
- (4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot or plot depth, or 18 percent of the lot or plot depth for a corner lot.

- (5) *Lot or plot area regulations.*
 - a. Every lot or plot upon which a one-family dwelling is erected shall contain an area of not less than 8,000 square feet.
 - b. Every lot or plot upon which a two-family dwelling is erected or altered shall contain an area of not less than 10,000 square feet.
- (6) *Lot width and depth regulations.* Every lot or plot on which a one-family dwelling or a two-family dwelling is erected shall have a minimum width of not less than 70 feet at the building setback line, and a minimum depth of not less than 110 feet.
- (f) *Supplemental regulations.* Additional regulations in the R-1 residence district are set forth in article VI.

(Code 1976, § 11.07; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-00; Ord. No. 529 2nd series, § 1, 7-5-2005; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 699 2nd series, § 1, 9-9-2015; Ord. No. 712 2nd series, § 1, 9-13-2016)

Sec. 86-98. - R-2 one- to four-family residence district.

Commented [IG1]: Only changes in conjunction with manufactured home related amendments have been made. Full review will still be required.

(a) *Intent; scope.* This section applies to the R-2 one- to four-family district. This R-2 district is intended to create, preserve and enhance residential areas for single-family dwellings, townhouses and apartment buildings (containing no more than four dwelling units), for the purpose of achieving a mix of housing types and densities.

(b) *Permitted uses.* The following uses shall be permitted in the R-2 residence district:

Churches, provided that no building shall be located within 25 feet of any lot line of any abutting lot in any of the classes of residence districts.

Golf courses, except clubhouses, miniature golf courses, and driving ranges operated for commercial purposes.

Manufactured homes ~~under the conditions of section 86-165.~~

Multiple-family dwellings, apartment buildings or townhouses, containing not more than four dwelling units.

Parks and recreational areas owned or operated by governmental agencies.

Residential facility serving 16 or fewer individuals, or day care facility serving 14 or fewer individuals.

Single-family detached dwellings ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~

Two-family dwellings under single ownership, joint ownership or tenants in common.

Two-family dwellings under split ownership under the following conditions:

- (1) The dwelling have separate utility service lines to each unit.
- (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the dwelling.
- (3) Proper separation of units exist as provided by the building code.
- (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
- (5) The dwelling location on the lot be compatible with the neighborhood.
- (6) A landscaping, fencing and grading plan, exterior lighting plan, construction plan, floor plan and driveway plan conform to the surrounding neighborhood.
- (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
- (8) The dwellings shall be a maximum height of two stories.
- (9) Not more than 50 percent of the lot area shall be occupied by buildings.
- (10) No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.

(c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-2 residence district:

Accessory uses customarily incident to the uses permitted in subsections (a) and (b).

Fallout shelters.

Private garage.

Private swimming pool and hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.

Solar energy collectors and systems.

Storage garages where the lot is occupied by a multiple-family dwelling.

- (d) *Conditional uses.* All conditional use permits for the R-2 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-2 residence district by conditional use permit:

Automobile parking lots or garages, excluding repairs.

Golf clubhouse, country club, public swimming pool, private swimming pool serving more than one family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Manufactured home park meeting all requirements of Section 86-101 and all additional conditions established by the Council in accordance with Section 86-49.

Municipal or other government administration buildings, police or fire stations, community center buildings, public libraries, museums, art galleries, post office substations, greenhouses (excluding commercial), and essential public utility structures.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b).

Schools: public, parochial or private; not operated for profit; kindergarten through twelfth grade; offering a curriculum equivalent to the public school system.

Residential facility serving more than 16 individuals, or a day care facility serving more than 14 individuals.

~~State Law reference — Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.~~

- (e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the R-2 district are as follows:

(1) *Height regulations.* No building hereafter erected or altered shall exceed three stories or 25 feet in height.

(2) *Front yard regulations.*

- a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
- b. There shall be a front yard on each street side of a corner lot. No accessory buildings shall project into the front yard line on either street.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, each having a width of not less than five feet for buildings not exceeding 20 feet in height.

- b. For buildings exceeding 20 feet in height, there shall be a side yard on each side of a building having a width of five feet plus one-foot of side yard for each one-foot of building height over 20 feet.
- (4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot depth, or 18 percent of the lot depth for corner lots.
- (5) *Lot area regulations.*
 - a. Every lot upon which a multiple dwelling is erected or altered shall contain an area of not less than 11,500 square feet for a three-family dwelling, plus 1,500 square feet for each additional dwelling unit.
 - b. Every lot upon which a one-family dwelling is erected or altered shall contain an area of not less than 8,000 square feet and shall contain 9,000 square feet for a two-family dwelling.
 - c. Where a lot has less area than required in this subsection (e)(5), and was vacant and of record at the time of the passage of this chapter, that lot may be used only for single-family dwelling purposes.
- (6) *Lot coverage regulations.* Additional regulations in the R-2 residence district are set forth in article VI.

(Code 1976, § 11.08; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-2000; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 699 2nd series, § 1, 9-9-2015; Ord. No. 712 2nd series, § 1, 9-13-2016)

State Law reference— Conditional uses, Manufactured home park, Minn. Stat. § 462.357, subd. 1b.

Sec. 86-99. - R-3 low to medium density, multiple-family residence district.

Commented [IG1]: Only changes in conjunction with manufactured home related amendments have been made. Full review will still be required

- (a) *Intent; scope.* This section applies to the R-3 low to medium density, multiple-family district. This R-3 district is intended to create, preserve and enhance residential areas for multifamily use at low to medium densities (up to eight dwelling units) for families and singles. It is typically appropriate as a transition area between low density residential districts and high intensity residential or business districts.
- (b) *Permitted uses.* The following uses shall be permitted in the R-3 residence district:
- Assisted living facility.
 - Boardinghouses and lodginghouses; convalescent, nursing and rest homes.
 - Churches.
 - Congregate living facility.
 - Golf courses, except clubhouses, miniature golf courses and driving ranges operated for commercial purposes.
 - Manufactured homes ~~under the conditions of section 86-165.~~
 - Multiple-family dwellings, apartment buildings or townhouses, containing not more than eight dwelling units.
 - Parks and recreational areas owned or operated by governmental agencies.
 - Residential facility serving 16 or fewer individuals, or day care facility serving 14 or fewer individuals.
 - Single-family detached dwellings ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~
 - Two-family dwellings under single ownership, joint ownership or tenants in common.
 - Two-family dwellings under split ownership under the following conditions:
 - (1) The dwelling have separate utility service lines to each unit.
 - (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the building.
 - (3) Proper separation of units exist as provided by the building code.
 - (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
 - (5) The dwelling location on the lot be compatible with the neighborhood.
 - (6) A landscaping, fencing and grading plan, exterior lighting plan, construction plan, floor plan and driveway plan conform to the surrounding neighborhood.
 - (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
 - (8) The dwellings shall be a maximum height of two stories.
 - (9) Not more than 50 percent of the lot area shall be occupied by buildings.
 - (10) No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-3 residence district:

Accessory uses customarily incident to the uses permitted in subsections (a) and (b) of this section.

Fallout shelters.

Private garage.

Private swimming pool when completely enclosed within a chainlink or similar fence five feet high.

Solar energy collectors and systems.

Storage garages where the lot is occupied by a multiple-family dwelling.

- (d) *Conditional uses.* All conditional use permits for the R-3 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI, and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-3 residence district by conditional use permit:

Golf clubhouse, country club, public swimming pool, private swimming pool serving more than one-family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Heliport use when associated with a hospital use, located no less than 500 feet from an abutting property line of any residential use.

Hospitals.

Manufactured home park meeting all requirements of Section 86-101 and all additional conditions established by the Council in accordance with Section 86-49.

Medical clinics.

Multiple-family dwellings, apartment buildings or townhouses, containing more than eight dwelling units, but not more than 12 units.

Municipal or other government administration buildings, police or fire stations, community center buildings, public libraries, museums, art galleries, post office substations, greenhouses (excluding commercial), and essential public utility structures.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b) of this section.

Residential facility serving more than 16 individuals, or a day care facility serving more than 14 individuals.

Schools: public, parochial, or private; not operating for profit: kindergarten through twelfth grade; offering a curriculum equivalent to the public school system.

State Law reference—Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.

- (e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the R-3 district are as follows:

(1) *Height regulations.* No building hereafter erected or altered shall exceed three stories or 35 feet in height.

(2) *Front yard regulations.*

- a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
- b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.
- c. Where a lot is located at the intersection of two or more streets there shall be a front yard on each street side of each corner lot. No accessory buildings shall project into the front yard of either street.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, each having a width of not less than ten feet for buildings not exceeding 20 feet in height.
- b. For buildings exceeding 20 feet in height, there shall be a side yard on each side of a building having a width of ten feet, plus one foot of side yard for each one foot of building height over 20 feet.

(4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot depth.

(5) *Lot area regulations.*

- a. Every lot upon which a multiple dwelling is erected or altered shall contain an area of not less than 11,500 square feet for a three-family dwelling plus 1,500 square feet for each additional dwelling unit.
- b. Every lot upon which a one-family dwelling or a two-family dwelling is erected or altered shall contain an area of not less than 8,000 square feet.
- c. Where a lot has less area than required in this subsection (e)(5), and was vacant and of record at the time of the passage of this chapter, that lot may be used only for single-family dwelling purposes.

(6) *Lot coverage regulations.* Not more than 50 percent of a lot shall be occupied by building.

(f) *General regulations.* Additional regulations in the R-3 residence district are set forth in article VI of this chapter.

(Code 1976, § 11.09; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-2000; Ord. No. 512 2nd series, § 1, 3-1-2004; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 712 2nd series, § 1, 9-13-2016)

State Law reference— Conditional uses, Manufactured home park, Minn. Stat. § 462.357, subd. 1b.

Sec. 86-100. - ~~R-4 higher density, multiple-family residence district.~~

Commented [IG1]: Only changes in conjunction with manufactured home related amendments have been made. Full review will still be required

- (a) *Intent; scope.* This section applies to the R-4 high density, multiple-family district. This R-4 district is intended to create, preserve and enhance residential areas for multifamily use at high densities (over eight dwelling units per structure) for families and singles. It is typically appropriate in areas of good accessibility to thoroughfares, open space, public transportation, public community centers, libraries, education institutions, and commercial centers.
- (b) *Permitted uses.* The following uses shall be permitted in the R-4 residence district:
- Assisted living facility.
 - Boardinghouses and lodginghouses; convalescent, nursing and rest homes.
 - Congregate living facility.
 - Churches.
 - Golf courses, except clubhouses, miniature golf courses and driving ranges operated for commercial purposes.
 - Manufactured homes ~~under the conditions of section 86-165.~~
 - Multiple-family dwellings, apartment buildings or townhouses containing more than eight dwelling units.
 - Parks and recreational areas owned or operated by governmental agencies.
 - Residential facility serving 16 or fewer individuals, or day care facility serving any number of individuals.
 - Single-family detached dwellings ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~
 - Two-family dwellings under single ownership, joint ownership or tenants in common.
 - Two-family dwellings under split ownership under the following conditions:
 - (1) The dwelling have separate utility service lines to each unit.
 - (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the building.
 - (3) Proper separation of units exist as provided by the city building code.
 - (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
 - (5) The dwelling location on the lot be compatible with the neighborhood.
 - (6) Landscaping, fencing, grading, exterior lighting, construction and driveway conform to the surrounding neighborhood.
 - (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
 - (8) The dwellings shall be a maximum height of two stories. Not more than 50 percent of the lot area shall be occupied by buildings.
 - (9) No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.

(c) *Permitted accessory uses.* Accessory uses customarily incident to the uses permitted in subsections (a) and (b) of this section.

(d) *Conditional uses.* All conditional use permits for the R-4 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-4 residence district by a conditional use permit:

Business and professional office buildings.

College, university, post high school education or training institution, or seminary; public or private; with the nearest building line to property line distance of 150 feet to any single family dwelling property.

Heliport use when associated with a hospital use, located no less than 500 feet from a property line of any residential use.

Hospitals.

Manufactured home park meeting all requirements of Section 86-101 and all additional conditions established by the Council in accordance with Section 86-49

Medical clinics.

Municipal or other government administration buildings, police or fire stations, community center buildings, public libraries, museums, art galleries, post office substations, greenhouses (excluding commercial), and essential public utility structures.

Neighborhood convenience stores.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b).

Residential facility serving more than 16 individuals.

Schools: public, parochial, or private; not operated for profit; kindergarten through twelfth grade; offering a curriculum equivalent to the public school system.

State Law reference — Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.

(e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the R-4 district are as follows:

(1) *Height regulations.* No building hereafter erected or altered shall exceed three stories or 35 feet in height.

(2) *Front yard regulations.*

a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.

b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.

- c. Where a lot is located at the intersection of two or more streets there shall be a front yard on each street side of each corner lot. No accessory buildings shall project into the front yard of either street.
- d. No front yard shall be required in the downtown business district.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, each having a width of not less than ten feet for buildings not exceeding 20 feet in height.
- b. For buildings exceeding 20 feet in height, there shall be a side yard on each side of a building having a width of ten feet, plus one foot of side yard for each one foot of building height over 20 feet.
- c. No side yard shall be required in the downtown district.

(4) *Rear yard regulations.*

- a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth.
- b. No rear yard shall be required in the downtown district.

(5) *Lot area regulations.*

- a. Every lot upon which a multiple dwelling is erected or altered shall contain an area of not less than 11,500 square feet for a three-family dwelling, plus 1,500 square feet for each additional dwelling unit.
- b. Every lot upon which a one-family dwelling or a two-family dwelling is erected or altered shall contain an area of not less than 8,000 square feet.
- c. Where a lot has less area than required in this subsection (e)(5), and was vacant and of record at the time of the passage of this chapter, that lot may be used only for single-family dwelling purposes.

(6) *Lot coverage regulations.* Not more than 40 percent of a lot shall be occupied by building. No lot coverage restrictions apply in the downtown district.

- (f) *General regulations.* Additional regulations in the R-4 residence district are set forth in article VI of this chapter.

(Code 1976, § 11.10; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-2000; Ord. No. 512 2nd series, § 1, 3-1-2004; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 712 2nd series, § 1, 9-13-2016)

State Law reference— [Conditional uses, Manufactured home park, Minn. Stat. § 462.357, subd. 1b.](#)

Sec. 86-101. - R-5M manufactured home park district.

(a) *Intent; scope.* This section applies to the R-5M manufactured home park district. This R-5M district is intended to create, preserve and enhance areas for ~~the location of manufactured homes and~~ the development of manufactured home parks.

Commented [IG1]: Redundant

(b) *Permitted uses.* The following uses shall be permitted in the R-5M district:

Manufactured home parks of ten or more sites.

Parks and recreational areas ~~owned or operated by governmental agencies.~~

Commented [IG2]: We should encourage park owners to have green areas

Residential facility serving six or fewer individuals, or a day care facility serving ~~14~~ ten or fewer individuals.

Commented [IG3]: Statutory

Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures and facilities ~~servicing the manufactured home park.~~

Commented [IG4]: It's all mostly private land

(c) *Permitted accessory uses.* The following accessory uses shall be permitted in the R-5M district:

Accessory uses customarily incident to the uses permitted in subsections (a) and (b).

Fallout and/or storm shelters.

~~Keeping of not more than two boarders and/or roomers by a resident family; provided, however, that the council may grant a special permit to keep more than two boarders and/or roomers for one year at a time upon proof of compliance by the applicant for such special permit with the provisions of this chapter prescribing the required number of off-street parking spaces. Facilities required or customarily provided in manufactured home park such as office, laundry, and public toilets.~~

Commented [IG5]: Manufactured homes don't have basements, so they are not equipped in most cases to allow for roomers

Commented [IG6]: If we require them, they should be permitted

Private garage.

Private swimming pool or hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.

Solar energy collectors and systems.

Storage ~~sheds~~ garages.

(d) *Conditional uses.* All conditional use permits for the R-5M district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-5M district by conditional use permit:

Day care facility for more than 14 individuals, when located within a permanent structure, ~~and used by park occupants only.~~

Commented [IG7]: We have a shortage of day cares throughout

~~Offices of persons and H~~home occupations ~~in existing structures~~ when they meet the specific conditions of section 86-50.

Commented [IG8]: This term is redundant and will be corrected later in the main home occupation section

(e) *Manufactured home park regulations.* Manufactured home park regulations for the R-5M district are as follows:

(1) *Yard and separation regulations.*

- a. No manufactured home site, off-street parking space or any building shall be located within 20 feet of the non-frontage boundary of any manufactured home park. Such required boundary perimeter yard shall be fully landscaped and shall include minimum 6-foot-high

~~screening with live vegetation or a maintenance-free opaque fence and at least one tree per 30 feet of the boundary length. Manufactured home park frontage boundary yards facing public streets shall be not less than 25 feet except 35 feet is required for boundary yards facing thoroughfares.~~

Commented [IG9]: Will add privacy to both park residents and surrounding areas.

b. No manufactured home, ~~including any attached and unattached structures,~~ shall be installed less than 15 feet from the front ~~site lot~~ line abutting a private street and 25 feet from the front ~~site lot~~ line abutting a public street.

Commented [IG10]: To align terminology with definitions and descriptions

c. No manufactured home, ~~including any attached structures,~~ shall be installed less than 15 feet from rear to rear, nor 20 feet from side to side or side to rear ~~of another manufactured home.~~

d. ~~No detached accessory structure shall be installed less than 5 feet from manufactured home or other accessory structure.~~

Commented [IG11]: Standard accessory structures distances

(2) *Site coverage and area regulations.*

a. Each manufactured home site shall have a minimum area of 5,000 square feet ~~with a minimum frontage of 50 feet.~~

Commented [IG12]: Minimum frontage is necessary to fully define the sites

b. The occupied area of a manufactured home site shall not exceed 50 percent of the total area of the site. This restriction shall apply to ~~total~~ coverage by the home, parking space and any attached or detached structures.

c. ~~No more than one manufactured home shall be installed within an individual site.~~

Commented [IG13]: Just in case someone thinks of that...

(3) *Parking and landscaping regulations.*

~~a. In addition to parking space required on the individual manufactured home sites, the park shall provide one parking space (250 square feet per space), for every four developed sites, for off-street parking. Such parking spaces shall be conveniently located to the sites they are to serve.~~

~~ab.~~ No on-street parking shall be permitted.

~~be.~~ There shall be ~~at least 440 square feet of~~ concrete or bituminous paved parking space on each site ~~with minimum dimensions of 18 feet by 18 feet.~~ Such space shall be more than five feet from a manufactured home.

Commented [IG14]: Minimum size to accommodate two vehicles

c. ~~In addition to parking space required on the individual manufactured home sites, the park shall provide one parking space (200 square feet per space), for every four developed sites, for off-street parking. Such parking spaces shall be conveniently located to the sites they are to serve.~~

Commented [IG15]: More logical location than the first item. Necessary since street parking is prohibited (who enforces?). Ratio is the same as for apartments.

d. The front yard shall be landscaped except for the driveway and parking which shall not exceed one-half of the ~~front yard area.~~ ~~At least one tree shall be provided per each manufactured home site.~~

Commented [IG16]: Consistent with standard landscaping requirements.

e. ~~Except for one unit stored in accordance with Section 74-131 of this Ordinance, a~~ All boats, boat trailers, snowmobiles, hauling trailers and all other equipment not stored within the ~~manufactured home or~~ utility structures shall be stored in a separate area provided by the park, and not on the sites occupied by manufactured homes nor upon the streets within the manufactured home park. ~~Such storage area shall be clearly identified and screened from the rest of the park.~~

Commented [IG17]: Other residential districts allow up to three units so it's only fair that here they can store one rather than none

(4) *Site regulations.*

a. It shall not be permitted to construct, erect, ~~or attach, or cause to be constructed, erected, or attached~~ any enclosed room, wing, ~~garage,~~ annex, entrance or other similar structure to any manufactured home or site unless the same is so designed and constructed of compatible material retaining the basic design of the original manufactured home; ~~provided further that the total of such additional structure or structures shall not exceed 25 percent of the square footage of the manufactured home or 50 percent of the lot area.~~

Commented [IG18]: Redundant

Commented [IG19]: Redundant

- b. A concrete or bituminous paved walkway at least three feet wide shall be provided between the street walk and the manufactured home entrance.
- c. Each manufactured home site shall be identified by street address number, which should be minimum 4-inch high, of contrasting color, and conspicuously posted.
- d. ~~Each site shall have a concrete or bituminous paved patio of at least 100 square feet of area. All manufactured homes shall be installed and maintained in accordance with Section 18-101 and 38-93 of this Ordinance. All manufactured homes shall be maintained in good repair, including sanitary and structural conditions.~~

Commented [IG20]: There must be some standard if we are listing this as a requirement

Commented [IG21]: Too much to require?

Commented [IG22]: Cross reference to installation and maintenance section

(5) *Park standards.*

- a. Each manufactured home park shall have an office which is distinctly marked. Provisions shall be made for an adult caretaker to be on duty at the park during regularly scheduled business hours at all times. The manufactured home park office shall maintain a registry showing the names and addresses of each resident and the make, type and license of each manufactured home and recreational vehicles and automobile belonging to occupants of the manufactured home sites along with dates of arrival and departure for each unit.
- b. No person, except manufactured home park owner, shall own more than ten percent of the number of manufactured homes that may be placed within the manufactured home park.
- c. It shall be the responsibility of the manufactured home park owners to see that good housekeeping and living conditions are maintained in the manufactured home park at all times, that the park operates in compliance with all applicable codes, rules, and regulations, and that all residents are aware of such requirements.
- d. Up to 10 percent of sites may be used for temporary recreational vehicle parking and occupancy for no longer than 30 days. Approval may be granted by the zoning administrator for transient occupancy. Up to 10 percent of manufactured homes owned by manufactured home park owner may be used for transient occupancy. The remainder of the sites shall be leased to owner occupied manufactured homes for a period of not less than 30 days occupancy.
- e. The owner of a manufactured home park shall remove snow from and maintain all street and sidewalk areas within the park in good conditions, including timely snow removal and surface repairs.
- f. The owner of a manufactured home park shall permit access at any reasonable hour to any and all premises or buildings in the park by the zoning administrator and enforcement officials at any time in performance of their duties.
- g. The sale of homes within a park shall be restricted to not more than 30 percent of the total number of homes that may be placed in the park, and their display shall be compatible with that of normally occupied units, and the use of advertising signs shall be permitted on the saleable homes and nowhere else.
- h. Each manufactured home park shall have one or more central community buildings providing the following facilities:
 1. ~~Laundry facilities (if transient occupancy within the park).~~
 2. ~~Showers (if transient occupancy within the park).~~
 13. Public toilets and lavatories.
 24. Storm shelter.
- i. Each manufactured home park shall have at least two access points to a public right-of way street which are is deemed adequate to serve the anticipated traffic generated by the park.

Commented [IG23]: At all times is not reasonable

Commented [IG24]: Item d. now allows RV's in the park making it more flexible

Commented [IG25]: Why should they keep track of automobiles?

Commented [IG26]: To complete the unit history

Commented [IG27]: Paul owns half of them

Commented [IG28]: Residents also have responsibilities

Commented [IG29]: This is only for temporary use

Commented [IG30]: With 10% limit on transient occupancy, approval is not needed

Commented [IG31]: Every manufactured home is supposed to have a shower and a washer

Commented [IG32]: In case one is blocked

j. ~~Provisions shall be made in plans for every manufactured home park to provide for a street fronting on e~~Each manufactured home site shall be fronting a street. Such streets may be either public or private as agreed upon between the manufactured home park developer and the city. Private streets shall have a minimum surface width of 28 feet, and a minimum right-of-way width of 40 feet. ~~Public street widths shall be as determined by the city engineer. All streets and~~ shall be of hard surface including curb according to standards specified by the city engineer. ~~All dead-end streets shall be marked and shall be limited in length to 250 feet or terminate at cul-de-sac. Public street construction shall be as determined by the city engineer.~~ Each street shall have sidewalks of at least ~~four~~ three feet in width for the entire length ~~on which manufactured home sites are fronted; such sidewalks shall meet accessibility requirements.~~

Commented [IG33]: Too wordy

Commented [IG34]: Too much to ask – don't exist now

Commented [IG35]: Common in other cities; allows for better traffic

Commented [IG36]: For accessibility

k. All utilities shall be underground.

l. Each manufactured home park shall provide public water and sewer facilities in accordance with standards determined by the city. ~~Water facilities, sewage facilities and street lighting shall be installed and maintained by the owner of the manufactured home park.~~

m. At least ~~five ten~~ percent of the gross land area within each park shall be ~~allocated designed for development for~~ recreational purposes. Such spaces shall be developed and maintained by the owner of the park ~~and shall contain, at a minimum, a children's playground and an open shelter.~~

Commented [IG37]: Ten is too much

n. Fire hydrants ~~shall be installed in accordance with the Fire Code and their~~ design and placement shall be approved by the city fire chief.

Commented [IG38]: Without this specific requirement, provision is undefined

o. ~~Water facilities, sewage facilities and street lighting shall be installed and maintained by the owner of the manufactured home park site. Mobile home parks grounds shall be kept free of litter, rubbish and other flammable materials. The storage, collection and disposal of refuse in the mobile home park shall not create a health hazard, rodent harborage, insect breeding ground, fire hazard or odor. The handling of solid waste must also conform to applicable City Code regulations~~

Commented [IG39]: So we do not need to refer to Housing Code

p. Adequate street lighting ~~with intensity of at least 0.6 foot-candle on the ground~~ shall be provided in all areas of the manufactured home park.

Commented [IG40]: Some standard specification

(f) *Required plans.* All manufactured home parks developed after January 1, 1998, shall be constructed in conformance with the standards of this subsection:

(1) Construction of manufactured home parks will not be permitted for development until the developer provides site and construction plans including the following:

- a. Location and size of the manufactured home park.
- b. Location and size of each site, ~~office building, storm shelter,~~ storage areas, recreation areas, laundry facilities, roadways and parking sites.
- c. Detailed landscaping boundary screening plans and specifications.
- d. Location and width of sidewalks.
- e. Plans for sanitary sewer disposal, surface drainage, ~~including grading,~~ water systems, electrical services and fuel systems.
- f. Location and detailed plans for all streets and proposed driveways within the park.
- g. Complete construction plans for all proposed structures, exclusive of manufactured homes.
- h. Such other information as determined necessary by the city engineer to ensure conformance with the requirements of this section.

(2) Manufactured home parks shall be developed in accordance with the subdivision chapter.

- (3) The developer shall provide copies of the above required plans and shall submit a detailed description of construction plans, stage development, if any, and a description of maintenance procedures and ground supervision, and methods proposed for disposal of garbage and refuse.
 - (4) Each manufactured home park shall be of sufficient size to contain at least ten fully developed sites and required accessory areas and buildings.
 - (5) The city shall require performance bonds in amounts adequate to ensure that development proposed in the plan submitted is actually completed.
 - (6) The developer of a manufactured home park shall provide evidence that the plans have been approved by the state department of health and that the developer will comply with all recommendations, suggestions and regulations specified by that department.
- (g) *General regulations.* Additional regulations in the R-~~5~~M residence district are set forth in article VI.

(Code 1976, § 11.11; Ord. No. 387 2nd series, § 1, 1-20-1998; Ord. No. 699 2nd series, § 1, 9-9-2015)

Cross reference— Manufactured homes, § 18-101 et seq.; manufactured homes and manufactured home parks and placement of travel trailers and travel vehicles, § 38-93.

Sec. 86-165. - ~~Manufactured homes~~ Structures in Residential Districts

~~Manufactured homes are allowed in R-1 through R-4 districts under the following conditions. For all permitted non-accessory structures in the R-1, R-2, R-3 and R-4 Districts, the following shall apply:~~

- (1) Such ~~homes structures~~ shall comply with all applicable zoning regulations for the zone in which they are located and with all applicable State statutes and codes.
- (2) A building permit and any other required permits shall be obtained for such ~~manufactured homes structures~~.
- (3) No such ~~homes structures~~ shall have ground floor space a footprint of less than 800 square feet not including an attached garage, unless such garage has habitable space above.
- (4) No such ~~homes structures~~ shall have a dimension width of less than 24 feet at its narrowest point, as measured from faces of exterior walls, in any direction, except entries, porches, and similar attachments.
- (5) ~~Any s~~Such ~~homes structure~~ shall be placed on permanent Building Code compliant foundations that is continuous around the entire perimeter of the building except for decks, porches, or similar attached structures or rooms constituting less than 25 percent of the building footprint area which comply with the building code and which are solid for the complete circumference of the home.
- (6) Any such ~~manufactured home structure~~ shall have exterior wall finish materials extend down to foundation or within 12 inches above grade, whichever is less. Wainscoting, if used, shall be minimum of 36 inches high exterior siding extending from within six inches of the grade or within six inches of the concrete, which siding shall be of a conventional exterior dwelling type material.
- (7) Any such ~~manufactured home structure~~ shall have a sloped pitched roof with of at least 3/12 pitch over at least half of the building; a flat roof is permitted over entire buildings larger than 1,200 square feet in footprint or taller than 2 stories and shall be covered with shingles or tile and have eaves of not less than six inches.
- (8) ~~No~~All such ~~manufactured homes structure~~ shall use materials with exposed fasteners as an exterior finish be built in compliance with any state statutes regulating manufactured homes.
- (9) In R-1 one family residence district, direct and independent cConnection to city utilities shall be required for each such structure and no exterior fuel tanks shall be allowed, except one tank, 50 gallons or less, properly located and screened, may be permitted.
- (10) ~~The longest dimension of the structure shall be placed within the narrowest dimension of the lot. In R-1 one family residence district, not more than one such structure may be built on a single lot.~~
- (11) ~~Any metal siding shall have horizontal edges and overlap in sections no wider than 12 inches. Sheet metal siding is not permitted.~~
- (12) Restrictive covenants. Nothing in this article shall prevent the regulation of uses of property by means of restrictive covenants which are valid except for this article.

Commented [IG1]: This section is now applicable to all structures in all residential districts (R-M is not a regular residential district)

Commented [IG2]: This now increases the minimum house (any house) size from previous 500 SF

Commented [IG3]: Will prevent a tiny house with an attached garage

Commented [IG4]: A portion of the house may be supported by posts and beams

Commented [IG5]: To maintain more traditional residential look with pitched roofs; larger houses and apartment buildings may have flat roofs

Commented [IG6]: No metal or wood sheets

Commented [IG7]: No common utilities for houses located on different lots in R-1

Commented [IG8]: Only one house per lot in R-1

(Code 1976, § 11.19(5))

State Law reference— Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	PUBLIC HEARING
Type:	INFO/ACTION
Subject:	Adoption of Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes.
Background Information:	<p>This summer, Paul Schierholz, owner of The Broadmoor Valley manufactured home park, informed the City staff that, in his mind, the City Zoning Ordinance is contradicting the State Statutes in its regulations of placing manufactured homes within residential districts other than R-5 Manufactured Home Park District.</p> <p>The staff reviewed the Ordinance and the State Statutes and concurred with Mr. Schierholz, determining that our Zoning Code is indeed in conflict with the State Statutes. Since the State Statutes always have priority over local ordinances, it was necessary to revise the Zoning Ordinance to match the State Statutes. The staff then made a decision to review the entire Ordinance for regulations pertaining to manufactured homes, beyond Mr. Schierholz request, to better meet the current needs and conditions and allow for improved coordination of provisions within the Ordinance. As a result, Sections 86-101 R-5 Manufactured Home Park District and 18-101 Installation were also significantly revised.</p> <p>State Statutes require that manufactured homes be permitted in R-1 One Family Residence District with no additional conditions, so the staff removed specific requirements for manufactured homes installed in R-1 One Family Residence District and adjusted those requirements to apply to all residential structures. State Statutes also requires that Manufactured Home Parks be permitted as a Conditional Use in all residential districts allowing multiple family structures and this change was also incorporated into the Ordinance.</p> <p>Ordinances of several other cities have been analyzed and their provisions were considered in changing the City of Marshall Ordinance.</p> <p>During the October 10, 2018, regular Planning Commission meeting, proposed revisions were discussed and tabled to the next regular Planning Commission meeting on November 14, 2018, to allow staff to make some suggested changes.</p> <p>During the November 14, 2018, regular Planning Commission meeting, ordinance amendments, revised by staff to reflect Planning Commission comments, were discussed and recommended for adoption. All voted in favor of the motion.</p> <p>At the meeting on December 5, 2018, Legislative and Ordinance Committee voted to recommend to council the approval of Amendments to sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98</p>

	<p>R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes as recommended by staff with one minor change.</p> <p>The Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes and Call for Public Hearing was introduced at December 18, 2018, City Council meeting.</p>
Fiscal Impact:	None
Alternative/ Variations:	None
Recommendations:	<p>Recommendation # 2</p> <p>that the Council adopt Ordinance No. XXX, Second Series, which is the Ordinance Amending Sections 18-101 Installation, 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes.</p>

**CITY OF MARSHALL, MINNESOTA
SUMMARY OF
ORDINANCE NO. _____, SECOND SERIES
FOR PUBLICATION**

**AN ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES**

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

Section 1: City Code of Ordinances, Chapter 18, Article V, Section 18-101 Installation, Chapter 86, Article IV, Sections 86-71 Classes and enumeration of districts, 86-97 R-1 One Family Residence District, 86-98 R-2 One- to Four-Family Residence District, 86-99 R-3 Low to Medium Density, Multiple-Family Residence District, 86-100 R-4 Higher Density, Multiple-Family Residence District, 86-101 R-5 Manufactured Home Park District, and 86-165 Manufactured Homes are hereby amended in their entirety.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. _____, Second Series. A copy of the entire Ordinance will be posted at the Marshall City Hall.

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

NOTICE

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

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

Passed and adopted by the Common Council this 8th day of January, 2019.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Introduced on: December 18, 2018

Final Passage on: January 8, 2019

Published in the Marshall Independent: _____

Sec. 18-101. - Installation and maintenance.

- (a) *Permits required.* A permit to install a manufactured home must be obtained and applicable fees paid by the owner, installer or their agent, before installation. Applications for ~~an installation- a building~~ permit shall be obtained from ~~the office of~~ the city ~~engineer~~. The building official shall issue the ~~installation- building~~ permit after obtaining reasonable assurance of compliance with this Code and the building code. A separate building permit is required after initial manufactured home installation for any construction work, including, but not limited to, reroofing, residing, interior remodeling, deck, accessory building, and furnace or water heater replacement.
- (b) *Requirements Installation.* Manufactured homes must be installed in compliance with the state building code and other applicable regulations, including the installation of anchoring equipment and proper site preparation and grading. Installation must be completed and skirting installed within 30 calendar days from the date of move-in, unless a manufactured home is installed on permanent continuous foundation enclosing the basement or crawl space. Used manufactured homes shall be inspected by the City prior to installation to confirm proper smoke and CO alarms and egress windows, working furnace, water heater, and plumbing fixtures, integrity of the exterior envelope, and safe electrical system. All deficiencies found during this inspection shall be corrected prior to installation and occupancy.
- (c) *Skirting required.* Skirting is the vertical enclosure of space directly beneath the perimeter of the manufactured home not installed on permanent continuous foundation enclosing basement or crawl space. The skirting material must be durable and weather resistant, of vinyl, metal, other noncombustible material, or three-eighths of an inch minimum thick wood treated for ground contact. At least one 24-inch × 30-inch access panel must be provided for inspection and maintenance. A screened or louvered ventilation opening with a net area of 36 square inches each must be installed within two feet of each corner and in each 25 linear feet of skirting to prevent undercarriage deterioration. The skirting shall be maintained at all times as described above and shall be repaired or replaced if it becomes noncompliant.
- (d) *Pre-code manufactured homes.* Manufactured homes built prior to HUD CRF 3280 Standards, effective June 15, 1976, or built prior to individual states inspection and certification in accordance with ANSI Standards A119.1, effective July 1, 1972, are prohibited from being installed within the city.

Commented [IG1]: We do it as a building permit now

Commented [IG2]: To emphasize code requirement

Commented [IG3]: Consistent with Chapter 18, Article III, Moving Buildings

Commented [IG4]: Broken skirting is a big problem

(Code 1976, § 4.03(1)—(4))

Sec. 86-71. - Classes and enumeration of districts.

For the purpose of this chapter, the city is hereby divided into classes of districts which shall be designated as follows:

- (1) *Agricultural district:* A agricultural district.
- (2) *Residence districts:*
 - a. R-1 one-family residence district;
 - b. R-2 one- to four-family residence district;
 - c. R-3 low to medium density multiple-family residence district;
 - d. R-4 higher density multiple-family residence district;

(2A) Special residence districts:

ae. R-5M manufactured home park district.

- (3) *Business districts:*
 - a. B-1 limited business district;
 - b. B-2 central business district;
 - c. B-3 general business district;
 - d. B-4 shopping center business district.
- (4) *Industrial districts:*
 - a. I-1 limited industrial district;
 - b. I-2 general industrial district.

Commented [IG1]: Mobile home park is not a continuation of the rest of residential districts – it should be distinguished

(Code 1976, § 11.05(1))

State Law reference— Districts authorized, Minn. Stat. § 462.357, subd. 1.

Sec. 86-97. - R-1 one-family residence district.

(a) *Intent; scope.* This section applies to the R-1 one-family residence district. This R-1 district is intended to preserve and enhance residential areas for one-family detached dwellings.

(b) *Permitted uses.* The following uses shall be permitted in the R-1 residence district:

Churches, provided that no building shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

One-family ~~detached dwelling~~ manufactured homes ~~under the conditions set forth in section 86-165, occupied by persons related by blood, marriage or adoption, or by three unrelated persons.~~

Commented [IG1]: Manufactured homes have to stay as a separate category because they are not the same as detached dwelling listed here

Residential facility serving six or fewer individuals.

Day care facility serving 14 or fewer individuals.

One-family detached dwellings, occupied by persons related by blood, marriage, adoption, or by three unrelated persons, ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~

Commented [IG2]: It's now in a different section

(c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-1 residence district:

Accessory uses customarily incidental to the uses permitted in this section, ~~such as private vehicle garages and storage sheds.~~

Accessory building ~~of not more than 1,000 square feet in floor area~~ complying with ~~S~~section 86-163.

Commented [IG3]: Area limitations are in Accessory Buildings section

Accessory equipment complying with ~~S~~section 86-164.

Fallout shelters.

Keeping of not more than two boarders and/or roomers by a resident family.

Private swimming pool and hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.

~~Private s~~Solar energy collectors and systems.

~~Private Radio t~~Towers and antennas complying with ~~D~~ivision 6.

(d) *Conditional uses.* All conditional use permits for the R-1 district may only be issued if the proposed use meets the specific requirements of this section and also meets the supplemental regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-1 district by conditional use permit:

Commented [IG4]: The rest of the section will have to be looked at again later

Bed and breakfast facility meeting the conditions of section 86-51.

Fire stations, community center buildings, public libraries, museums, art galleries, post office, greenhouses (excluding commercial), and essential public utility structures.

Golf course and clubhouse, country club, public swimming pool, private swimming pool serving more than one-family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Keeping of three or more roomers or boarders.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50 except motor vehicle repair, tobacco sales, sales of alcoholic beverages, adult entertainment, adult book or video sales, motor vehicle or machinery sales, or restaurants are not permitted.

Other residential uses of the same general character as listed in subsection (b).

Parks and recreational areas.

Residential facility serving more than six individuals.

Day care facility serving more than 14 individuals.

School, public or private, kindergarten through grade 12.

Two-family dwellings under single ownership, joint ownership or tenants in common.

Two-family dwellings under split ownership under the following conditions:

- (1) The dwelling have separate utility service lines to each unit.
- (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings.
- (3) Proper separation of units exist as provided by the building code.
- (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
- (5) The dwelling location on the lot be compatible with the neighborhood.
- (6) Landscaping, fencing, grading, exterior lighting, and driveway conform to the surrounding neighborhood.
- (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
- (8) The dwellings shall be a maximum height of two stories.
- (9) Not more than 50 percent of the lot area shall be occupied by buildings.
- (10) No unit shall be eligible under this [use] unless the division of the dwelling occurs along the lot lines.

(e) *Height and yard regulations.* Height, yard, area and lot width and depth regulations for the R-1 district are as follows:

- (1) *Height regulations.* No building hereafter erected or altered shall exceed 30 feet in height.
- (2) *Front yard regulations.*
 - a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
 - b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.
 - c. Where a lot or plot is located at the intersection of two or more streets there shall be a front yard on each street side of each corner lot.
 - d. No accessory buildings shall project beyond the front yard line of any street.
- (3) *Side yard regulations.* There shall be a side yard on each side of a building, each having a width of not less than five feet.
- (4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot or plot depth, or 18 percent of the lot or plot depth for a corner lot.

- (5) *Lot or plot area regulations.*
 - a. Every lot or plot upon which a one-family dwelling is erected shall contain an area of not less than 8,000 square feet.
 - b. Every lot or plot upon which a two-family dwelling is erected or altered shall contain an area of not less than 10,000 square feet.
- (6) *Lot width and depth regulations.* Every lot or plot on which a one-family dwelling or a two-family dwelling is erected shall have a minimum width of not less than 70 feet at the building setback line, and a minimum depth of not less than 110 feet.
- (f) *Supplemental regulations.* Additional regulations in the R-1 residence district are set forth in article VI.

(Code 1976, § 11.07; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-00; Ord. No. 529 2nd series, § 1, 7-5-2005; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 699 2nd series, § 1, 9-9-2015; Ord. No. 712 2nd series, § 1, 9-13-2016)

Sec. 86-98. - R-2 one- to four-family residence district.

Commented [IG1]: Only changes in conjunction with manufactured home related amendments have been made. Full review will still be required.

- (a) *Intent; scope.* This section applies to the R-2 one- to four-family district. This R-2 district is intended to create, preserve and enhance residential areas for single-family dwellings, townhouses and apartment buildings (containing no more than four dwelling units), for the purpose of achieving a mix of housing types and densities.
- (b) *Permitted uses.* The following uses shall be permitted in the R-2 residence district:
- Churches, provided that no building shall be located within 25 feet of any lot line of any abutting lot in any of the classes of residence districts.
- Golf courses, except clubhouses, miniature golf courses, and driving ranges operated for commercial purposes.
- Manufactured homes ~~under the conditions of section 86-165.~~
- Multiple-family dwellings, apartment buildings or townhouses, containing not more than four dwelling units.
- Parks and recreational areas owned or operated by governmental agencies.
- Residential facility serving 16 or fewer individuals, or day care facility serving 14 or fewer individuals.
- Single-family detached dwellings ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~
- Two-family dwellings under single ownership, joint ownership or tenants in common.
- Two-family dwellings under split ownership under the following conditions:
- (1) The dwelling have separate utility service lines to each unit.
 - (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the dwelling.
 - (3) Proper separation of units exist as provided by the building code.
 - (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
 - (5) The dwelling location on the lot be compatible with the neighborhood.
 - (6) A landscaping, fencing and grading plan, exterior lighting plan, construction plan, floor plan and driveway plan conform to the surrounding neighborhood.
 - (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
 - (8) The dwellings shall be a maximum height of two stories.
 - (9) Not more than 50 percent of the lot area shall be occupied by buildings.
 - (10) No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-2 residence district:
- Accessory uses customarily incident to the uses permitted in subsections (a) and (b).
- Fallout shelters.
- Private garage.

Private swimming pool and hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.

Solar energy collectors and systems.

Storage garages where the lot is occupied by a multiple-family dwelling.

- (d) *Conditional uses.* All conditional use permits for the R-2 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-2 residence district by conditional use permit:

Automobile parking lots or garages, excluding repairs.

Golf clubhouse, country club, public swimming pool, private swimming pool serving more than one family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Manufactured home park meeting all requirements of Section 86-101 and all additional conditions established by the Council in accordance with Section 86-49.

Municipal or other government administration buildings, police or fire stations, community center buildings, public libraries, museums, art galleries, post office substations, greenhouses (excluding commercial), and essential public utility structures.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b).

Schools: public, parochial or private; not operated for profit; kindergarten through twelfth grade; offering a curriculum equivalent to the public school system.

Residential facility serving more than 16 individuals, or a day care facility serving more than 14 individuals.

~~State Law reference — Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.~~

- (e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the R-2 district are as follows:

(1) *Height regulations.* No building hereafter erected or altered shall exceed three stories or 25 feet in height.

(2) *Front yard regulations.*

- a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
- b. There shall be a front yard on each street side of a corner lot. No accessory buildings shall project into the front yard line on either street.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, each having a width of not less than five feet for buildings not exceeding 20 feet in height.

- b. For buildings exceeding 20 feet in height, there shall be a side yard on each side of a building having a width of five feet plus one-foot of side yard for each one-foot of building height over 20 feet.
- (4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot depth, or 18 percent of the lot depth for corner lots.
- (5) *Lot area regulations.*
 - a. Every lot upon which a multiple dwelling is erected or altered shall contain an area of not less than 11,500 square feet for a three-family dwelling, plus 1,500 square feet for each additional dwelling unit.
 - b. Every lot upon which a one-family dwelling is erected or altered shall contain an area of not less than 8,000 square feet and shall contain 9,000 square feet for a two-family dwelling.
 - c. Where a lot has less area than required in this subsection (e)(5), and was vacant and of record at the time of the passage of this chapter, that lot may be used only for single-family dwelling purposes.
- (6) *Lot coverage regulations.* Additional regulations in the R-2 residence district are set forth in article VI.

(Code 1976, § 11.08; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-2000; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 699 2nd series, § 1, 9-9-2015; Ord. No. 712 2nd series, § 1, 9-13-2016)

State Law reference— Conditional uses, Manufactured home park, Minn. Stat. § 462.357, subd. 1b.

Sec. 86-99. - R-3 low to medium density, multiple-family residence district.

Commented [IG1]: Only changes in conjunction with manufactured home related amendments have been made. Full review will still be required

- (a) *Intent; scope.* This section applies to the R-3 low to medium density, multiple-family district. This R-3 district is intended to create, preserve and enhance residential areas for multifamily use at low to medium densities (up to eight dwelling units) for families and singles. It is typically appropriate as a transition area between low density residential districts and high intensity residential or business districts.
- (b) *Permitted uses.* The following uses shall be permitted in the R-3 residence district:
- Assisted living facility.
 - Boardinghouses and lodginghouses; convalescent, nursing and rest homes.
 - Churches.
 - Congregate living facility.
 - Golf courses, except clubhouses, miniature golf courses and driving ranges operated for commercial purposes.
 - Manufactured homes ~~under the conditions of section 86-165.~~
 - Multiple-family dwellings, apartment buildings or townhouses, containing not more than eight dwelling units.
 - Parks and recreational areas owned or operated by governmental agencies.
 - Residential facility serving 16 or fewer individuals, or day care facility serving 14 or fewer individuals.
 - Single-family detached dwellings ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~
 - Two-family dwellings under single ownership, joint ownership or tenants in common.
 - Two-family dwellings under split ownership under the following conditions:
 - (1) The dwelling have separate utility service lines to each unit.
 - (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the building.
 - (3) Proper separation of units exist as provided by the building code.
 - (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
 - (5) The dwelling location on the lot be compatible with the neighborhood.
 - (6) A landscaping, fencing and grading plan, exterior lighting plan, construction plan, floor plan and driveway plan conform to the surrounding neighborhood.
 - (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
 - (8) The dwellings shall be a maximum height of two stories.
 - (9) Not more than 50 percent of the lot area shall be occupied by buildings.
 - (10) No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.
- (c) *Permitted accessory uses.* The following uses shall be permitted accessory uses in the R-3 residence district:

Accessory uses customarily incident to the uses permitted in subsections (a) and (b) of this section.

Fallout shelters.

Private garage.

Private swimming pool when completely enclosed within a chainlink or similar fence five feet high.

Solar energy collectors and systems.

Storage garages where the lot is occupied by a multiple-family dwelling.

- (d) *Conditional uses.* All conditional use permits for the R-3 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI, and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-3 residence district by conditional use permit:

Golf clubhouse, country club, public swimming pool, private swimming pool serving more than one-family, provided that no principal structure shall be located within 25 feet of any lot line of an abutting lot in any of the classes of residence districts.

Heliport use when associated with a hospital use, located no less than 500 feet from an abutting property line of any residential use.

Hospitals.

Manufactured home park meeting all requirements of Section 86-101 and all additional conditions established by the Council in accordance with Section 86-49.

Medical clinics.

Multiple-family dwellings, apartment buildings or townhouses, containing more than eight dwelling units, but not more than 12 units.

Municipal or other government administration buildings, police or fire stations, community center buildings, public libraries, museums, art galleries, post office substations, greenhouses (excluding commercial), and essential public utility structures.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b) of this section.

Residential facility serving more than 16 individuals, or a day care facility serving more than 14 individuals.

Schools: public, parochial, or private; not operating for profit: kindergarten through twelfth grade; offering a curriculum equivalent to the public school system.

State Law reference—Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.

- (e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the R-3 district are as follows:

(1) *Height regulations.* No building hereafter erected or altered shall exceed three stories or 35 feet in height.

(2) *Front yard regulations.*

- a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.
- b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.
- c. Where a lot is located at the intersection of two or more streets there shall be a front yard on each street side of each corner lot. No accessory buildings shall project into the front yard of either street.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, each having a width of not less than ten feet for buildings not exceeding 20 feet in height.
- b. For buildings exceeding 20 feet in height, there shall be a side yard on each side of a building having a width of ten feet, plus one foot of side yard for each one foot of building height over 20 feet.

(4) *Rear yard regulations.* There shall be a rear yard having a depth of not less than 25 percent of the lot depth.

(5) *Lot area regulations.*

- a. Every lot upon which a multiple dwelling is erected or altered shall contain an area of not less than 11,500 square feet for a three-family dwelling plus 1,500 square feet for each additional dwelling unit.
- b. Every lot upon which a one-family dwelling or a two-family dwelling is erected or altered shall contain an area of not less than 8,000 square feet.
- c. Where a lot has less area than required in this subsection (e)(5), and was vacant and of record at the time of the passage of this chapter, that lot may be used only for single-family dwelling purposes.

(6) *Lot coverage regulations.* Not more than 50 percent of a lot shall be occupied by building.

(f) *General regulations.* Additional regulations in the R-3 residence district are set forth in article VI of this chapter.

(Code 1976, § 11.09; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-2000; Ord. No. 512 2nd series, § 1, 3-1-2004; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 712 2nd series, § 1, 9-13-2016)

State Law reference— Conditional uses, Manufactured home park, Minn. Stat. § 462.357, subd. 1b.

Sec. 86-100. - ~~R-4 higher density, multiple-family residence district.~~

Commented [IG1]: Only changes in conjunction with manufactured home related amendments have been made. Full review will still be required

- (a) *Intent; scope.* This section applies to the R-4 high density, multiple-family district. This R-4 district is intended to create, preserve and enhance residential areas for multifamily use at high densities (over eight dwelling units per structure) for families and singles. It is typically appropriate in areas of good accessibility to thoroughfares, open space, public transportation, public community centers, libraries, education institutions, and commercial centers.
- (b) *Permitted uses.* The following uses shall be permitted in the R-4 residence district:
- Assisted living facility.
 - Boardinghouses and lodginghouses; convalescent, nursing and rest homes.
 - Congregate living facility.
 - Churches.
 - Golf courses, except clubhouses, miniature golf courses and driving ranges operated for commercial purposes.
 - Manufactured homes ~~under the conditions of section 86-165.~~
 - Multiple-family dwellings, apartment buildings or townhouses containing more than eight dwelling units.
 - Parks and recreational areas owned or operated by governmental agencies.
 - Residential facility serving 16 or fewer individuals, or day care facility serving any number of individuals.
 - Single-family detached dwellings ~~with minimum dimensions of 24 feet and minimum footprint size of 500 square feet.~~
 - Two-family dwellings under single ownership, joint ownership or tenants in common.
 - Two-family dwellings under split ownership under the following conditions:
 - (1) The dwelling have separate utility service lines to each unit.
 - (2) The owner execute a common maintenance agreement containing covenants as to uniformity of exterior appearance of the dwellings for the life of the building.
 - (3) Proper separation of units exist as provided by the city building code.
 - (4) Such dwellings comply with all yard regulations for single-family dwellings, except side yard regulations between the dwelling units.
 - (5) The dwelling location on the lot be compatible with the neighborhood.
 - (6) Landscaping, fencing, grading, exterior lighting, construction and driveway conform to the surrounding neighborhood.
 - (7) Any accessory building is compatible with the dwellings and the surrounding neighborhood.
 - (8) The dwellings shall be a maximum height of two stories. Not more than 50 percent of the lot area shall be occupied by buildings.
 - (9) No unit shall be eligible under this use unless the division of the dwelling occurs along the lot lines.

(c) *Permitted accessory uses.* Accessory uses customarily incident to the uses permitted in subsections (a) and (b) of this section.

(d) *Conditional uses.* All conditional use permits for the R-4 district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-4 residence district by a conditional use permit:

Business and professional office buildings.

College, university, post high school education or training institution, or seminary; public or private; with the nearest building line to property line distance of 150 feet to any single family dwelling property.

Heliport use when associated with a hospital use, located no less than 500 feet from a property line of any residential use.

Hospitals.

Manufactured home park meeting all requirements of Section 86-101 and all additional conditions established by the Council in accordance with Section 86-49

Medical clinics.

Municipal or other government administration buildings, police or fire stations, community center buildings, public libraries, museums, art galleries, post office substations, greenhouses (excluding commercial), and essential public utility structures.

Neighborhood convenience stores.

Offices of persons and home occupations in existing structures when they meet the specific conditions of section 86-50.

Other residential uses of the same general character as listed in subsection (b).

Residential facility serving more than 16 individuals.

Schools: public, parochial, or private; not operated for profit; kindergarten through twelfth grade; offering a curriculum equivalent to the public school system.

State Law reference — Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.

(e) *Height, yard, area and lot width and depth regulations.* Height, yard, area and lot width and depth regulations for the R-4 district are as follows:

(1) *Height regulations.* No building hereafter erected or altered shall exceed three stories or 35 feet in height.

(2) *Front yard regulations.*

a. There shall be a front yard having a depth of not less than 25 feet except as otherwise provided in this section.

b. There shall be a front yard of not less than 35 feet on a lot or plot that abuts a thoroughfare as shown on the adopted city thoroughfares plan.

- c. Where a lot is located at the intersection of two or more streets there shall be a front yard on each street side of each corner lot. No accessory buildings shall project into the front yard of either street.
- d. No front yard shall be required in the downtown business district.

(3) *Side yard regulations.*

- a. There shall be a side yard on each side of a building, each having a width of not less than ten feet for buildings not exceeding 20 feet in height.
- b. For buildings exceeding 20 feet in height, there shall be a side yard on each side of a building having a width of ten feet, plus one foot of side yard for each one foot of building height over 20 feet.
- c. No side yard shall be required in the downtown district.

(4) *Rear yard regulations.*

- a. There shall be a rear yard having a depth of not less than 25 percent of the lot depth.
- b. No rear yard shall be required in the downtown district.

(5) *Lot area regulations.*

- a. Every lot upon which a multiple dwelling is erected or altered shall contain an area of not less than 11,500 square feet for a three-family dwelling, plus 1,500 square feet for each additional dwelling unit.
- b. Every lot upon which a one-family dwelling or a two-family dwelling is erected or altered shall contain an area of not less than 8,000 square feet.
- c. Where a lot has less area than required in this subsection (e)(5), and was vacant and of record at the time of the passage of this chapter, that lot may be used only for single-family dwelling purposes.

(6) *Lot coverage regulations.* Not more than 40 percent of a lot shall be occupied by building. No lot coverage restrictions apply in the downtown district.

- (f) *General regulations.* Additional regulations in the R-4 residence district are set forth in article VI of this chapter.

(Code 1976, § 11.10; Ord. No. 407 2nd series, § 1, 12-21-1998; Ord. No. 443, § 3, 11-6-2000; Ord. No. 512 2nd series, § 1, 3-1-2004; Ord. No. 590 2nd series, § 1, 2-19-2008; Ord. No. 712 2nd series, § 1, 9-13-2016)

State Law reference— [Conditional uses, Manufactured home park, Minn. Stat. § 462.357, subd. 1b.](#)

Sec. 86-101. - R-5M manufactured home park district.

(a) *Intent; scope.* This section applies to the R-5M manufactured home park district. This R-5M district is intended to create, preserve and enhance areas for ~~the location of manufactured homes and~~ the development of manufactured home parks.

Commented [IG1]: Redundant

(b) *Permitted uses.* The following uses shall be permitted in the R-5M district:

Manufactured home parks of ten or more sites.

Parks and recreational areas ~~owned or operated by governmental agencies.~~

Commented [IG2]: We should encourage park owners to have green areas

Residential facility serving six or fewer individuals, or a day care facility serving ~~14~~ ten or fewer individuals.

Commented [IG3]: Statutory

Water supply buildings, reservoirs, wells, elevated tanks and similar essential public utility structures and facilities ~~servicing the manufactured home park.~~

Commented [IG4]: It's all mostly private land

(c) *Permitted accessory uses.* The following accessory uses shall be permitted in the R-5M district:

Accessory uses customarily incident to the uses permitted in subsections (a) and (b).

Fallout and/or storm shelters.

~~Keeping of not more than two boarders and/or roomers by a resident family; provided, however, that the council may grant a special permit to keep more than two boarders and/or roomers for one year at a time upon proof of compliance by the applicant for such special permit with the provisions of this chapter prescribing the required number of off-street parking spaces. Facilities required or customarily provided in manufactured home park such as office, laundry, and public toilets.~~

Commented [IG5]: Manufactured homes don't have basements, so they are not equipped in most cases to allow for roomers

Commented [IG6]: If we require them, they should be permitted

Private garage.

Private swimming pool or hot tub when completely enclosed within a non-climbable fence five feet high with openings no greater than four inches in any dimension and self-closing and self-locking gate. Swimming pools exempt from the building permit requirements as defined in the state building code and hot tubs with latchable covers do not need to be enclosed.

Solar energy collectors and systems.

Storage ~~sheds~~ garages.

(d) *Conditional uses.* All conditional use permits for the R-5M district may only be issued if the proposed use meets the specific requirements of this section and also meets the general regulations as outlined in article VI and meets the eligibility for conditional use permits as specified in article II, division 2. The following uses may be allowed in the R-5M district by conditional use permit:

Day care facility for more than 14 individuals, when located within a permanent structure, ~~and used by park occupants only.~~

Commented [IG7]: We have a shortage of day cares throughout

~~Offices of persons and H~~home occupations ~~in existing structures~~ when they meet the specific conditions of section 86-50.

Commented [IG8]: This term is redundant and will be corrected later in the main home occupation section

(e) *Manufactured home park regulations.* Manufactured home park regulations for the R-5M district are as follows:

(1) *Yard and separation regulations.*

a. No manufactured home site, off-street parking space or ~~any~~ building shall be located within 20 feet of the ~~non-frontage~~ boundary of any manufactured home park. ~~Such required boundary perimeter yard shall be fully landscaped and shall include minimum 6-foot-high~~

~~screening with live vegetation or a maintenance-free opaque fence and at least one tree per 30 feet of the boundary length. Manufactured home park frontage boundary yards facing public streets shall be not less than 25 feet except 35 feet is required for boundary yards facing thoroughfares.~~

Commented [IG9]: Will add privacy to both park residents and surrounding areas.

b. No manufactured home, ~~including any attached and unattached structures~~, shall be installed less than 15 feet from the front ~~site lot~~ line abutting a private street and 25 feet from the front ~~site lot~~ line abutting a public street.

Commented [IG10]: To align terminology with definitions and descriptions

c. No manufactured home, ~~including any attached structures~~, shall be installed less than 15 feet from rear to rear, nor 20 feet from side to side or side to rear ~~of another manufactured home~~.

d. ~~No detached accessory structure shall be installed less than 5 feet from manufactured home or other accessory structure.~~

Commented [IG11]: Standard accessory structures distances

(2) *Site coverage and area regulations.*

a. Each manufactured home site shall have a minimum area of 5,000 square feet ~~with a minimum frontage of 50 feet~~.

Commented [IG12]: Minimum frontage is necessary to fully define the sites

b. The occupied area of a manufactured home site shall not exceed 50 percent of the total area of the site. This restriction shall apply to ~~total~~ coverage by the home, parking space and any attached or detached structures.

c. ~~No more than one manufactured home shall be installed within an individual site.~~

Commented [IG13]: Just in case someone thinks of that...

(3) *Parking and landscaping regulations.*

~~a. In addition to parking space required on the individual manufactured home sites, the park shall provide one parking space (250 square feet per space), for every four developed sites, for off-street parking. Such parking spaces shall be conveniently located to the sites they are to serve.~~

~~ab.~~ No on-street parking shall be permitted.

~~be.~~ There shall be ~~at least 440 square feet of~~ concrete or bituminous paved parking space on each site ~~with minimum dimensions of 18 feet by 18 feet~~. Such space shall be more than five feet from a manufactured home.

Commented [IG14]: Minimum size to accommodate two vehicles

c. ~~In addition to parking space required on the individual manufactured home sites, the park shall provide one parking space (200 square feet per space), for every four developed sites, for off-street parking. Such parking spaces shall be conveniently located to the sites they are to serve.~~

Commented [IG15]: More logical location than the first item. Necessary since street parking is prohibited (who enforces?). Ratio is the same as for apartments.

d. The front yard shall be landscaped except for the driveway and parking which shall not exceed one-half of the ~~front yard area~~. ~~At least one tree shall be provided per each manufactured home site.~~

Commented [IG16]: Consistent with standard landscaping requirements.

e. ~~Except for one unit stored in accordance with Section 74-131 of this Ordinance, a~~ All boats, boat trailers, snowmobiles, hauling trailers and all other equipment not stored within the ~~manufactured home or~~ utility structures shall be stored in a separate area provided by the park, and not on the sites occupied by manufactured homes nor upon the streets within the manufactured home park. ~~Such storage area shall be clearly identified and screened from the rest of the park.~~

Commented [IG17]: Other residential districts allow up to three units so it's only fair that here they can store one rather than none

(4) *Site regulations.*

a. It shall not be permitted to construct, erect, ~~or attach, or cause to be constructed, erected, or attached~~ any enclosed room, wing, ~~garage~~, annex, entrance or other similar structure to any manufactured home or site unless the same is so designed and constructed of compatible material retaining the basic design of the original manufactured home; ~~provided further that the total of such additional structure or structures shall not exceed 25 percent of the square footage of the manufactured home or 50 percent of the lot area.~~

Commented [IG18]: Redundant

Commented [IG19]: Redundant

- b. A concrete or bituminous paved walkway at least three feet wide shall be provided between the street walk and the manufactured home entrance.
- c. Each manufactured home site shall be identified by street address number, which should be minimum 4-inch high, of contrasting color, and conspicuously posted.
- d. ~~Each site shall have a concrete or bituminous paved patio of at least 100 square feet of area. All manufactured homes shall be installed and maintained in accordance with Section 18-101 and 38-93 of this Ordinance. All manufactured homes shall be maintained in good repair, including sanitary and structural conditions.~~

Commented [IG20]: There must be some standard if we are listing this as a requirement

Commented [IG21]: Too much to require?

Commented [IG22]: Cross reference to installation and maintenance section

(5) *Park standards.*

- a. Each manufactured home park shall have an office which is distinctly marked. Provisions shall be made for an adult caretaker to be on duty at the park during regularly scheduled business hours at all times. The manufactured home park office shall maintain a registry showing the names and addresses of each resident and the make, type and license of each manufactured home and recreational vehicles and automobile belonging to occupants of the manufactured home sites along with dates of arrival and departure for each unit.
- b. No person, except manufactured home park owner, shall own more than ten percent of the number of manufactured homes that may be placed within the manufactured home park.
- c. It shall be the responsibility of the manufactured home park owners to see that good housekeeping and living conditions are maintained in the manufactured home park at all times, that the park operates in compliance with all applicable codes, rules, and regulations, and that all residents are aware of such requirements.
- d. Up to 10 percent of sites may be used for temporary recreational vehicle parking and occupancy for no longer than 30 days. Approval may be granted by the zoning administrator for transient occupancy. Up to 10 percent of manufactured homes owned by manufactured home park owner may be used for transient occupancy. The remainder of the sites shall be leased to owner occupied manufactured homes for a period of not less than 30 days occupancy.
- e. The owner of a manufactured home park shall remove snow from and maintain all street and sidewalk areas within the park in good conditions, including timely snow removal and surface repairs.
- f. The owner of a manufactured home park shall permit access at any reasonable hour to any and all premises or buildings in the park by the zoning administrator and enforcement officials at any time in performance of their duties.
- g. The sale of homes within a park shall be restricted to not more than 30 percent of the total number of homes that may be placed in the park, and their display shall be compatible with that of normally occupied units, and the use of advertising signs shall be permitted on the saleable homes and nowhere else.
- h. Each manufactured home park shall have one or more central community buildings providing the following facilities:
 - 1. ~~Laundry facilities (if transient occupancy within the park).~~
 - 2. ~~Showers (if transient occupancy within the park).~~
 - 13. Public toilets and lavatories.
 - 24. Storm shelter.
- i. Each manufactured home park shall have at least two access points to a public right-of way street which are is deemed adequate to serve the anticipated traffic generated by the park.

Commented [IG23]: At all times is not reasonable

Commented [IG24]: Item d. now allows RV's in the park making it more flexible

Commented [IG25]: Why should they keep track of automobiles?

Commented [IG26]: To complete the unit history

Commented [IG27]: Paul owns half of them

Commented [IG28]: Residents also have responsibilities

Commented [IG29]: This is only for temporary use

Commented [IG30]: With 10% limit on transient occupancy, approval is not needed

Commented [IG31]: Every manufactured home is supposed to have a shower and a washer

Commented [IG32]: In case one is blocked

j. ~~Provisions shall be made in plans for every manufactured home park to provide for a street fronting on e~~Each manufactured home site shall be fronting a street. Such streets may be either public or private as agreed upon between the manufactured home park developer and the city. Private streets shall have a minimum surface width of 28 feet, and a minimum right-of-way width of 40 feet. ~~Public street widths shall be as determined by the city engineer. All streets and~~ shall be of hard surface including curb according to standards specified by the city engineer. ~~All dead-end streets shall be marked and shall be limited in length to 250 feet or terminate at cul-de-sac. Public street construction shall be as determined by the city engineer.~~ Each street shall have sidewalks of at least ~~four~~ three feet in width for the entire length ~~on which manufactured home sites are fronted; such sidewalks shall meet accessibility requirements.~~

Commented [IG33]: Too wordy

Commented [IG34]: Too much to ask – don't exist now

Commented [IG35]: Common in other cities; allows for better traffic

Commented [IG36]: For accessibility

k. All utilities shall be underground.

l. Each manufactured home park shall provide public water and sewer facilities in accordance with standards determined by the city. ~~Water facilities, sewage facilities and street lighting shall be installed and maintained by the owner of the manufactured home park.~~

m. At least ~~five ten~~ percent of the gross land area within each park shall be ~~allocated designed for development for~~ recreational purposes. Such spaces shall be developed and maintained by the owner of the park ~~and shall contain, at a minimum, a children's playground and an open shelter.~~

Commented [IG37]: Ten is too much

n. Fire hydrants ~~shall be installed in accordance with the Fire Code and their~~ design and placement shall be approved by the city fire chief.

Commented [IG38]: Without this specific requirement, provision is undefined

o. ~~Water facilities, sewage facilities and street lighting shall be installed and maintained by the owner of the manufactured home park site. Mobile home parks grounds shall be kept free of litter, rubbish and other flammable materials. The storage, collection and disposal of refuse in the mobile home park shall not create a health hazard, rodent harborage, insect breeding ground, fire hazard or odor. The handling of solid waste must also conform to applicable City Code regulations~~

Commented [IG39]: So we do not need to refer to Housing Code

p. Adequate street lighting ~~with intensity of at least 0.6 foot-candle on the ground~~ shall be provided in all areas of the manufactured home park.

Commented [IG40]: Some standard specification

(f) *Required plans.* All manufactured home parks developed after January 1, 1998, shall be constructed in conformance with the standards of this subsection:

(1) Construction of manufactured home parks will not be permitted for development until the developer provides site and construction plans including the following:

- a. Location and size of the manufactured home park.
- b. Location and size of each site, ~~office building, storm shelter,~~ storage areas, recreation areas, laundry facilities, roadways and parking sites.
- c. Detailed landscaping boundary screening plans and specifications.
- d. Location and width of sidewalks.
- e. Plans for sanitary sewer disposal, surface drainage, ~~including grading,~~ water systems, electrical services and fuel systems.
- f. Location and detailed plans for all streets and proposed driveways within the park.
- g. Complete construction plans for all proposed structures, exclusive of manufactured homes.
- h. Such other information as determined necessary by the city engineer to ensure conformance with the requirements of this section.

(2) Manufactured home parks shall be developed in accordance with the subdivision chapter.

- (3) The developer shall provide copies of the above required plans and shall submit a detailed description of construction plans, stage development, if any, and a description of maintenance procedures and ground supervision, and methods proposed for disposal of garbage and refuse.
 - (4) Each manufactured home park shall be of sufficient size to contain at least ten fully developed sites and required accessory areas and buildings.
 - (5) The city shall require performance bonds in amounts adequate to ensure that development proposed in the plan submitted is actually completed.
 - (6) The developer of a manufactured home park shall provide evidence that the plans have been approved by the state department of health and that the developer will comply with all recommendations, suggestions and regulations specified by that department.
- (g) *General regulations.* Additional regulations in the R-~~5~~M residence district are set forth in article VI.

(Code 1976, § 11.11; Ord. No. 387 2nd series, § 1, 1-20-1998; Ord. No. 699 2nd series, § 1, 9-9-2015)

Cross reference— Manufactured homes, § 18-101 et seq.; manufactured homes and manufactured home parks and placement of travel trailers and travel vehicles, § 38-93.

Sec. 86-165. - ~~Manufactured homes~~ Structures in Residential Districts

~~Manufactured homes are allowed in R-1 through R-4 districts under the following conditions. For all permitted non-accessory structures in the R-1, R-2, R-3 and R-4 Districts, the following shall apply:~~

- (1) Such ~~homes structures~~ shall comply with all applicable zoning regulations for the zone in which they are located and with all applicable State statutes and codes.
- (2) A building permit and any other required permits shall be obtained for such ~~manufactured homes structures.~~
- (3) No such ~~homes structures~~ shall have ground floor space a footprint of less than 800 square feet not including an attached garage, unless such garage has habitable space above.
- (4) No such ~~homes structures~~ shall have a dimension width of less than 24 feet at its narrowest point, as measured from faces of exterior walls, in any direction, except entries, porches, and similar attachments.
- (5) ~~Any s~~Such ~~homes structure~~ shall be placed on permanent Building Code compliant foundations that is continuous around the entire perimeter of the building except for decks, porches, or similar attached structures or rooms constituting less than 25 percent of the building footprint area which comply with the building code and which are solid for the complete circumference of the home.
- (6) Any such ~~manufactured home structure~~ shall have exterior wall finish materials extend down to foundation or within 12 inches above grade, whichever is less. Wainscoting, if used, shall be minimum of 36 inches high exterior siding extending from within six inches of the grade or within six inches of the concrete, which siding shall be of a conventional exterior dwelling type material.
- (7) Any such ~~manufactured home structure~~ shall have a sloped pitched roof with of at least 3/12 pitch over at least half of the building; a flat roof is permitted over entire buildings larger than 1,200 square feet in footprint or taller than 2 stories and shall be covered with shingles or tile and have eaves of not less than six inches.
- (8) ~~No~~All such ~~manufactured homes structure~~ shall use materials with exposed fasteners as an exterior finish be built in compliance with any state statutes regulating manufactured homes.
- (9) In R-1 one family residence district, direct and independent cConnection to city utilities shall be required for each such structure and no exterior fuel tanks shall be allowed, except one tank, 50 gallons or less, properly located and screened, may be permitted.
- (10) ~~The longest dimension of the structure shall be placed within the narrowest dimension of the lot. In R-1 one family residence district, not more than one such structure may be built on a single lot.~~
- (11) ~~Any metal siding shall have horizontal edges and overlap in sections no wider than 12 inches. Sheet metal siding is not permitted.~~
- (12) Restrictive covenants. Nothing in this article shall prevent the regulation of uses of property by means of restrictive covenants which are valid except for this article.

Commented [IG1]: This section is now applicable to all structures in all residential districts (R-M is not a regular residential district)

Commented [IG2]: This now increases the minimum house (any house) size from previous 500 SF

Commented [IG3]: Will prevent a tiny house with an attached garage

Commented [IG4]: A portion of the house may be supported by posts and beams

Commented [IG5]: To maintain more traditional residential look with pitched roofs; larger houses and apartment buildings may have flat roofs

Commented [IG6]: No metal or wood sheets

Commented [IG7]: No common utilities for houses located on different lots in R-1

Commented [IG8]: Only one house per lot in R-1

(Code 1976, § 11.19(5))

State Law reference— Manufactured home park to be conditional use in any district allowing buildings used or intended to be used by two or more families, Minn. Stat. § 462.357, subd. 1b.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Resolution designating the Official Newspaper.
Background Information:	<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>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	the adoption of RESOLUTION NUMBER XXXX, SECOND SERIES, which is a resolution Designating the Marshall Independent as the Official Newspaper for the City of Marshall

RESOLUTION NUMBER _____, SECOND SERIES

**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 this 8th day of January, 2019.

Mayor of the City of Marshall

ATTEST:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Resolution designating the Official Depositories for City Funds for 2018.
Background Information:	State Statutes requires that the City designates general depositories for the City monies. The attached resolution designates Wells Fargo Bank Minnesota, N.A. as the official general depository for 2019.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The adoption of RESOLUTION NUMBER XXXX, Second Series appointing the Official Depositories for City Funds for 2019.

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 8th day of January, 2019. 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 2019**

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 Wells Fargo Bank Minnesota, N.A. be designated as the official general depository for 2019 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 2019.

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

Meeting Date:	Tuesday, January 8, 2019																		
Category:	CONSENT AGENDA																		
Type:	ACTION																		
Subject:	Consider approval of 2019 Workers Compensation Insurance																		
Background Information:	<p>The premium for 2018 and estimated premium for 2019 are attached. The renewal is effective January 1, 2019 with the League of Minnesota Cities Insurance Trust.</p> <p>The workers compensation insurance covers the City employees, elected and appointed officials, Library and Marshall Municipal Utilities employees.</p> <p>The 2019 premium reflects keeping the deductible remaining at \$5,000. This will be an additional \$19,774 credit amount to the standard premium of \$263,648.</p> <table style="margin-left: 20px;"> <tr> <td>Manual Premium</td> <td style="text-align: right;">\$ 387,718</td> </tr> <tr> <td>Experience Mod. 0.68</td> <td style="text-align: right;">-124,070</td> </tr> <tr> <td>Standard Premium</td> <td style="text-align: right;">263,648</td> </tr> <tr> <td>Deductible Credit 7.50%</td> <td style="text-align: right;">- 19,774</td> </tr> <tr> <td>Premium Discount</td> <td style="text-align: right;">- 28,499</td> </tr> <tr> <td>Net Deposit Premium</td> <td style="text-align: right;">215,375</td> </tr> </table> <p>This premium is paid by the following:</p> <table style="margin-left: 20px;"> <tr> <td>City Portion</td> <td style="text-align: right;">\$181,195</td> </tr> <tr> <td>Library Portion</td> <td style="text-align: right;">\$2,438</td> </tr> <tr> <td>MMU Portion</td> <td style="text-align: right;">\$31,742</td> </tr> </table> <p>This is a \$8,567 or 4.14% increase from 2018 to 2019.</p> <p>The experience modifier has increased very slightly from 0.67 in 2018 to 0.68 in 2019. That would indicate that staff have been diligent on working to keep a safe work environment as well as continued training for staff in safety at the workplace.</p> <p>The rate increase also reflects the upward trend in overall insurance costs. An excerpt from the League of Minnesota Cities budget guide has also been included in the attachments for further reference to the increase in insurance premiums.</p>	Manual Premium	\$ 387,718	Experience Mod. 0.68	-124,070	Standard Premium	263,648	Deductible Credit 7.50%	- 19,774	Premium Discount	- 28,499	Net Deposit Premium	215,375	City Portion	\$181,195	Library Portion	\$2,438	MMU Portion	\$31,742
Manual Premium	\$ 387,718																		
Experience Mod. 0.68	-124,070																		
Standard Premium	263,648																		
Deductible Credit 7.50%	- 19,774																		
Premium Discount	- 28,499																		
Net Deposit Premium	215,375																		
City Portion	\$181,195																		
Library Portion	\$2,438																		
MMU Portion	\$31,742																		
Fiscal Impact:	The estimated annual 2019 premium for the city portion is \$181,195																		
Alternative/ Variations:																			
Recommendations:	Approve renewal of the 2019 City's Workers Compensation Insurance with the League of Minnesota Cities Insurance Trust.																		

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000

MARSHALL, CITY OF
 344 WEST MAIN ST
 MARSHALL, MN 56258

Agreement No.: WC 1001144_Q-2
 Agreement Period:
 From: 01/01/2018
 To: 01/01/2019

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
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SEE ATTACHED SCHEDULE FOR DETAILS

			Manual Premium	377,639
Credit			0.67	-124,621
			Standard Premium	253,018
			Deductible Credit 7.50%	-18,976
			Premium Discount	-27,234
			Net Deposit Premium	206,808

Agent:
 00382 Bremer Insurance Agencies Inc
 208 E College Dr
 Marshall, MN 56258-1818

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

NET DEPOSIT PREMIUM

1. **Regular Premium Option** 206,808
2. **Deductible Premium Option**
 Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 253,018. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>
<input type="checkbox"/>	\$250	1.00%	-2,530	223,254
<input type="checkbox"/>	\$500	1.80%	-4,554	221,230
<input type="checkbox"/>	\$1,000	2.90%	-7,338	218,446
<input type="checkbox"/>	\$2,500	5.50%	-13,916	211,868
<input checked="" type="checkbox"/>	\$5,000	7.50%	-18,976	206,808
<input type="checkbox"/>	\$10,000	11.00%	-27,832	197,952
<input type="checkbox"/>	\$25,000	17.50%	-44,278	181,506
<input type="checkbox"/>	\$50,000	23.00%	-58,194	167,590

3. **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
<input type="checkbox"/>	0.386 %	97,665	1.300 %	328,923
<input type="checkbox"/>	0.339 %	85,773	1.500 %	379,527
<input type="checkbox"/>	0.262 %	66,291	2.000 %	506,036

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

Signature
Title
Date

**Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST. PREM</u>
502,655	9.67	5506	STREET CONSTRUCTION	48,607
228,287	6.03	7403	AIRPORT OPERATIONS	13,766
405,686	4.43	7520	WATERWORKS	17,972
1,090,817	4.26	7539	ELECTRIC & STEAM PLANT	46,469
768,389	4.90	7580	SEWEAGE DISPOSAL PLANT	37,651
116,821	0.29	7610	RADIO OR TELE BRDCSTING STATION-ALL EMPLOYEES	339
POP 14,637	203.02	7718	FIREFIGHTERS (VOLUNTEER)NON SMOKING	29,716
1,645,761	4.91	7720	POLICE	80,807
310,355	4.39	8017	OFF SALE LIQUOR STORE	13,625
1,737,666	0.72	8810	PUBLIC UTILITIES CLERICAL	12,511
537,841	0.72	8810	LIBRARY OR MUSEUM-PROF & CLERICAL	3,872
1,222,475	0.72	8810	CLERICAL OFFICE EMPLOYEES NOC	8,802
57,612	2.71	8831	ANIMAL CONTROL	1,561
246,355	5.23	9015	SWIMMING POOL OR BEACH OPERATIONS	12,884
143,208	5.23	9015	BUILDINGS-OPER BY OWNER	7,490
215,774	2.79	9063	COMM. CENTERS-ALL EMPLOYEES & CLERICAL	6,020
582,110	5.26	9102	PARKS	30,619
23,612	0.55	9410	BOOKMOBILE DRIVERS	130
858,527	0.55	9410	MUNICIPAL EMPLOYEES	4,722
18,200	0.42	9411	ELECTED OR APPOINTED OFFICIALS	76
Manual Premium				377,639

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West
St. Paul, MN 55103-2044
(651) 215-4173

DEDUCTIBLE ENDORSEMENT

The "City"
Marshall, City Of
344 West Main St
Marshall, MN 56258

Agreement No.: WC
Agreement Period From: 1001144_Q-2
To: 01/01/2018
01/01/2019

In consideration of the Estimated Deductible Premium, We agree with you that:

1. This agreement is between you and us. It does not change the rights of others under this Agreement.
2. A Deductible Per Occurrence of \$ 5,000 in medical benefits because of bodily injury arising out of any one accident or disease applies to this Agreement. The amount indicated above as a Deductible Per Occurrence applies separately to each accident or disease, regardless of the number of people who sustain injury by such accident or disease.
3. We will pay the deductible amounts shown above for you but you must reimburse us within 30 days after we send you notice that payment is due. If you fail to fully reimburse us, we may cancel the Agreement as provided in Part Seven (Conditions), Section F. Cancellation, of the Agreement. We may keep the amount of unearned premium that will reimburse us for the payments we made. These rights are in addition to other rights we have to be reimbursed.
4. This endorsement applies only to the coverage provided by Part One - Workers Compensation Coverage of the Agreement.
5. We shall provide investigation, administration, adjustment and settlement services, and shall provide for the defense of claims or suits.
6. We have your rights and the rights of persons entitled to the benefits of this coverage to recover all advances and payments, including those within the deductible amount, from anyone liable for the injury or obligated to make payments regarding the injury. You will do everything necessary to protect those rights for us and to help us enforce them.
If we recover any advance or payment made under this Agreement from anyone liable for the injury, the amount we recover will first be applied to any payments made by us in excess of the deductible amount paid.
7. Each Named City is jointly and severally liable for all deductible amounts under this Agreement.
8. All other terms of this Agreement, including those which govern (a) our right and duty to defend any claim, proceeding or suit against you, and (b) your duties if injury occurs, apply.

Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, conditions, provisions, agreements or limitations of the above mentioned Agreement, other than as stated above.

Agent:
00382 Bremer Insurance Agencies Inc
208 E College Dr
Marshall, MN 56258-1818

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
 145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000

MARSHALL, CITY OF
 344 WEST MAIN ST
 MARSHALL, MN 56258

Agreement No.: WC 1001144_Q-3
 Agreement Period:
 From: 01/01/2019
 To: 01/01/2020

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
----------------------------	-------------	-------------	------------------------------	----------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

	Manual Premium	387,718
Experience Modification	0.68	-124,070
	Standard Premium	263,648
Deductible Credit	0.00%	0
	Premium Discount	-28,499
	Net Deposit Premium	235,149

Agent:
 01397 City of Marshall
 344 W Main St
 Marshall, MN 56258-1313

Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

- | | NET DEPOSIT PREMIUM |
|--|----------------------------|
| 1. <input type="checkbox"/> Regular Premium Option | 235,149 |
| 2. <input checked="" type="checkbox"/> Deductible Premium Option
Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 263,648. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit. | |

	Deductible per Occurrence	Premium Credit	Credit Amount	Net Deposit Premium
<input type="checkbox"/>	\$250	1.00%	-2,636	232,513
<input type="checkbox"/>	\$500	1.70%	-4,482	230,667
<input type="checkbox"/>	\$1,000	2.90%	-7,646	227,503
<input type="checkbox"/>	\$2,500	5.00%	-13,182	221,967
<input checked="" type="checkbox"/>	\$5,000	7.50%	-19,774	215,375
<input type="checkbox"/>	\$10,000	10.50%	-27,683	207,466
<input type="checkbox"/>	\$25,000	17.00%	-44,820	190,329
<input type="checkbox"/>	\$50,000	22.50%	-59,321	175,828

3. Retrospective Rates Premium Option

	Retro-Rated Minimum Factor	Est. Minimum Premium	Retro-Rated Maximum Factor	Est. Maximum Premium
<input type="checkbox"/>	0.392 %	103,350	1.300 %	342,742
<input type="checkbox"/>	0.344 %	90,695	1.500 %	395,472
<input type="checkbox"/>	0.266 %	70,130	2.000 %	527,296

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

Signature	Title	Date
-----------	-------	------

**Notice of Premium Options for Standard Premiums of \$150,000 - \$300,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST. PREM</u>
579,216	9.14	5506	STREET CONSTRUCTION	52,940
161,811	5.38	7403	AIRPORT OPERATIONS	8,705
400,261	3.85	7520	WATERWORKS	15,410
1,155,248	3.24	7539	ELECTRIC & STEAM PLANT	37,430
766,961	4.61	7580	SEWAGE DISPOSAL PLANT	35,357
113,706	0.25	7610	RADIO OR TELE BRDCSTING STATION-ALL EMPLOYEES	284
POP 15,150	209.82	7718	FIREFIGHTERS (VOLUNTEER)NON SMOKING	31,788
1,683,795	5.62	7720	POLICE	94,629
286,446	4.01	8017	OFF SALE LIQUOR STORE	11,486
1,661,231	0.72	8810	PUBLIC UTILITIES CLERICAL	11,961
600,536	0.72	8810	LIBRARY OR MUSEUM-PROF & CLERICAL	4,324
1,184,447	0.72	8810	CLERICAL OFFICE EMPLOYEES NOC	8,528
19,118	2.63	8831	ANIMAL CONTROL	503
45,552	6.82	9015	PU MAINTENANCE	3,107
102,660	6.82	9015	SWIMMING POOL OR BEACH OPERATIONS	7,001
146,079	6.82	9015	BUILDINGS-OPER BY OWNER	9,963
66,342	2.51	9063	COMM. CENTERS-ALL EMPLOYEES & CLERICAL	1,665
704,391	5.54	9102	PARKS	39,023
9,870	5.51	9156	CITY BAND	544
225,712	3.36	9182	CITY ARENA-OPERATIONS	7,584
10,507	0.62	9410	BOOKMOBILE DRIVERS	65
860,021	0.62	9410	MUNICIPAL EMPLOYEES	5,332
18,200	0.49	9411	ELECTED OR APPOINTED OFFICIALS	89
Manual Premium				387,718

VII. Coverage and dues

A. LMCIT Coverage

Workers' compensation. Data as of the end of 2017 shows that total incurred costs for claims occurring in 2017 were relatively high, and development on old claims was also a bit higher, which could put some pressure on rates. There are a couple bills that passed in the MN State Legislature related to benefit levels required under MN worker's comp statutes, but, at this point (as of May 21), it's not clear how these changes will impact LMCIT's future claim expenses. LMCIT suggests cities allow for a workers' compensation premium rate increase in the 4 to 8 percent range. Additionally, this year LMCIT will review and adjust the relative levels of each payroll class rate, which is done every three years. As a result, the mix of each city's payroll class exposures will also affect premiums in different ways.

League of Minnesota Cities Information Memo: 10/12/2018

Budget Guide for Cities



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider amendments to the Data Practices Policies
Background Information:	<p>Due to transitions, technical amendments are necessary related to the Responsible Authority designations (see the last page of both policies). Both policies are attached; the proposed amendments are shown in red type. No other changes are proposed to the policies.</p> <p>Staff recommend approval of these two policies in compliance with Minnesota law.</p>
Fiscal Impact:	None
Alternative/ Variations:	None recommended
Recommendations:	approve amendments to the Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public.

City of Marshall

Policy Number: Chapter 1 Section 1 (1-604)

Marshall, Minnesota

Adopted: January 26, 2016

ADMINISTRATIVE POLICY

Revised: January ~~9, 2018~~, 2019

DATA PRACTICES POLICY FOR MEMBERS OF THE PUBLIC

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Marshall must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the City of Marshall keeps, make a written request. Submit your request for data to the appropriate individual listed under the Data Practices Contacts. You may make your request for data in-person, or by mail, fax, or email, using the City's Data Request Form.

If you choose not to use the City's Data Request Form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- State whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

The City of Marshall cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the requested data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is provided below. We may also arrange for you to prepay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require the City of Marshall to answer questions that are not specific requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you may use the data request form – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Copy Costs – Members of the Public

The City of Marshall may charge members of the public for copies of government data as authorized under Minnesota Statutes, section 13.03, subdivision 3(c). The requestor must pay for the copies before the City will provide the copies.

Copy charges are set by the City Council. Reference the Fee Resolution Schedule for a complete listing of fees and charges that may be associated with your request.

Actual Cost of Making Copies

The charge for most other types of copies, when a charge is not set by statute, rule, or resolution, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is based upon the lowest hourly rate (wage/salary plus benefits) of the appropriate staff member. There is no charge for time spent separating public from non-public data.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher hourly rate.

Data Practices Contacts

Data requests should be sent to:

Email: datarequest@ci.marshall.mn.us Subject line: Data Request

Fax: 507-537-6830 Attn: City Clerk—Data Request

Mail: City of Marshall, Attn: City Clerk—Data Request, 344 West Main Street, Marshall, MN 56258

Responsible Authority

Sharon Hanson, City Administrator
344 West Main Street, Marshall, MN 56258
Office: 507-537-6760
Fax: 507-537-6830
Email: Sharon.Hanson@ci.marshall.mn.us

Data Practices Designee(s)

Karla Drown, Finance Director
344 West Main Street, Marshall, MN 56258
Office: 507-537-6764
Fax: 507-537-6830
Email: Karla.Drown@ci.marshall.mn.us

Sheila Dubs, Human Resource Manager
344 West Main Street, Marshall, MN 56258
Office: 507-537-6790
Fax: 507-537-6830
Email: Sheila.Dubs@ci.marshall.mn.us

| ~~Rob Yant~~ **Jim Marshall**, Director of Public Safety
611 West Main Street, Marshall, MN 56258
Office: 507-537-7000
Fax: 507-537-6034

| Email: ~~Rob.Yant@ci.marshall.mn.us~~ Jim.Marshall@ci.marshall.mn.us

Kyle Box, City Clerk
344 West Main Street, Marshall, MN 56258
Office: 507-537-6775
Fax: 507-537-6830
Email: Kyle.Box@ci.marshall.mn.us

Data Practices Compliance Official

Sheila Dubs, Human Resource Manager
344 West Main Street, Marshall, MN 56258
Office: 507-537-6790
Fax: 507-537-6830
Email: Sheila.Dubs@ci.marshall.mn.us

City of Marshall

Policy Number: Chapter 1 Section 1 (1-603)

Marshall, Minnesota

Adopted: January 26, 2016

ADMINISTRATIVE POLICY

Revised: January ~~9, 2018~~, 2019

DATA PRACTICES POLICY FOR DATA SUBJECTS

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you:

- *The names of City of Marshall employees.*

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you:

- *Social Security number*

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with City of Marshall staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you:

- *The identity of the subject of an active criminal investigation*

Your Rights under the Minnesota Government Data Practices Act

The City of Marshall, as a government entity, must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government

Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask the City of Marshall not to give data about them to their parent(s) or guardian(s). If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parent(s) or legally appointed guardian(s) access to the data. We will make the final decision about your request based on your best interests. Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that the City of Marshall keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Submit your request for data to the appropriate individual listed under the Data Practices Contacts. You may make your request for data in-person, or by mail, fax, or email, using the City's Data Request Form.

If you choose not to use the City's Data Request Form, your request should include the following:

- State that you are making a request, under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, for data about you;
- State whether you would like to inspect the data, have copies of the data, or both;
- Include a clear description of the data you would like to inspect or have copied; and

- Provide identifying information that proves you are the data subject, or data subject's parent or guardian.

Standards for Verifying Identity

The City of Marshall requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. A valid photo ID will be required to verify proof of identity.

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

How the City of Marshall Responds to a Data Request

Once you make your request, we will work to process your request immediately, if possible, and within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate response is not possible.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the requested data, we will notify you in writing.
- If we have the requested data, and the data may lawfully be disclosed to you, we will respond to the request by doing one of the following:
 - arrange a date, time, and place for you to inspect the data without cost to you; or

- provide you with copies of the data. You may choose to pick up the copies, or we will mail or fax copies of the data to you. We will provide electronic copies (such as e-mail), only if we keep the data in electronic format.
- If we have the data, but the data are classified as confidential or private data not about you, we will inform you within 10 business days and state the specific law which says you cannot access the data.

Information about copy charges is provided below. We may also arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the City of Marshall is not required under the Minnesota Government Data Practices Act to respond to questions that are not specific requests for data.

Copy Costs – Data Subjects

The City of Marshall may charge data subjects for copies of government data as authorized under Minnesota Statutes, section 13.04, subdivision 3(c). Charges will be determined upon completion of the data request and payment must be made by the requestor either prior to or upon receipt of the data.

Copy charges are set by the City Council. Reference the Fee Resolution Schedule for a complete listing of fees and charges that may be associated with your request.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that the City of Marshall cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from not public data. There is also no charge for search and retrieval time if the data subject is the requestor.

Data Practices Contacts

Data requests should be sent to:

Email: datarequest@ci.marshall.mn.us Subject line: Data Request

Fax: 507-537-6830 Attn: City Clerk—Data Request

Mail: City of Marshall, Attn: City Clerk—Data Request, 344 West Main Street, Marshall, MN 56258

Responsible Authority

Sharon Hanson, City Administrator
344 West Main Street, Marshall, MN 56258
Office: 507-537-6760
Fax: 507-537-6830
Email: Sharon.Hanson@ci.marshall.mn.us

Data Practices Designee(s)

Karla Drown, Finance Director
344 West Main Street, Marshall, MN 56258
Office: 507-537-6764
Fax: 507-537-6830
Email: Karla.Drown@ci.marshall.mn.us

Sheila Dubs, Human Resource Manager
344 West Main Street, Marshall, MN 56258
Office: 507-537-6790
Fax: 507-537-6830
Email: Sheila.Dubs@ci.marshall.mn.us

| ~~Rob Yant~~ [Jim Marshall](mailto:Jim.Marshall@ci.marshall.mn.us), Director of Public Safety
611 West Main Street, Marshall, MN 56258
Office: 507-537-7000
Fax: 507-537-6034

| Email: ~~Rob.Yant@ci.marshall.mn.us~~ Jim.Marshall@ci.marshall.mn.us

Kyle Box, City Clerk
344 West Main Street, Marshall, MN 56258
Office: 507-537-6775
Email: Kyle.Box@ci.marshall.mn.us

Data Practices Compliance Official

Sheila Dubs, Human Resource Manager
344 West Main Street, Marshall, MN 56258
Office: 507-537-6790
Fax: 507-537-6830
Email: Sheila.Dubs@ci.marshall.mn.us



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider authorization for the approval for SWMN CAT (Southwest Minnesota Chemical Assessment Team) to apply for HMEP (Hazardous Materials Emergency Planning) grant funds from the State of Minnesota Department of Homeland Security and Emergency Management (HSEM).
Background Information:	<p>A Hazardous Materials Emergency Planning grant (HMEP) is available that will supplement the grant funding for the Southwest Minnesota Chemical Assessment Team (SWMN CAT). These grant funds will pay for expenses related to training and exercises that would allow the CAT team to better prepare for responses to hazardous materials events in our 14-county response area as well as the City of Marshall.</p> <p>The HMEP grant requires a twenty percent match that comes from the annual operating grant of the CAT team. The state will be working on a budget for each team's award based on each team's request. The amounts requested from each team varies from year to year based on the training and exercise plans of the teams for that year. Many teams make no request.</p> <p>This years 2019 SWMN CAT grant request will be for \$11,764.00. The project priorities outlined in the grant request are for:</p> <ol style="list-style-type: none">1) COLD ZONE CONFERENCE (Five members to attend three-day training designed for first responders to participate in hands-on workshops and discuss a variety of topics relating to hazardous material responses).2) THE HAZMATIQ 4 TRAINING (Provide 1-day training at MERIT Center for 30 emergency responders from our 14-county region. This training will be taught by federal instructors that will teach a system that focuses on safety and efficiency when responding to any known or unknown chemical/mixture.
Fiscal Impact:	FISCAL IMPACT: No general fund dollars used
Alternative/ Variations:	None recommended
Recommendation:	To approve the Southwest Minnesota Chemical Assessment Team to apply for a Hazardous Materials Emergency Planning grant from the State of Minnesota Department of Homeland Security and Emergency Management.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider LG220 Application for Exempt Permit for Holy Redeemer Church for March 23, 2019
Background Information:	This LG220 application of Exempt Permit is for Holy Redeemer Church to hold a raffle on March 23, 2019 at Holy Redeemer Church, 503 West Lyon Street, Marshall, Minnesota
Fiscal Impact:	There is no City fee for this permit.
Alternative/ Variations:	Not acknowledge this permit.
Recommendations:	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Holy Redeemer Church to hold a raffle on March 23, 2019, at Holy Redeemer Church 503 W. Lyon St., 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

MINNESOTA LAWFUL GAMBLING
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: Holy Redeemer Church Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 503 W. Lyon St.

City: Marshall State: MN Zip: 56258 County: Lyon

Name of Chief Executive Officer (CEO): Fr. Mark Steffl

CEO Daytime Phone: 507-532-5711 CEO Email: msteffl@holy-redeemer.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): lnelson@holy-redeemer.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Holy Redeemer Church - Carlin Hall

Physical Address (do not use P.O. box): 501 W. Lyon St, Marshall, MN 56258

Check one:

City: _____ Zip: 56258 County: Lyon

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 23, 2019

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

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).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

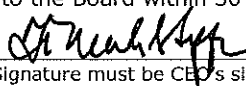
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 12/13/18

(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Mark Steffl

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's 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.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider an application for an On-Sale Intoxicating Liquor License for Holy Redeemer Church for March 23, 2019
Background Information:	Attached is an application for a Temporary On-Sale Liquor License for Holy Redeemer Church to use on March 23, 2019 at Carlin Hall, 501 West Lyon Street, Marshall, Minnesota.
Fiscal Impact:	\$30.00
Alternative/ Variations:	None
Recommendations:	the approval of a Temporary On-Sale Liquor License for Holy Redeemer Church to use on March 23, 2019 at Carlin Hall, 501 West Lyon Street, Marshall, Minnesota



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Date organized Tax exempt number

Address City State Zip Code

Name of person making application Business phone Home phone

Date(s) of event Type of organization Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Location where permit will be used. If an outdoor area, describe.
 Holy Redeemer Church - Carlin Hall
 501 W. Lyon St, Marshall, MN 56258

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Catholic Mutual Insurance

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Marshall
 City or County approving the license
\$ 30.00
 Fee Amount
12-13-18
 Date Fee Paid

 Date Approved

 Permit Date

 City or County E-mail Address

 City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider an application for an On-Sale Intoxicating Liquor License for Marshall Convention and Visitors Bureau for February 7, 2019
Background Information:	Attached is an application for a Temporary On-Sale Liquor License for Marshall Convention and Visitors Bureau for February 7, 2019 at Bello Cucina, 100 West College Drive, Marshall, Minnesota.
Fiscal Impact:	\$30.00
Alternative/ Variations:	None
Recommendations:	the approval of a Temporary On-Sale Liquor License for Marshall Convention and Visitors Bureau for February 7, 2019 at Bello Cucina, 100 West College Drive, Marshall, Minnesota.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Date organized Tax exempt number

Address City State Zip Code

Name of person making application Business phone Home phone

Date(s) of event Type of organization Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Organization officer's name City State Zip Code

Location where permit will be used. If an outdoor area, describe.
 Bello Cucina

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Auto Owners 2,00,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Marshall
 City or County approving the license

 Date Approved

 Fee Amount

 Permit Date

 Date Fee Paid

 City or County E-mail Address

 City or County Phone Number

 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT
 BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

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 8th day of January 2019.

Robert J. Byrnes, Mayor

ATTEST:

Kyle Box, City Clerk

471.38 CLAIMS.

Subdivision 1. **Itemization; declaration.** Except as provided in subdivision 2, if an account, claim, or demand against a local government for any property or services can be itemized in the ordinary course of business, the board or officer authorized by law to audit and allow claims shall not audit or allow the claim until the person claiming payment, or the person's agent, provides to the board or officer an itemized list in writing or in an electronic transaction record. By making the claim for payment, the person making the claim is declaring that the account, claim, or demand is just and correct and that no part of it has been paid. The board or officer may in its discretion allow a claim prepared by the clerk or secretary of the board or officer prior to the declaration by the claimant if the declaration is made on the check or order-check by which the claim is paid, as provided in section 471.391, subdivision 2. For the purposes of this section, "local government" means any county, local social services agency, school district, town, or home rule charter city of the second, third, or fourth class, or any park district.

Subd. 2. **Application.** The provisions of this section do not apply to any claim or demand for an annual salary or fees of jurors or witnesses, fixed by law, nor to the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis, by the governing board of the municipality, and which is now authorized by law to be paid on a payroll basis.

Subd. 3. **Electronic funds transfer.** Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments. A local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Subd. 3a. **Eligibility.** The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls:

- (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;
- (b) the disbursing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;

(f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

History: (766) *RL s 438; 1949 c 416 s 1; 1951 c 350 s 1; 1953 c 50 s 1; 1955 c 312 s 1; 1959 c 56 s 1; 1961 c 5 s 1; 1976 c 44 s 68; 1979 c 334 art 6 s 25; 1986 c 444; 1989 c 329 art 9 s 29; 1994 c 631 s 31; 2001 c 13 s 1; 2017 c 52 s 1*



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider resolution delegating authority to the city to make electronic fund transfers
Background Information:	<p>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.</p> <p>The City of Marshall has been utilizing EFT payments for multiple years. However, this statute is new as of 2016. It requires the city to have a resolution and follow certain criteria. EFT payments is an efficient and cost effective way for the city to make the allowable payments.</p> <p>It is the expectation of staff that all eligibility criteria will be followed or put in place within a reasonable amount of time.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve Resolution Number XXXX, Second Series giving the City Authority to make Electronic Fund Transfers



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of Resolution Number ____, Second Series to authorize the Finance Director to pay certain claims
Background Information:	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.
Fiscal Impact:	Avoiding finance charges on late payments.
Alternative/ Variations:	
Recommendations:	Approve Resolution Number ____, Second Series to authorize 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 8th day of January 2019.

Attest:

City Clerk

Mayor



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	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 Glenn Olson at 537-6773 or Finance Director Karla Drown at 537-6763
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	That the following bills and project payments be authorized for payment

PACKET: 06624 12/14/2018 Payroll Entrie

VENDOR SET: 01 City of Marshall

**** CHECK LISTING ****

BANK: AP REG AP

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1325	I-31 201812132955	ICMA RETIREMENT TRUST #300877 ICMA DEFERRED COMP	R	12/14/2018		300.00	111124	300.00
1757	I-C12201812132955	MN CHILD SUPPORT PAYMENT CENTER #0014992937	R	12/14/2018		356.25	111125	356.25

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805	I-HEC201812132955	FURTHER EMPLOYEE HSA CONTRIBUTION	D	12/14/2018		8,510.28	000735	8,510.28
1358	I-T1 201812132955	INTERNAL REVENUE SERVICE FEDERAL W/H	D	12/14/2018		24,284.55	000736	
	I-T3 201812132955	SOCIAL SECURITY W/H	D	12/14/2018		25,215.04	000736	
	I-T4 201812132955	MEDICARE W/H	D	12/14/2018		7,746.98	000736	57,246.57
3669	I-27A201812132955	MINNESOTA STATE RETIREMENT SYST HEALTH CARE SAVINGS PLAN	D	12/14/2018		1,008.00	000737	
	I-27B201812132955	HEALTH CARE SAVINGS PLAN	D	12/14/2018		170.00	000737	
	I-27L201812132955	HEALTH CARE SAVINGS PLAN	D	12/14/2018		1,275.00	000737	
	I-27N201812132955	HEALTH CARE SAVINGS PLAN	D	12/14/2018		2,239.92	000737	
	I-27S201812132955	HEALTH CARE SAVINGS PLAN	D	12/14/2018		200.00	000737	
	I-27T201812132955	HEALTH CARE SAVINGS PLAN-TERM	D	12/14/2018		57,509.26	000737	
	I-36 201812132955	MNDPCP - DEFERRED COMP	D	12/14/2018		870.00	000737	
	I-36R201812132955	MNDPCP - ROTH	D	12/14/2018		415.00	000737	63,687.18
1818	I-T2 201812132955	MN REVENUE STATE W/H	D	12/14/2018		12,163.04	000738	12,163.04
2512	I-33 201812132955	NATIONWIDE RETIREMENT USCM	D	12/14/2018		650.00	000739	650.00
2513	I-34 201812132955	NATIONWIDE RETIREMENT-FIRE USCM FIRE DEPT	D	12/14/2018		65.10	000740	65.10
2028	I-12 201812132955	PERA OF MINNESOTA REG PERA POLICE AND FIRE	D	12/14/2018		17,464.94	000741	
	I-13 201812132955	PERA COORDINATED	D	12/14/2018		29,086.69	000741	46,551.63
3443	I-35 201812132955	VALIC DEFERRED COMP VALIC DEFERRED COMP	D	12/14/2018		1,267.00	000742	
	I-35F201812132955	VALIC - FIRE DEPARTMENT	D	12/14/2018		133.26	000742	
	I-35R201812132955	VALIC ROTH	D	12/14/2018		950.00	000742	2,350.26
6085	I-37D201812132955	VOYA - INVESTORS CHOICE VOYA DEFERRED	D	12/14/2018		300.00	000743	
	I-37R201812132955	VOYA ROTH PLAN	D	12/14/2018		615.00	000743	915.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	656.25	656.25
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	192,139.06	192,139.06
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	11	0.00	192,795.31	192,795.31

PACKET: 06624 12/14/2018 Payroll Entry
VENDOR SET: 01 City of Marshall
BANK: ALL

*** DRAFT/OTHER LISTING ***

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	2	0.00	656.25	656.25
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	192,139.06	192,139.06
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	11	0.00	192,795.31	192,795.31

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2018	159,134.46CR
211	12/2018	9,497.50CR
258	12/2018	2,551.31CR
270	12/2018	937.01CR
602	12/2018	15,722.25CR
609	12/2018	4,952.78CR
=====		
ALL		192,795.31CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 06632 12/28/2018 Payroll Entry

VENDOR SET: 01 City of Marshall

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-4805			FURTHER				
I-5FH201812262995	12/28/2018		EMPLOYER CONTRIB FAM HSA 5000	166.67			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			EMPLOYER CONTRIB FAM HSA 5000		258 70579-1135	INSURANCE BENEF	166.67
I-5SH201812262995	12/28/2018		EMPLOYER CONTRIB SNGL HSA 500	125.00			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			EMPLOYER CONTRIB SNGL HSA 5000		101 50151-1135	INSURANCE BENEF	125.00
I-HEC201812262995	12/28/2018		EMPLOYEE HSA CONTRIBUTION	8,069.86			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			EMPLOYEE HSA CONTRIBUTION		101 21231	HSA / VEBA (ER	6,330.20
			EMPLOYEE HSA CONTRIBUTION		211 21231	HSA /VEBA (ER O	335.00
			EMPLOYEE HSA CONTRIBUTION		258 21231	HSA/VBA (ER ONL	150.00
			EMPLOYEE HSA CONTRIBUTION		602 21231	HSA / VEBA (ER	1,116.20
			EMPLOYEE HSA CONTRIBUTION		609 21231	HSA / VEBA (ER	138.46
			=== VENDOR TOTALS ===	8,361.53			
01-1325			ICMA RETIREMENT TRUST #300877				
I-31 201812262995	12/28/2018		ICMA DEFERRED COMP	300.00			
		AP	DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
			ICMA DEFERRED COMP		101 21253	DEFERRED COMP -	300.00
			=== VENDOR TOTALS ===	300.00			
01-1358			INTERNAL REVENUE SERVICE				
I-T1 201812262995	12/28/2018		FEDERAL W/H	23,009.00			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			FEDERAL W/H		101 21221	FEDERAL WITHHOL	17,261.41
			FEDERAL W/H		211 21221	FEDERAL W/H	1,869.94
			FEDERAL W/H		258 21221	FEDERAL WITHHOL	327.21
			FEDERAL W/H		270 21221	ACCOUNTS PAYABL	151.49
			FEDERAL W/H		602 21221	FEDERAL WITHHOL	2,634.19
			FEDERAL W/H		609 21221	FEDERAL WITHHOL	764.76
I-T3 201812262995	12/28/2018		SOCIAL SECURITY W/H	23,802.68			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			SOCIAL SECURITY W/H		101 21222	FICA WITHHOLDIN	7,609.79
			SOCIAL SECURITY W/H		101 40141-1122	FICA CONTRIBUTI	80.68
			SOCIAL SECURITY W/H		101 40671-1122	FICA CONTRIBUTI	317.04
			SOCIAL SECURITY W/H		101 40741-1122	FICA CONTRIBUTI	865.23
			SOCIAL SECURITY W/H		101 40821-1122	FICA CONTRIBUTI	475.49
			SOCIAL SECURITY W/H		101 40931-1122	FICA CONTRIBUTI	411.77
			SOCIAL SECURITY W/H		101 40931-1122	FICA CONTRIBUTI	2.89
			SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	14.66
			SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	16.77
			SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	20.15
			SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	144.37

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1358	INTERNAL REVENUE SERVICE	(** CONTINUED **)				
		SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	40.12
		SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	5.83
		SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	2.92
		SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	30.63
		SOCIAL SECURITY W/H		101 41231-1122	FICA CONTRIBUTI	21.02
		SOCIAL SECURITY W/H		101 42071-1122	FICA CONTRIBUTI	224.85
		SOCIAL SECURITY W/H		101 50151-1122	FICA CONTRIBUTI	330.96
		SOCIAL SECURITY W/H		101 50453-1122	FICA CONTRIBUTI	41.06
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	1,094.70
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	33.86
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	13.01
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	3.55
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	8.29
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	8.29
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	25.09
		SOCIAL SECURITY W/H		101 60162-1122	FICA CONTRIBUTI	31.37
		SOCIAL SECURITY W/H		101 60164-1122	FICA CONTRIBUTI	530.79
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	310.29
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	37.84
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	218.12
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	188.60
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	379.02
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	2.98
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	40.30
		SOCIAL SECURITY W/H		101 60211-1122	FICA CONTRIBUTI	3.45
		SOCIAL SECURITY W/H		101 60364-1122	FICA CONTRIBUTI	78.26
		SOCIAL SECURITY W/H		101 60364-1122	FICA CONTRIBUTI	13.53
		SOCIAL SECURITY W/H		101 60364-1122	FICA CONTRIBUTI	76.91
		SOCIAL SECURITY W/H		101 60364-1122	FICA CONTRIBUTI	20.85
		SOCIAL SECURITY W/H		101 60364-1122	FICA CONTRIBUTI	93.47
		SOCIAL SECURITY W/H		101 60365-1122	FICA CONTRIBUTI	3.44
		SOCIAL SECURITY W/H		101 60365-1122	FICA CONTRIBUTI	5.56
		SOCIAL SECURITY W/H		101 70276-1122	FICA CONTRIBUTI	479.73
		SOCIAL SECURITY W/H		101 70675-1122	FICA CONTRIBUTI	485.79
		SOCIAL SECURITY W/H		101 70772-1122	FICA CONTRIBUTI	16.38
		SOCIAL SECURITY W/H		101 70873-1122	FICA CONTRIBUTI	107.50
		SOCIAL SECURITY W/H		101 70873-1122	FICA CONTRIBUTI	1.86
		SOCIAL SECURITY W/H		101 70873-1122	FICA CONTRIBUTI	31.39
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	125.67
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	1.53
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	12.59
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	3.39
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	39.24
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	21.09
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	1.49
		SOCIAL SECURITY W/H		101 70973-1122	FICA CONTRIBUTI	14.13
		SOCIAL SECURITY W/H		211 21222	FICA W/H	1,339.74
		SOCIAL SECURITY W/H		211 70437-1122	FICA CONTRIBUTI	1,339.74
		SOCIAL SECURITY W/H		258 21222	FICA WITHHOLDIN	379.32
		SOCIAL SECURITY W/H		258 70579-1122	FICA CONTRIBUTI	379.32
		SOCIAL SECURITY W/H		270 21222	FICA WITHHOLDIN	132.37

PACKET: 06632 12/28/2018 Payroll Entrie

VENDOR SET: 01 City of Marshall

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1358	INTERNAL REVENUE SERVICE		(** CONTINUED **)				
			SOCIAL SECURITY W/H		270 50551-1122	FICA CONTRIBUTI	132.37
			SOCIAL SECURITY W/H		602 21222	FICA WITHHOLDIN	1,704.64
			SOCIAL SECURITY W/H		602 90581-1122	FICA CONTRIBUTI	1,704.64
			SOCIAL SECURITY W/H		609 21222	FICA WITHHOLDIN	735.48
			SOCIAL SECURITY W/H		609 90991-1122	FICA CONTRIBUTI	735.48
I-T4 201812262995	12/28/2018	MEDICARE W/H		7,369.54			
	AP	DRAFT	DISC: 12/28/2018		1099: N		
		MEDICARE W/H			101 21223	MEDICARE	2,681.10
		MEDICARE W/H			101 40141-1125	MEDICARE CONTRI	55.42
		MEDICARE W/H			101 40671-1125	MEDICARE CONTRI	74.14
		MEDICARE W/H			101 40741-1125	MEDICARE CONTRI	202.34
		MEDICARE W/H			101 40821-1125	MEDICARE CONTRI	111.20
		MEDICARE W/H			101 40931-1125	MEDICARE CONTRI	96.30
		MEDICARE W/H			101 40931-1125	MEDICARE CONTRI	0.68
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	3.42
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	3.92
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	4.71
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	33.76
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	9.39
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	1.36
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	0.69
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	7.17
		MEDICARE W/H			101 41231-1125	MEDICARE CONTRI	4.92
		MEDICARE W/H			101 42071-1125	MEDICARE CONTRI	52.58
		MEDICARE W/H			101 50151-1125	MEDICARE CONTRI	907.45
		MEDICARE W/H			101 50151-1125	MEDICARE CONTRI	34.80
		MEDICARE W/H			101 50453-1125	MEDICARE CONTRI	9.60
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	256.02
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	7.91
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	3.04
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	0.83
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	1.94
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	1.94
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	5.87
		MEDICARE W/H			101 60162-1125	MEDICARE CONTRI	7.34
		MEDICARE W/H			101 60164-1125	MEDICARE CONTRI	124.14
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	72.56
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	8.85
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	51.01
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	44.11
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	88.64
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	0.70
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	9.42
		MEDICARE W/H			101 60211-1125	MEDICARE CONTRI	0.81
		MEDICARE W/H			101 60364-1125	MEDICARE CONTRI	18.30
		MEDICARE W/H			101 60364-1125	MEDICARE CONTRI	3.16
		MEDICARE W/H			101 60364-1125	MEDICARE CONTRI	17.98
		MEDICARE W/H			101 60364-1125	MEDICARE CONTRI	4.87
		MEDICARE W/H			101 60364-1125	MEDICARE CONTRI	21.85
		MEDICARE W/H			101 60365-1125	MEDICARE CONTRI	0.82

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1358			INTERNAL REVENUE SERVICE (** CONTINUED **)				
			MEDICARE W/H		101 60365-1125	MEDICARE CONTRI	1.31
			MEDICARE W/H		101 70276-1125	MEDICARE CONTRI	112.21
			MEDICARE W/H		101 70675-1125	MEDICARE CONTRI	113.61
			MEDICARE W/H		101 70772-1125	MEDICARE CONTRI	3.84
			MEDICARE W/H		101 70873-1125	MEDICARE CONTRI	25.14
			MEDICARE W/H		101 70873-1125	MEDICARE CONTRI	0.44
			MEDICARE W/H		101 70873-1125	MEDICARE CONTRI	7.34
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	29.39
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	0.36
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	2.95
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	0.79
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	9.17
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	4.94
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	0.35
			MEDICARE W/H		101 70973-1125	MEDICARE CONTRI	3.30
			MEDICARE W/H		211 21223	MEDICARE W/H	313.31
			MEDICARE W/H		211 70437-1125	MEDICARE CONTRI	313.31
			MEDICARE W/H		258 21223	MEDICARE	88.72
			MEDICARE W/H		258 70579-1125	MEDICARE CONTRI	88.72
			MEDICARE W/H		270 21223	MEDICARE	30.96
			MEDICARE W/H		270 50551-1125	MEDICARE CONTRI	30.96
			MEDICARE W/H		602 21223	MEDICARE	398.67
			MEDICARE W/H		602 90581-1125	MEDICARE CONTRI	398.67
			MEDICARE W/H		609 21223	MEDICARE	172.01
			MEDICARE W/H		609 90991-1125	MEDICARE CONTRI	172.01
			=== VENDOR TOTALS ===	54,181.22			

01-1480			LAW ENFORCEMENT LABOR SERVICE				
I-80	201812262995	12/28/2018	LELS UNION DUES	931.00			
	AP		DUE: 12/28/2018 DISC: 12/28/2018		1099: N		
			LELS UNION DUES		101 21265	UNION DUES	931.00
			=== VENDOR TOTALS ===	931.00			

01-3669			MINNESOTA STATE RETIREMENT SYS				
I-27A	201812262995	12/28/2018	HEALTH CARE SAVINGS PLAN	1,511.24			
	AP		DRAFT DISC: 12/28/2018		1099: N		
			HEALTH CARE SAVINGS PLAN		101 21246	HEALTH CARE SAV	706.79
			HEALTH CARE SAVINGS PLAN		101 60162-3311	GENERAL PROFESS	75.00
			HEALTH CARE SAVINGS PLAN		101 60164-3311	GENERAL PROFESS	50.00
			HEALTH CARE SAVINGS PLAN		101 60211-3311	GENERAL PROFESS	200.00
			HEALTH CARE SAVINGS PLAN		101 60364-3311	GENERAL PROFESS	25.00
			HEALTH CARE SAVINGS PLAN		602 21246	HEALTH CARE SAV	304.45
			HEALTH CARE SAVINGS PLAN		602 90581-3311	GENERAL PROFESS	150.00

-----ID-----	BANK CODE	ITM DATE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-3669			MINNESOTA STATE RETIREMENT SYS(** CONTINUED **)				
I-27B201812262995	AP	12/28/2018	HEALTH CARE SAVINGS PLAN DRAFT DISC: 12/28/2018 HEALTH CARE SAVINGS PLAN	170.00	1099: N 211 21246	HEALTH CARE SAV	170.00
I-27L201812262995	AP	12/28/2018	HEALTH CARE SAVINGS PLAN DRAFT DISC: 12/28/2018 HEALTH CARE SAVINGS PLAN HEALTH CARE SAVINGS PLAN	1,677.00	1099: N 101 21246 101 50151-3311	HEALTH CARE SAV GENERAL PROFESS	1,275.00 402.00
I-27N201812262995	AP	12/28/2018	HEALTH CARE SAVINGS PLAN DRAFT DISC: 12/28/2018	3,251.22	1099: N		
			HEALTH CARE SAVINGS PLAN		101 21246	HEALTH CARE SAV	1,648.93
			HEALTH CARE SAVINGS PLAN		101 40671-3311	GENERAL PROFESS	50.00
			HEALTH CARE SAVINGS PLAN		101 40741-3311	GENERAL PROFESS	125.00
			HEALTH CARE SAVINGS PLAN		101 40821-3311	GENERAL PROFESS	75.00
			HEALTH CARE SAVINGS PLAN		101 40931-3311	GENERAL PROFESS	75.00
			HEALTH CARE SAVINGS PLAN		101 41231-3311	GENERAL PROFESS	50.00
			HEALTH CARE SAVINGS PLAN		101 42071-3311	GENERAL PROFESS	25.00
			HEALTH CARE SAVINGS PLAN		101 50151-3311	GENERAL PROFESS	91.23
			HEALTH CARE SAVINGS PLAN		101 50453-3311	GENERAL PROFESS	8.77
			HEALTH CARE SAVINGS PLAN		101 60162-3311	GENERAL PROFESS	80.86
			HEALTH CARE SAVINGS PLAN		101 60164-3311	GENERAL PROFESS	19.14
			HEALTH CARE SAVINGS PLAN		101 60211-3311	GENERAL PROFESS	13.17
			HEALTH CARE SAVINGS PLAN		101 60364-3311	GENERAL PROFESS	11.35
			HEALTH CARE SAVINGS PLAN		101 60365-3311	GENERAL PROFESS	0.48
			HEALTH CARE SAVINGS PLAN		101 70276-3311	GENERAL PROFESS	25.00
			HEALTH CARE SAVINGS PLAN		101 70675-3311	GENERAL PROFESS	75.00
			HEALTH CARE SAVINGS PLAN		101 70873-3311	GENERAL PROFESS	14.00
			HEALTH CARE SAVINGS PLAN		101 70973-3311	GENERAL PROFESS	25.00
			HEALTH CARE SAVINGS PLAN		258 21246	HEALTH CARE SAV	22.85
			HEALTH CARE SAVINGS PLAN		258 70579-3311	GENERAL PROFESS	25.00
			HEALTH CARE SAVINGS PLAN		270 21246	HEALTH CARE SAV	22.58
			HEALTH CARE SAVINGS PLAN		270 50551-3311	GENERAL PROFESS	25.00
			HEALTH CARE SAVINGS PLAN		602 21246	HEALTH CARE SAV	441.83
			HEALTH CARE SAVINGS PLAN		602 90581-3311	GENERAL PROFESS	100.00
			HEALTH CARE SAVINGS PLAN		609 21246	HEALTH CARE SAV	139.03
			HEALTH CARE SAVINGS PLAN		609 90991-3311	GENERAL PROFESS	62.00
I-27S201812262995	AP	12/28/2018	HEALTH CARE SAVINGS PLAN DRAFT DISC: 12/28/2018 HEALTH CARE SAVINGS PLAN HEALTH CARE SAVINGS PLAN	250.00	1099: N 101 21246 101 50151-3311	HEALTH CARE SAV GENERAL PROFESS	200.00 50.00
I-36 201812262995	AP	12/28/2018	MNDP - DEFERRED COMP DRAFT DISC: 12/28/2018 MNDP - DEFERRED COMP	870.00	1099: N 101 21258	MNDP--DEFERRED	870.00

PACKET: 06632 12/28/2018 Payroll Entrrie

VENDOR SET: 01 City of Marshall

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
=====							
01-3669	MINNESOTA STATE RETIREMENT SYS(** CONTINUED **)						
I-36R201812262995	12/28/2018		MNDCP - ROTH	415.00			
	AP	DRAFT	DISC: 12/28/2018		1099: N		
		MNDCP - ROTH			101 21259	MNDCP-ROTH	415.00
	=== VENDOR TOTALS ===			8,144.46			
=====							
01-1757	MN CHILD SUPPORT PAYMENT CENTE						
I-C12201812262995	12/28/2018		#0014992937	356.25			
	AP	DUE: 12/28/2018	DISC: 12/28/2018		1099: N		
		#0014992937			101 21262	CHILD SUPPORT	356.25
	=== VENDOR TOTALS ===			356.25			
=====							
01-1818	MN REVENUE						
I-T2 201812262995	12/28/2018		STATE W/H	11,305.23			
	AP	DRAFT	DISC: 12/28/2018		1099: N		
		STATE W/H			101 21224	STATE WITHHOLDI	8,434.51
		STATE W/H			211 21224	STATE W/H	886.90
		STATE W/H			258 21224	STATE WITHHOLDI	187.69
		STATE W/H			270 21224	STATE WITHHOLDI	80.18
		STATE W/H			602 21224	STATE WITHHOLDI	1,301.17
		STATE W/H			609 21224	STATE WITHHOLDI	414.78
	=== VENDOR TOTALS ===			11,305.23			
=====							
01-2512	NATIONWIDE RETIREMENT						
I-33 201812262995	12/28/2018		USCM	1,035.00			
	AP	DRAFT	DISC: 12/28/2018		1099: N		
		USCM			101 21251	DEFERRED COMP -	735.00
		USCM			602 21251	DEFERRED COMP -	300.00
	=== VENDOR TOTALS ===			1,035.00			
=====							
01-2513	NATIONWIDE RETIREMENT-FIRE						
I-34 201812262995	12/28/2018		USCM FIRE DEPT	1,104.25			
	AP	DRAFT	DISC: 12/28/2018		1099: N		
		USCM FIRE DEPT			101 21252	DEFERRED COMPEN	1,104.25
	=== VENDOR TOTALS ===			1,104.25			

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-2028			PERA OF MINNESOTA REG				
I-11	201812262995	12/28/2018	PERA COUNCIL	331.82			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			PERA COUNCIL		101 21226	PERA WITHHOLDIN	165.91
			PERA COUNCIL		101 40141-1121	PERA CONTRIBUTI	165.91
I-12	201812262995	12/28/2018	PERA POLICE AND FIRE	17,558.52			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			PERA POLICE AND FIRE		101 21225	PERA WITHHOLDIN	7,023.42
			PERA POLICE AND FIRE		101 50151-1121	PERA CONTRIBUTI	10,087.42
			PERA POLICE AND FIRE		101 50151-1121	PERA CONTRIBUTI	447.68
I-13	201812262995	12/28/2018	PERA COORDINATED	27,865.13			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			PERA COORDINATED		101 21225	PERA WITHHOLDIN	8,230.00
			PERA COORDINATED		101 40671-1121	PERA CONTRIBUTI	296.59
			PERA COORDINATED		101 40741-1121	PERA CONTRIBUTI	1,128.42
			PERA COORDINATED		101 40821-1121	PERA CONTRIBUTI	619.74
			PERA COORDINATED		101 40931-1121	PERA CONTRIBUTI	584.79
			PERA COORDINATED		101 40931-1121	PERA CONTRIBUTI	4.29
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	19.87
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	20.29
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	25.26
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	205.76
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	56.28
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	7.06
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	3.52
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	37.04
			PERA COORDINATED		101 41231-1121	PERA CONTRIBUTI	30.88
			PERA COORDINATED		101 42071-1121	PERA CONTRIBUTI	285.13
			PERA COORDINATED		101 50151-1121	PERA CONTRIBUTI	415.72
			PERA COORDINATED		101 50453-1121	PERA CONTRIBUTI	52.72
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	1,382.22
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	44.25
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	16.71
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	4.56
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	10.64
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	10.64
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	33.80
			PERA COORDINATED		101 60162-1121	PERA CONTRIBUTI	42.25
			PERA COORDINATED		101 60164-1121	PERA CONTRIBUTI	709.67
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	398.84
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	48.49
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	283.89
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	230.98
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	495.86
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	4.09
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	52.78
			PERA COORDINATED		101 60211-1121	PERA CONTRIBUTI	4.70
			PERA COORDINATED		101 60364-1121	PERA CONTRIBUTI	107.52
			PERA COORDINATED		101 60364-1121	PERA CONTRIBUTI	19.43

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-2028		PERA OF MINNESOTA REG	(** CONTINUED **)				
			PERA COORDINATED		101 60364-1121	PERA CONTRIBUTI	109.60
			PERA COORDINATED		101 60364-1121	PERA CONTRIBUTI	29.95
			PERA COORDINATED		101 60364-1121	PERA CONTRIBUTI	133.03
			PERA COORDINATED		101 60365-1121	PERA CONTRIBUTI	4.72
			PERA COORDINATED		101 60365-1121	PERA CONTRIBUTI	8.03
			PERA COORDINATED		101 70276-1121	PERA CONTRIBUTI	586.44
			PERA COORDINATED		101 70675-1121	PERA CONTRIBUTI	620.88
			PERA COORDINATED		101 70873-1121	PERA CONTRIBUTI	132.36
			PERA COORDINATED		101 70973-1121	PERA CONTRIBUTI	176.46
			PERA COORDINATED		211 21225	PERA W/H	1,392.75
			PERA COORDINATED		211 70437-1121	PERA CONTRIBUTI	1,607.04
			PERA COORDINATED		258 21225	PERA WITHHOLDIN	375.33
			PERA COORDINATED		258 70579-1121	PERA CONTRIBUTI	433.08
			PERA COORDINATED		270 21225	PERA WITHHOLDIN	146.74
			PERA COORDINATED		270 50551-1121	PERA CONTRIBUTI	169.32
			PERA COORDINATED		602 21225	PERA WITHHOLDIN	2,001.76
			PERA COORDINATED		602 90581-1121	PERA CONTRIBUTI	2,309.70
			PERA COORDINATED		609 21225	PERA WITHHOLDIN	790.80
			PERA COORDINATED		609 90991-1121	PERA CONTRIBUTI	912.46
			=== VENDOR TOTALS ===		45,755.47		

01-3443		VALIC DEFERRED COMP					
I-35	201812262995	12/28/2018	VALIC DEFERRED COMP	1,267.00			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			VALIC DEFERRED COMP		101 21257	DEFFERED COMP--	1,142.00
			VALIC DEFERRED COMP		609 21257	DEFFERED COMP--	125.00
I-35F	201812262995	12/28/2018	VALIC - FIRE DEPARTMENT	78.86			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			VALIC - FIRE DEPARTMENT		101 21257	DEFFERED COMP--	78.86
I-35R	201812262995	12/28/2018	VALIC ROTH	950.00			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			VALIC ROTH		101 21255	VALIC ROTH (TAX	600.00
			VALIC ROTH		602 21255	VALIC ROTH (TAX	350.00
			=== VENDOR TOTALS ===	2,295.86			

01-6085		VOYA - INVESTORS CHOICE					
I-37D	201812262995	12/28/2018	VOYA DEFERRED	300.00			
		AP	DRAFT DISC: 12/28/2018		1099: N		
			VOYA DEFERRED		101 21275	VOYA - DEFERRED	250.00
			VOYA DEFERRED		609 21275	VOYA - DEFERRED	50.00

PACKET: 06632 12/28/2018 Payroll Entries

VENDOR SET: 01 City of Marshall

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	BANK CODE	ITM DATE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-6085	VOYA -	INVESTORS CHOICE	(** CONTINUED **)				
I-37R201812262995	12/28/2018	VOYA ROTH PLAN		615.00			
	AP	DRAFT	DISC: 12/28/2018		1099: N		
		VOYA ROTH PLAN			101 21274	DEFERRED COMP-	145.00
		VOYA ROTH PLAN			602 21274	DEFERRED COMP-V	420.00
		VOYA ROTH PLAN			609 21274	DEFERRED COMP-	50.00
		=== VENDOR TOTALS ===		915.00			
		=== PACKET TOTALS ===		134,685.27			

** T O T A L S **

INVOICE TOTALS 134,685.27
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 134,685.27

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2018		101-21121	ACCOUNTS PAYABLE	100,673.47-*				
		101-21221	FEDERAL WITHHOLDING	17,261.41				
		101-21222	FICA WITHHOLDING	7,609.79				
		101-21223	MEDICARE	2,681.10				
		101-21224	STATE WITHHOLDING	8,434.51				
		101-21225	PERA WITHHOLDING	15,253.42				
		101-21226	PERA WITHHOLDING COUNCIL	165.91				
		101-21231	HSA / VEBA (ER ONLY)	6,330.20				
		101-21246	HEALTH CARE SAVINGS PLAN	3,830.72				
		101-21251	DEFERRED COMP - USCM	735.00				
		101-21252	DEFERRED COMPENSATION FI	1,104.25				
		101-21253	DEFERRED COMP - ICMA	300.00				
		101-21255	VALIC ROTH (TAXABLE)	600.00				
		101-21257	DEFFERED COMP--VALIC	1,220.86				
		101-21258	MNDP--DEFERRED COMP	870.00				
		101-21259	MNDP-ROTH	415.00				
		101-21262	CHILD SUPPORT	356.25				
		101-21265	UNION DUES	931.00				
		101-21274	DEFFERED COMP-VOYA ROTH	145.00				
		101-21275	VOYA - DEFERRED PRE TAX	250.00				
		101-40141-1121	PERA CONTRIBUTIONS	165.91	2,293	302.08		
		101-40141-1122	FICA CONTRIBUTIONS	80.68	968	0.16- Y		
		101-40141-1125	MEDICARE CONTRIBUTIONS	55.42	665	0.04- Y		
		101-40671-1121	PERA CONTRIBUTIONS	296.59	7,412	170.57- Y		
		101-40671-1122	FICA CONTRIBUTIONS	317.04	7,243	869.00		
		101-40671-1125	MEDICARE CONTRIBUTIONS	74.14	1,694	203.30		
		101-40671-3311	GENERAL PROFESSIONAL SER	50.00	5,200	5,405.85		
		101-40741-1121	PERA CONTRIBUTIONS	1,128.42	28,384	316.32- Y		
		101-40741-1122	FICA CONTRIBUTIONS	865.23	22,644	371.69		
		101-40741-1125	MEDICARE CONTRIBUTIONS	202.34	5,633	424.24		
		101-40741-3311	GENERAL PROFESSIONAL SER	125.00	20,095	4,934.25		
		101-40821-1121	PERA CONTRIBUTIONS	619.74	15,846	504.13		
		101-40821-1122	FICA CONTRIBUTIONS	475.49	13,099	1,977.89		
		101-40821-1125	MEDICARE CONTRIBUTIONS	111.20	3,064	463.07		
		101-40821-3311	GENERAL PROFESSIONAL SER	75.00	4,866	7,935.72- Y		
		101-40931-1121	PERA CONTRIBUTIONS	589.08	15,073	104.34- Y		

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		270-21222	FICA WITHHOLDING	132.37				
		270-21223	MEDICARE	30.96				
		270-21224	STATE WITHHOLDING	80.18				
		270-21225	PERA WITHHOLDING	146.74				
		270-21246	HEALTH CARE SAVINGS PLAN	22.58				
		270-50551-1121	PERA CONTRIBUTIONS	169.32	4,248	3.47- Y		
		270-50551-1122	FICA CONTRIBUTIONS	132.37	3,512	177.99		
		270-50551-1125	MEDICARE CONTRIBUTIONS	30.96	821	41.60		
		270-50551-3311	GENERAL PROFESSIONAL SER	25.00	57,211	53,326.00		
		602-21121	ACCOUNTS PAYABLE	15,635.92-*				
		602-21221	FEDERAL WITHHOLDING	2,634.19				
		602-21222	FICA WITHHOLDING	1,704.64				
		602-21223	MEDICARE	398.67				
		602-21224	STATE WITHHOLDING	1,301.17				
		602-21225	PERA WITHHOLDING	2,001.76				
		602-21231	HSA / VEBA (ER ONLY)	1,116.20				
		602-21246	HEALTH CARE SAVINGS PLAN	746.28				
		602-21251	DEFERRED COMP - USCM	300.00				
		602-21255	VALIC ROTH (TAXABLE)	350.00				
		602-21274	DEFERRED COMP-VOYA ROTH	420.00				
		602-90581-1121	PERA CONTRIBUTIONS	2,309.70	61,562	1,627.94		
		602-90581-1122	FICA CONTRIBUTIONS	1,704.64	50,891	6,254.47		
		602-90581-1125	MEDICARE CONTRIBUTIONS	398.67	11,902	1,462.89		
		602-90581-3311	GENERAL PROFESSIONAL SER	250.00	868,351	146,448.14- Y		
		609-21121	ACCOUNTS PAYABLE	5,262.27-*				
		609-21221	FEDERAL WITHHOLDING	764.76				
		609-21222	FICA WITHHOLDING	735.48				
		609-21223	MEDICARE	172.01				
		609-21224	STATE WITHHOLDING	414.78				
		609-21225	PERA WITHHOLDING	790.80				
		609-21231	HSA / VEBA (ER ONLY)	138.46				
		609-21246	HEALTH CARE SAVINGS PLAN	139.03				
		609-21257	DEFFERED COMP--VALIC	125.00				
		609-21274	DEFFERED COMP-VOYA ROTH	50.00				
		609-21275	VOYA - DEFERRED PRE TAX	50.00				
		609-90991-1121	PERA CONTRIBUTIONS	912.46	14,030	5,243.99- Y		
		609-90991-1122	FICA CONTRIBUTIONS	735.48	15,729	155.80- Y		
		609-90991-1125	MEDICARE CONTRIBUTIONS	172.01	3,678	36.49- Y		
		609-90991-3311	GENERAL PROFESSIONAL SER	62.00	13,564	1,955.90- Y		
		999-12510	DUE FROM OTHER FUNDS	134,685.27 *				
		** 2018 YEAR TOTALS		134,685.27				

PACKET: 06632 12/28/2018 Payroll Entrie

VENDOR SET: 01 City of Marshall

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

** END OF REPORT **

PACKET: 06632 12/28/2018 Payroll Entrie

VENDOR SET: 01 City of Marshall

**** CHECK LISTING ****

BANK: AP REG AP

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1325	I-31 201812262995	ICMA RETIREMENT TRUST #300877 ICMA DEFERRED COMP	R	12/28/2018		300.00	111127	300.00
1480	I-80 201812262995	LAW ENFORCEMENT LABOR SERVICE I LELS UNION DUES	R	12/28/2018		931.00	111128	931.00
1757	I-C12201812262995	MN CHILD SUPPORT PAYMENT CENTER #0014992937	R	12/28/2018		356.25	111129	356.25

PACKET: 06632 12/28/2018 Payroll Entrrie

VENDOR SET: 01 City of Marshall

*** DRAFT/OTHER LISTING ***

BANK: AP REG AP

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805		FURTHER						
	I-5FH201812262995	EMPLOYER CONTRIB FAM HSA 5000	D	12/28/2018		166.67	000744	
	I-5SH201812262995	EMPLOYER CONTRIB SNGL HSA 5000	D	12/28/2018		125.00	000744	
	I-HEC201812262995	EMPLOYEE HSA CONTRIBUTION	D	12/28/2018		8,069.86	000744	8,361.53
1358		INTERNAL REVENUE SERVICE						
	I-T1 201812262995	FEDERAL W/H	D	12/28/2018		23,009.00	000745	
	I-T3 201812262995	SOCIAL SECURITY W/H	D	12/28/2018		23,802.68	000745	
	I-T4 201812262995	MEDICARE W/H	D	12/28/2018		7,369.54	000745	54,181.22
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A201812262995	HEALTH CARE SAVINGS PLAN	D	12/28/2018		1,511.24	000746	
	I-27B201812262995	HEALTH CARE SAVINGS PLAN	D	12/28/2018		170.00	000746	
	I-27L201812262995	HEALTH CARE SAVINGS PLAN	D	12/28/2018		1,677.00	000746	
	I-27N201812262995	HEALTH CARE SAVINGS PLAN	D	12/28/2018		3,251.22	000746	
	I-27S201812262995	HEALTH CARE SAVINGS PLAN	D	12/28/2018		250.00	000746	
	I-36 201812262995	MNDPC - DEFERRED COMP	D	12/28/2018		870.00	000746	
	I-36R201812262995	MNDPC - ROTH	D	12/28/2018		415.00	000746	8,144.46
1818		MN REVENUE						
	I-T2 201812262995	STATE W/H	D	12/28/2018		11,305.23	000747	11,305.23
2512		NATIONWIDE RETIREMENT						
	I-33 201812262995	USCM	D	12/28/2018		1,035.00	000748	1,035.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 201812262995	USCM FIRE DEPT	D	12/28/2018		1,104.25	000749	1,104.25
2028		PERA OF MINNESOTA REG						
	I-11 201812262995	PERA COUNCIL	D	12/28/2018		331.82	000750	
	I-12 201812262995	PERA POLICE AND FIRE	D	12/28/2018		17,558.52	000750	
	I-13 201812262995	PERA COORDINATED	D	12/28/2018		27,865.13	000750	45,755.47
3443		VALIC DEFERRED COMP						
	I-35 201812262995	VALIC DEFERRED COMP	D	12/28/2018		1,267.00	000751	
	I-35F201812262995	VALIC - FIRE DEPARTMENT	D	12/28/2018		78.86	000751	
	I-35R201812262995	VALIC ROTH	D	12/28/2018		950.00	000751	2,295.86
6085		VOYA - INVESTORS CHOICE						
	I-37D201812262995	VOYA DEFERRED	D	12/28/2018		300.00	000752	
	I-37R201812262995	VOYA ROTH PLAN	D	12/28/2018		615.00	000752	915.00

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	1,587.25	1,587.25
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	133,098.02	133,098.02
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	12	0.00	134,685.27	134,685.27

PACKET: 06632 12/28/2018 Payroll Entry
VENDOR SET: 01 City of Marshall
BANK: ALL

*** DRAFT/OTHER LISTING ***

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	3	0.00	1,587.25	1,587.25
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	133,098.02	133,098.02
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	12	0.00	134,685.27	134,685.27

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2018	100,673.47CR
211	12/2018	9,567.73CR
258	12/2018	2,623.91CR
270	12/2018	921.97CR
602	12/2018	15,635.92CR
609	12/2018	5,262.27CR
=====		
ALL		134,685.27CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0583	AMERICAN FAMILY LIFE ASSURANCE CO							
	I-41 201812132955	AMERICAN FAMILY INSURANCE	R	12/28/2018		585.88CR	111130	
	I-41 201812262995	AMERICAN FAMILY INSURANCE	R	12/28/2018		585.88CR	111130	1,171.76
5880	AMERITAS LIFE INSURANCE CORP							
	I-29 201812262995	VISION INSURANCE	R	12/28/2018		268.81CR	111131	268.81
5642	BCBSM-EMPLOYEE ASST PROGRAM							
	I-28 201812262995	BCBS - EAP - MEMBER	R	12/28/2018		82.91CR	111132	
	I-28A201812262995	BCBS-EAP-ASSOCIATE MEMBER	R	12/28/2018		7.15CR	111132	
	I-28F201812262995	BCBS - EAP - FIRE	R	12/28/2018		48.62CR	111132	
	I-28L201812262995	BCBS-EAP-LIBRARY	R	12/28/2018		27.53CR	111132	166.21
VOID	VOID CHECK		V	12/28/2018			111133	**VOID**
VOID	VOID CHECK		V	12/28/2018			111134	**VOID**
5606	LEGALSHIELD							
	I-45 201812262995	LEGALSHIELD	R	12/28/2018		155.50CR	111135	155.50
1571	MADISON NATIONAL LIFE INSURANCE COMPANY							
	I-1325638	INSURANCE	R	12/28/2018		11.62CR	111136	
	I-24 201812132955	LONG TERM DISABILITY	R	12/28/2018		477.03CR	111136	
	I-24 201812262995	LONG TERM DISABILITY	R	12/28/2018		477.03CR	111136	965.68
VOID	VOID CHECK		V	12/28/2018			111137	**VOID**
VOID	VOID CHECK		V	12/28/2018			111138	**VOID**
VOID	VOID CHECK		V	12/28/2018			111139	**VOID**
VOID	VOID CHECK		V	12/28/2018			111140	**VOID**
VOID	VOID CHECK		V	12/28/2018			111141	**VOID**
VOID	VOID CHECK		V	12/28/2018			111142	**VOID**
VOID	VOID CHECK		V	12/28/2018			111143	**VOID**
VOID	VOID CHECK		V	12/28/2018			111144	**VOID**
VOID	VOID CHECK		V	12/28/2018			111145	**VOID**

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1923	NCPERS MINNESOTA I-42 201812262995	NCPERS MINNESOTA - 614000	R	12/28/2018		416.00CR	111146	416.00
2486	UNITED WAY OF SW MINNESOTA I-201812283005	UNITED WAY	R	12/28/2018		2,204.50CR	111147	2,204.50

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
0966	DELTA DENTAL OF MINNESOTA							
	I-22F201812132955	DENTAL FAMILY	D	12/28/2018		4,271.76CR	000753	
	I-22F201812262995	DENTAL FAMILY	D	12/28/2018		4,271.76CR	000753	
	I-22S201812132955	DENTAL SINGLE	D	12/28/2018		474.81CR	000753	
	I-22S201812262995	DENTAL SINGLE	D	12/28/2018		474.81CR	000753	9,493.14
2321	SOUTHWEST WEST CENTRAL SERVICE COOPERATI							
	I-FH3201812132955	FAMILY HSA 3000	D	12/28/2018		2,778.00CR	000754	
	I-FH3201812262995	FAMILY HSA 3000	D	12/28/2018		2,778.00CR	000754	
	I-FH5201812132955	FAMILY HSA 5000	D	12/28/2018		37,850.00CR	000754	
	I-FH5201812262995	FAMILY HSA 5000	D	12/28/2018		37,850.00CR	000754	
	I-FV3201812132955	FAMILY VEBA 3000	D	12/28/2018		1,852.00CR	000754	
	I-FV3201812262995	FAMILY VEBA 3000	D	12/28/2018		1,852.00CR	000754	
	I-FV5201812132955	FAMILY VEBA 5000	D	12/28/2018		3,028.00CR	000754	
	I-FV5201812262995	FAMILY VEBA 5000	D	12/28/2018		3,028.00CR	000754	
	I-SH3201812132955	SINGLE HSA 3000	D	12/28/2018		692.50CR	000754	
	I-SH3201812262995	SINGLE HSA 3000	D	12/28/2018		692.50CR	000754	
	I-SH5201812132955	SINGLE HSA 5000	D	12/28/2018		6,215.00CR	000754	
	I-SH5201812262995	SINGLE HSA 5000	D	12/28/2018		6,215.00CR	000754	
	I-SV3201812132955	SINGLE VEBA 3000	D	12/28/2018		346.25CR	000754	
	I-SV3201812262995	SINGLE VEBA 3000	D	12/28/2018		346.25CR	000754	
	I-SV5201812132955	SINGLE VEBA 5000	D	12/28/2018		1,130.00CR	000754	
	I-SV5201812262995	SINGLE VEBA 5000	D	12/28/2018		1,130.00CR	000754	107,783.50

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	7	0.00	5,348.46	5,348.46
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	0.00	117,276.64	117,276.64
VOID CHECKS:	11	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	20	0.00	122,625.10	122,625.10

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

*** DRAFT/OTHER LISTING ***

VENDOR	NAME / I.D.	DESC	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2018	89,116.08CR
211	12/2018	6,232.70CR
258	12/2018	5,328.82CR
270	12/2018	1,744.57CR
602	12/2018	17,319.40CR
609	12/2018	2,883.53CR
=====		
ALL		122,625.10CR

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-0560	AFSCME COUNCIL 65								
I 83	201812132955	UNION DUES AFSCM	AP		E	12/14/2018	627.00 627.00	627.00CR	
I 83	201812262995	UNION DUES AFSCM	AP		E	12/28/2018	627.00 627.00	627.00CR	
I 85	201812132955	UNION DUES AFSCM	AP		E	12/14/2018	54.70 54.70	54.70CR	
I 85	201812262995	UNION DUES AFSCM	AP		E	12/28/2018	54.70 54.70	54.70CR	
				EFT			1,363.40 1,363.40	1,363.40CR 0.00	0.00

01-5837	ANDERSON, JASON								
I 1044260553		ASCE DUES - J ANDERSON	AP		E	12/10/2018	99.00 99.00	99.00CR	
				EFT			99.00 99.00	99.00CR 0.00	0.00

01-3568	BRUNSVOLD, QUENTIN								
I 114-10861830204243		ACCOUNTABILITY CLOCKS	AP		E	12/11/2018	28.02 28.02	28.02CR	
I 2018-5329		SERV REC BARS - DRESS UNIFO	AP		E	12/11/2018	686.47 686.47	686.47CR	
				EFT			714.49 714.49	714.49CR 0.00	0.00

01-0380	CALLENS, DAVID								
I 201812212985		D CALLENS: SAFETY BOOTS/CLO	AP		E	1/20/2019	132.94 132.94	132.94CR	
				EFT			132.94 132.94	132.94CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-6183	LEE, JERRED								
I	201812212988	MNDOT CERTIFICATION: J LEE	AP		E	12/10/2018	462.66 462.66	462.66CR	
				EFT			462.66 462.66	462.66CR 0.00	0.00

01-1633	MARSHALL MUNICIPAL UTILITIE								
I	201812262991	12/2018 PERA AID PMT	AP		E	1/26/2019	4,223.00 4,223.00	4,223.00CR	
I	9613	CONSULTING FEE	AP		E	1/06/2019	168.00 168.00	168.00CR	
I	9631	11/28-12/27 PHONE BILL	AP		E	1/05/2019	799.24 799.24	799.24CR	
I	9634	JUSTICE BATHROOM ELECTRICIA	AP		E	1/13/2019	1,096.42 1,096.42	1,096.42CR	
I	9639	OFFICE PRO SUBSCRIPTION	AP		E	1/10/2019	9,558.90 9,558.90	9,558.90CR	
				EFT			15,845.56 15,845.56	15,845.56CR 0.00	0.00

01-6025	MELLENTIN, CODY								
I	201812142964	WORK BOOTS C MELLENTIN	AP		E	12/14/2018	133.72 133.72	133.72CR	
				EFT			133.72 133.72	133.72CR 0.00	0.00

01-5688	MINNESOTA LIFE								
I	07150890-00	HOUSING	AP		E	12/01/2018	53.49 53.49	53.49CR	
I	23F201812132955	LIFE INSURANCE FAMILY	AP		E	12/14/2018	121.66 121.66	121.66CR	
I	23F201812262995	LIFE INSURANCE FAMILY	AP		E	12/28/2018	121.66 121.66	121.66CR	

PACKET: 06639 12/28/2018 CITY AP EFTS

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-5688	MINNESOTA LIFE	(CONT)							
I	23R201812132955	LIFE INSURANCE-OVER 65	AP		E	12/14/2018	1.41 1.41	1.41CR	
I	23R201812262995	LIFE INSURANCE-OVER 65	AP		E	12/28/2018	1.41 1.41	1.41CR	
I	23S201812132955	LIFE INSURANCE SINGLE	AP		E	12/14/2018	11.05 11.05	11.05CR	
I	23S201812262995	LIFE INSURANCE SINGLE	AP		E	12/28/2018	11.05 11.05	11.05CR	
I	44 201812132955	VOLUNTARY SUPPLEMENTAL LIFE	AP		E	12/14/2018	493.06 493.06	493.06CR	
I	44 201812262995	VOLUNTARY SUPPLEMENTAL LIFE	AP		E	12/28/2018	493.06 493.06	493.06CR	
I	84150890-00	INSURANCE	AP		E	12/01/2018	159.79 159.79	159.79CR	
			EFT				1,467.64 1,467.64	1,467.64CR 0.00	0.00

01-5117	PARSONS, DAVE								
I	201812182974	VANGUARD LAND WKSHOP D PARS	AP		E	12/13/2018	267.93 267.93	267.93CR	
			EFT				267.93 267.93	267.93CR 0.00	0.00

01-4134	STENSRUD, PRESTON								
I	201812142965	WORK BOOTS P STENSRUD	AP		E	12/14/2018	115.91 115.91	115.91CR	
			EFT				115.91 115.91	115.91CR 0.00	0.00

PACKET: 06639 12/28/2018 CITY AP EFTS

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-5727	WELSH, TRAVIS								
I	201812273003	RPL CK93922 - REIMB 5/12/15 AP			E	12/12/2018	11.00 11.00	11.00CR	
I	201812273004	RPL CK 93922 5/12/15 - TRAV AP			E	12/12/2018	100.97 100.97	100.97CR	
			EFT				111.97 111.97	111.97CR 0.00	0.00

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	18,557.08CR
211	LIBRARY FUND	100.08CR
258	ASC ARENA	199.96CR
270	MERIT	29.77CR
401	CAPITAL EQUIPMENT FUND	1,096.42CR
602	WASTEWATER OPERATING	677.30CR
609	LIQUOR	54.61CR
** TOTALS **		20,715.22CR

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00 0.00	0.00 0.00	0.00
DRAFTS		0.00 0.00	0.00 0.00	0.00
REG-CHECKS		0.00 0.00	0.00 0.00	0.00
EFT		20,715.22 20,715.22	20,715.22CR 0.00	0.00
NON-CHECKS		0.00 0.00	0.00 0.00	0.00
ALL CHECKS		20,715.22 20,715.22	20,715.22CR 0.00	0.00

TOTAL CHECKS TO PRINT: 0

ERRORS: 0 WARNINGS: 0

VENDOR SET: 01 City of Marshall
BANK: * ALL BANKS
DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	12/31/2018			111163		
C-CHECK	VOID CHECK	V	12/31/2018			111234		
C-CHECK	VOID CHECK	V	12/31/2018			111273		
C-CHECK	VOID CHECK	V	12/31/2018			111320		
C-CHECK	VOID CHECK	V	12/31/2018			111327		
C-CHECK	VOID CHECK	V	12/31/2018			111328		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	6 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: * TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	6	0.00	0.00	0.00
BANK: * TOTALS:	6	0.00	0.00	0.00

VENDOR SET: 01 City of Marshall
 BANK: AP REG AP
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	12/18/18 ELAINE JOHNSON							
I-9821	TREE	R	12/31/2018	559.93		111160		559.93
4549	A & B BUSINESS, INC							
I-IN538531	CT08/01/18-08/31/18	R	12/31/2018	338.59		111161		
I-IN566207	CT 11/01/18-11/30/18	R	12/31/2018	299.28		111161		
I-IN567927	CT 12/06/-01/05/19	R	12/31/2018	350.40		111161		988.27
5813	ACE HOME & HARDWARE							
I-82277	POWER TOOLS LOST BUS GAR FIRE	R	12/31/2018	684.96		111162		
I-82391	HDMI ADAPTER FOR CLASSROOM	R	12/31/2018	15.99		111162		
I-82413	SUPPLIES	R	12/31/2018	9.95		111162		
I-82621	DUMPSTER PAINT	R	12/31/2018	32.13		111162		
I-82755	T HANGAR RIDGE CAP CLOSURE	R	12/31/2018	54.00		111162		
I-82920	INSULATION	R	12/31/2018	4.59		111162		
I-82953	ADA HANDLES FOR SHOP	R	12/31/2018	274.97		111162		
I-82988	MAILBOX INSTALLATION	R	12/31/2018	39.59		111162		
I-83106	SOFTNER SALT	R	12/31/2018	49.90		111162		
I-83119	SUPPLIES	R	12/31/2018	47.66		111162		
I-83122	SUPPLIES	R	12/31/2018	11.94		111162		
I-83151	ADA HANDLES - LEGION	R	12/31/2018	164.95		111162		
I-83197	LUMBER	R	12/31/2018	75.62		111162		
I-83239	FRAMING NAILS	R	12/31/2018	49.99		111162		
I-83285	SUPPLIES	R	12/31/2018	25.96		111162		
I-83349	TREE TRIMMING ROPE	R	12/31/2018	41.30		111162		
I-83356	SUPPLIER SALT	R	12/31/2018	30.36		111162		
I-83483	SUPPLIES	R	12/31/2018	76.56		111162		
I-83533	KEYS	R	12/31/2018	5.98		111162		
I-900610	SR CENTER BATHROOM PROJECT	R	12/31/2018	2,318.00		111162		
I-906461	THANGAR RIDGE CAP CLOSURE	R	12/31/2018	108.00		111162		4,122.40
5734	AEM FINANCIAL SOLUTIONS, LLC							
I-408048	LT PLAN & DEBT MNGT STUDY	R	12/31/2018	8,250.00		111164		8,250.00
4419	AERZEN USA CORP.							
I-003483	BLOWER EXCHANGE	R	12/31/2018	4,715.84		111165		
I-003484	SPARE BLOWER	R	12/31/2018	4,715.84		111165		9,431.68
0559	AFFILIATED COMMUNITY MEDICAL C							
I-165142470	PRE EMPLOYMENT	R	12/31/2018	385.95		111166		385.95
0567	ALEX AIR APPARATUS INC							
I-INV-38296	CREST 1ST ASST CHIEF HELMET	R	12/31/2018	65.50		111167		
I-INV-38347	OTTO BREMER GRANT PURCHASES	R	12/31/2018	40,128.00		111167		
I-INV-38395	NEW 13/4" HOSE	R	12/31/2018	1,142.72		111167		
I-INV-38438	AIR PACK FIX	R	12/31/2018	58.80		111167		41,395.02

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0575	ALPHA WIRELESS							
I-201812262994	RADIO CABLE ENDS	R	12/31/2018	38.25		111168		38.25
3761	AMERICAN BOTTLING CO.							
I-3892900106	.	R	12/31/2018	81.40		111169		81.40
0581	AMERICAN ENGINEERING TESTING I							
I-1301393	MERIT TRACK EXPANSION	R	12/31/2018	3,750.00		111170		3,750.00
0595	AMERIPRIDE SERVICES, INC							
I-2800972209	SUPPLIES	R	12/31/2018	147.40		111171		
I-2800972228	DUST MOPPS	R	12/31/2018	46.61		111171		194.01
4871	ANDERSON, TIM							
I-BU-93308	BATTERIES	R	12/31/2018	271.36		111172		271.36
0658	AP DESIGN							
I-69494	UNIFORM	R	12/31/2018	1,464.90		111173		
I-69606	COFFEE TUMBLERS	R	12/31/2018	253.53		111173		
I-69646	BOARD MEMBER SHIRTS	R	12/31/2018	184.32		111173		
I-69684	RETIREMENT/APPRECIATION AWARDS	R	12/31/2018	169.45		111173		
I-69698	STAFF SWEATSHIRTS	R	12/31/2018	685.75		111173		2,757.95
0630	ARCTIC GLACIER							
I-1946834706	.	R	12/31/2018	80.50		111174		
I-1946835413	.	R	12/31/2018	83.26		111174		163.76
0629	ARNOLD MOTOR SUPPLY							
I-02NV010310	SKIDLOADER OIL	R	12/31/2018	19.14		111175		
I-02NV010477	AIR COMPRESSOR OIL	R	12/31/2018	43.99		111175		63.13
5447	ARTISAN BEER COMPANY							
I-3311461	.	R	12/31/2018	514.20		111176		
I-3313109	.	R	12/31/2018	544.30		111176		1,058.50
4635	ARZDORF, BRYAN							
I-201812262996	BOOTS	R	12/31/2018	150.00		111177		150.00
5702	B & H PHOTO & ELECTRONICS CORP							
I-151607084	CAMERA UPGRADE	R	12/31/2018	261.92		111178		261.92
0688	BELLBOY CORPORATION							
C-67394400	.	R	12/31/2018	167.00CR		111179		
I-6745300	.	R	12/31/2018	2,450.33		111179		
I-67470800	.	R	12/31/2018	97.00		111179		
I-67648600	.	R	12/31/2018	450.00		111179		
I-98730000	.	R	12/31/2018	608.42		111179		3,438.75

VENDOR SET: 01 City of Marshall
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 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0689	BEND RITE FABRICATION INC							
I-40401	FIX MOWER GEAR BOX	R	12/31/2018	35.00		111180		
I-40406	1 TON PLOW BOLTS	R	12/31/2018	9.13		111180		
I-40451	SIGN FAB & MATERIAL	R	12/31/2018	168.75		111180		
I-40465	MATERIAL MAIN LIFT #3	R	12/31/2018	76.80		111180		
I-40473	BEND RITE FABRICATION INC	R	12/31/2018	8.43		111180		
I-40474	DUMPSTER REPAIRS	R	12/31/2018	8.43		111180		
I-40499	SUPPLIES	R	12/31/2018	54.48		111180		
I-40529	DUMPSTER REPAIR	R	12/31/2018	136.20		111180		497.22
0016	BENSON TECHNICAL WORKS INC							
I-1102194	MALSR IMPSECTION	R	12/31/2018	631.68		111181		631.68
6339	BESSE, NATHAN							
I-201812192981	N BESSE: BOOTS	R	12/31/2018	174.99		111182		174.99
0699	BEVERAGE WHOLESALERS							
I-037126	.	R	12/31/2018	17,986.62		111183		
I-037490	.	R	12/31/2018	132.75		111183		
I-037890	.	R	12/31/2018	4,623.50		111183		
I-038147	.	R	12/31/2018	11,582.70		111183		
I-038954	.	R	12/31/2018	9,678.90		111183		
I-038955	.	R	12/31/2018	62.40		111183		
I-038956	.	R	12/31/2018	4,065.60		111183		
I-039179	.	R	12/31/2018	12,503.95		111183		
I-039442	.	R	12/31/2018	2,232.35		111183		
I-039721	.	R	12/31/2018	13,270.25		111183		76,139.02
0724	BOLTON & MENK INC							
I-0226477	WET TESTING	R	12/31/2018	1,115.00		111184		1,115.00
0726	BORCHS SPORTING GOODS							
I-AAK105449	RECOGNITION AWARDS	R	12/31/2018	500.00		111185		
I-AAV007243	MERIT CENTER SHIRTS	R	12/31/2018	100.00		111185		600.00
0018	BORDER STATES ELECTRIC SUPPLY							
I-916732006	SUPPLIES	R	12/31/2018	47.70		111186		
I-916771936	LIGHT SOCKETS	R	12/31/2018	38.75		111186		86.45
4457	BREAKTHRU BEVERAGE							
C-2080216093	.	R	12/31/2018	135.00CR		111187		
C-2080216502	.	R	12/31/2018	154.00CR		111187		
I-108090051	.	R	12/31/2018	7,440.46		111187		
I-1080900510	.	R	12/31/2018	89.10		111187		
I-1080900512	.	R	12/31/2018	1,564.00		111187		
I-1080903880	.	R	12/31/2018	26.10		111187		
I-1080903881	.	R	12/31/2018	3,672.36		111187		
I-1080903882	.	R	12/31/2018	2,250.20		111187		14,753.22

VENDOR SET: 01 City of Marshall
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5696	BROTHERS FIRE PROTECTION							
I-28246	16332 ANNUAL ALARM MONITORING	R	12/31/2018	400.00		111188		
I-28307	FIRE ALARM INSPECTION	R	12/31/2018	498.00		111188		
I-28381	ALARMS	R	12/31/2018	498.00		111188		
I-28382	AD BLDG ANNUAL ALARM MONITORIN	R	12/31/2018	498.00		111188		
I-28383	ANNUAL ALARM MONITORING	R	12/31/2018	498.00		111188		
I-28506	SPRINKLER INSPECTION	R	12/31/2018	389.00		111188		2,781.00
0728	BUFFALO RIDGE CONCRETE, INC							
I-263807	4" TILE	R	12/31/2018	29.90		111189		
I-M379805	CONCRETE FOR PLAYGROUND	R	12/31/2018	1,035.00		111189		1,064.90
0799	CARLOS CREEK WINERY							
I-16631	.	R	12/31/2018	528.00		111190		528.00
0810	CARROWS MARSHALL CLEANERS							
I-171270	CLEANING TABLE COVERINGS	R	12/31/2018	15.05		111191		15.05
0815	CATTOOR OIL COMPANY INC							
I-3358	1-TON DEF FLUID	R	12/31/2018	8.87		111192		8.87
3655	CEAM							
I-201812192975	CEAN DYE - J ANDERSON	R	12/31/2018	60.00		111193		60.00
4996	CENTURY LINK							
I-201812142959	LONG DISTANCE 12/01/18	R	12/31/2018	66.00		111194		66.00
6349	CHAMPAGNE, TIM							
I-201812262998	BOOTS	R	12/31/2018	81.99		111195		81.99
0836	CHARTER COMMUNICATIONS							
I-0056739122118	TV-EOC / PHONE	R	12/31/2018	8.15		111196		8.15
0875	COMPUTER MAN INC							
I-279878	DATA SWITCH	R	12/31/2018	187.00		111197		
I-279945	MONITOR STAND J MARSHALL	R	12/31/2018	167.00		111197		354.00
0934	D & G EXCAVATING INC							
I-80589	EXCAUATIVE USED @ BUS GAR FIRE	R	12/31/2018	1,132.50		111198		
I-80676	SNOW HAULING	R	12/31/2018	2,175.00		111198		3,307.50
3819	DACOTAH PAPER CO							
C-8483	SUPPLIES	R	12/31/2018	14.96CR		111199		
I-46097	JANITORIAL SUPPLIES	R	12/31/2018	1,048.43		111199		
I-48978	HAND CLEANER	R	12/31/2018	75.83		111199		
I-57187	SUPPLIES	R	12/31/2018	14.97		111199		
I-66958	PAPER TOWEL MOPS	R	12/31/2018	208.80		111199		
I-70492	GARBAGE BAGS	R	12/31/2018	55.75		111199		1,388.82

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4356	DIGI-KEY, INC							
I-66145461	SUPPLIES	R	12/31/2018	85.87		111200		85.87
5731	DOLL DISTRIBUTING							
C-931301	.	R	12/31/2018	28.82CR		111201		
I-573275	.	R	12/31/2018	5,016.95		111201		
I-576046	.	R	12/31/2018	8,667.25		111201		
I-577513	.	R	12/31/2018	4,446.10		111201		
I-580410	.	R	12/31/2018	9,599.20		111201		
I-580803	.	R	12/31/2018	6,047.85		111201		33,748.53
1035	ECOLAB PEST ELIMINATION SERVIC							
I-6058722	PEST CONTROL	R	12/31/2018	107.12		111202		
I-6058731	PEST CONTROL	R	12/31/2018	181.13		111202		288.25
1061	EMERGENCY APPARATUS MAINTENANC							
I-103343	367 REPAIRS	R	12/31/2018	604.84		111203		604.84
4753	ENTERPRISE LEASING CO							
I-5924	42B02H G OLSON	R	12/31/2018	146.49		111204		146.49
1090	FASTENAL COMPANY							
I-94784	GLOVES AND TOWELS	R	12/31/2018	97.64		111205		
I-94810	SIDWALK SALT	R	12/31/2018	51.96		111205		
I-94825	MASKING TAPE	R	12/31/2018	2.16		111205		
I-94848	TOWELS	R	12/31/2018	58.34		111205		
I-94908	SUPPLIES	R	12/31/2018	11.70		111205		
I-94952	SUPPLIES	R	12/31/2018	42.62		111205		
I-94957	SUPPLIES	R	12/31/2018	3.76		111205		
I-95005	DRILL BITS	R	12/31/2018	34.48		111205		302.66
1143	FRED PRYOR SEMINARS							
I-023997278	TRAINING	R	12/31/2018	211.94		111206		211.94
3772	FRONTIER PRECISION							
I-185437	METAL DETECTORS	R	12/31/2018	856.80		111207		
I-185510	R-10 RECIEVER BATTERY DOOR	R	12/31/2018	335.95		111207		1,192.75
1158	GALLS INC							
I-011433043	UNIFORM	R	12/31/2018	298.09		111208		298.09
1201	GRAINGER INC							
I-9024885627	SUPPLIES	R	12/31/2018	30.16		111209		
I-9031004634	SUPPLIES	R	12/31/2018	14.36		111209		44.52

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6127	GRANDVIEW VALLEY WINERY, INC							
I-12847	.	R	12/31/2018	396.00		111210		396.00
1215	GREENWOOD NURSERY							
I-9826	CHRISTMAS WREATH CITY HALL	R	12/31/2018	200.00		111211		200.00
1230	HACH COMPANY							
I-11253635	PHOSPHAZ ANALYZER & CLEANING	R	12/31/2018	202.38		111212		
I-11262153	PHOSPHAX AGREEMENT	R	12/31/2018	7,708.00		111212		7,910.38
1243	HARDWARE HANK							
I-38834	ICE MELT	R	12/31/2018	23.98		111213		23.98
1256	HAWKINS INC							
I-4412156	FERRIC	R	12/31/2018	4,794.18		111214		
I-4418626	FERRIC CHLORIDE	R	12/31/2018	4,794.18		111214		9,588.36
1271	HENLE PRINTING COMPANY							
I-157594	ZAM BLADE SHAPERINING	R	12/31/2018	146.87		111215		
I-157615	SUPPLIES	R	12/31/2018	79.72		111215		226.59
6347	HITESMAN & WOLD, P.A.							
I-26076	EMPLOYEE BENEFITS	R	12/31/2018	76.00		111216		76.00
3969	LOUWAGIE, RAYMOND							
I-451	HWY 23 PUMP # 3	R	12/31/2018	225.00		111217		225.00
1311	HYVEE FOOD STORES INC							
I-0161	SUPPLIES	R	12/31/2018	172.38		111218		
I-051278	SUPPLIES	R	12/31/2018	60.90		111218		
I-205590	ROB Y/GLENN C RETIREMENT	R	12/31/2018	82.15		111218		
I-261779	ROB'S RETIREMENT	R	12/31/2018	327.13		111218		
I-292073	ROB Y RETIREMENT	R	12/31/2018	16.15		111218		
I-323167	SUPPLIES	R	12/31/2018	19.26		111218		
I-346171	SUPPLIES	R	12/31/2018	7.96		111218		
I-374332	JIM MARSHALL SWEARING-IN	R	12/31/2018	19.95		111218		
I-5861975	FIRE TRAINING OPERATIONS FOOD	R	12/31/2018	118.13		111218		
I-713319	SUPPLIES	R	12/31/2018	5.99		111218		830.00
5546	INDIAN ISLAND WINERY							
I-2439	.	R	12/31/2018	507.84		111219		507.84
6096	INFOGROUP							
I-83520575	POLK COUNTY DIRECTORY	R	12/31/2018	348.00		111220		348.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1399	JOHNSON BROTHERS LIQUOR COMPAN							
C-515425	.	R	12/31/2018	30.00CR		111221		
I-1173175	.	R	12/31/2018	10,947.45		111221		
I-1173176	JOHN.	R	12/31/2018	4,518.34		111221		
I-1179088	.	R	12/31/2018	339.27		111221		
I-1179089	.	R	12/31/2018	104.80		111221		
I-1179091	.	R	12/31/2018	4,251.27		111221		
I-1179092	.	R	12/31/2018	10,554.08		111221		
I-1179093	.	R	12/31/2018	24.60		111221		30,709.81
1417	KENNEDY & GRAVEN, CHARTERED PUBLIC PRIVATE PART FINANCING	R	12/31/2018	1,080.00		111222		1,080.00
3564	KESTELOOT ENTERPRISES, INC							
I-35508	KUBOTA BROOM	R	12/31/2018	488.70		111223		
I-35509	BROOM BRUSH SET	R	12/31/2018	444.97		111223		
I-R039280	KUBOTA F3990 SERVICE & REPAIR	R	12/31/2018	227.89		111223		1,161.56
6235	KLAITH, BROCK B KLAITH: SAFETY BOOTS	R	12/31/2018	162.00		111224		162.00
6165	KOSKA, BILL B KOSKA: WOODWORKING SUPPLIES	R	12/31/2018	99.48		111225		99.48
1	KRISTEN DOUGHTY CLASS CANC	R	12/31/2018	35.00		111226		35.00
4511	KRUSE BUICK PONTIAC GMC, INC 2003 GMC	R	12/31/2018	67.68		111227		67.68
5138	L & A SYSTEMS, LLC REPAIR & MAINT BUILDIN	R	12/31/2018	3,394.01		111228		3,394.01
3906	LALEMAN, GARY SEWER REPAIRS	R	12/31/2018	160.00		111229		160.00
4713	LIVE WIRE THICKENING BELT SWITCHES	R	12/31/2018	269.90		111230		269.90
1508	LOCKWOOD MOTORS INC. CAR WASH	R	12/31/2018	45.00		111231		45.00
1531	LYON COUNTY AUDITOR-TREASURER PICTOMETRY	R	12/31/2018	514.24		111232		
I-201812182970	NOVEMBER PHONE CHARGE	R	12/31/2018	636.38		111232		1,150.62

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1545	LYON COUNTY HIGHWAY DEPARTMENT							
I-201812262990	FUEL	R	12/31/2018	10,439.76		111233		10,439.76
1548	LYON COUNTY LANDFILL							
I-282860	BULB DISPOSAL	R	12/31/2018	3.00		111235		
I-283518	REFUSE	R	12/31/2018	8.37		111235		11.37
1552	LYON COUNTY RECORDER							
I-408309	CPNTRACT FOR DEED	R	12/31/2018	46.00		111236		46.00
1553	LYON COUNTY SHERIFF'S DEPT.							
I-201812122952	ID CARD TIM CHAMPAGNE	R	12/31/2018	5.00		111237		
I-201812263000	POLICE IDS	R	12/31/2018	25.00		111237		30.00
1	M COULTER							
I-15249	MCS CLASS CANCEL	R	12/31/2018	40.00		111238		40.00
1575	MAILBOXES & PARCEL DEPOT							
I-78022	SHIPPING CHARGE	R	12/31/2018	14.79		111239		14.79
1594	MARCOTTE JEWELRY							
I-5062	RECOGNITION AWARD	R	12/31/2018	250.00		111240		250.00
1604	MARSHALL AREA CHAMBER OF COMME							
I-515	YOUTH GYM	R	12/31/2018	100.00		111241		
I-516	WELLNESS PROGRAM	R	12/31/2018	1,200.00		111241		1,300.00
1616	MARSHALL CONVENTION & VISITORS							
I-201812122936	LODING TAX	R	12/31/2018	20,400.59		111242		20,400.59
1623	MARSHALL INDEPENDENT, INC							
I-049114	ADVERTISING	R	12/31/2018	748.69		111243		748.69
0460	MARSHALL JAMES							
I-201812172969	12/18 CELL PHONE BILLS	R	12/31/2018	50.00		111244		50.00
1630	MARSHALL LYON COUNTY LIBRARY							
I-MLCL2005	COFFEE POT - LIBRARY	R	12/31/2018	21.00		111245		21.00
6018	MARSHALL M CLUB							
I-201812122938	HELP WITH MHS GYMNASTICS	R	12/31/2018	200.00		111246		200.00
6246	MARSHALL MUNICIPAL UTILITIES							
I-201812172966	2018 DIVIDEND LNS.	R	12/31/2018	6,496.00		111247		6,496.00

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5353	MARSHALL MUSIC BOOSTERS MUSIC PROGRAM	R	12/31/2018	200.00		111248		200.00
1635	MARSHALL NORTHWEST PIPE FITTING .4 HP PUMP	R	12/31/2018	258.93		111249		
	SUPPLIES	R	12/31/2018	17.41		111249		276.34
4611	MARTIN TRUCKING FREIGHT	R	12/31/2018	4,841.60		111250		4,841.60
5139	MATHESON TRI-GAS INC WELDING GAS	R	12/31/2018	101.75		111251		101.75
5924	MAXWELL FOOD EQUIPMENT SUPPLIES	R	12/31/2018	15.31		111252		15.31
4980	MENARDS INC DRIVEWAY MARKERS	R	12/31/2018	67.57		111253		
	SUPPLIES	R	12/31/2018	30.86		111253		
	SUPPLIES	R	12/31/2018	14.66		111253		
	LADDERS	R	12/31/2018	237.95		111253		
	SAW BLADE/CLAMPS	R	12/31/2018	80.80		111253		
	SUPPLIES	R	12/31/2018	7.99		111253		
	SUPPLIES	R	12/31/2018	31.98		111253		
	HOSE SCREEN WASHERS	R	12/31/2018	1.99		111253		473.80
5409	MICHELS COMMUNICATIONS 2018 PERMITS	R	12/31/2018	800.00		111254		800.00
1710	MID-AMERICA SPORTS ADVANTAGE TEMP FENCES FOR NEW FIELDS	R	12/31/2018	1,993.71		111255		1,993.71
6230	MILLNER HERITAGE VINEYARD & WI .	R	12/31/2018	223.00		111256		223.00
1791	MINNESOTA COUNTY ATTORNEYS ASS OFFICE SUPPLIES	R	12/31/2018	55.00		111257		55.00
1839	MINNESOTA VALLEY TESTING LABS SALTY DISCHARGE TESTING	R	12/31/2018	117.60		111258		117.60
1766	MN DEPT OF AGRICULTURE PEST LICENSE - PRESTON	R	12/31/2018	10.00		111259		
	PEST LICENSE - DAVE	R	12/31/2018	10.00		111259		20.00

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1817	MN RECREATION & PARK ASSOCIATI							
I-201812212987	MRPA MEMBERSHIP - BAILEY	R	12/31/2018	15.00		111260		15.00
1864	MONTES ELECTRIC INC							
I-17703	RED BARON SIGN REPAIR	R	12/31/2018	80.00		111261		
I-17711	HEATERS & EXHAUST FANS@IND PK	R	12/31/2018	1,825.66		111261		
I-17712	HEATERS EXHAUST FANS @ INDP PK	R	12/31/2018	413.27		111261		2,318.93
1874	MOSS & BARNETT							
I-700669	FRANCHISE RENEWAL	R	12/31/2018	2,786.00		111262		2,786.00
3932	MOTOROLA							
I-16025149	PORTABLE RADIO BATTERIES	R	12/31/2018	855.00		111263		855.00
1883	MR COOLS CLOTHING							
I-201812192978	CLASS B DRESS UNIFORMS	R	12/31/2018	1,784.93		111264		1,784.93
1902	NAPA							
I-201812122939	REISSUED CHECK INV 501545	R	12/31/2018	6.13		111265		
I-201812122940	REISSUED CHECK INV. 157745	R	12/31/2018	13.08		111265		19.21
6344	NEGOV							
I-26373	NEO GOV SOFTWARE	R	12/31/2018	6,879.00		111266		6,879.00
1945	NORMS GTC							
I-7480-89186	BATTERY	R	12/31/2018	44.95		111267		
I-7480-89585	BATTERY	R	12/31/2018	44.95		111267		
I-7480-90005	360 ALTERNATOR BELT	R	12/31/2018	17.99		111267		
I-7480-9002	2015 RAM TRUCK	R	12/31/2018	35.98		111267		
I-7480-90294	LUBE	R	12/31/2018	8.06		111267		
I-90237	AIR COMPRESSOR	R	12/31/2018	6.21		111267		
I-90316	NORMS GTC	R	12/31/2018	23.99		111267		
I-90384	FILTERS & COOLANT	R	12/31/2018	52.19		111267		234.32
1986	NORTH CENTRAL INTERNATIONAL, I							
C-118451	#12 SANDER TRUCK	R	12/31/2018	230.00CR		111268		
C-118451-1	#10 TRUCK	R	12/31/2018	230.00CR		111268		
I-117864A	#10 TRUCK	R	12/31/2018	879.12		111268		
I-118451	VOID CM 118451-1	R	12/31/2018	230.00		111268		
I-348777	HEATER	R	12/31/2018	22.82		111268		
I-348937	OSHKOSH BLOWER	R	12/31/2018	31.58		111268		
I-348994	OSHKOSH BLOWER	R	12/31/2018	94.48		111268		798.00

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1963	NORTHERN TOOL AND EQUIPMENT							
I-41568836	JACK STANDS	R	12/31/2018	104.99		111269		104.99
4166	OLSEN, JAKE							
I-201812182973	CAMP RIPLEY TRAINING - J OLSEN	R	12/31/2018	185.30		111270		185.30
0473	OLSON, GLENN							
I-201812122941	CEAM MEETING: GLENN OLSON	R	12/31/2018	24.59		111271		24.59
5891	ONE OFFICE SOLUTION							
I-1844539-0	SUPPLIES	R	12/31/2018	702.00		111272		
I-1845189-0	SUPPLIES	R	12/31/2018	46.86		111272		
I-1848717-0	SUPPLIES	R	12/31/2018	55.73		111272		
I-1848719-0	SUPPLIES	R	12/31/2018	9.99		111272		
I-1848721-0	SUPPLIES	R	12/31/2018	5.99		111272		
I-1849345-0	OFFICE SUPPLIES	R	12/31/2018	13.35		111272		
I-1849371-0	OFFICE SUPPLIES	R	12/31/2018	151.68		111272		
I-1851030-0	OFFICE SUPPLIES	R	12/31/2018	29.99		111272		
I-1851032-0	BTW CALENDAR	R	12/31/2018	22.65		111272		
I-1851205-0	OFFICE SUPPLIES	R	12/31/2018	204.19		111272		
I-1852018-0	SUPPLIES	R	12/31/2018	54.95		111272		
I-1853522-0	SUPPLIES	R	12/31/2018	34.02		111272		
I-1854056-0	SUPPLIES	R	12/31/2018	9.99		111272		
I-1854060-0	SUPPLIES	R	12/31/2018	11.75		111272		
I-1854061-0	SUPPLIES	R	12/31/2018	306.77		111272		1,659.91
2019	PAUSTIS & SONS							
C-34064	.	R	12/31/2018	114.50CR		111274		
I-34495	.	R	12/31/2018	8,076.49		111274		7,961.99
2026	PEPSI COLA BOTTLING OF PIPESTO							
I-2149017	.	R	12/31/2018	53.40		111275		
I-2151160	.	R	12/31/2018	23.70		111275		77.10
2036	PHILLIPS WINE AND SPIRITS INC							
C-314302	.	R	12/31/2018	249.00CR		111276		
C-314308	.	R	12/31/2018	134.33CR		111276		
I-24171733	.	R	12/31/2018	2,982.00		111276		
I-2471732	.	R	12/31/2018	8,412.78		111276		
I-2475937	.	R	12/31/2018	13,919.16		111276		
I-2475938	.	R	12/31/2018	5,373.54		111276		30,304.15
2044	PITNEY BOWES INC							
I-3102653126	POSTAGE LEASE	R	12/31/2018	283.05		111277		283.05

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2049	PLUNKETTS PEST CONTROL INC							
I-6150794	PEST CONTROLL	R	12/31/2018	54.50		111278		54.50
1533	PRAIRIE PRIDE COOPERATIVE							
I-115356	GAS	R	12/31/2018	27.50		111279		
I-120575	BULK FUEL	R	12/31/2018	1,044.00		111279		1,071.50
5585	PRESTIGE CHEMICALS							
I-10-0436	SNOW MELT	R	12/31/2018	808.08		111280		808.08
6166	PULVER MOTOR SVC, LLC							
I-151070	TOW AND 21 DAY STORAGE	R	12/31/2018	495.00		111281		
I-151071	TOW SERVICE	R	12/31/2018	115.00		111281		
I-151072	TOW SERVICE	R	12/31/2018	115.00		111281		725.00
2096	QUARNSTROM & DOERING, PA							
I-M2309-100 71014	Z64 SARATOGA	R	12/31/2018	200.00		111282		200.00
6216	R & H PAINTING, LLC							
I-940	MANHOLE RELINING	R	12/31/2018	52,270.00		111283		52,270.00
2112	R and G CONSTRUCTION COMPANY I							
I-#5FINAL-Z66-1	Z66-#5 FINAL	R	12/31/2018	47,901.10		111284		47,901.10
5965	R&R SPECIALTIES OF WISCONSIN I							
I-66544	PAINT FOR ICE	R	12/31/2018	170.25		111285		170.25
2126	RECREONICS INC							
I-796595	10" VALVE MAIN LINE FILTER	R	12/31/2018	822.98		111286		822.98
4939	RECSUPPLY							
I-354130	RESCUE TUBES	R	12/31/2018	182.96		111287		182.96
6135	SCHUELKE, JOSEPH dba							
I-62	SNOW HAULING	R	12/31/2018	807.50		111288		807.50
3455	RIEDEL SHOES, INC.							
I-332893	ICE SKATES	R	12/31/2018	1,821.64		111289		1,821.64
2186	ROGGE EXCAVATING							
I-5951	SNOW HAULING	R	12/31/2018	3,075.00		111290		3,075.00
5867	ROUND LAKE VINEYARDS & WINERY							
I-1580	ROUND LAKE VINEYARDS & WINERY	R	12/31/2018	252.00		111291		252.00

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4070	RSS GROUP INT'L., INC.							
I-47419	PARTS PRESSURE WASHER	R	12/31/2018	387.89		111292		387.89
2201	RUNNINGS SUPPLY INC							
I-4546401	SALT & TOWELS	R	12/31/2018	60.40		111293		
I-4548852	SHOP COVERALLS	R	12/31/2018	73.98		111293		
I-4551085	SUPPLIES	R	12/31/2018	6.36		111293		
I-4565469	SUPPLIES	R	12/31/2018	95.94		111293		
I-560276	SUPPLIES	R	12/31/2018	54.86		111293		291.54
4502	JODI SCHREURS							
I-201812122942	JODI SCHREURS: USFSA MEMBERSHI	R	12/31/2018	232.86		111294		232.86
2239	SCHUTTLER, DOUG							
I-129851	ANIMAL TRAPPING	R	12/31/2018	285.00		111295		285.00
6251	SHRED RIGHT							
I-323011	SHREDDING SERVICE	R	12/31/2018	15.00		111296		15.00
4535	SKEWES JEWELRY, INC							
I-001-90645	RECOGNITION AWARDS	R	12/31/2018	350.00		111297		350.00
5721	SLEEP INN & SUITES							
I-201812262992	FIRE INSTRUCTOR ROOM	R	12/31/2018	104.51		111298		104.51
4855	SOUTHERN GLAZER'S OF MN							
C-9160803	.	R	12/31/2018	108.00CR		111299		
C-9160804	.	R	12/31/2018	388.00CR		111299		
I-1763199	.	R	12/31/2018	4,634.61		111299		
I-1763200	.	R	12/31/2018	3,446.00		111299		
I-1766213	.	R	12/31/2018	1,754.60		111299		
I-1766214	.	R	12/31/2018	9,698.11		111299		
I-1766215	.	R	12/31/2018	412.00		111299		
I-5036169	.	R	12/31/2018	3,009.15		111299		
I-5036171	.	R	12/31/2018	840.00		111299		23,298.47
2311	SOUTHWEST GLASS CENTER							
I-103113	BUILDING MAINTENANCE	R	12/31/2018	260.00		111300		
I-103124	MAINT SHOP DOOR	R	12/31/2018	218.95		111300		478.95
3022	SOUTHWEST HEALTH & HUMAN SERV							
I-201812122932	2019 OPERATING LICENSE	R	12/31/2018	591.00		111301		
I-201812122933	2019 CONCESSION TRAILER LICENS	R	12/31/2018	190.00		111301		781.00

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4522	ST LOUIS MRO INC. I-46018 PRE EMPLOYMENT TESTING	R	12/31/2018	73.50		111302		73.50
5686	STANTON, TROY I-201812122943 T STANTON REPLACE CK 93897	R	12/31/2018	20.00		111303		20.00
3808	STELTER, GEOFFREY I-201812212989 GRADING & BASE ii RECERTIFICAT I-201812263002 BITUMINOUS PLANT RECERT	R	12/31/2018	189.21 188.40		111304 111304		377.61
6040	STEP SAVER INC. I-124006 SOFTNER SALT	R	12/31/2018	417.43		111305		417.43
6318	STERLING EQUIPMENT & REPAIR, I I-10155 MAINT ON SKID LOADER	R	12/31/2018	695.08		111306		695.08
2373	STREICHERS I-1343338 UNIFORM EQUIPMENT I-11343746 UNIFORMS I-11344225 UNIFORMS	R	12/31/2018	54.97 90.95 50.99		111307 111307 111307		196.91
0147	TAHER FOOD SERVICE I-1051 ASP SNACKS	R	12/31/2018	31.50		111308		31.50
6277	TALKING WATERS BREWING CO, LLC I-572 .	R	12/31/2018	120.00		111309		120.00
5058	TDS MEDIA DIRECT, INC I-71409 ADVERTISING	R	12/31/2018	209.00		111310		209.00
6137	TEIGS LAWN CARE & LANDSCAPING, I-201812262993 WALK BRIDGE	R	12/31/2018	90.00		111311		90.00
4045	TERRY'S FOODS I-5441 CHRISTMAS TREES	R	12/31/2018	365.75		111312		365.75
2428	TITAN MACHINERY I-11824633 321 FUEL CAP I-11859017 STARTING FLUID	R	12/31/2018	41.00 10.05		111313 111313		51.05
4423	TREASURED TIMES SCRAPBOOKING A I-11-20-2018 10/2/18 CRICUT CLASS I-11-21-2018 9/11/18 CRICUT CLASS I-11-22-2018 11/13/18 CRICUT CLASS	R	12/31/2018	52.50 90.00 75.00		111314 111314 111314		217.50

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6156	TRUE BRANDS							
I-430348	.	R	12/31/2018	18.99		111315		
I-434436	.	R	12/31/2018	254.66		111315		273.65
2490	UNIVERSITY OF MINNESOTA							
I-201812122937	PESTCLASS; J MEAD & P STENSRUD	R	12/31/2018	360.00		111316		360.00
4402	UPS							
I-15356W488	UPS	R	12/31/2018	3.73		111317		3.73
6237	VAN KEULEN, KURTIS							
I-201812202982	K VANKEULEN; BOOTS	R	12/31/2018	175.00		111318		175.00
5733	VAST BROADBAND							
I-201812122944	12/06/18-01/06/19	R	12/31/2018	41.90		111319		
I-201812122945	12/06/18-12/06/19	R	12/31/2018	336.48		111319		
I-201812122946	12/08/18-01/08/19	R	12/31/2018	83.99		111319		
I-201812122947	12/06/18-01/06/19	R	12/31/2018	20.45		111319		
I-201812122953	12/06/18-01/06/19	R	12/31/2018	288.38		111319		
I-201812122954	12/08/18-01/08/19	R	12/31/2018	106.95		111319		
I-201812142957	12/08/18-01/08-19	R	12/31/2018	61.94		111319		
I-201812142961	12/08/18-01/08/19	R	12/31/2018	113.02		111319		
I-201812142962	12/06/18-01/06/19	R	12/31/2018	410.27		111319		
I-201812142963	12/10/18-01/10/19	R	12/31/2018	191.37		111319		
I-201812172968	11/30/18-12/30/18	R	12/31/2018	173.06		111319		
I-201812212984	12/10/18-01/09/19	R	12/31/2018	59.05		111319		1,886.86
4489	VERIZON WIRELESS							
I-9819451841	11/2/18-12/1/18	R	12/31/2018	50.04		111321		
I-9819866034	11/9/2018-12/9/2018 SERVICE	R	12/31/2018	619.13		111321		
I-9819902232	11/9/18-12/8/18 SERVICE	R	12/31/2018	480.26		111321		1,149.43
0164	VESSCO, INC							
I-74954	SUPPLIES	R	12/31/2018	46.35		111322		
I-75008	PARTS FOR POLYBLEND	R	12/31/2018	204.22		111322		250.57
2538	VIKING COCA COLA BOTTLING COMP							
I-2254971	.	R	12/31/2018	193.70		111323		
I-2265637	.	R	12/31/2018	212.75		111323		
I-265700	.	R	12/31/2018	199.20		111323		605.65
4594	VINOUCUPIA							
I-0221983-IN	.	R	12/31/2018	2,778.25		111324		
I-0223122-IN	.	R	12/31/2018	304.16		111324		3,082.41

VENDOR SET: 01 City of Marshall
 BANK: AP REG AP
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2545	VOLUNTEER FIREFIGHTERS BENEFIT							
I-201812132956	UFBA RENEWALS	R	12/31/2018	245.00		111325		245.00
4118	WALMART BUSINESS							
I-833100142167	ASP SUPPLIES	R	12/31/2018	46.69		111326		
I-833100190710	OFFICE SUPPLIES	R	12/31/2018	135.92		111326		
I-833500133849	POP	R	12/31/2018	10.00		111326		
I-833500736511	SUPPLIES	R	12/31/2018	35.94		111326		
I-833700773113	SUPPLIES FOR PROGRAMS	R	12/31/2018	141.54		111326		
I-833800880472	SUPPLIES	R	12/31/2018	31.88		111326		
I-833900174374	SUPPLIES	R	12/31/2018	31.54		111326		
I-833900501666	HEART TO HEART ASP	R	12/31/2018	181.49		111326		
I-834100660586	TVS/MOUNTS FOR EOC	R	12/31/2018	627.88		111326		
I-834400631116	SUPPLIES	R	12/31/2018	68.63		111326		
I-834400833543	SUPPLIES	R	12/31/2018	16.96		111326		
I-834600030310	OPERATORS CELLPHONE CASE	R	12/31/2018	10.97		111326		
I-834600853463	SUPPLIES	R	12/31/2018	109.04		111326		
I-834600888744	PROGRAMMING	R	12/31/2018	196.69		111326		
I-834700096114	ASP	R	12/31/2018	43.51		111326		
I-834700547516	SPEAKERS FOR TRUCK	R	12/31/2018	37.69		111326		
I-83470339303	SPEAKERS FOR TRUCK	R	12/31/2018	37.69		111326		
I-834800830436	.	R	12/31/2018	4.50		111326		
I-835200135561	SUPPLIES	R	12/31/2018	4.32		111326		
I-83520042498	EVENT TICKET ROLL	R	12/31/2018	11.76		111326		
I-835200543143	ASP SUPPLIES	R	12/31/2018	55.94		111326		
I-835200565046	PRINTER INK	R	12/31/2018	68.91		111326		
I-835200767874	PROGRAMMIN	R	12/31/2018	69.54		111326		
I-835300024984	BATTERIES	R	12/31/2018	29.88		111326		2,008.91
5288	WEST CENTRAL COMMUNICATIONS, I							
I-0870405	WARRANTY PROCESSING FEE	R	12/31/2018	25.00		111329		25.00
2605	WINE MERCHANTS							
I-7213556	.	R	12/31/2018	3,643.00		111330		3,643.00
6082	ZEUG, THOMAS							
I-1157	DOOR OPENERS ON SHOP REPLACE	R	12/31/2018	2,060.00		111331		2,060.00
2631	ZEP MANUFACTURING COMPANY							
I-9003873778	AIR FRESHNERS	R	12/31/2018	297.75		111332		297.75
2632	ZIEGLER INC							
C-201812122951	CREDIT ACCOUNT	R	12/31/2018	55.22CR		111333		
I-PC040321227	FILTERS MAINT LIFT GENERATORS	R	12/31/2018	53.05		111333		
I-PC040321306	OSHKOSH PLOW EDGE NUTS	R	12/31/2018	89.50		111333		
I-PC040321367	FILTERS FOR MAIN PLANT & ATAD	R	12/31/2018	164.25		111333		
I-PC040321368	OSHKOSH BLOWER	R	12/31/2018	83.22		111333		
I-SW040095121	BLADE CUTTING EDGE	R	12/31/2018	1,004.05		111333		1,338.85

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	168	538,731.94	0.00	538,731.94
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	168	538,731.94	0.00	538,731.94
BANK: AP TOTALS:	168	538,731.94	0.00	538,731.94
REPORT TOTALS:	168	538,731.94	0.00	538,731.94

SELECTION CRITERIA

VENDOR SET: 01-City of Marshall
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 111160 THRU 111333
DATE RANGE: 0/00/0000 THRU 99/99/9999
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	12/18/18 ELAINE JOHNSON							
	I-9821	TREE	R	12/31/2018		559.93CR	111160	559.93
4549	A & B BUSINESS, INC							
	I-IN538531	CT08/01/18-08/31/18	R	12/31/2018		338.59CR	111161	
	I-IN566207	CT 11/01/18-11/30/18	R	12/31/2018		299.28CR	111161	
	I-IN567927	CT 12/06/-01/05/19	R	12/31/2018		350.40CR	111161	988.27
5813	ACE HOME & HARDWARE							
	I-82277	POWER TOOLS LOST BUS GAR FIRE	R	12/31/2018		684.96CR	111162	
	I-82391	HDMI ADAPTER FOR CLASSROOM	R	12/31/2018		15.99CR	111162	
	I-82413	SUPPLIES	R	12/31/2018		9.95CR	111162	
	I-82621	DUMPESTER PAINT	R	12/31/2018		32.13CR	111162	
	I-82755	T HANGAR RIDGE CAP CLOSURE	R	12/31/2018		54.00CR	111162	
	I-82920	INSULATION	R	12/31/2018		4.59CR	111162	
	I-82953	ADA HANDLES FOR SHOP	R	12/31/2018		274.97CR	111162	
	I-82988	MAILBOX INSTALLATION	R	12/31/2018		39.59CR	111162	
	I-83106	SOFTNER SALT	R	12/31/2018		49.90CR	111162	
	I-83119	SUPPLIES	R	12/31/2018		47.66CR	111162	
	I-83122	SUPPLIES	R	12/31/2018		11.94CR	111162	
	I-83151	ADA HANDLES - LEGION	R	12/31/2018		164.95CR	111162	
	I-83197	LUMBER	R	12/31/2018		75.62CR	111162	
	I-83239	FRAMING NAILS	R	12/31/2018		49.99CR	111162	
	I-83285	SUPPLIES	R	12/31/2018		25.96CR	111162	
	I-83349	TREE TRIMMING ROPE	R	12/31/2018		41.30CR	111162	
	I-83356	SOFTNER SALT	R	12/31/2018		30.36CR	111162	
	I-83483	SUPPLIES	R	12/31/2018		76.56CR	111162	
	I-83533	KEYS	R	12/31/2018		5.98CR	111162	
	I-900610	SR CENTER BATHROOM PROJECT	R	12/31/2018		2,318.00CR	111162	
	I-906461	THANGAR RIDGE CAP CLOSURE	R	12/31/2018		108.00CR	111162	4,122.40
VOID	VOID CHECK		V	12/31/2018			111163	**VOID**
5734	AEM FINANCIAL SOLUTIONS, LLC							
	I-408048	LT PLAN & DEBT MNGT STUDY	R	12/31/2018		8,250.00CR	111164	8,250.00
4419	AERZEN USA CORP.							
	I-003483	BLOWER EXCHANGE	R	12/31/2018		4,715.84CR	111165	
	I-003484	SPARE BLOWER	R	12/31/2018		4,715.84CR	111165	9,431.68
0559	AFFILIATED COMMUNITY MEDICAL CENTERS, PA							
	I-165142470	PRE EMPLOYMENT	R	12/31/2018		385.95CR	111166	385.95

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0567	ALEX AIR APPARATUS INC							
	I-INV-38296	CREST 1ST ASST CHIEF HELMET	R	12/31/2018		65.50CR	111167	
	I-INV-38347	OTTO BREMER GRANT PURCHASES	R	12/31/2018		40,128.00CR	111167	
	I-INV-38395	NEW 1 3/4" HOSE	R	12/31/2018		1,142.72CR	111167	
	I-INV-38438	AIR PACK FIX	R	12/31/2018		58.80CR	111167	41,395.02
0575	ALPHA WIRELESS							
	I-201812262994	RADIO CABLE ENDS	R	12/31/2018		38.25CR	111168	38.25
3761	AMERICAN BOTTLING CO.							
	I-3892900106	.	R	12/31/2018		81.40CR	111169	81.40
0581	AMERICAN ENGINEERING TESTING INC							
	I-1301393	MERIT TRACK EXPANSION	R	12/31/2018		3,750.00CR	111170	3,750.00
0595	AMERIPRIDE SERVICES, INC							
	I-2800972209	SUPPLIES	R	12/31/2018		147.40CR	111171	
	I-2800972228	DUST MOPS	R	12/31/2018		46.61CR	111171	194.01
4871	ANDERSON, TIM							
	I-BU-93308	BATTERIES	R	12/31/2018		271.36CR	111172	271.36
0658	AP DESIGN							
	I-69494	UNIFORM	R	12/31/2018		1,464.90CR	111173	
	I-69606	COFFEE TUMBLERS	R	12/31/2018		253.53CR	111173	
	I-69646	BOARD MEMBER SHIRTS	R	12/31/2018		184.32CR	111173	
	I-69684	RETIREMENT/APPRECIATION AWARDS	R	12/31/2018		169.45CR	111173	
	I-69698	STAFF SWEATSHIRTS	R	12/31/2018		685.75CR	111173	2,757.95
0630	ARCTIC GLACIER							
	I-1946834706	.	R	12/31/2018		80.50CR	111174	
	I-1946835413	.	R	12/31/2018		83.26CR	111174	163.76
0629	ARNOLD MOTOR SUPPLY							
	I-02NV010310	SKIDLOADER OIL	R	12/31/2018		19.14CR	111175	
	I-02NV010477	AIR COMPRESSOR OIL	R	12/31/2018		43.99CR	111175	63.13
5447	ARTISAN BEER COMPANY							
	I-3311461	.	R	12/31/2018		514.20CR	111176	
	I-3313109	.	R	12/31/2018		544.30CR	111176	1,058.50
4635	ARZDORF, BRYAN							
	I-201812262996	BOOTS	R	12/31/2018		150.00CR	111177	150.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5702	B & H PHOTO & ELECTRONICS CORP							
	I-151607084	CAMERA UPGRADE	R	12/31/2018		261.92CR	111178	261.92
0688	BELLBOY CORPORATION							
	C-67394400	.	R	12/31/2018		167.00	111179	
	I-6745300	.	R	12/31/2018		2,450.33CR	111179	
	I-67470800	.	R	12/31/2018		97.00CR	111179	
	I-67648600	.	R	12/31/2018		450.00CR	111179	
	I-98730000	.	R	12/31/2018		608.42CR	111179	3,438.75
0689	BEND RITE FABRICATION INC							
	I-40401	FIX MOWER GEAR BOX	R	12/31/2018		35.00CR	111180	
	I-40406	1 TON PLOW BOLTS	R	12/31/2018		9.13CR	111180	
	I-40451	SIGN FAB & MATERIAL	R	12/31/2018		168.75CR	111180	
	I-40465	MATERIAL MAIN LIFT #3	R	12/31/2018		76.80CR	111180	
	I-40473	BEND RITE FABRICATION INC	R	12/31/2018		8.43CR	111180	
	I-40474	DUMPSTER REPAIRS	R	12/31/2018		8.43CR	111180	
	I-40499	SUPPLIES	R	12/31/2018		54.48CR	111180	
	I-40529	DUMPSTER REPAIR	R	12/31/2018		136.20CR	111180	497.22
0016	BENSON TECHNICAL WORKS INC							
	I-1102194	MALSR IMPSECTION	R	12/31/2018		631.68CR	111181	631.68
6339	BESSE, NATHAN							
	I-201812192981	N BESSE: BOOTS	R	12/31/2018		174.99CR	111182	174.99
0699	BEVERAGE WHOLESALERS							
	I-037126	.	R	12/31/2018		17,986.62CR	111183	
	I-037490	.	R	12/31/2018		132.75CR	111183	
	I-037890	.	R	12/31/2018		4,623.50CR	111183	
	I-038147	.	R	12/31/2018		11,582.70CR	111183	
	I-038954	.	R	12/31/2018		9,678.90CR	111183	
	I-038955	.	R	12/31/2018		62.40CR	111183	
	I-038956	.	R	12/31/2018		4,065.60CR	111183	
	I-039179	.	R	12/31/2018		12,503.95CR	111183	
	I-039442	.	R	12/31/2018		2,232.35CR	111183	
	I-039721	.	R	12/31/2018		13,270.25CR	111183	76,139.02
0724	BOLTON & MENK INC							
	I-0226477	WET TESTING	R	12/31/2018		1,115.00CR	111184	1,115.00
0726	BORCHS SPORTING GOODS							
	I-AAK105449	RECOGNITION AWARDS	R	12/31/2018		500.00CR	111185	
	I-AAV007243	MERIT CENTER SHIRTS	R	12/31/2018		100.00CR	111185	600.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0018	BORDER STATES ELECTRIC SUPPLY							
	I-916732006	SUPPLIES	R	12/31/2018		47.70CR	111186	
	I-916771936	LIGHT SOCKETS	R	12/31/2018		38.75CR	111186	86.45
4457	BREAKTHRU BEVERAGE							
	C-2080216093	.	R	12/31/2018		135.00	111187	
	C-2080216502	.	R	12/31/2018		154.00	111187	
	I-108090051	.	R	12/31/2018		7,440.46CR	111187	
	I-1080900510	.	R	12/31/2018		89.10CR	111187	
	I-1080900512	.	R	12/31/2018		1,564.00CR	111187	
	I-1080903880	.	R	12/31/2018		26.10CR	111187	
	I-1080903881	.	R	12/31/2018		3,672.36CR	111187	
	I-1080903882	.	R	12/31/2018		2,250.20CR	111187	14,753.22
5696	BROTHERS FIRE PROTECTION							
	I-28246	16332 ANNUAL ALARM MONITORING	R	12/31/2018		400.00CR	111188	
	I-28307	FIRE ALARM INSPECTION	R	12/31/2018		498.00CR	111188	
	I-28381	ALARMS	R	12/31/2018		498.00CR	111188	
	I-28382	AD BLDG ANNUAL ALARM MONITORIN	R	12/31/2018		498.00CR	111188	
	I-28383	ANNUAL ALARM MONITORING	R	12/31/2018		498.00CR	111188	
	I-28506	SPRINKLER INSPECTION	R	12/31/2018		389.00CR	111188	2,781.00
0728	BUFFALO RIDGE CONCRETE, INC							
	I-263807	4" TILE	R	12/31/2018		29.90CR	111189	
	I-M379805	CONCRETE FOR PLAYGROUND	R	12/31/2018		1,035.00CR	111189	1,064.90
0799	CARLOS CREEK WINERY							
	I-16631	.	R	12/31/2018		528.00CR	111190	528.00
0810	CARROWS MARSHALL CLEANERS							
	I-171270	CLEANING TABLE COVERINGS	R	12/31/2018		15.05CR	111191	15.05
0815	CATTOOR OIL COMPANY INC							
	I-3358	1-TON DEF FLUID	R	12/31/2018		8.87CR	111192	8.87
3655	CEAM							
	I-201812192975	CEAN DYE - J ANDERSON	R	12/31/2018		60.00CR	111193	60.00
4996	CENTURY LINK							
	I-201812142959	LONG DISTANCE 12/01/18	R	12/31/2018		66.00CR	111194	66.00
6349	CHAMPAGNE, TIM							
	I-201812262998	BOOTS	R	12/31/2018		81.99CR	111195	81.99

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0836	CHARTER COMMUNICATIONS							
	I-0056739122118	TV-EOC / PHONE	R	12/31/2018		8.15CR	111196	8.15
0875	COMPUTER MAN INC							
	I-279878	DATA SWITCH	R	12/31/2018		187.00CR	111197	
	I-279945	MONITOR STAND J MARSHALL	R	12/31/2018		167.00CR	111197	354.00
0934	D & G EXCAVATING INC							
	I-80589	EXCAUATIVE USED @ BUS GAR FIRE	R	12/31/2018		1,132.50CR	111198	
	I-80676	SNOW HAULING	R	12/31/2018		2,175.00CR	111198	3,307.50
3819	DACOTAH PAPER CO							
	C-8483	SUPPLIES	R	12/31/2018		14.96	111199	
	I-46097	JANITORIAL SUPPLIES	R	12/31/2018		1,048.43CR	111199	
	I-48978	HAND CLEANER	R	12/31/2018		75.83CR	111199	
	I-57187	SUPPLIES	R	12/31/2018		14.97CR	111199	
	I-66958	PAPER TOWEL MOPS	R	12/31/2018		208.80CR	111199	
	I-70492	GARBAGE BAGS	R	12/31/2018		55.75CR	111199	1,388.82
4356	DIGI-KEY, INC							
	I-66145461	SUPPLIES	R	12/31/2018		85.87CR	111200	85.87
5731	DOLL DISTRIBUTING							
	C-931301	.	R	12/31/2018		28.82	111201	
	I-573275	.	R	12/31/2018		5,016.95CR	111201	
	I-576046	.	R	12/31/2018		8,667.25CR	111201	
	I-577513	.	R	12/31/2018		4,446.10CR	111201	
	I-580410	.	R	12/31/2018		9,599.20CR	111201	
	I-580803	.	R	12/31/2018		6,047.85CR	111201	33,748.53
1035	ECOLAB PEST ELIMINATION SERVICES							
	I-6058722	PEST CONTROL	R	12/31/2018		107.12CR	111202	
	I-6058731	PEST CONTROL	R	12/31/2018		181.13CR	111202	288.25
1061	EMERGENCY APPARATUS MAINTENANCE INC							
	I-103343	367 REPAIRS	R	12/31/2018		604.84CR	111203	604.84
4753	ENTERPRISE LEASING CO							
	I-5924	42B02H G OLSON	R	12/31/2018		146.49CR	111204	146.49
1090	FASTENAL COMPANY							
	I-94784	GLOVES AND TOWELS	R	12/31/2018		97.64CR	111205	
	I-94810	SIDWALK SALT	R	12/31/2018		51.96CR	111205	
	I-94825	MASKING TAPE	R	12/31/2018		2.16CR	111205	
	I-94848	TOWELS	R	12/31/2018		58.34CR	111205	
	I-94908	SUPPLIES	R	12/31/2018		11.70CR	111205	
	I-94952	SUPPLIES	R	12/31/2018		42.62CR	111205	
	I-94957	SUPPLIES	R	12/31/2018		3.76CR	111205	
	I-95005	DRILL BITS	R	12/31/2018		34.48CR	111205	302.66

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1143	FRED PRYOR SEMINARS I-023997278	TRAINING	R	12/31/2018		211.94CR	111206	211.94
3772	FRONTIER PRECISION I-185437 I-185510	METAL DETECTORS R-10 RECIEVER BATTERY DOOR	R	12/31/2018 12/31/2018		856.80CR 335.95CR	111207 111207	1,192.75
1158	GALLS INC I-011433043	UNIFORM	R	12/31/2018		298.09CR	111208	298.09
1201	GRAINGER INC I-9024885627 I-9031004634	SUPPLIES SUPPLIES	R	12/31/2018 12/31/2018		30.16CR 14.36CR	111209 111209	44.52
6127	GRANDVIEW VALLEY WINERY, INC I-12847	.	R	12/31/2018		396.00CR	111210	396.00
1215	GREENWOOD NURSERY I-9826	CHRISTMAS WREATH CITY HALL	R	12/31/2018		200.00CR	111211	200.00
1230	HACH COMPANY I-11253635 I-11262153	PHOSPHAZ ANALYZER & CLEANING PHOSPHAX AGREEMENT	R	12/31/2018 12/31/2018		202.38CR 7,708.00CR	111212 111212	7,910.38
1243	HARDWARE HANK I-38834	ICE MELT	R	12/31/2018		23.98CR	111213	23.98
1256	HAWKINS INC I-4412156 I-4418626	FERRIC FERRIC CHLORIDE	R	12/31/2018 12/31/2018		4,794.18CR 4,794.18CR	111214 111214	9,588.36
1271	HENLE PRINTING COMPANY I-157594 I-157615	ZAM BLADE SHAPERING SUPPLIES	R	12/31/2018 12/31/2018		146.87CR 79.72CR	111215 111215	226.59
6347	HITESMAN & WOLD, P.A. I-26076	EMPLOYEE BENEFITS	R	12/31/2018		76.00CR	111216	76.00
3969	LOUWAGIE, RAYMOND I-451	HWY 23 PUMP # 3	R	12/31/2018		225.00CR	111217	225.00
1311	HYVEE FOOD STORES INC I-0161 I-051278 I-205590 I-261779 I-292073 I-323167 I-346171 I-374332 I-5861975 I-713319	SUPPLIES SUPPLIES ROB Y/GLENN C RETIREMENT ROB'S RETIREMENT ROB Y RETIREMENT SUPPLIES SUPPLIES JIM MARSHALL SWEARING-IN FIRE TRAINING OPERATIONS FOOD SUPPLIES	R	12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018		172.38CR 60.90CR 82.15CR 327.13CR 16.15CR 19.26CR 7.96CR 19.95CR 118.13CR 5.99CR	111218 111218 111218 111218 111218 111218 111218 111218 111218 111218	830.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5546	INDIAN ISLAND WINERY I-2439	.	R	12/31/2018		507.84CR	111219	507.84
6096	INFOGROUP I-83520575	POLK COUNTY DIRECTORY	R	12/31/2018		348.00CR	111220	348.00
1399	JOHNSON BROTHERS LIQUOR COMPANY C-515425 I-1173175 I-1173176 I-1179088 I-1179089 I-1179091 I-1179092 I-1179093	. . JOHN.	R	12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018		30.00 10,947.45CR 4,518.34CR 339.27CR 104.80CR 4,251.27CR 10,554.08CR 24.60CR	111221 111221 111221 111221 111221 111221 111221 111221	30,709.81
1417	KENNEDY & GRAVEN, CHARTERED I-201812122935	PUBLIC PRIVATE PART FINANCING	R	12/31/2018		1,080.00CR	111222	1,080.00
3564	KESTELOOT ENTERPRISES, INC I-35508 I-35509 I-R039280	KUBOTA BROOM BROOM BRUSH SET KUBOTA F3990 SERVICE & REPAIR	R	12/31/2018 12/31/2018 12/31/2018		488.70CR 444.97CR 227.89CR	111223 111223 111223	1,161.56
6235	KLAITH, BROCK I-201812212983	B KLAITH: SAFETY BOOTS	R	12/31/2018		162.00CR	111224	162.00
6165	KOSKA, BILL I-201812192977	B KOSKA: WOODWORKING SUPPLIES	R	12/31/2018		99.48CR	111225	99.48
1	KRISTEN DOUGHTY I-14853	CLASS CANC	R	12/31/2018		35.00CR	111226	35.00
4511	KRUSE BUICK PONTIAC GMC, INC I-101087	2003 GMC	R	12/31/2018		67.68CR	111227	67.68
5138	L & A SYSTEMS, LLC I-4239	REPAIR & MAINT BUILDIN	R	12/31/2018		3,394.01CR	111228	3,394.01
3906	LALEMAN, GARY I-4937	SEWER REPAIRS	R	12/31/2018		160.00CR	111229	160.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4713	LIVE WIRE I-20315	THICKENING BELT SWITCHES	R	12/31/2018		269.90CR	111230	269.90
1508	LOCKWOOD MOTORS INC. I-CW112818	CAR WASH	R	12/31/2018		45.00CR	111231	45.00
1531	LYON COUNTY AUDITOR-TREASURER I-121018A I-201812182970	PICTOMETRY NOVEMBER PHONE CHARGE	R	12/31/2018 12/31/2018		514.24CR 636.38CR	111232 111232	1,150.62
1545	LYON COUNTY HIGHWAY DEPARTMENT I-201812262990	FUEL	R	12/31/2018		10,439.76CR	111233	10,439.76
VOID	VOID CHECK		V	12/31/2018			111234	**VOID**
1548	LYON COUNTY LANDFILL I-282860 I-283518	BULB DISPOSAL REFUSE	R	12/31/2018 12/31/2018		3.00CR 8.37CR	111235 111235	11.37
1552	LYON COUNTY RECORDER I-408309	CPNTRACT FOR DEED	R	12/31/2018		46.00CR	111236	46.00
1553	LYON COUNTY SHERIFF'S DEPT. I-201812122952 I-201812263000	ID CARD TIM CHAMPAGNE POLICE IDS	R	12/31/2018 12/31/2018		5.00CR 25.00CR	111237 111237	30.00
1	M COULTER I-15249	MCS CLASS CANCEL	R	12/31/2018		40.00CR	111238	40.00
1575	MAILBOXES & PARCEL DEPOT I-78022	SHIPPING CHARGE	R	12/31/2018		14.79CR	111239	14.79
1594	MARCOTTE JEWELRY I-5062	RECOGNITION AWARD	R	12/31/2018		250.00CR	111240	250.00
1604	MARSHALL AREA CHAMBER OF COMMERCE I-515 I-516	YOUTH GYM WELLNESS PROGRAM	R	12/31/2018 12/31/2018		100.00CR 1,200.00CR	111241 111241	1,300.00
1616	MARSHALL CONVENTION & VISITORS BUREAU I-201812122936	LODING TAX	R	12/31/2018		20,400.59CR	111242	20,400.59

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1623	MARSHALL INDEPENDENT, INC I-049114	ADVERTISING	R	12/31/2018		748.69CR	111243	748.69
0460	MARSHALL JAMES I-201812172969	12/18 CELL PHONE BILLS	R	12/31/2018		50.00CR	111244	50.00
1630	MARSHALL LYON COUNTY LIBRARY I-MLCL2005	COFFEE POT - LIBRARY	R	12/31/2018		21.00CR	111245	21.00
6018	MARSHALL M CLUB I-201812122938	HELP WITH MHS GYMNASTICS	R	12/31/2018		200.00CR	111246	200.00
6246	MARSHALL MUNICIPAL UTILITIES ** I-201812172966	2018 DIVIDEND LNS.	R	12/31/2018		6,496.00CR	111247	6,496.00
5353	MARSHALL MUSIC BOOSTERS I-201812212986	MUSIC PROGRAM	R	12/31/2018		200.00CR	111248	200.00
1635	MARSHALL NORTHWEST PIPE FITTINGS INC I-428096 I-428123	.4 HP PUMP SUPPLIES	R	12/31/2018 12/31/2018		258.93CR 17.41CR	111249 111249	276.34
4611	MARTIN TRUCKING I-201812172967	FREIGHT	R	12/31/2018		4,841.60CR	111250	4,841.60
5139	MATHESON TRI-GAS INC I-18814553	WELDING GAS	R	12/31/2018		101.75CR	111251	101.75
5924	MAXWELL FOOD EQUIPMENT I-3-123127	SUPPLIES	R	12/31/2018		15.31CR	111252	15.31
4980	MENARDS INC I-31142 I-31442 I-31669 I-31847 I-31896 I-32049 I-32151 I-32199	DRIVEWAY MARKERS SUPPLIES SUPPLIES LADDERS SAW BLADE/CLAMPS SUPPLIES SUPPLIES HOSE SCREEN WASHERS	R	12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018		67.57CR 30.86CR 14.66CR 237.95CR 80.80CR 7.99CR 31.98CR 1.99CR	111253 111253 111253 111253 111253 111253 111253 111253	473.80
5409	MICHELS COMMUNICATIONS I-201812313009	2018 PERMITS	R	12/31/2018		800.00CR	111254	800.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1710	MID-AMERICA SPORTS ADVANTAGE I-394394-00	TEMP FENCES FOR NEW FIELDS	R	12/31/2018		1,993.71CR	111255	1,993.71
6230	MILLNER HERITAGE VINEYARD & WINERY I-1-12-19-18-1	.	R	12/31/2018		223.00CR	111256	223.00
1791	MINNESOTA COUNTY ATTORNEYS ASSOC I-200004674	OFFICE SUPPLIES	R	12/31/2018		55.00CR	111257	55.00
1839	MINNESOTA VALLEY TESTING LABS INC I-952631	SALTY DISCHARGE TESTING	R	12/31/2018		117.60CR	111258	117.60
1766	MN DEPT OF AGRICULTURE I-201812182971 I-201812182972	PEST LICENSE - PRESTON PEST LICENSE - DAVE	R	12/31/2018 12/31/2018		10.00CR 10.00CR	111259 111259	 20.00
1817	MN RECREATION & PARK ASSOCIATION I-201812212987	MRPA MEMBERSHIP - BAILEY	R	12/31/2018		15.00CR	111260	15.00
1864	MONTES ELECTRIC INC I-17703 I-17711 I-17712	RED BARON SIGN REPAIR HEATERS & EXHAUST FANS@IND PK HEATERS EXHAUST FANS @ INDP PK	R	12/31/2018 12/31/2018 12/31/2018		80.00CR 1,825.66CR 413.27CR	111261 111261 111261	 2,318.93
1874	MOSS & BARNETT I-700669	FRANCHISE RENEWAL	R	12/31/2018		2,786.00CR	111262	2,786.00
3932	MOTOROLA I-16025149	PORTABLE RADIO BATTERIES	R	12/31/2018		855.00CR	111263	855.00
1883	MR COOLS CLOTHING I-201812192978	CLASS B DRESS UNIFORMS	R	12/31/2018		1,784.93CR	111264	1,784.93
1902	NAPA I-201812122939 I-201812122940	REISSUED CHECK INV 501545 REISSUED CHECK INV. 157745	R	12/31/2018 12/31/2018		6.13CR 13.08CR	111265 111265	 19.21
6344	NEOGOV I-26373	NEO GOV SOFTWARE	R	12/31/2018		6,879.00CR	111266	6,879.00
1945	NORMS GTC I-7480-89186 I-7480-89585 I-7480-90005 I-7480-90002 I-7480-90294 I-90237 I-90316 I-90384	BATTERY BATTERY 360 ALTERNATOR BELT 2015 RAM TRUCK LUBE AIR COMPRESSOR NORMS GTC FILTERS & COOLANT	R	12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018 12/31/2018		44.95CR 44.95CR 17.99CR 35.98CR 8.06CR 6.21CR 23.99CR 52.19CR	111267 111267 111267 111267 111267 111267 111267 111267	 234.32

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1986	NORTH CENTRAL INTERNATIONAL, INC							
	C-118451	#12 SANDER TRUCK	R	12/31/2018		230.00	111268	
	C-118451-1	#10 TRUCK	R	12/31/2018		230.00	111268	
	I-117864A	#10 TRUCK	R	12/31/2018		879.12CR	111268	
	I-118451	VOID CM 118451-1	R	12/31/2018		230.00CR	111268	
	I-348777	HEATER	R	12/31/2018		22.82CR	111268	
	I-348937	OSKHKOSH BLOWER	R	12/31/2018		31.58CR	111268	
	I-348994	OSHKOSH BLOWER	R	12/31/2018		94.48CR	111268	798.00
1963	NORTHERN TOOL AND EQUIPMENT							
	I-41568836	JACK STANDS	R	12/31/2018		104.99CR	111269	104.99
4166	OLSEN, JAKE							
	I-201812182973	CAMP RIPLEY TRAINING - J OLSEN	R	12/31/2018		185.30CR	111270	185.30
0473	OLSON, GLENN							
	I-201812122941	CEAM MEETING: GLENN OLSON	R	12/31/2018		24.59CR	111271	24.59
5891	ONE OFFICE SOLUTION							
	I-1844539-0	SUPPLIES	R	12/31/2018		702.00CR	111272	
	I-1845189-0	SUPPLIES	R	12/31/2018		46.86CR	111272	
	I-1848717-0	SUPPLIES	R	12/31/2018		55.73CR	111272	
	I-1848719-0	SUPPLIES	R	12/31/2018		9.99CR	111272	
	I-1848721-0	SUPPLIES	R	12/31/2018		5.99CR	111272	
	I-1849345-0	OFFICE SUPPLIES	R	12/31/2018		13.35CR	111272	
	I-1849371-0	OFFICE SUPPLIES	R	12/31/2018		151.68CR	111272	
	I-1851030-0	OFFICE SUPPLIES	R	12/31/2018		29.99CR	111272	
	I-1851032-0	BTW CALENDAR	R	12/31/2018		22.65CR	111272	
	I-1851205-0	OFFICE SUPPLIES	R	12/31/2018		204.19CR	111272	
	I-1852018-0	SUPPLIES	R	12/31/2018		54.95CR	111272	
	I-1853522-0	SUPPLIES	R	12/31/2018		34.02CR	111272	
	I-1854056-0	SUPPLIES	R	12/31/2018		9.99CR	111272	
	I-1854060-0	SUPPLIES	R	12/31/2018		11.75CR	111272	
	I-1854061-0	SUPPLIES	R	12/31/2018		306.77CR	111272	1,659.91
VOID	VOID CHECK		V	12/31/2018			111273	**VOID**
2019	PAUSTIS & SONS							
	C-34064	.	R	12/31/2018		114.50	111274	
	I-34495	.	R	12/31/2018		8,076.49CR	111274	7,961.99
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC							
	I-2149017	.	R	12/31/2018		53.40CR	111275	
	I-2151160	.	R	12/31/2018		23.70CR	111275	77.10

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2036	PHILLIPS WINE AND SPIRITS INC							
	C-314302	.	R	12/31/2018		249.00	111276	
	C-314308	.	R	12/31/2018		134.33	111276	
	I-24171733	.	R	12/31/2018		2,982.00CR	111276	
	I-2471732	.	R	12/31/2018		8,412.78CR	111276	
	I-2475937	.	R	12/31/2018		13,919.16CR	111276	
	I-2475938	.	R	12/31/2018		5,373.54CR	111276	30,304.15
2044	PITNEY BOWES INC							
	I-3102653126	POSTAGE LEASE	R	12/31/2018		283.05CR	111277	283.05
2049	PLUNKETTS PEST CONTROL INC							
	I-6150794	PEST CONTROLL	R	12/31/2018		54.50CR	111278	54.50
1533	PRAIRIE PRIDE COOPERATIVE							
	I-115356	GAS	R	12/31/2018		27.50CR	111279	
	I-120575	BULK FUEL	R	12/31/2018		1,044.00CR	111279	1,071.50
5585	PRESTIGE CHEMICALS							
	I-10-0436	SNOW MELT	R	12/31/2018		808.08CR	111280	808.08
6166	PULVER MOTOR SVC, LLC							
	I-151070	TOW AND 21 DAY STORAGE	R	12/31/2018		495.00CR	111281	
	I-151071	TOW SERVICE	R	12/31/2018		115.00CR	111281	
	I-151072	TOW SERVICE	R	12/31/2018		115.00CR	111281	725.00
2096	QUARNSTROM & DOERING, PA							
	I-M2309-100 71014	Z64 SARATOGA	R	12/31/2018		200.00CR	111282	200.00
6216	R & H PAINTING, LLC							
	I-940	MANHOLE RELINING	R	12/31/2018		52,270.00CR	111283	52,270.00
2112	R and G CONSTRUCTION COMPANY INC							
	I-#5FINAL-Z66-1	Z66-#5 FINAL	R	12/31/2018		47,901.10CR	111284	47,901.10
5965	R&R SPECIALTIES OF WISCONSIN INC							
	I-66544	PAINT FOR ICE	R	12/31/2018		170.25CR	111285	170.25
2126	RECREONICS INC							
	I-796595	10" VALVE MAIN LINE FILTER	R	12/31/2018		822.98CR	111286	822.98
4939	RECSUPPLY							
	I-354130	RESCUE TUBES	R	12/31/2018		182.96CR	111287	182.96

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6135	SCHUELKE, JOSEPH dba I-62	SNOW HAULING	R	12/31/2018		807.50CR	111288	807.50
3455	RIEDEL SHOES, INC. I-332893	ICE SKATES	R	12/31/2018		1,821.64CR	111289	1,821.64
2186	ROGGE EXCAVATING I-5951	SNOW HAULING	R	12/31/2018		3,075.00CR	111290	3,075.00
5867	ROUND LAKE VINEYARDS & WINERY I-1580	ROUND LAKE VINEYARDS & WINERY	R	12/31/2018		252.00CR	111291	252.00
4070	RSS GROUP INT'L., INC. I-47419	PARTS PRESSURE WASHER	R	12/31/2018		387.89CR	111292	387.89
2201	RUNNINGS SUPPLY INC I-4546401 I-4548852 I-4551085 I-4565469 I-560276	SALT & TOWELS SHOP COVERALLS SUPPLIES SUPPLIES SUPPLIES	R	12/31/2018		60.40CR 73.98CR 6.36CR 95.94CR 54.86CR	111293 111293 111293 111293 111293	291.54
4502	JODI SCHREURS I-201812122942	JODI SCHREURS: USFSA MEMBERSHI	R	12/31/2018		232.86CR	111294	232.86
2239	SCHUTTLER, DOUG I-129851	ANIMAL TRAPPING	R	12/31/2018		285.00CR	111295	285.00
6251	SHRED RIGHT I-323011	SHREDDING SERVICE	R	12/31/2018		15.00CR	111296	15.00
4535	SKEWES JEWELRY, INC I-001-90645	RECOGNITION AWARDS	R	12/31/2018		350.00CR	111297	350.00
5721	SLEEP INN & SUITES I-201812262992	FIRE INSTRUCTOR ROOM	R	12/31/2018		104.51CR	111298	104.51
4855	SOUTHERN GLAZER'S OF MN C-9160803 C-9160804 I-1763199 I-1763200 I-1766213 I-1766214 I-1766215 I-5036169 I-5036171	R	12/31/2018		108.00 388.00 4,634.61CR 3,446.00CR 1,754.60CR 9,698.11CR 412.00CR 3,009.15CR 840.00CR	111299 111299 111299 111299 111299 111299 111299 111299 111299	23,298.47

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2311	SOUTHWEST GLASS CENTER							
	I-103113	BUILDING MAINTENANCE	R	12/31/2018		260.00CR	111300	
	I-103124	MAINT SHOP DOOR	R	12/31/2018		218.95CR	111300	478.95
3022	SOUTHWEST HEALTH & HUMAN SERVICES							
	I-201812122932	2019 OPERATING LICENSE	R	12/31/2018		591.00CR	111301	
	I-201812122933	2019 CONCESSION TRAILER LICENS	R	12/31/2018		190.00CR	111301	781.00
4522	ST LOUIS MRO INC.							
	I-46018	PRE EMPLOYMENT TESTING	R	12/31/2018		73.50CR	111302	73.50
5686	STANTON, TROY							
	I-201812122943	T STANTON REPLACE CK 93897	R	12/31/2018		20.00CR	111303	20.00
3808	STELTER, GEOFFREY							
	I-201812212989	GRADING & BASE ii RECERTIFICAT	R	12/31/2018		189.21CR	111304	
	I-201812263002	BITUMINOUS PLANT RECERT	R	12/31/2018		188.40CR	111304	377.61
6040	STEP SAVER INC.							
	I-124006	SOFTNER SALT	R	12/31/2018		417.43CR	111305	417.43
6318	STERLING EQUIPMENT & REPAIR, INC							
	I-10155	MAINT ON SKID LOADER	R	12/31/2018		695.08CR	111306	695.08
2373	STREICHERS							
	I-1343338	UNIFORM EQUIPMENT	R	12/31/2018		54.97CR	111307	
	I-11343746	UNIFORMS	R	12/31/2018		90.95CR	111307	
	I-11344225	UNIFORMS	R	12/31/2018		50.99CR	111307	196.91
0147	TAHER FOOD SERVICE							
	I-1051	ASP SNACKS	R	12/31/2018		31.50CR	111308	31.50
6277	TALKING WATERS BREWING CO, LLC							
	I-572	.	R	12/31/2018		120.00CR	111309	120.00
5058	TDS MEDIA DIRECT, INC							
	I-71409	ADVERTISING	R	12/31/2018		209.00CR	111310	209.00
6137	TEIGS LAWN CARE & LANDSCAPING, LLC							
	I-201812262993	WALK BRIDGE	R	12/31/2018		90.00CR	111311	90.00
4045	TERRY'S FOODS							
	I-5441	CHRISTMAS TREES	R	12/31/2018		365.75CR	111312	365.75

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2428	TITAN MACHINERY							
	I-11824633	321 FUEL CAP	R	12/31/2018		41.00CR	111313	
	I-11859017	STARTING FLUID	R	12/31/2018		10.05CR	111313	51.05
4423	TREASURED TIMES	SCRAPBOOKING AND GIFTS						
	I-11-20-2018	10/2/18 CRICUT CLASS	R	12/31/2018		52.50CR	111314	
	I-11-21-2018	9/11/18 CRICUT CLASS	R	12/31/2018		90.00CR	111314	
	I-11-22-2018	11/13/18 CRICUT CLASS	R	12/31/2018		75.00CR	111314	217.50
6156	TRUE BRANDS							
	I-430348	.	R	12/31/2018		18.99CR	111315	
	I-434436	.	R	12/31/2018		254.66CR	111315	273.65
2490	UNIVERSITY OF MINNESOTA							
	I-201812122937	PESTCLASS; J MEAD & P STENSRUD	R	12/31/2018		360.00CR	111316	360.00
4402	UPS							
	I-15356W488	UPS	R	12/31/2018		3.73CR	111317	3.73
6237	VAN KEULEN, KURTIS							
	I-201812202982	K VANKEULEN; BOOTS	R	12/31/2018		175.00CR	111318	175.00
5733	VAST BROADBAND							
	I-201812122944	12/06/18-01/06/19	R	12/31/2018		41.90CR	111319	
	I-201812122945	12/06/18-12/06/19	R	12/31/2018		336.48CR	111319	
	I-201812122946	12/08/18-01/08/19	R	12/31/2018		83.99CR	111319	
	I-201812122947	12/06/18-01/06/19	R	12/31/2018		20.45CR	111319	
	I-201812122953	12/06/18-01/06/19	R	12/31/2018		288.38CR	111319	
	I-201812122954	12/08/18-01/08/19	R	12/31/2018		106.95CR	111319	
	I-201812142957	12/08/18-01/08-19	R	12/31/2018		61.94CR	111319	
	I-201812142961	12/08/18-01/08/19	R	12/31/2018		113.02CR	111319	
	I-201812142962	12/06/18-01/06/19	R	12/31/2018		410.27CR	111319	
	I-201812142963	12/10/18-01/10/19	R	12/31/2018		191.37CR	111319	
	I-201812172968	11/30/18-12/30/18	R	12/31/2018		173.06CR	111319	
	I-201812212984	12/10/18-01/09/19	R	12/31/2018		59.05CR	111319	1,886.86
VOID	VOID CHECK		V	12/31/2018			111320	**VOID**
4489	VERIZON WIRELESS							
	I-9819451841	11/2/18-12/1/18	R	12/31/2018		50.04CR	111321	
	I-9819866034	11/9/2018-12/9/2018 SERVICE	R	12/31/2018		619.13CR	111321	
	I-9819902232	11/9/18-12/8/18 SERVICE	R	12/31/2018		480.26CR	111321	1,149.43

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0164	VESSCO, INC							
	I-74954	SUPPLIES	R	12/31/2018		46.35CR	111322	
	I-75008	PARTS FOR POLYBLEND	R	12/31/2018		204.22CR	111322	250.57
2538	VIKING COCA COLA BOTTLING COMPANY							
	I-2254971	.	R	12/31/2018		193.70CR	111323	
	I-2265637	.	R	12/31/2018		212.75CR	111323	
	I-265700	.	R	12/31/2018		199.20CR	111323	605.65
4594	VINOUCPIA							
	I-0221983-IN	.	R	12/31/2018		2,778.25CR	111324	
	I-0223122-IN	.	R	12/31/2018		304.16CR	111324	3,082.41
2545	VOLUNTEER FIREFIGHTERS BENEFIT ASSOC							
	I-201812132956	UFBA RENEWALS	R	12/31/2018		245.00CR	111325	245.00
4118	WALMART BUSINESS							
	I-833100142167	ASP SUPPLIES	R	12/31/2018		46.69CR	111326	
	I-833100190710	OFFICE SUPPLIES	R	12/31/2018		135.92CR	111326	
	I-833500133849	POP	R	12/31/2018		10.00CR	111326	
	I-833500736511	SUPPLIES	R	12/31/2018		35.94CR	111326	
	I-833700773113	SUPPLIES FOR PROGRAMS	R	12/31/2018		141.54CR	111326	
	I-833800880472	SUPPLIES	R	12/31/2018		31.88CR	111326	
	I-833900174374	SUPPLIES	R	12/31/2018		31.54CR	111326	
	I-833900501666	HEART TO HEART ASP	R	12/31/2018		181.49CR	111326	
	I-834100660586	TVS/MOUNTS FOR EOC	R	12/31/2018		627.88CR	111326	
	I-834400631116	SUPPLIES	R	12/31/2018		68.63CR	111326	
	I-834400833543	SUPPLIES	R	12/31/2018		16.96CR	111326	
	I-834600030310	OPERATORS CELLPHONE CASE	R	12/31/2018		10.97CR	111326	
	I-834600853463	SUPPLIES	R	12/31/2018		109.04CR	111326	
	I-834600888744	PROGRAMMING	R	12/31/2018		196.69CR	111326	
	I-834700096114	ASP	R	12/31/2018		43.51CR	111326	
	I-834700547516	SPEAKERS FOR TRUCK	R	12/31/2018		37.69CR	111326	
	I-83470339303	SPEAKERS FOR TRUCK	R	12/31/2018		37.69CR	111326	
	I-834800830436	.	R	12/31/2018		4.50CR	111326	
	I-835200135561	SUPPLIES	R	12/31/2018		4.32CR	111326	
	I-83520042498	EVENT TICKET ROLL	R	12/31/2018		11.76CR	111326	
	I-835200543143	ASP SUPPLIES	R	12/31/2018		55.94CR	111326	
	I-835200565046	PRINTER INK	R	12/31/2018		68.91CR	111326	
	I-835200767874	PROGRAMMIN	R	12/31/2018		69.54CR	111326	
	I-835300024984	BATTERIES	R	12/31/2018		29.88CR	111326	2,008.91

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	VOID CHECK		V	12/31/2018			111327	**VOID**
VOID	VOID CHECK		V	12/31/2018			111328	**VOID**
5288	WEST CENTRAL COMMUNICATIONS, INC I-0870405	WARRANTY PROCESSING FEE	R	12/31/2018		25.00CR	111329	25.00
2605	WINE MERCHANTS I-7213556	.	R	12/31/2018		3,643.00CR	111330	3,643.00
6082	ZEUG, THOMAS I-1157	DOOR OPENERS ON SHOP REPLACE	R	12/31/2018		2,060.00CR	111331	2,060.00
2631	ZEP MANUFACTURING COMPANY I-9003873778	AIR FRESHNERS	R	12/31/2018		297.75CR	111332	297.75
2632	ZIEGLER INC C-201812122951	CREDIT ACCOUNT	R	12/31/2018		55.22	111333	
	I-PC040321227	FILTERS MAINT LIFT GENERATORS	R	12/31/2018		53.05CR	111333	
	I-PC040321306	OSHKOSH PLOW EDGE NUTS	R	12/31/2018		89.50CR	111333	
	I-PC040321367	FILTERS FOR MAIN PLANT & ATAD	R	12/31/2018		164.25CR	111333	
	I-PC040321368	OSHKOSH BLOWER	R	12/31/2018		83.22CR	111333	
	I-SW040095121	BLADE CUTTING EDGE	R	12/31/2018		1,004.05CR	111333	1,338.85

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	168	0.00	538,731.94	538,731.94
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	6	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	174	0.00	538,731.94	538,731.94

1/02/2019 11:48 AM
PACKET: 06638 12/28/2018 CITY AP
VENDOR SET: 01
BANK : AP REG AP

A / P CHECK REGISTER
**** CHECK LISTING ****

PAGE: 18

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
111173	01-0658	AP DESIGN	2	CHECK DATE < ITEM DATE	TRAN NO#: I-69494
TOTAL ERRORS: 0		TOTAL WARNINGS: 1			

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	12/2018	104,670.54CR
106	12/2018	6,496.00CR
240	12/2018	22.65CR
258	12/2018	3,407.14CR
270	12/2018	1,871.44CR
401	12/2018	40,128.00CR
413	12/2018	1,035.00CR
475	12/2018	48,661.03CR
493	12/2018	3,750.00CR
602	12/2018	85,214.89CR
609	12/2018	243,168.82CR
630	12/2018	306.43CR
=====		
ALL		538,731.94CR

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5515	HOFFMANN, RYAN	I-01/08/19-CELLPHONE	R	1/08/2019		30.00CR	111334	30.00
0450	KOPITSKI, JASON	I-01/08/19-CELL PHON	R	1/08/2019		30.00CR	111335	30.00
6323	LUTHER, ERIC	I-01/08/19-CELLPHONE	R	1/08/2019		30.00CR	111336	30.00
0460	MARSHALL JAMES	I-01/08/19-CELL PHON	R	1/08/2019		80.00CR	111337	80.00
0473	OLSON, GLENN	I-01/08/19-CELL PHON	R	1/08/2019		80.00CR	111338	80.00
0475	POLFLIET, LAWRENCE	I-01/08/19-CELL PHON	R	1/08/2019		30.00CR	111339	30.00
0481	ROKEH, JASON	I-01/08/19-CELL PHON	R	1/08/2019		30.00CR	111340	30.00
0495	SWANSON, GREGG	I-01/08/19-CELL PHON	R	1/08/2019		30.00CR	111341	30.00
0503	TOMASEK, TIM	I-01/08/19-CELL PHON	R	1/08/2019		30.00CR	111342	30.00
0518	WENKER, JEFFREY	I-01/08/19-CELL PHON	R	1/08/2019		30.00CR	111343	30.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	10	0.00	400.00	400.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	10	0.00	400.00	400.00

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/2019	340.00CR
602	1/2019	30.00CR
609	1/2019	30.00CR
=====		
ALL		400.00CR

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5813	ACE HOME & HARDWARE							
	C-83568	RETURN	R	1/08/2019		22.00	111344	
	I-83535	FLAGPOLE ROPE	R	1/08/2019		38.35CR	111344	
	I-83564	FLAG POLE HARDWARE	R	1/08/2019		44.96CR	111344	61.31
0689	BEND RITE FABRICATION INC							
	I-40568	ELECTRICIAL PANEL FRAMES	R	1/08/2019		266.32CR	111345	266.32
0018	BORDER STATES ELECTRIC SUPPLY							
	I-916802807	SUPPLIES	R	1/08/2019		53.91CR	111346	
	I-916833368	SUPPLIES	R	1/08/2019		27.75CR	111346	
	I-916834568	LOCKING CABLE TIES	R	1/08/2019		84.55CR	111346	166.21
3829	BRAU BROTHERS							
	I-201901023023	LICENSE OVERPAYMENT	R	1/08/2019		250.00CR	111347	250.00
4488	DEZURIK							
	I-64021338	3" PLUG VALVES FOR WEST TANK	R	1/08/2019		430.00CR	111348	430.00
1090	FASTENAL COMPANY							
	I-95089	HVAC FILTERS	R	1/08/2019		271.57CR	111349	
	I-95090	SHEET ROLL TOWELS & NUTS	R	1/08/2019		95.14CR	111349	
	I-95163	SUPPLIES	R	1/08/2019		489.43CR	111349	856.14
1201	GRAINGER INC							
	I-9036708460	THERMOSTAT	R	1/08/2019		95.67CR	111350	95.67
1243	HARDWARE HANK							
	I-39165	SUPPLIES	R	1/08/2019		5.04CR	111351	
	I-39208	SUPPLIES.	R	1/08/2019		5.85CR	111351	10.89
1531	LYON COUNTY AUDITOR-TREASURER							
	I-108	COMPUTER/TECH SUPPORT	R	1/08/2019		2,500.00CR	111352	2,500.00
5577	LYON COUNTY HAZARDOUS WASTE FACILITY							
	I-0434396	LIGHT BULB DISPOSAL	R	1/08/2019		81.50CR	111353	81.50
1603	MARSHALL ANIMAL CLINIC							
	I-467003	PROFESSIONAL SERVICES	R	1/08/2019		143.26CR	111354	143.26
1635	MARSHALL NORTHWEST PIPE FITTINGS INC							
	I-428096A	.4 HP PUMP	R	1/08/2019		253.75CR	111355	
	I-428123A	SUPPLIES	R	1/08/2019		17.06CR	111355	270.81

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4980	MENARDS INC I-32447	SUPPLIES	R	1/08/2019		11.98CR	111356	11.98
1864	MONTE ELECTRIC INC I-17776	ELECTRICAL UPGRADE & SAFETY	R	1/08/2019		18,215.19CR	111357	18,215.19
3557	POMP'S TIRE SERVICE, INC. I-680041369	FORD 1-TON REAR TIRES	R	1/08/2019		729.88CR	111358	729.88
2201	RUNNINGS SUPPLY INC I-4562065 I-4568663	BREAK AWAY KIT SUPPLIES	R R	1/08/2019 1/08/2019		59.99CR 16.24CR	111359 111359	 76.23
5686	STANTON, TROY I-201901023021	BOOTS/CLOTHING T STANTON	R	1/08/2019		204.95CR	111360	204.95
2373	STREICHERS I-1345928	UNIFORM WINTER HATS	R	1/08/2019		25.98CR	111361	25.98
2499	US BANK I-5216843 I-5223695	2015A FISCAL AGENT 2008B FISCAL AGENT	R R	1/08/2019 1/08/2019		500.00CR 500.00CR	111362 111362	 1,000.00
5733	VAST BROADBAND I-201901023024 I-201901023025	12/26/18-01/26/19 12/26/18-12/26/19	R R	1/08/2019 1/08/2019		34.28CR 33.97CR	111363 111363	 68.25
0164	VESSCO, INC I-75176	FLOW METER CONTROL HEAD	R	1/08/2019		1,414.08CR	111364	1,414.08
2632	ZIEGLER INC I-A6400401	SKIDLOADER SNOW TIRES	R	1/08/2019		1,000.00CR	111365	1,000.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	22	0.00	27,878.65	27,878.65
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	22	0.00	27,878.65	27,878.65

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/2019	23,788.73CR
258	1/2019	271.57CR
325	1/2019	500.00CR
366	1/2019	500.00CR
602	1/2019	2,818.35CR
=====		
ALL		27,878.65CR

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2318	SOUTHWEST SANITATION INC. I-201901033031	DEC 2018 SERVICES	R	1/08/2019		2,505.84CR	111380	2,505.84
VOID	VOID CHECK		V	1/08/2019			111381	**VOID**

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	2,505.84	2,505.84
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	2	0.00	2,505.84	2,505.84

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	1/2019	1,172.68CR
258	1/2019	810.68CR
270	1/2019	29.71CR
602	1/2019	263.08CR
609	1/2019	229.69CR
=====		
ALL		2,505.84CR

CITY OF MARSHALL, MINNESOTA
SOUTHWEST MINNESOTA AMATEUR SPORTS CENTER PROJECTS
12/31/2017

PROJECT #:	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	PRIOR PAYMENTS	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE	
805 456-70579-5520	9/12/2017	Prairie Roots Sculpture	Baldholm Construction	69,873.00		69,873.00	-	66,553.00	-	3,320.00	95.25%
790	2/10/2015	Caulking	Right Way Caulking	36,100.00		36,100.00		34,295.00		1,805.00	95.00%
990	2/10/2015	Paintings / Coatings	Steinbrecher Painting, Inc.	285,335.00	(3,807.00)	281,528.00		267,451.60		14,076.40	95.00%
345	1/27/2015	Precast Concrete Wall Panels	Fabcon Precast LLC	1,496,012.00	(25,102.00)	1,470,910.00		1,434,137.25		36,772.75	97.50%
3210	2/10/2015	Asphalt Paving & Curbs	Duininck Inc	554,796.00	(23,195.00)	531,601.00		531,301.01		299.99	99.94% Final 6/27/17? \$300 left
2600	2/10/2015	Electrical / Low Voltage	L & S Electric Inc.	834,010.00	175,598.00	1,009,608.00		1,009,608.00		0.00	100.00% Final 5/9/17
1318	2/10/2015	Dasher Boards	Rink Systems Inc	275,200.00	1,550.00	276,750.00		276,750.00		0.00	100.00% Final 5/9/17
2200	2/10/2015	Plumbing and Heating	Bisbee Plumbing and Heating	1,083,434.00	77,034.00	1,160,468.00		1,160,468.00		0.00	100.00% Final 5/9/17
330	2/10/2015	Cast-In Place Concrete	Innovative Builders of Alexandria Inc	761,000.00	(23,541.00)	737,459.00		737,459.00		0.00	100.00% Final 2/28/17
510	2/10/2015	Steel Erection	Sowels Company	379,000.00	27,047.00	406,047.00		406,047.00		0.00	100.00% Final 3/14/17
710	3/10/2015	Damproofing, waterproofing, air & Vapor barriers	Kremer and Davis	31,628.00	(4,000.00)	27,628.00		27,628.00		0.00	100.00% Final 2/28/17
840	1/27/2015	Aluminum Entrances, Store Fronts, Windows, etc	Southwest Glass Center Inc	268,940.00	49,974.00	318,914.00		318,914.00		0.00	100.00% Final 3/14/17
965	2/10/2015	Resilient Flooring and Carpet	Multiple Concepts Interiors, Inc	117,550.00	65,780.00	183,330.00		183,330.00		0.00	100.00% Final 2/28/17
610	2/10/2015	Carpentry	Robert L. Carr Company	324,000.00	(2,238.00)	321,762.00		321,762.00		(0.00)	100.00% Final 5/9/17
			6,516,878.00		315,100.00	6,831,978.00	6,775,703.86	0.00	0.00	56,274.14	

CITY OF MARSHALL, MINNESOTA
SOUTHWEST MINNESOTA AMATEUR SPORTS CENTER PROJECTS
10/25/2016

PROJECT #:	DATE	CONTRACTOR:	INSURANCE CERTIFICATE	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	PRIOR PAYMENTS	PYMTS THIS MEETING:	BALANCE:	PERCENT COMPLETE	
2200	2/10/2015	Plumbing and Heating	Bisbee Plumbing and Heating	12/1/2016	1,083,434.00	77,034.00	1,160,468.00	1,144,974.60	15,493.40	98.66%	
3210	2/10/2015	Asphalt Paving & Curbs	Duininck Inc	6/1/2017	554,796.00	(23,195.00)	531,601.00	504,735.96	26,865.04	94.95%	
345	1/27/2015	Precast Concrete Wall Panels	Fabcon Precast LLC	12/31/2016	1,496,012.00	(25,102.00)	1,470,910.00	1,418,482.05	52,427.95	96.44%	
330	2/10/2015	Cast-In Place Concrete	Innovative Builders of Alexandria Inc	3/1/2017	761,000.00	(23,541.00)	737,459.00	659,842.45	77,616.55	89.48%	
710	3/10/2015	Damproofing, waterproofing, air & Vapor barriers	Kremer and Davis	9/1/2016	31,628.00	(4,000.00)	27,628.00	26,246.60	1,381.40	95.00%	
2600	2/10/2015	Electrical / Low Voltage	L & S Electric Inc.	3/2/2017	834,010.00	175,598.00	1,009,608.00	998,925.84	10,682.16	98.94%	
965	2/10/2015	Resilient Flooring and Carpet	Multiple Concepts Interiors, Inc	1/1/2017	117,550.00	65,780.00	183,330.00	174,163.50	9,166.50	95.00%	
790	2/10/2015	Caulking	Right Way Caulking	3/31/2017	36,100.00		36,100.00	34,295.00	1,805.00	95.00%	
1318	2/10/2015	Dasher Boards	Rink Systems Inc	11/1/2016	275,200.00	1,550.00	276,750.00	262,912.50	13,837.50	95.00%	
610	2/10/2015	Carpentry	Robert L. Carr Company	9/30/2016	324,000.00	(2,238.00)	321,762.00	303,183.00	18,579.00	94.23%	
840	1/27/2015	Aluminum Entrances, Store Fronts, Windows, etc	Southwest Glass Center Inc	12/1/2016	268,940.00	49,974.00	318,914.00	302,968.30	15,945.70	95.00%	
510	2/10/2015	Steel Erection	Sowels Company	3/31/2017	379,000.00	27,047.00	406,047.00	385,744.65	20,302.35	95.00%	
990	2/10/2015	Paintings / Coatings	Steinbrecher Painting, Inc.	3/1/2017	285,335.00	(3,807.00)	281,528.00	267,451.60	14,076.40	95.00%	
2100	2/10/2015	Fire Protection	Breth-Zenzen Fire Protection	5/15/2017	137,520.00	15,850.00	153,370.00	153,370.00	0.00	100.00%	Final 8/23/16
810	2/10/2015	Doors / Frames / Hardware	Builders Supply Company	12/1/2016	137,670.00	10,046.00	147,716.00	147,716.00	0.00	100.00%	
1317	2/10/2015	Ice Rink Floor and Refrigeration	Commercial Refrigeration Systems, In	12/21/2016	1,707,322.00		1,707,322.00	1,707,322.00	0.00	100.00%	Final 7/12/16
950	2/10/2015	Acoustical Treatments	FM Acoustical Tile Inc	5/1/2017	54,400.00	385.00	54,785.00	54,785.00	0.00	100.00%	Final 7/26/16
2300	2/10/2015	HVAC / Temperature Controls	General Sheet Metal Co., LLC	5/1/2017	1,175,800.00	30,399.00	1,206,199.00	1,206,199.00	0.00	100.00%	Final 7/26/16
920	3/10/2015	Drywall / Cold Formed Metal Framing	GJP Inc.	5/1/2017	97,650.00	12,625.00	110,275.00	110,275.00	0.00	100.00%	Final 8/8/16
420	2/10/2015	Masonry	Johnson-Nelson Masonry, Inc.	1/1/2017	588,400.00	2,244.00	590,644.00	590,644.00	0.00	100.00%	Final 9/27/16
750	2/10/2015	Roofing and Metal Panesl	Lake Area Roofing & Const Inc	1/1/2017	692,721.00	12,151.00	704,872.00	704,872.00	0.00	100.00%	
2305	2/10/2015	Testing and Balancing	Marcus Global Inc., dba SMB of Minn	4/17/2017	15,900.00	546.00	16,446.00	16,446.00	0.00	100.00%	Final 7/12/16
1424	2/10/2015	Elevators	Minnesota Elevator Inc	7/1/2017	93,738.00		93,738.00	93,738.00	0.00	100.00%	Final 8/23/16
341	1/27/2015	Precast Concrete Plank & Stadia	Moline Concrete Products	9/1/2016	272,093.00	(18,307.00)	253,786.00	253,786.00	(0.00)	100.00%	Final 12/13/16
3100/3300	2/10/2015	Earthwork / Site Utiliities	R & G Construction Inc.	4/1/2017	985,600.00	59,807.00	1,045,407.00	1,045,407.00	0.00	100.00%	Final 9/27/16
1266	3/10/2015	Bleacher Seating	Seating and Athletic Facility Ent Inc	6/10/2017	184,360.00	24,497.00	208,857.00	208,857.00	0.00	100.00%	Final 9/27/16
833	2/10/2015	Coiling and Overhead Doors	Skold Specialty Contracting LLC	7/15/2016	47,350.00		47,350.00	47,350.00	0.00	100.00%	Final 9/27/16
1022	2/10/2015	Paired Panel Operable Partitions	Skold Specialty Contracting LLC	7/15/2016	11,100.00		11,100.00	11,100.00	0.00	100.00%	Final 9/27/16
1140	2/10/2015	Food Service Equipment	Strategic Equipment	7/1/2017	12,975.00	38,852.00	51,827.00	51,827.00	0.00	100.00%	Final 12/13/16
930	2/10/2015	Tile	Superior Tile and Terrazzo, Inc	3/15/2017	82,900.00	77,770.00	160,670.00	160,670.00	0.00	100.00%	Final 7/26/16
512	1/27/2015	Steel Supply	Thurnbeck Steel Fabrication Inc.	2/1/2017	919,510.00	(8,416.00)	911,094.00	911,094.00	0.00	100.00%	Final 7/26/16
					13,664,014.00	573,549.00	14,237,563.00	13,959,384.05	0.00	278,178.95	

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	EFT DATE/#	STAT	DUE DT DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-1633	MARSHALL MUNICIPAL UTILITIE								
I	201901033032	11/20/18-12/20/18	AP		E	2/02/2019	86,091.59 86,091.59	86,091.59CR	
			EFT				86,091.59 86,091.59	86,091.59CR 0.00	0.00

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
101	GENERAL FUND	47,996.27CR
207	PARKWAY ADDITION III & IV	16.63CR
230	TAX INCREMENT FINANCING	38.59CR
258	ASC ARENA	8,648.83CR
260	MARSHALL INDUSTRIAL FOUND	236.49CR
270	MERIT	854.35CR
495	PUBLIC IMPROVE REVOLVING	217.76CR
602	WASTEWATER OPERATING	24,513.57CR
609	LIQUOR	1,785.70CR
630	SURFACE WATER MGT UTILITY	1,783.40CR
** TOTALS **		86,091.59CR

---- TYPE OF CHECK TOTALS ----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		0.00	0.00	0.00
		0.00	0.00	
EFT		86,091.59	86,091.59CR	0.00
		86,091.59	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		86,091.59	86,091.59CR	0.00
		86,091.59	0.00	

TOTAL CHECKS TO PRINT: 0

 ERRORS: 0 WARNINGS: 0



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Selection of City Council President Pro tempore by City Council.
Background Information:	In accordance with Section 2.06 of the City Charter, the Council shall choose from its members a President Pro tempore who shall hold office at the pleasure of the Council and shall serve as president at the Mayor's absence and as a Mayor in case of the Mayor's disability or absence from the City.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	approve selection of President Pro tempore by City Council



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Mayoral Appointment for Councilmembers to Boards/Commissions and Committees.
Background Information:	The Mayor holds authority to appoint councilmember's to serve on Boards/Commission and Committees subject to Council confirmation. The appointments are attached.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approval the Mayoral Appointment for Councilmembers to Boards/Commissions and Committees.

Liaisons to Boards & Commissions

Adult Community Center:	James Lozinski
Airport Commission:	Craig Schafer
Community Services Advisory Board:	Steven Meister
Convention & Visitors Bureau Board:	Russ Labat
Economic Development Authority (2):	Steven Meister and John DeCramer
Library Board:	Russ Labat
Marshall Municipal Utilities Commission:	John DeCramer
M.E.R.I.T. Center Commission:	Craig Schafer
Planning Commission:	Glenn Bayerkohler
Police Advisory Board:	Russ Labat
Public Housing Commission:	Glenn Bayerkohler
<u>Other Appointments:</u>	
Joint Law Enforcement Center Management Committee:	James Lozinski
Marshall Area Transit Committee:	James Lozinski
City Council-County Board/Library Agreement & Operations:	Craig Schafer, Mayor Byrnes
SW Minnesota Emergency Communication Board (ECB):	Craig Schaefer, Mayor Byrnes
SW Minnesota Amateur Sports Commission:	Craig Schafer

Council Committee's

Equipment Review Committee:

Glenn Bayerkohler
Craig Schafer
James Lozinski

Personnel Committee:

Steven Meister
Craig Schafer
John DeCramer

Public Improvement/Transportation Committee

Craig Schafer
Russ Labat
James Lozinski

Legislative & Ordinance Committee:

Steven Meister
Glenn Bayerkohler
John DeCramer

Ways & Means Committee:

Glenn Bayerkohler
John DeCramer
Russ Labat



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	INFO
Subject:	Phase-1 Wastewater Treatment Improvements – Presentation by Bolton & Menk, Inc.
Background Information:	A representative from Bolton & Menk, Inc., the City's consultant for the Phase-1 Wastewater Treatment Improvement Project, will give a presentation on the design, schedule, and costs of the project. The plans will be ready for Council authorization to advertise for bids at the January 23, 2019 Council meeting.
Fiscal Impact:	The estimated construction cost is \$9,485,000, plus \$500,000 for design services (currently under contract), plus \$600,000 estimated for construction inspection (not currently under contract), for a total of \$10,585,000. This project is intended to be financed with a Public Facilities Authority low interest loan through the State of Minnesota.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	Informational only.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	INFO
Subject:	Lyon County Historical Society Museum
Background Information:	Executive Director of the Lyon County Historical Society Museum, Jennifer Andries will present before the Marshall City Council to provide an update on the 2 nd Floor project taking place at the Lyon County Museum.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Information Only



301 West Lyon St
Marshall, MN 56258
507-537-6580
director@lyoncomuseum.org
www.lyoncomuseum.org

December 14, 2018

For Immediate Release:

The Lyon County Historical Society has been named as a 2018 recipient of a Minnesota Historical and Cultural Heritage Grant in the amount of \$265,585 for the fabrication and installation of the Lyon County Museum's 2nd floor exhibit gallery, "Making Lyon County Home". The grants are awarded annually by the Minnesota Historical Society and are made possible by the Arts and Cultural Heritage Fund of the Clean Water, Land, and Legacy Amendment.

The total cost of the "Making Lyon County Home" project is just over \$400,000 and a local match of over \$144,000 was a key component for the success of the Legacy Grant application. The local match came from contributions from Lyon County, all eleven municipalities in the county, several townships, many of the major businesses in the county as well as numerous individual contributions.

"I am thrilled and humbled by the support that the Lyon County Historical Society has received through the cash match for the 2nd floor project" said Andrea Hess, President of the Board. "That resounding support, was an integral part of the successful grant application. We are continuing to solicit and accept contributions from businesses and individuals who want to show their support for this important part of the Lyon County community. We could not be more excited to see this project completed in time to celebrate Lyon County's 150th Anniversary in 2020."

"Making Lyon County Home" will be on the 2nd floor of the LCHS Museum and will contain contemporary, fully immersive exhibits from 1945 to present day. It will be a space that will enhance the senses, exhibit everyday moments, and explore the extraordinary growth of Lyon County. "There are many unique and moving stories from the past 70 years in Lyon County," said Jennifer Andries, Executive Director. "The new exhibit gallery will be a fantastic venue to share those stories, photographs, and artifacts." Museology Museum Services of Minneapolis will be hired to lead and develop the exhibit gallery.

"The purpose of the society shall be the collection, preservation and dissemination of knowledge about the history of Lyon County and to relate it to the history of the region and the state of Minnesota."



301 West Lyon St
Marshall, MN 56258
507-537-6580
director@lyoncomuseum.org
www.lyoncomuseum.org

The grant award is the culmination of over three years of planning, designing, and applying for grants. It began with developing an overall theme for the entire museum: “Making Lyon County Home”. Next steps included the development of a research project, establishing a lighting plan, conducting oral histories, and creating an exhibit plan. The majority of these projects were funded by the small grants (less than \$10,000) program of the MN legacy grants. The completion of each phase brought clarity and focus to the project and prepared LCHS to apply to the large grant program for fabrication of the exhibit and finalization of the “Making Lyon County Home.”

The fund raising process is not over, according to Board Treasurer, John Marshall. “We’re grateful for all the support we’ve received and are hopeful we’ll see even more support from the private sector as we continue fund-raising to expand the match of the MHS grant. We treasure and preserve the history of all of Lyon County, including all eleven municipalities (even a couple that no longer exist!) and all twenty townships.”

The Minnesota Historical Society awarded a total of \$4,849,057 to organizations statewide. LCHS was one of 42 organizations in 27 counties to receive a grant this round. The grants are extremely competitive and although there isn’t a requirement for a match an organization has a better chance with a cash match for a project. The support from the community, expressed through the local match, was imperative in the successful grant application.

Lyon County Historical Society will begin development and fabrication of “Making Lyon County Home” on the second floor in January 2019 with the intension of completing the project in January 2020.

For more information on the project or to express support through a donation, contact Jennifer Andries at the 507-537-6580 or director@lyoncomuseum.org

Minnesota Historical and Cultural Heritage Grants are made possible by the Clean Water, Land, and Legacy Amendment through the vote of Minnesotans on November 4, 2008. The Legacy Amendment supports efforts to preserve Minnesota land, water, and legacy, including Minnesota history and cultural heritage.

“The purpose of the society shall be the collection, preservation and dissemination of knowledge about the history of Lyon County and to relate it to the history of the region and the state of Minnesota.”



CITY OF MARSHALL AGENDA ITEM REPORT

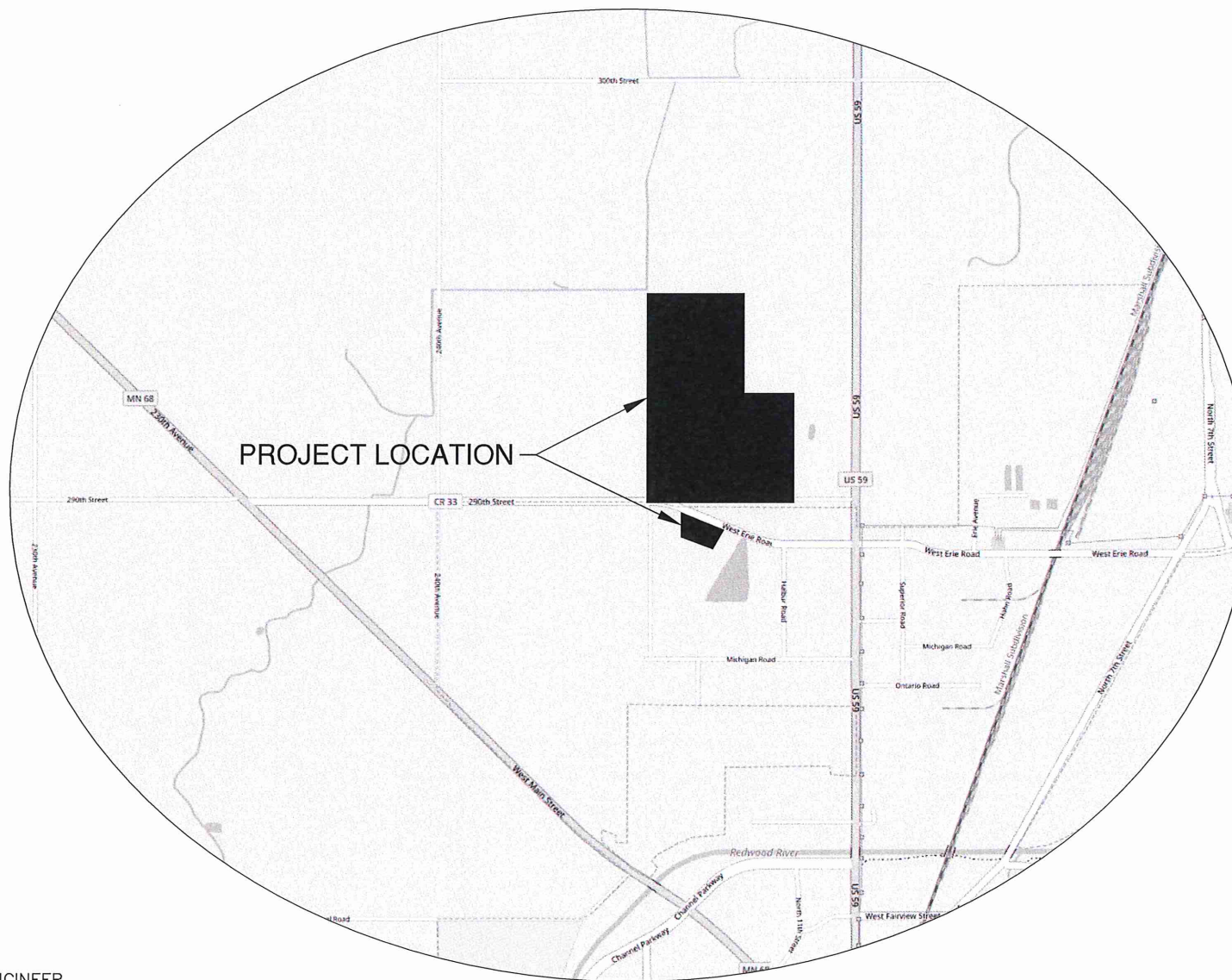
Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	MERIT Center Driving Track - Phase 2: Approving Plans and Specifications and Order Advertisement For Bids.
Background Information:	<p>The project includes the design and construction plans and specifications for the project, including alternatives for construction with all costs falling within a \$3.1 million total budget.</p> <p>At the Council meeting on October 9, 2018, the Council awarded the Proposal for civil engineering, landscape architecture, and building design services for the above-referenced project with Graef-USA Inc. of Minneapolis, Minnesota. The consultant has completed the design and has estimated the total project cost to fall within the budget provided.</p> <p>A copy of the title sheet and overall layout plan are attached, as well as a revised engineer's estimate within the designated grant amount.</p> <p>A representative from Graef-USA will be presenting the project at the Council meeting.</p>
Fiscal Impact:	The project will be funded from the MERIT Center Driving Track-Phase 2 Fund (485-50551-5530).
Alternative/ Variations:	No alternatives recommended.
Recommendations:	that the Council approve the plans and specifications and order the advertisement for bids for the MERIT Center Driving Track-Phase 2.

STATE OF MINNESOTA CITY OF MARSHALL, MINNESOTA

Construction Plans for Merit Center Road Course – Phase 2

Legend

ALIGNMENT STATIONS	
EXISTING GAS LINE	
EXISTING TELEPHONE LINE	
EXISTING STORM SEWER	
EXISTING WATER MAIN	
EXISTING CHAIN LINK FENCE	
EXISTING LIGHT POLE	
EXISTING CATCH BASIN	
EXISTING STORM MANHOLE	
EXISTING HYDRANT	
EXISTING WATER VALVE	
NEW CATCH BASIN	
NEW HYDRANT	
NEW WATER VALVE	
NEW MANHOLE	
NEW UTILITY PLUG	
NEW STORM SEWER	
NEW SANITARY SEWER	
NEW WATER MAIN	



INDEX

SHEET	DESCRIPTION
1.	-TITLE SHEET
2.	-OVERALL LAYOUT PLAN
3.	-ESTIMATED QUANTITIES
4-10.	-CONSTRUCTION DETAILS
11.	-GENERAL NOTES
12-13.	-TYPICAL SECTIONS
14.	-ALIGNMENT SHEET
15.	-LAYOUT PLAN-MERIT CENTER PARKING LOT
16.	-LAYOUT PLAN-COLD STORAGE
17-20.	-EX. CONDITIONS, REMOVALS, AND EROSION CONTROL
21-25.	-GRADING AND STORM SEWER PLAN
26-27.	-WATER MAIN EXTENSION
28-30.	-ROADWAY PLAN AND PROFILE
31.	-CONCRETE SKID PAD PAVING AND DOWEL PLAN
32-36.	-PAVEMENT MARKINGS AND SIGNAGE
37.	-LOADING DOCK LAYOUT
38.	-COLD STORAGE FLOOR PLAN
39-58.	-CROSS SECTIONS

SPECIFICATION REFERENCE

THE LATEST 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

THE CURRENT EDITION OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MN MUTCD) DATED DECEMBER 2011 AND THE TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL DATED JANUARY 2014

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS

ELECTED OFFICIALS

ROBERT BYRNES, MAYOR
STEVEN MEISTER, CITY COUNCIL
JOHN DECRAMER, CITY COUNCIL
JAMES LOZINSKI, CITY COUNCIL
GLENN BAYERKÖHLER, CITY COUNCIL
CRAIG SCHAFER, CITY COUNCIL
DAVID STURROCK, CITY COUNCIL

CITY OF MARSHALL STAFF

SHARON HANSON, CITY ADMINISTRATOR
KARLA DROWN, FINANCE DIRECTOR
GLENN OLSON, DIR. OF PUBLIC WORKS/CITY ENGINEER
JASON ANDERSON, ASSISTANT CITY ENGINEER
JASON ROKEH, ENGINEERING SPECIALIST
GEOFFREY STELTER, ENGINEERING SPECIALIST
GREGG SWANSON, ENGINEERING SPECIALIST
LONA RAE KONOLD, PUBLIC WORKS ADMIN. ASSISTANT
ROBERT VANMOER, WASTEWATER TREATMENT SUPERINTENDENT

Scale as shown



100 South 5th Street, Suite 1900
Minneapolis, MN 55402
763 / 898 4185
www.graef-usa.com



CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

CITY REVIEW - NOT FOR CONSTRUCTION
MERIT Center Road Course - Phase 2

TITLE SHEET

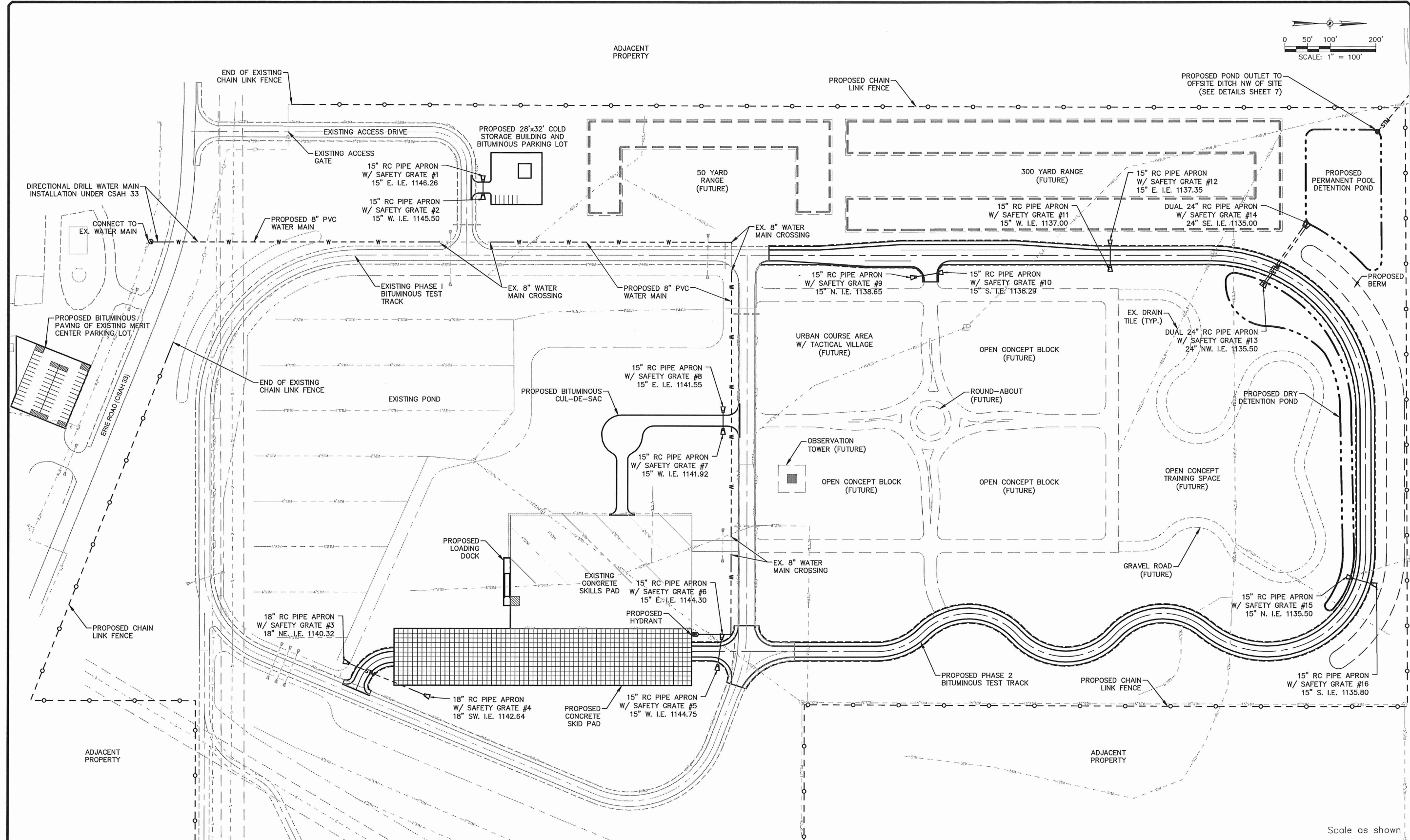
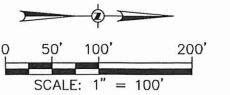
DATE	REVISIONS DESCRIPTION

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 _____


DATE 12/21/2018 PROJECT NO. 2018-8003.00

DRAWN BY MDS SHEET NO. 1 OF 58



X:\MNI\2018\20180003\CAD\Site\dwg\001\CDIC_00_02-Overall-Layout-Test-Track_8003
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 100 South 5th Street, Suite 1900
 Minneapolis, MN 55402
 763 / 898 4185
 www.graef-usa.com


CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

CITY REVIEW - NOT FOR CONSTRUCTION
 MERIT Center Road Course - Phase 2
OVERALL LAYOUT PLAN

DATE	REVISIONS
	DESCRIPTION

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 _____

DATE
 12/21/2018
 DRAWN BY MDS

PROJECT NO.
 2018-8003.00
 SHEET NO.
 2 OF 58

Scale as shown

NO.	ITEM	UNIT	TOTAL PHASE 2 BASE BID	Unit Price	Total	ALTERNATE			Totals		
						A	B	C	A	B	C
						PERIMETER FENCING	CUL-DE-SAC	COLD STORAGE	QUANTITY	QUANTITY	QUANTITY
1	MOBILIZATION	EA	1	\$154,000.00	\$154,000.00				\$0.00	\$0.00	\$0.00
2	REMOVE BITUMINOUS PAVEMENT	SY	1,300	\$5.36	\$6,965.40				\$0.00	\$0.00	\$0.00
3	REMOVE GRAVEL PAVEMENT	CY	1,250	\$5.00	\$6,250.00				\$0.00	\$0.00	\$0.00
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	262	\$3.67	\$960.49			60	\$0.00	\$0.00	\$219.96
5	REMOVE DRAIN TILE	LS	1	\$5,000.00	\$5,000.00				\$0.00	\$0.00	\$0.00
6	COMMON EXCAVATION (P)	CY	85,400	\$3.48	\$297,422.58		1,230	790	\$0.00	\$4,283.72	\$2,751.33
7	GEOTEXTILE FABRIC TYPE 5 (P)	SY	29,700	\$1.97	\$58,627.80		2,000	1,600	\$0.00	\$3,948.00	\$3,158.40
8	COMMON CHANNEL EXCAVATION	LS	1	\$2,000.00	\$2,000.00				\$0.00	\$0.00	\$0.00
9	SELECT GRANULAR BORROW (CV)	CY	19,000	\$19.25	\$365,683.50		600	500	\$0.00	\$11,547.90	\$9,623.25
10	AGGREGATE BASE CLASS 5 MODIFIED (CV)(P)	CY	7,300	\$25.00	\$182,500.00		650	560	\$0.00	\$16,250.00	\$14,000.00
11	DIAMOND POLISHED CONCRETE PAVEMENT 8"	SY	1,200	\$65.00	\$78,000.00				\$0.00	\$0.00	\$0.00
12	CONCRETE PAVEMENT 8"	SY	7,900	\$55.00	\$434,500.00				\$0.00	\$0.00	\$0.00
13	DOWEL TO EXISTING	EACH	400	\$20.00	\$8,000.00				\$0.00	\$0.00	\$0.00
14	TYPE SP 12.5 NON-WEARING COURSE MIX (3,B)	TON	3,700	\$110.00	\$407,000.00		330	270	\$0.00	\$36,300.00	\$29,700.00
15	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	2,500	\$100.00	\$250,000.00		220	180	\$0.00	\$22,000.00	\$18,000.00
16	15" RC PIPE CULVERT DESIGN CLASS V	LF	290	\$52.73	\$15,292.86		61	52	\$0.00	\$3,216.77	\$2,742.17
17	18" RC PIPE CULVERT DESIGN CLASS III	LF	343	\$56.12	\$19,248.47				\$0.00	\$0.00	\$0.00
18	24" RC PIPE CULVERT DESIGN CLASS III	LF	344	\$60.00	\$20,640.00				\$0.00	\$0.00	\$0.00
19	15" RC PIPE APRON W/ SAFETY GRATE	EA	10	\$920.73	\$9,207.30		2	2	\$0.00	\$1,841.46	\$1,841.46
20	18" RC PIPE APRON W/ SAFETY GRATE	EA	3	\$1,029.30	\$3,087.90				\$0.00	\$0.00	\$0.00
21	24" RC PIPE APRON W/ SAFETY GRATE	EA	4	\$1,200.00	\$4,800.00				\$0.00	\$0.00	\$0.00
22	4" PRECAST CONCRETE HEADWALL	EA	10	\$296.10	\$2,961.00				\$0.00	\$0.00	\$0.00
23	4" NON-PERF TP DRAIN	LF	250	\$22.00	\$5,500.00				\$0.00	\$0.00	\$0.00
24	4" PERF PE PIPE DRAIN	LF	4,450	\$11.00	\$48,950.00				\$0.00	\$0.00	\$0.00
25	8"X8" TAPPING VALVE & SLEEVE	EACH	1	\$800.00	\$800.00				\$0.00	\$0.00	\$0.00
26	CONNECT TO EXISTING WATERMAIN	EACH	6	\$500.00	\$3,000.00				\$0.00	\$0.00	\$0.00
27	HYDRANT	EACH	1	\$4,300.00	\$4,300.00				\$0.00	\$0.00	\$0.00
28	8"X6" REDUCER	EACH	1	\$510.00	\$510.00				\$0.00	\$0.00	\$0.00
29	6" GATE VALVE	EACH	1	\$1,750.00	\$1,750.00				\$0.00	\$0.00	\$0.00
30	8" 22-1/2 DEGREE PVC BEND	EACH	1	\$690.00	\$690.00				\$0.00	\$0.00	\$0.00
31	8" 90-DEGREE PVC BEND	EACH	2	\$700.00	\$1,400.00				\$0.00	\$0.00	\$0.00
32	GAS MAIN PROVISIONS	LS	1	\$2,000.00	\$2,000.00				\$0.00	\$0.00	\$0.00
33	8" PVC WATERMAIN (DIRECTIONAL DRILL)	LF	88	\$175.00	\$15,400.00				\$0.00	\$0.00	\$0.00
34	8" PVC WATERMAIN	LF	1,900	\$45.00	\$85,500.00				\$0.00	\$0.00	\$0.00
35	6" PVC WATERMAIN	LF	10	\$40.00	\$400.00				\$0.00	\$0.00	\$0.00
36	POND OUTLET STRUCTURE	EA	1	\$7,500.00	\$7,500.00				\$0.00	\$0.00	\$0.00
37	RANDOM RIPRAP CLASS III	CY	50	\$73.00	\$3,650.00		5	5	\$0.00	\$365.00	\$365.00
38	4" NON-METALLIC CONDUIT	LF	150	\$15.37	\$2,305.35				\$0.00	\$0.00	\$0.00
39	PERMANENT BARRICADES	LF	24	\$51.45	\$1,234.80				\$0.00	\$0.00	\$0.00
40	TRAFFIC CONTROL	LS	1	\$3,666.00	\$3,666.00				\$0.00	\$0.00	\$0.00
41	SIGN PANELS TYPE C	SQ FT	167	\$60.00	\$10,020.00		7	7	\$0.00	\$420.00	\$420.00
42	STABILIZED CONSTRUCTION EXIT	LS	3	\$1,466.40	\$4,399.20				\$0.00	\$0.00	\$0.00
43	SEDIMENT CONTROL LOG TYPE COMPOST	LF	200	\$5.64	\$1,128.00				\$0.00	\$0.00	\$0.00
44	STORM DRAIN INLET PROTECTION	EA	2	\$148.05	\$296.10				\$0.00	\$0.00	\$0.00
45	SILT FENCE, TYPE MS	LF	2,100	\$2.26	\$4,737.60		300	550	\$0.00	\$676.80	\$1,240.80
46	SEEDING	ACRE	11	\$225.60	\$2,481.60		0.3	0.1	\$0.00	\$67.68	\$22.56
47	SEED MIXTURE 25-141	POUND	180	\$4.51	\$812.16				\$0.00	\$0.00	\$0.00
48	SEED MIXTURE 33-261	POUND	100	\$22.73	\$2,272.92				\$0.00	\$0.00	\$0.00
49	MULCH MATERIAL TYPE 1	TON	130	\$242.52	\$31,527.60		5	3	\$0.00	\$1,212.60	\$727.56
50	DISK ANCHORING	AC	36.7	\$78.96	\$2,894.92		1	1	\$0.00	\$102.65	\$78.96
51	EROSION CONTROL BLANKETS CATEGORY 3N	SY	13,800	\$1.47	\$20,236.32				\$0.00	\$0.00	\$0.00
52	PERMANENT EROSION CONTROL BLANKET	SY	60	\$15.00	\$900.00				\$0.00	\$0.00	\$0.00
53	4" SOLID LINE WHITE-EPOXY	LIN FT	6,800	\$0.38	\$2,607.94				\$0.00	\$0.00	\$0.00
54	4" WHITE PARKING STRIPING	LIN FT	1,200	\$0.36	\$432.00			120	\$0.00	\$0.00	\$43.20
55	12" SOLID LINE WHITE-EPOXY	LIN FT	50	\$8.74	\$437.10				\$0.00	\$0.00	\$0.00
56	4" DOUBLE SOLID LINE YELLOW-EPOXY	LIN FT	3,400	\$0.80	\$2,713.40				\$0.00	\$0.00	\$0.00
57	POND WATERFOWL DETERRENT	LS	1	\$10,000.00	\$10,000.00				\$0.00	\$0.00	\$0.00
58	LOADING DOCK PROP	LS	1	\$25,000.00	\$25,000.00				\$0.00	\$0.00	\$0.00
A1	WIRE FENCE DESIGN 72-9322	LF		\$22.00		8,765			\$192,794.94	\$0.00	\$0.00
C15	COLD STORAGE BUILDING	LS		\$47,000.00				1	\$0.00	\$0.00	\$47,000.00
Totals						\$2,643,600.32			\$192,794.94	\$102,232.58	\$131,934.65



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consideration for approval of Professional Services Proposal for Marshall Aquatic Center
Background Information:	As the City of Marshall explores improvements to the Aquatic Center, consulting and engineering firms have been solicited to provide guidance for said project. ISG of Mankato and 292 Design Group of Minneapolis have submitted Professional Services Proposals which meet the criteria required for a complete assessment of this project.
Fiscal Impact:	Compensation of accepted proposal will be billed to 101-70176-3311 and is budgeted as an expenditure in the 2019 General Fund budget.
Alternative/ Variations:	Reject both proposals.
Recommendations:	Recommendation #1 Accept Professional Services Proposal as presented from 292 Design Group of Minneapolis. Recommendation #2 Accept Professional Services Proposal as presented from ISG of Mankato.

October 18, 2018

Scott VanDerMillen
Director of Community Services
City of Marshall
344 West Main Street
Marshall, MN 56258
507.537.6830
scott.vandermillen@ci.marshall.mn.us

ISG

**RE: PROFESSIONAL SERVICES PROPOSAL FOR MARSHALL
AQUATIC CENTER RENOVATIONS
MARSHALL, MINNESOTA**

Scott,

As the City of Marshall explores improvements to the Aquatic Center, engaging staff and community members will help develop options that will serve the City well into the future. ISG stands ready to translate such visions into practical design solutions, and guide the City through an effective process that will provide expanded recreational amenities to residents and visitors, add community value, and enhance quality of life.

ISG's broad experience planning and designing multi-functional aquatic centers, outdoor spaces, water features, and support facilities will help guide the development of custom solutions for the Marshall community. From equipment upgrades to zero depth pools and splash pad expansions, ISG's engineers and designers will combine creativity, resourcefulness, and durability throughout the project while providing solutions that minimize maintenance and operating costs.

PROJECT UNDERSTANDING

ISG understands the City of Marshall is seeking Aquatic Center improvements to address existing layout, structural conditions, electrical equipment, and mechanical systems. In addition, there are concerns regarding compliance with the Americans with Disabilities Act (ADA) related to the existing bathhouse.

Following an initial site visit, ISG recognizes a need to further analyze structural conditions of pool floors and identify options for enhancing user experiences, all while considering long-term maintenance and operations needs, as well as budgetary constraints.

Based on the City's 2019 construction goal, ISG has prepared the scope of services described below. Through this process, ISG will work with your team to complete preliminary planning, and provide the City with adequate information to help you garner community support for your selected option.

SITE ANALYSIS + KICK-OFF

ISG will revisit the Aquatic Center facilities to verify existing conditions and amenities. We will also review any available plans and data regarding pool operations that are made available by the City, including those already provided.

As part of these services, ISG will meet with City administration, public works, and pool management staff to further discuss ongoing maintenance needs and suggested improvements. Meeting with maintenance personnel and facility staff including lifeguards will allow us to better understand how the facility is programmed and about how and when various groups use the space. This information will contribute valuable insight for generating viable solutions to meet the goals of the community.

280+
EMPLOYEES

45+
STATES
LICENSED

45+
YEARS IN
BUSINESS

ZWEIG
GROUP

HOT FIRM
LIST FOR 2018

TOP 500
2018 ENR FIRM



115 East Hickory Street + Suite 300 + Mankato, MN 56001
507.387.6651 + www.is-grp.com

RECENT SPORTS, RECREATION, AND AQUATICS PROJECTS

Alexander Ramsey Park
Master Plan
Redwood Falls, MN

Centerville Municipal Pool
Centerville, IA

Clarion Aquatic Center
Clarion, IA

East Medicine Lake Park
Plymouth, MN

Glen Park Historic Pool
Restoration
River Fall, WI

Goodhue Pool
Goodhue, MN

Johnson Mueller Regional
Athletic Complex
New Ulm, MN

Levee Park + Main Street
Improvements
Winona, MN

Minnesota State University,
Mankato Recreation +
Athletic Fields
Mankato, MN

Monroe County Aquatic
Center
Albia, IA

New Prague Baseball Field
Upgrades
New Prague, MN

Round Lake Park
Eden Prairie, MN

Sibley Park
Mankato, MN

Sugar Loaf Park Master Plan
Winona, MN

Swea City Swimming Pool
Swea City, IA

The Quarters Pool +
Clubhouse
Various U.S. locations

ISG

DESIGN DEVELOPMENT

During this phase, overall circulation, materials, and aesthetics will be considered. ISG will work closely with City staff to identify feasible options for comparison with the potential scope of improvements that may include:

- Zero entry
- Splash pad
- Updated equipment
- Bathhouse ADA compliance

A more detailed sizing of the new or improved facility amenities will be included, and basic floor plans will be identified during this process.

ISG will prepare two basic concept plans centered on City and stakeholder input. In addition, ISG will prepare a colored rendering of the selected final design concepts that can be used as a foundation to garner community support for the project. ISG will also prepare order of magnitude cost estimates for concepts to ensure proposed plans meet allotted budgets.

COMMUNITY ENGAGEMENT, REVIEW, AND FINAL CONCEPT PLAN

Preliminary Concept Plan Review + Public Meetings

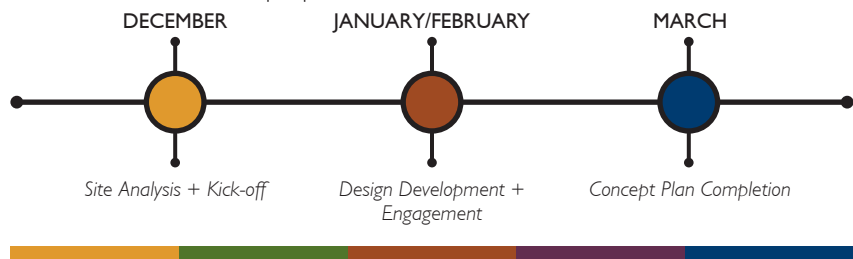
After the two concept plans are developed and submitted to the City for review, ISG will facilitate the following engagement activities and review meetings to select the preferred concept plan and gather input for design updates moving forward:

- City staff meeting
- Parks Department meeting
- Advisory Board meeting (if applicable)
- Public open house

Following these activities, ISG will prepare and submit meeting notes summarizing City and community feedback that will guide the development of a final concept plan. Once completed, the final concept plan will be submitted electronically for review and approval by the City.

SCHEDULE

A 3-4 month process to accommodate the tasks outlined in this scope of work is recommended with the proposed timeline indicated below.



COMPENSATION

ISG proposes to provide the scope of services described within this proposal in accordance with the compensation outlined in the table below. Anticipated reimbursable expenses such as travel time, mileage expense, and printing costs are included.

TASK	COMPENSATION
Site Analysis + Kick-Off	\$4,800
Design Development	\$18,900
Community Engagement, Review, and Final Concept Plan	\$9,300
TOTAL	\$33,000

ADDITIONAL SERVICES

Our goal for this proposal, like our services, is to be flexible to accommodate the requirements of this project. At your request, ISG is able to provide a subsequent proposal to assist with the necessary land surveying services, design, bid administration, permitting, visualization (still images), and construction phase services that may be necessary to facilitate pool improvement projects as they move forward. Additional services are also described in the ISG Added Value enclosure

ISG is eager to provide our custom, multidisciplinary approach to serve the immediate and long-term needs of the Marshall Aquatic Center. The enclosed handout outlines ISG's project team dedicated to the City of Marshall Aquatic Center improvements. We are prepared to begin work immediately upon acceptance of this proposal.

We look forward to helping the City of Marshall develop a strategic, effective improvement plan for your community's Aquatic Center. Thank you for the opportunity to provide responsive service, cost-effective solutions, and timely delivery.

Sincerely,



Bob Mickelson
Senior Project Manager +
Construction Administrator

Enclosed: ISG Project Team - Marshall Aquatic Center Renovations

ISG Added Value - Additional Capabilities

FULL-SYSTEM QUALIFICATIONS

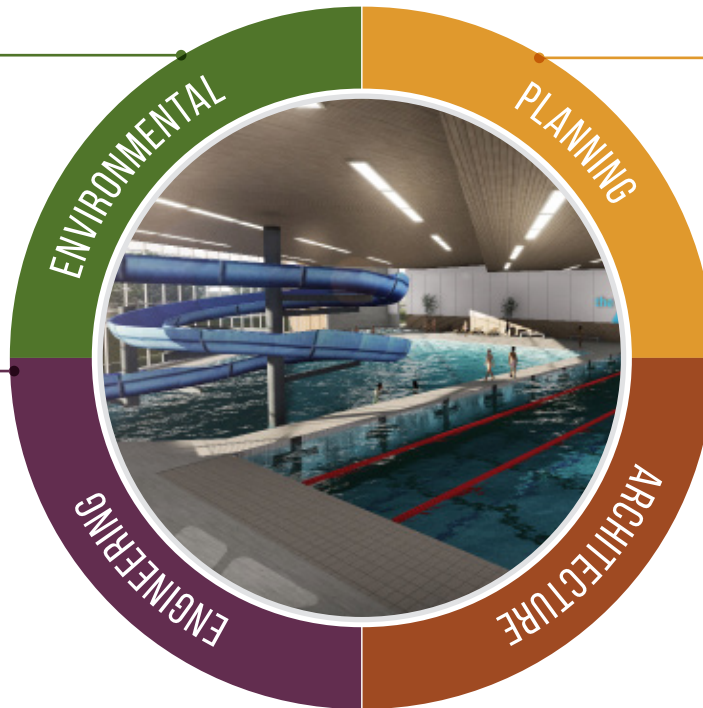
ISG promotes high levels of collaboration between our multi-disciplinary team of professionals, stakeholders, contractors, and outside agencies. This highly analytical process, coupled with an emphasis on producing measurable improvements, drives ISG’s client-focused services each day. Below, and on the pages to follow, are a list of disciplines, tools, and professionals ISG has identified for the City of Marshall Aquatic Center project. Disciplines and services from the list below in **bold** reflect those that will or may be utilized, and the pages to follow outline the technical capabilities relative to the project.

SUSTAINABILITY

- Assessments
- Geographic Information Systems
- Permitting
- Planning + Feasibility
- Testing
- Stormwater Engineering

INTEGRITY

- | | |
|-------------------------------|------------------------------|
| Civil Engineering | Steam + Power |
| Drone Services | Structural Engineering |
| Electrical Engineering | Surveying |
| Land Surveying | Transportation |
| Mechanical Engineering | Engineering |
| Municipal Engineering | Water/Wastewater Engineering |



CONSENSUS

- Community Planning**
- Municipal Planning
- Resource Planning**

AESTHETIC

- Architecture**
- Interior Design**
- Landscape Architecture**
- Planning

ISG’S TEAM

With over 45 years of firm experience that expands to clients nationwide, ISG’s Sports and Recreation market expertise is backed by a group of responsive, creative, and resourceful landscape architects, civil, electrical and mechanical engineers, architects, and interior designers. These experts work as a sports and recreation specialty team dedicated to providing sophisticated strategies and ADA compliance solutions. Senior Landscape Architect, Amanda Prosser will serve as the overall project manager and be the primary point of contact making the Marshall Aquatic Center project top priority. Senior Construction Administrator, Bob Mickelson will serve as a construction administrator, providing a sound approach to consider how proposed improvements will impact maintenance and operations for City staff.



LEADERSHIP TEAM

- Amanda Prosser** PLA, CPSI
Associate Principal + Practice Group Leader
- Bob Mickelson**
Senior Project Manager + Construction Administrator

ENGINEERING + DESIGN SERVICES

- Jeremy Wiesen** AIA, LEED AP
Architect
- Steve Schlaak** PE
Senior Mechanical Engineer
- Mike Nelson** PE
Associate Principal + Practice Group Leader

- Jason Hoehn** PE
Principal + Practice Group Leader
- Staci Flemming** IIDA, LEED AP
Senior Interior Designer
- Michael Blank**
Visualization Specialist



LICENSED GENERAL CONTRACTOR

BOB MICKELSON

Senior Project Manager + Construction Administrator

Combines project manager and construction administration experience that considers realistic day-to-day municipal operations and maintenance.

Bob focuses his efforts on construction document review, cost estimating, contract administration, and review for constructibility. Bob will support the project manager through construction as the administrator of the contract between the owner and contractor. Bob has a strong background in the building trades, and brings a unique combination of hands-on experience in the business of contracting.

RECENT PROJECTS

Centerville Swimming Pool
Centerville, IA

Goodhue Swimming Pool
Goodhue, MN

New Prague Baseball Field Upgrades
New Prague, MN

Forest City Athletic Facilities
Forest City, IA

Minnesota State University, Mankato Recreation + Athletic Fields
Mankato, MN

Waseca Water Park*
Waseca, MN

*Projects completed at a previous firm



PROFESSIONAL LANDSCAPE ARCHITECT
MN Registration #46766

ACADEMIC BACKGROUND

Bachelor of Landscape Architecture + Bachelor of Environmental Design, North Dakota State University - Fargo, ND

AMANDA PROSSER PLA, CPSI

Associate Principal + Practice Group Leader

Develops outdoor recreation designs that reflect the needs and character of each community.

Amanda specializes in urban design, parks and recreation planning as well as development projects allowing her to gain a thorough understanding of local, state, and federal design requirements. She has served as project manager from concept designs to construction documents for an array of outdoor projects including water parks and splash pads, unique water features, state and local trails, athletic facilities, and parks and playgrounds. Amanda has also assisted several government agencies in preparing comprehensive park, trail, and open space system plans including those focused on natural resource integration and sustainability.

RECENT PROJECTS

Glen Park Historic Pool Restoration
River Falls, WI

Alexander Ramsey Park Master Plan
Redwood Falls, MN

Miller Park Splash Pad*
Eden Prairie, MN

East Medicine Lake Park
Plymouth, MN

Levee Park + Main Street Improvements
Winona, MN

Round Lake Park Splash Pad*
Eden Prairie, MN

West River Parkway + James I Rice Trail Improvements*
Minneapolis, MN

*Projects completed at a previous firm



JEREMY WIESEN AIA, LEED AP

Architect

Engages staff and community members to gain valuable project insight and build community support.

Jeremy designs vibrant park and pavilion structures for popular outdoor community spaces. New and renovated facility designs incorporate ADA integration that maximizes space in locker and bathroom areas. Throughout project development, Jeremy clearly communicates design intent with clients, consultants, and contractors with excellent capabilities in 3-D imaging, rendering, and presentation skills. His professional and personable approach encourages successful collaboration between all project stakeholders to ensure a comprehensive design process.

LICENSED ARCHITECT

MN Registration #49451

ACADEMIC BACKGROUND

Bachelor of Environmental Design, Minor in Business Administration, North Dakota State University - Fargo, ND; Master of Architecture, North Dakota State University - Fargo, ND

RECENT PROJECTS

The Quarters Pool + Clubhouse
Various U.S. locations

Glen Park Historic Pool Restoration + Master Plan
River Falls, WI

Boji Bay
Milford, IA

Gault Park Pavilion
St. Peter, MN

Johnson Park Baseball Facility
New Ulm, MN

Riverfront Park Pavilion
Mankato, MN

Thompson Memorial Fishing Pier, Spring Lake Park
North Mankato, MN



STEVE SCHLAAK PE

Senior Mechanical Engineer

Maximizes lifespans of existing equipment while addressing safety, energy efficiency, and future mechanical needs.

Steve has worked on many diverse projects, which have included HVAC, plumbing, process engineering, and dehumidification solutions for a range of facilities including outdoor recreation areas. He analyzes the requirements for each specific facility and develops cost-efficient and energy efficient solutions, including variable air volume systems, demand control ventilation, chilled beams, induction displacement systems, and more.

LICENSED MECHANICAL ENGINEER

MN Registration #45012

ACADEMIC BACKGROUND

Bachelor of Science in Mechanical Engineering, University of Minnesota - Minneapolis, MN

RECENT PROJECTS

Centerville Swimming Pool
Centerville, IA

District I Community Center
Black River Falls, WI

Goodhue Swimming Pool
Goodhue, MN

Nicollet County Health + Human Services
St. Peter, MN

Swea City Swimming Pool
Swea City, IA



MIKE NELSON PE

Associate Principal + Practice Group Leader

Considers staffing and maintenance plans while designing for optimal operation among systems.

Mike specializes in analysis of electrical requirements for a facility and developing innovative and economical solutions to meet client needs. He is responsible for coordination of electrical design for all aspects for projects, including lighting, equipment, computer and life safety systems. He has experience developing site lighting and photometric plans for outdoor educational, collegiate, recreational, and athletic facilities.

LICENSED ELECTRICAL ENGINEER
MN Registration #47560

ACADEMIC BACKGROUND
Bachelor of Science in Electrical Engineering, Minnesota State University, Mankato – Mankato, MN

RECENT PROJECTS

Faribault High School Swimming Pool

Faribault, MN

Goodhue Swimming Pool

Goodhue, MN

Centerville Swimming Pool

Centerville, IA

St. Peter Public Schools, New High School, Various Renovation Projects

St. Peter, MN

Maple River Public Schools, Various Renovations + Planning

Mapleton, MN

Mankato Area Public Schools, West High School Cafeteria Expansion, Science Lab, and Various Renovation Projects

Mankato, MN



JASON HOEHN PE

Principal + Practice Group Leader

Enhances conditions for safety and stability with reliable structural designs.

Jason's client-centric design approach provides facility owners with structural systems that not only meets their needs, but also a delivers maximum return on their investment. Developing an understanding of the specific needs of each client through open communication allows Jason to identify the goals and expectations early in the design process. Due to this approach and outstanding customer service provided, Jason has developed many loyal, long-term relationships and a large base of repeat clients. His expertise and the ability to work collaboratively with all stakeholders in a project ensures that designs are cost-effective and efficient.

LICENSED STRUCTURAL ENGINEER
MN Registration #40422

ACADEMIC BACKGROUND
Bachelor of Science in Civil Engineering, Iowa State University – Ames, IA

RECENT PROJECTS

Minnesota State University, Mankato, various projects

Mankato, MN

Austin Public Schools, various renovation projects

Austin, MN

Albert Lea Public Schools, various renovation projects

Albert Lea, MN



STACI FLEMMING IIDA, LEED AP

Senior Interior Designer

Carefully considers client needs, operations, and purpose while addressing ADA requirements.

A skilled space planner, proficient technician, and outstanding designer, Staci brings exceptional talent to each project. She has extensive experience in multiple aspects of interior architecture and design including concept development, space planning and analysis, interior finish and material selections, furniture, fixture, equipment layout, selection and coordination, ADA integration, and specifications.

Staci is keenly aware of the need to combine cost effectiveness and durability of materials and is able to meet these requirements while providing welcoming spaces for public users.

CERTIFIED INTERIOR DESIGNER
MN Registration #C02022

ACADEMIC BACKGROUND
Bachelor of Science in Interior Design, Minnesota State University, Mankato – Mankato, MN; Architectural Drafting Degree, South Central College – North Mankato, MN

RECENT PROJECTS

Minnesota State University,
Mankato Centennial Student Union
Mankato, MN

Mankato Area Public Schools,
Prairie Winds Middle School
Mankato, MN

Mankato Area Public Schools,
Dakota Meadows Middle School
Expansion
North Mankato, MN

Mankato Area Public Schools, Rosa
Parks Elementary School
Mankato, MN

Mankato Area Public Schools, Eagle
Lake Elementary School Expansion
+ Renovations
Eagle Lake, MN

Saint Peter Public Schools, New
High School + Various Renovation
Projects
St. Peter, MN



MICHAEL BLANK

Visualization Specialist

Showcases project vision through still images, animations, and virtual reality to give support to life concepts and build project support.

Michael uses still images, animations, and interactive/virtual reality environments to capture the essence of a community's vision for the future in an easy to grasp format. Michael uses 3D visualization strategies to help communicate a vision in order to encourage community engagement, build consensus, and earn project support. With a passion for developing inspiring graphics, Michael utilizes an array of software in the rapidly evolving field of visualization that includes ArcMap, Infracore, Sketchup, Lumion, Thea, Civil 3D, Adobe Premiere, and Photoshop. Michael's expertise using these highly specialized imaging tools provides clients a multi-layer understanding of how complex design and engineering decisions can take shape into reality.

ACADEMIC BACKGROUND
Bachelor of Landscape Architecture; Bachelor of Science in Environmental Design, North Dakota State University - Fargo, ND

RECENT PROJECTS

Blue Earth County Government
Center Renderings
Mankato MN

St. Peter High School Animation +
Renderings
St. Peter, MN

Centerville Pool Renderings
Centerville, IA

Des Moines MPO Water Trails
Animation
Des Moines, IA

Dynamic Recycling Animation +
Virtual Reality
Onalaska, MN

Forest City Fine Arts Rendering
Forest City, IA


ADDITIONAL CAPABILITIES

ISG's multi-disciplinary capabilities are what keep us competitive; our innovative specialty services and added-value solutions are what set us apart. We are constantly looking for ways to strengthen our value as project partners, and opportunities to increase the value, longevity, and versatility of the solutions and deliverable we provide. To do this, we've continued to bring new talent, specialties, and technologies to the firm, including the solutions and strategies outlined which below we believe could add even greater value to the City of Marshall Aquatic Center effort.




**COMMUNITY
ENGAGEMENT + REPORTING**

Highly technical information does not need to be dry and difficult to decipher. Utilizing a number of state-of-the-art computer software programs for design calculations as well as graphic documents, ISG can incorporate fresh graphics for visualizing data and showcasing trends, and supporting images, to transform the Marshall Aquatic Center into a modern facility to accommodate a variety of user needs.



DRONE

ISG's in-house drone technology can be used in a wide array of applications to support the City's project needs. Using images collected during fly-overs, ISG's certified drone pilots can capture aerial survey photos, quickly model surfaces, monitor construction, and develop preliminary site plans more efficiently than traditional methods. In addition, footage can be used to create community engagement materials that allow stakeholders to be directly engaged in the project.



VISUALIZATION

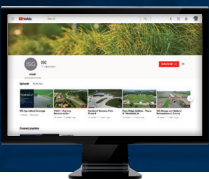
To help capture the essence of the City's vision in an easy to grasp format, ISG can utilize still images, video animation, plan production, and virtual reality technology to showcase concepts and plan elements. ISG's 3D Visualization specialist creates such interactive pieces that are used to build community engagement and consensus, and earn project support, which is especially beneficial for large scale community planning efforts.



**BRANDING +
WAYFINDING**

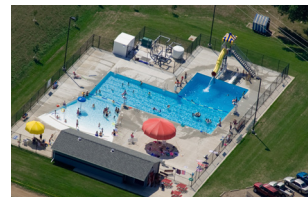
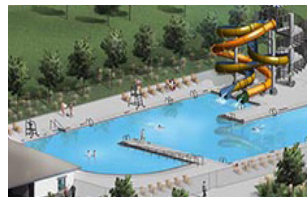
ISG understands the benefits of using impactful public engagement efforts to involve community members early and often throughout the planning effort to ensure designs integrate a holistic approach. Understanding that connectivity, wayfinding, and overall facility signage are critical to usability and safety, ISG's architecture and marketing groups can work together to incorporate and develop custom branding and wayfinding opportunities into overall planning efforts.

CHECK IT OUT!



Visit the link below to view examples of ISG's drone and visualization work in action.

<http://bit.ly/2gPzTOW>



ENGAGEMENT STRATEGY

Communication with the City of Marshall and residents should focus on balancing recreation needs with impact to the community at large, and increasing exposure to consistent project messaging through pieces shared with residents and staff, as well as visitors. Residents want to see their city’s recreational amenities succeed. By bringing residents together with everyday users of the facility, a shared understanding and vision is created for how the Aquatic Center can serve as a greater community resource. ISG has a robust tool box of awareness, engagement, and communication tactics that can provide support through varying phases of the project.

Awareness, Engagement, and Communication Tool Box

Visioning Sessions to Listen and Engage with Key Stakeholders and Community	Posters on Local Community Boards	Idea Engagement Wall - Statements on Favorite Memories or Hopes for New	Local Art T-Shirt Contest with City Art Classes (e.g. People's Choice, Faculty Choice, Kids Choice)	Hashtag and General Impact Statement Branding Effort (e.g. #MarshallWins)	Twitter Takeover
Open Comment Forum	PPT Video with Voiceover, 2-4 Minute Overview of Plan, Vision, and Process	Dedicated Page on City Website	Monthly Project Newsletter	Media Advisories and Earned Media Blitz	Custom Social Media Project Update Page

AMERICANS WITH DISABILITIES ACT (ADA) DESIGN COMPLIANCE

One aspect of facility shortcomings that can become costly to address is accessibility. To minimize construction costs as much as possible, accessibility is fundamentally integrated throughout the design process at ISG and is a part of each of our renovation and new construction projects. We go beyond the basic requirements and look ahead to what industry related design issues may benefit our clients into the future.

ISG provides training and continuing education for our design professionals so they are able to effectively interpret current codes and anticipate upcoming design trends. These trends may include mobility and accessibility issues and a wide spectrum of user needs. ADA sheets are a part of our Contract Documents (CD's) and include a design guideline page with standards to be utilized during construction, as well as a section on code compliance outlining areas within the guidelines that correspond to the project.



December 13, 2018

Scott VanDerMillen
Director of Community Services
City of Marshall
344 West Main Street
Marshall, MN 55305

Re: Pre-Design and Planning Services for the Marshall Aquatics Center

Dear Mr. VanDerMillen:

292 Design Group (292) is pleased to submit this proposal/contract for Programming, Schematic Design and Project Budget Development for the Marshall Aquatic Center. We appreciate the opportunity to assist the City with this significant project. 292 has assisted numerous communities study their recreational facilities and how they can best serve their residents. 292 Design Group will be assisted by our sub-consultant Nick Nowacki of Reengineered, Inc

It is organized in the following manner:

1. **Project Understanding**
2. **Scope of Services**
3. **Time Frame**
4. **Compensation**

1. PROJECT UNDERSTANDING

We understand the City of Marshall is requesting professional assistance in evaluating the existing outdoor aquatic center and studying the possible replacement. 292 proposes to provide the following scope of services to assist the city.

2. SCOPE OF SERVICES

Programming and Community Input

292 Design Group will facilitate the development of a program for the proposed new aquatic facility including the following:

- Kickoff Meeting with city staff and community stakeholders
- Program development for the aquatic activities desired in the new facility
- Shelter and support structures
- Aquatic filtration and disinfectant systems
- Operational Considerations

Concept Plan

292 will develop multiple options for review and discussion addressing the goals developed in the Programming Phase. After review of the option, 292 will develop the selected option with the following drawings:

- Overall Site Plan including parking, walks, deck area and landscape areas.

- Pool Plan including layout of the pools, indicating depths and profiles and access stairs, ladders and ramps and selected play or water features.
- Computer rendering of the site development
- Floor plan of bath house, concessions, service and equipment rooms

Budget Development

292 and Reengineered will prepare a Concept Plan level cost estimate to provide the City of Marshall will a budget for the facility. The budget will include costs for:

- Site development including parking
- Pool construction and required systems
- Support Building construction
- Fixtures, furniture and equipment
- Required testing and surveying costs
- Architecture and Engineering costs
- Construction and Design Contingency
- Project Contingency

Final Report

Upon the completion of the work outlined above, 292 Design Group will present the finding to the City Council and compile the work into a final report.

3. TIME FRAME

292 sign Group proposes a 16 week time frame from initiation to completion.

4. COMPENSATION

Fee

Programming and Community Input	\$8,400
Concept Design	\$7,400
<u>Budget Development</u>	<u>\$3,300</u>
Total Fee to City	\$19,100
<u>Plus Reimbursable Expenses</u>	<u>\$1,200</u>

Reimbursable Expenses include: mileage, printing and delivery costs.

Additional architectural services, if required, will be provided on an hourly basis as follows:

2014 292 Hourly Billable Rates:

- Principal \$140-175
- Architect \$90-120

- Technician \$55-90

Sincerely,



Mark Wentzell, AIA
Partner

APPROVED BY:

City of Marshall

By: _____

Its: _____ Date: _____

292 Design Group

By: _____

Its: Mark Wentzell, President Date: 12.13 .2018



292DesignGroup

292DesignGroup

Pam Anderson, Tom Betti and Mark Wentzell established 292 Design Group in 2009 after many years together as partners in AKA Architecture. 292's long list of community-focused projects is a testament to their commitment and the firm's responsive and respectful character. With a full-service architecture, planning and interior design staff, 292 has expanded its client base from Minnesota to Connecticut to Arizona. Projects and services range from feasibility studies to the design of complex community-focused buildings—diverse community facilities such as the Como Park Pool, Chaska Community Center, Burnsville Performing Arts Center, the Bloomington Civic Plaza, or Normandale Community College renovations and additions.

Community involvement and collaboration, from visioning through occupancy, is central to 292's design philosophy. Each project truly becomes a "community center" where citizen interests and ideas are heard and incorporated. The facilities reflect their surrounding communities, meet critical operational requirements, promote a welcoming environment, and accommodate growth and change.

Community recreation projects are a primary focus of 292's work. 292 appreciates the issues particular to these facilities and understands that these projects are frequently born of partnerships between different entities such as city governments and private, nonprofit organizations. 292 understands that the long-term success of these projects relies on the ability to pool the collective strengths of these entities, and on a thorough planning and study effort to help a project reach its fullest potential.





Tom Betti, AIA
Partner | Project Manager & Project Designer

Tom is an experienced project manager, designer and architect who has led many organizations through the planning and design process. He has worked on a wide range of project types but has a particular focus and expertise with recreation projects. Many of his projects have been recognized for their success in design and technical terms; the facilities function well and serve as important assets in their communities.

Education

Bachelor of Architecture, University of Minnesota
Associate of Arts, Ferris State University

Project Experience

St. Paul's Citywide Aquatics Study, St. Paul, MN
Como Park Pool, St. Paul, MN
Chain of Lakes YMCA, Lino Lakes, MN
Delaware Community Center, Delaware, OH
Gladstone Community Center, Gladstone, MO
Grandview Community Center, Grandview, MO
Legacy Park Community Center, Lee's Summit, MO
Monticello Community Center, Monticello, MN
Shakopee Community Center, Shakopee, MN
St. Peter's Rec Plex, St. Peters, MO
Broadmoor Curling Center Study, Broadmoor, CO
Waterloo Curling Center, Waterloo, IA



Mark Wentzell, AIA
Partner | Project Manager & Project Designer

Mark is a 292 partner and an award-winning architect with more than 30 years of design experience. He directs the firm's design direction which is focused on community-centered work such as city halls, police stations, libraries, and recreational facilities. Mark is an skilled public facilitator and has led many communities through the design and planning process.

Education

Master of Architecture, Syracuse University, Florence Center
Bachelor of Architecture, University of Minnesota

Project Experience

Missoula Aquatics Facilities, Missoula, MO
Brooklyn Park Aquatic Study, Brooklyn Park, MN
Chaska Firemen's Park, Chaska, MN
Chaska Community Center, multiple renovations, Chaska, MN
Chain of Lakes YMCA, Lino Lakes, MN
Delaware Community Center, Delaware, OH
Gladstone Community Center, Gladstone, MO
Grandview Community Center, Grandview, MO
Legacy Park Community Center, Lee's Summit, MO
Monticello Community Center, Monticello, MN
St. Paul Tennis Club, St. Paul, MN
Waterloo Curling Center, Waterloo, IA

Como Park Pool | St. Paul, MN

Completion: 2005

292 partners and staff had worked with the City of St. Paul on a needs assessment and feasibility study for the city's aquatic program. The study encompassed demographic analysis of four neighborhood pool locations: Como Park, Highland Park, Oxford, and Lake Phalen. It also included a community-wide survey, an inventory of alternative recreation service providers, program development, conceptual designs, preliminary project cost estimates, and an operations analysis.

Based on study results, the Como Park Pool was selected as the first neighborhood pool to be renovated. The new project—which replaced a condemned pool and bathhouse—was designed to be a family aquatic experience for the regional community, complementing other, existing amenities located in Como Park. The new aquatic complex includes a bathhouse with locker rooms, concessions, support offices, and ticket sales. The pools include a lazy river, splash pool, lap pool, zip-line, and natural-themed climbing walls and diving platforms.





Como Park Pool | St. Paul, MN

Completion: 2011

The Como Park Pool serves a regional community, complementing other amenities located in Como Park. The complex includes a new bathhouse with locker rooms, concessions, support offices, and ticket sales. The pools include a lazy river, splash pool, lap pool, zip-line, and natural-themed climbing walls and diving platforms.

The setting of the pool respects the adjacent oak savanna and topography, and minimizes the impact on the existing trees and surrounding woodland. The pool features are low in elevation and heavily landscaped with native plantings and rock outcroppings. The architecture of the pool buildings—clad in stone and ornamental metal work—stems from Como Park’s historic framework. All colors in the facility are neutral in color allowing the facility to blend into the surrounding natural landscape.



The pool complex utilizes a number of sustainable design practices: recycled and highly recyclable building components and products including locally manufactured materials; low V.O.C paints and sealer; low flow plumbing fixtures; natural light; native landscape plantings; permeable pavement; water heating solar panels for bath house showers and hot water needs; variable frequency drives and high efficient motors for pool equipment; and regenerative media pool filtration.

The facility was designed and based on input from the Como Pool Task Force members, a community design charrette, and the Parks and Recreation Staff.



Missoula Aquatic Facilities | Missoula, MO

Completion: 2005

292 partners and staff, in association with MMW Architects and USAquatics, worked with the City of Missoula, Montana, on the plan and conceptual design of the City's aquatic and community center facilities. The aquatic facilities concept included four outdoor splashdecks, an outdoor aquatic facility and an indoor aquatic center with park and recreation offices.

The team also worked with a sustainable design consultant to address green design issues and LEED certification requirements.



**Project completed by 292 Design Group partners while leading previous firm*



Chaska Firemen's Park | Chaska, MN

Completion: Summer 2016

As part of an effort to reinvigorate the historic downtown, the City of Chaska identified Firemen's Park as a site for revitalization. Fireman's Park was once the location of an old brickyard and the small lake in the center of the park is a result of mining clay used in the brick making. 292 Design Group led the city through a re-visioning process for the park that resulted in new amenities and interpretive exhibits. Highlights include:

- The re-envisioned park includes interpretive exhibits on the history of Chaska, the brick making industry and the Chaska Fire Department.
- Structures at the park include a performance pavilion, picnic shelters, accessible pedestrian bridge, and curling and event center.
- The site is a demonstration project for the Carver County watershed district with innovative solutions for stormwater management and site irrigation.
- Multiple opportunities for recreation were incorporated: curling, swimming, walking, jogging, waterbike rental, gathering, picnic, playgrounds, etc.
- The pond, promenade, bridge and other amenities provide opportunities for people to connect with nature. The entire park can be explored and appreciated in active or passive ways.
- The many activity areas and recreation/gathering opportunities create a vibrant community place.
- City leadership worked with civic organizations and the public to ensure the project reflected community goals.





Chaska Community Center | Chaska, MN

Completion: 1991-on going

292 partners and staff have provided ongoing design services to the Chaska Community Center since completion of the original building in 1991. Spaces in the original building included a leisure pool, an ice arena, two gyms, racquetball courts, exercise space, a multipurpose community room, and arts and crafts rooms. Since that time, a number of renovations and additions have been made including an arts addition, an ice arena addition, a fitness renovation, an outdoor splash pad addition, a senior center and multi-purpose rooms addition, park and rec office renovation and locker room renovation (current project).



St. Paul Tennis Club | St. Paul, MN

Completion: May 2018

The St. Paul Tennis Club is a private, neighborhood club that was founded in 1912. 292 worked with club membership to design a new, contemporary clubhouse that retained the quiet, understated presence and spirit of their original facility. The resulting, new facility includes a 25-yard pool; tennis courts; a clubhouse with community meeting space and a rooftop deck; and a bathhouse with lockers, toilets and showers. The scale of the clubhouse is such that the building blends into the surrounding residential neighborhood. Quiet outdoor spaces, which are so important to the membership, were created near the building's main entry and community room.





Shakopee Community Center | Shakopee, MN

Feasibility Study Completion: July 2015

Community Center Completion: Summer 2017

Renovation of the existing Shakopee Community Center was the result of a feasibility study which examined the recreational needs of the city. Based on the results of the study, a new ice arena was built adjacent to the existing community center, and the center was renovated to include expanded fitness and cardio space, and gathering space for seniors, teens and other community members. The center's existing ice arena was renovated into a new aquatic center which includes a zero-depth entry pool with slide, a lap pool, and hot tub. A building extension with floor to ceiling windows was created to provide more daylight and views outside.

The exterior of the community center was transformed to coordinate with the design of the new ice arena. The two buildings, similar in use of wood, glass and a shared pergola create a unified campus setting to the city facilities.





Monticello Community Center | Monticello, MN

Completion: March 2000

This project began with a feasibility study to define the community's interests and needs. The community wanted to connect its older downtown with their new commercial area and provide a new home for civic and public recreation activities, and what emerged was a center that consists of three primary areas: community center, National Guard facilities and city hall facilities.

Organized along an internal "main street," the building areas have separate program spaces, but also take advantage of their relationship to share facilities and offer unique programming opportunities. Recreational and activity spaces include: an indoor child play area, a gymnasium, a fitness area, a wheel park, a climbing wall, a teen center, a senior center, banquet space and an aquatic center. City hall spaces include: offices, meeting rooms and council chambers.

In addition to the recreation and city areas, the facility also includes spaces for the National Guard. Those areas include offices, unit storage and an arms vault. The Guard shares the kitchen and gymnasium with the community center and uses those areas for training exercises.



** Project completed by 292 Design Group Partners while leading prior firm*





Delaware Community YMCA | Delaware, OH

Completion: December 2012

The Delaware Ohio Community YMCA is a partnership between the City of Delaware, the YMCA and the Ohio National Guard. 292 partner Mark Wentzell guided these organizations through a planning and design process to develop a facility that would meet each of their needs and optimize shared resources.

The first phase of the project included construction of a 75,000 s.f. community center managed by the YMCA. Facility components included a major aquatic center containing a recreational pool, spa and 25-yard competition pool with spectator seating; a large gymnasium to be used by the National Guard as a drill floor; individual fitness area; exercise classrooms; meeting and activity spaces; a teen center; and child care area. The lobby features a climbing wall.



**Project completed in association with Poggemeyer Design Group, Bowling Green, Ohio*



Gladstone Community Center & Natatorium | Gladstone, MO

Completion: February 2008

The City of Gladstone, Missouri, partnered with the North Kansas City School District to envision a new community focal point for their citizens. The resulting facility — which includes an aquatic center, fitness spaces, community rooms and banquet facilities — is located in Gladstone’s historic Central Park, adjacent to the existing outdoor pool and city hall. Sited on a rolling hill, the building is recessed into the ground on two sides to minimize its scale.

The City of Gladstone has a longstanding swimming tradition. The aquatic center contains a large competition venue that seats 1,500 spectators and includes a state-of-the-art 25-yard competition pool, diving well and warm up pool, and an interactive leisure pool.

**Project completed by 292 Design Group partners while leading prior firm in association with Gould Evans Goodman of Kansas City, MO*





Grandview Community Center | Grandview, MO

Construction Completion: February 2004

The Grandview Community Center was constructed upon approval of a 1/2 cent sales tax by city residents. The center includes an aquatics facility, gymnasium, and multi-purpose/banquet room for up to 250 people. Other components within the facility include new office space for the park and recreation department, childcare, fitness areas, a running track, a senior center, and craft room.

The building spaces are organized along a central corridor and the design is influenced by an existing grove of trees on the selected building site. Special leaf patterns on glass, placement of skylights and other details create the effect of walking in the grove.

The building's facilities are organized along this central corridor. An upper level entry provides an overlook with views to the aquatics center and gymnasium.



**Project completed by 292 Design Group partners while leading prior firm and in association with Gould Evans Goodman of Kansas City, MO*



Legacy Park Community Center | Lee's Summit, MO

Completion: November 2003

The Legacy Park Community Center was the product of a multi-year development program for a new 800-acre park and community recreation facility in Lee's Summit, MO. The center's development began with a thorough planning and operations feasibility study to ensure efficient operations and a positive experience for diverse groups of patrons. The planning and design team investigated the staffing requirements inherent to design decisions in order to minimize operational costs in the future. They also focused on the patron experience to create a clear understanding of the building and a welcoming atmosphere.

The 57,000 square foot community center contains spaces for a variety of recreational and social programs. The recreation area includes a gymnasium, fitness area, multi-purpose fitness activity room, aquatics center with leisure pool and lap pool, racquetball courts and a running track. The social area includes a birthday party room, multi-purpose community room seating up to 350, and child-care room.

As a cornerstone of the park, the building is sited within rolling hills on the edge of a large pond. The aquatics center has views to the pond with a sun deck connecting the indoor water play with the outdoor water activities. The design complements the craftsman style of other existing park structures. The rustic stone, natural copper and concrete materials were carefully selected to maintain the natural character of the site and to reinforce the architectural design.

** Project completed by 292 Design Group partners while leading prior firm, and in association with the Hollis & Miller Group of Lee's Summit, MO*





Monticello Community Center | Monticello, MN

Completion: March 2000

This project began with a feasibility study to define the community's interests and needs. The community wanted to connect its older downtown with their new commercial area and provide a new home for civic and public recreation activities, and what emerged was a center that consists of three primary areas: community center, National Guard facilities and city hall facilities.

Organized along an internal "main street," the building areas have separate program spaces, but also take advantage of their relationship to share facilities and offer unique programming opportunities. Recreational and activity spaces include: an indoor child play area, a gymnasium, a fitness area, a wheel park, a climbing wall, a teen center, a senior center, banquet space and an aquatic center. City hall spaces include: offices, meeting rooms and council chambers.

In addition to the recreation and city areas, the facility also includes spaces for the National Guard. Those areas include offices, unit storage and an arms vault. The Guard shares the kitchen and gymnasium with the community center and uses those areas for training exercises.



** Project completed by 292 Design Group Partners while leading prior firm*





CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Approval of Resolutions Accepting Donations for the Parks Department
Background Information:	<p>The City of Marshall’s partnership with MAYBA dates back to the installation of the baseball fields at Independence Park in the 1990’s. The donation of these funds by MAYBA show’s their desire to reinvest funds into our ballfields and continually strive to make our fields a better place to host games and tournaments.</p> <p>MAYBA would like to donate \$8,096.50 to be put towards the regarding of the playing surface at American Legion Field. The field has been gradually getting more uneven and has become a safety concern for players.</p> <p>The Marshall Baseball Association would also like to donate funds to the project at American Legion Field. The Marshall Baseball Association would like to donate \$3,000.00 to cover the costs of the new sod being installed once the re-grading is completed.</p> <p>The Family of Ralph Orren would like to donate \$675.00 towards the purchase of a bench at the horseshoe courts at Independence Park in Ralph’s memory as he was an avid horseshoe player.</p> <p>The Kiwanis Club would like to donate \$3,000.00 towards the purchase and installation of new playground equipment at Legion Field in 2019.</p> <p>Total donations being accepted at this time for Park Improvements is \$14,771.75.</p> <p>Preston Stensrud, Parks Superintendent, would like to thank everyone who has come forward with these generous donations to continually strive to make our Parks more enjoyable destination for everyone!</p>
Fiscal Impact:	N/A
Alternative/ Variations:	N/A
Recommendations:	<p>the adoption of RESOLUTION NUMBER XXXX, SECOND SERIES Accepting the Donation of Funds from the Marshall Area Youth Baseball Association (MAYBA) for improvements to the playing surface at Legion Field.</p> <p>the adoption of RESOLUTION NUMBER XXXX, SECOND SERIES Accepting the Donation of Funds from the Marshall Baseball Association (MBA) for improvements to the playing surface at Legion Field.</p> <p>the adoption of RESOLUTION NUMBER XXXX, SECOND SERIES Accepting the Donation of Funds from the Ralph Orren family for a bench located at the horseshoe courts at Independence Park.</p>

	<p>the adoption of RESOLUTION NUMBER XXXX, SECOND SERIES Accepting the Donation of Property from Kiwanis Club to be used for the purchase and installation of the new playground at Legion Field Park.</p>
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RESOLUTION NUMBER _____, SECOND SERIES

**RESOLUTION ACCEPTING THE DONATION OF FUNDS
FROM MARSHALL AREA YOUTH BASEBALL ASSOCIATION (MAYBA)
BY THE CITY OF MARSHALL, MINNESOTA**

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

That the City of Marshall, Minnesota accept a donation in the amount of \$8,096.50 from the Marshall Area Youth Baseball Association to help cover costs for infield renovation at American Legion Field.

Passed and adopted by a two-thirds majority vote of the City Council this 8th day of January, 2019.

Mayor

ATTEST:

City Clerk

RESOLUTION NUMBER _____, SECOND SERIES

**RESOLUTION ACCEPTING THE DONATION OF FUNDS
FROM MARSHALL AREA YOUTH BASEBALL ASSOCIATION (MAYBA)
BY THE CITY OF MARSHALL, MINNESOTA**

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

That the City of Marshall, Minnesota accept a donation in the amount of \$3,000.00 from the Marshall Baseball Association to help cover costs for infield renovation at American Legion Field.

Passed and adopted by a two-thirds majority vote of the City Council this 8th day of January, 2019.

Mayor

ATTEST:

City Clerk

RESOLUTION NUMBER _____, SECOND SERIES

**RESOLUTION ACCEPTING THE DONATION OF FUNDS
FROM MARSHALL AREA YOUTH BASEBALL ASSOCIATION (MAYBA)
BY THE CITY OF MARSHALL, MINNESOTA**

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

That the City of Marshall, Minnesota accept a donation in the amount of \$675.00 from the family of Ralph Orren to purchase a bench to be located at the horseshoe courts at Independence Park.

Passed and adopted by a two-thirds majority vote of the City Council this 8th day of January, 2019.

Mayor

ATTEST:

City Clerk

RESOLUTION NUMBER _____, SECOND SERIES

**RESOLUTION ACCEPTING THE DONATION OF FUNDS
FROM MARSHALL AREA YOUTH BASEBALL ASSOCIATION (MAYBA)
BY THE CITY OF MARSHALL, MINNESOTA**

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

That the City of Marshall, Minnesota accept a donation in the amount of \$3,000.00 from the Kiwanis Club to help cover costs for the purchase and installation of new playground equipment at Legion Field Park.

Passed and adopted by a two-thirds majority vote of the City Council this 8th day of January, 2019.

Mayor

ATTEST:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request to Move Dwelling Into Residential District at 312 Warsaw Circle.
Background Information:	<p>The house to be moved to 312 Warsaw Circle is currently located in Milroy, MN. It is a one story over basement 1,500 S.F. footprint house with a two-car attached garage built in 1968. This house was inspected by Ray Henriksen, Building Services Coordinator, and found to be in good condition suitable for moving. A photo, building diagram, and inspection report are attached. The plan is to set this house on a newly built basement at a new location; at that time the entire house will be brought up to the new Building Code. The site at Warsaw Circle Street seems to be adequate.</p> <p>The residential area where this house will be moved in does have a covenant agreement, but this house seems to be generally in compliance with it. There are just a few dwellings in that area built in the mid-2000's, which are ranch and split type, that have about 1,200 SF average footprint. This house seems to be a relatively good match for the area. An aerial photo of the area is attached for Council's consideration. According to the City Ordinance, the aesthetics, i.e. how the house fits into the locale to which it is being moved, is the main concern for the Council and a deciding factor for approval. Which shall be granted in case it is determined that the house does fit into the area.</p> <p>Code Sections 18-56 through 18-62 outlining moving-in-town procedures are attached.</p>
Fiscal Impact:	The applicant will be responsible for all direct costs related to this request to move dwelling into a residential district.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council call for public hearing to be held on January 23, 2019, at the request of Mike Swalboski to move a dwelling into a residential district at 312 Warsaw Circle.





BUILDING OFFICIAL
CITY OF MARSHALL
344 WEST MAIN STREET
MARSHALL, MN 56258
PHONE: 507-537-6773
FAX: 507-537-6830

INPECTION REPORT

DATE: 12-20-18
OWNER: Mike Swalboski
PROJECT: Inspection of Dwelling in Milroy, MN
LOCATION: Move to 312 Warsaw Circle, Marshall
FROM: Ray Henriksen
Building Official
City of Marshall, 56258

At the request of Mike Swalboski, I looked at a dwelling rural Milroy, MN to be relocated to 312 Warsaw Circle in Marshall. Dimensions, foot print layout, along with photos are on file.

The following itemized list are my observation of the dwelling for review by the City of Marshall for possible relocation.

1. Dwelling was built in 1968
2. Ranch style dwelling
3. 26 x 58 = 1508 Sq. Ft. Attached Garage 24 x 26
4. Three bedrooms on the main floor.
5. All mechanical, AC, water heater, softener, are being replaced with new systems.
6. Dwelling is stick built along with the roof system.
7. Hip roof and attic are straight and clean. No apparent roof damage or staining from water.
8. Interior and exterior walls and floor are straight and level.

Exterior:

1. Existing siding and brick veneer are replaced with new vinyl siding.
2. All windows and doors are being replaced and to meet code compliance.
3. Has new seamless gutters.
4. Roof is to be replaced and additional ventilation to meet compliance.
5. Has vented aluminum soffits.

Attic

1. 2 x 6 rafters, stick built with collar ties.
2. Plywood sheathing deck
3. No soffit chutes.
4. Attic, not accessible, will need to verify for R-value and condition.
5. All framing material appear clean, straight and good condition.

Dwelling:

1. Floor joist 2 x 10 x 16" O.C.
2. Riser - 8" to 7.5".
3. Treads 9 1/2"
4. Headroom 6' 6". Stairs will need compliance.
5. Plb.is copper with some Pex water lines. Majority of supplies are 1/2" and 3/8" supplies.
6. Vertical DWV pipes are PVC. Fixtures and venting is not visible at this time. Three sperate vents are terminating through the roof.
7. All bedrooms are awning type to be change to code compliance.
8. Bathrooms are power vented.
9. All smoke detectors need to be replaced with additional detectors And CO detectors.
10. Plaster walls. Good condition.
11. Flooring good condition.
12. HVAC – electrical radiant being change with new forced air system and ducts.
13. Current basement sheet rock ceiling is to be demo on site for transport. Inspection of floor framing plumbing will be reviewed when exposed.
14. Garage ceiling to be completed to provide fire wall separation.
15. Electrical to be inspected by the state electrical inspector. Electrical panel appears to be a newer breaker panel

Owner is considering to replacing the roof, siding, windows, and door prior to relocation. Owner considering wood foundation. There is no apparent bowing, leaning, decaying of the structure. Possibly enlarging opening between the dining and front living room. Reviewed code requirements for the structural change and load bearing points. All interior finishes are in good condition.

After field inspection of this dwelling I find this dwelling to be in good to excellent condition. See attached photos of the current condition of dwelling. (Project files/312 Warsaw Circle)

DIVISION 2. - PERMIT TO MOVE INTO RESIDENTIAL DISTRICT

Sec. 18-56. - Required.

No person shall have or cause to be moved any house or structure into the residence districts of the city without first obtaining a permit as provided in this division.

(Code 1976, § 4.06(1))

Sec. 18-57. - Application.

Any person desiring henceforth to move any house or structure into the residence districts of the city shall make an application in writing for a building permit. Such application shall be filed with the city engineer.

(Code 1976, § 4.06(2))

Sec. 18-58. - Certification by the building official.

Upon such filing, the city engineer shall submit such application to the city building official. It shall be the duty of the such building official to examine the house or structure to be so moved. If, after such examination, the building official is satisfied that such house or structure to be so moved meets all the requirements of this Code, then such application shall be so certified.

(Code 1976, § 4.06(3))

Sec. 18-59. - Approval by council.

After such certification, the application shall be returned to the city engineer who shall present it to the city council at its next regular meeting. If such house or structure is not newly constructed or has been occupied or used on the site on which located, and is to be used as a dwelling, the council shall hold a public hearing. The application shall be accompanied by a list of the names and addresses of the owners of the lands in such area within 200 feet of the property described in the application to which the house will be moved. Upon receipt of the certified application, the council shall set a time and place for a public hearing before the council. At least ten days before the date of the public hearing, a notice of the hearing shall be published once in the official newspaper, and a copy of such notice shall be mailed to each of the owners referred to in such list. The notice for public hearing shall state that the application to move the house has

been filed, the legal description and address of the original location of the house or structure involved and the legal description and address of the location to which the applicant desires to move it, and the time and place of the hearing on the application. At such hearing or any adjournment of the hearing, if the council finds that all of the provisions of this Code are complied with and that the moving of the house will fit in to the locale to which it is being moved, the council shall approve such application, and a building permit shall be issued to the applicant.

(Code 1976, § 4.06(4))

Sec. 18-60. - Application of this Code.

No building permit shall be issued for the moving of any house or structure into the residence districts in violation of this Code. The application for such permit shall contain the legal description of the lots affected, the dimensions of such house or structure and its proposed location on such lots, together with such other and further information as may be necessary in order to enable the city building official and the council to determine whether such application is in conformity with this Code.

(Code 1976, § 4.06(5))

Sec. 18-61. - Condition of house or structure.

No such permit shall be issued unless such house or structure so proposed to be moved is in a reasonably good state of repair and fit for moving and is reasonably susceptible to renovation in conformity with this Code. It shall be the duty of the building official to examine such house or structure and certify to the council the fitness of such house or structure for moving and whether or not it is reasonably susceptible to renovation in conformity with this Code.

(Code 1976, § 4.06(6))

Sec. 18-62. - Presumption.

If a house or structure are to be moved, it shall be presumed that it may not be in a reasonably good state of repair and that it may not be reasonably susceptible to renovation in conformity with this Code, and therefore it may not be satisfactory for moving. The burden of overcoming this presumption shall be upon the applicant.

(Code 1976, § 4.06(7))



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Tax Abatement Policy - Final Draft
Background Information:	<p>History of Tax Abatement Policy -</p> <p>Mr. Shailesh Patel – SBM Hospitality presented to City Council on Tuesday, November 13th regarding a tax abatement request for Hampton Inn & Suites.</p> <p>At that meeting on November 13th, the City Council requested the EDA develop a draft Hotel Tax Abatement Policy which would be available for all hotel/motel developers and/or hotel renovation projects.</p> <p>On Wednesday, November 21st the EDA Board was presented a preliminary draft Hotel/Motel Tax Abatement Policy for New Builds OR Renovation Projects for review and consideration.</p> <p>At that EDA meeting on November 21st, a motion was made by Chet Lockwood and seconded by Stacy Frost to recommend the tax abatement policy and to also include all businesses/industry-wide (instead of just hotel/motel industry) to City Council. Motion carried.</p> <p>At the November 27th City Council Meeting, the draft Hotel/Motel Tax Abatement policy was presented, along with the background information and recommendation from EDA to expand the abatement policy to all types of businesses. Council Members agreed, and then directed staff to update to an abatement policy that included all types of businesses. Staff to bring back an updated policy to City Council for further review and approval.</p> <p>Updated Tax Abatement Policy on City Council Agenda for January 8th, 2019. Updated final draft version included in packets.</p>
Fiscal Impact:	None
Alternative/ Variations:	
Recommendations:	Staff recommends City Council to adopt Tax Abatement Policy.



City of Marshall Abatement Policy

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I. POLICY PURPOSE

A. GENERAL

The purpose of this policy is to establish the position of the City of Marshall (the ‘City’) and the Economic Development Authority (the ‘EDA’) with respect to the use of abatement for private development within the City. This policy shall be used as a guide in the application for review and consideration of any requests for abatement assistance.

The City of Marshall and EDA shall consider abatement for projects that serve to accomplish the City’s goals for economic development as they may change over time. The goals include facilitating projects that would result in the creation of quality jobs (i.e. stable employment and/or attractive wages and benefits) and the attraction, retention, expansion of business in the City and future tax base. This policy shall be used as a guide in the processing and review of applications requesting tax abatement assistance.

B. ABATEMENT

The City/EDA is granted the power to utilize tax abatement financing by the Minnesota Tax Abatement Act (*Minnesota Statutes, Section 469.1812 to 496.1815, as amended*). Tax abatement in the context is a rebate of taxes, rather than an exemption from paying property taxes. It is the intent of the City to provide the minimum tax abatement at the shortest term required for the project 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. Meeting policy criteria does not guarantee the award of tax abatement to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

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.

C. DURATION

The City may grant an abatement for a period no longer than 15 years, except as follows;

The City, when proposing to abate taxes for a parcel, may make a written request to Lyon County or a school district in which a parcel is located to grant an abatement of county or school taxes for the property. If one of the two political subdivisions declines, in writing, to grant an abatement or if 90 days pass after receipt of the request to grant an abatement without a written response from one of the political subdivisions, the duration limit for an abatement for the parcel is increased to 20 years.

II. OBJECTIVES

A. PURPOSE OBJECTIVES

As a matter of adopted policy, the City will consider using the use of Tax Abatement to assist private development projects that will achieve one or more of the following objectives:

1. To enhance, diversify, or increase the City of Marshall’s economic base.

2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
3. To secure projects that provide value in the forms of needed transportation and other utility infrastructure improvement that would be completed in conjunction with the project.
4. To encourage additional unsubsidized private development in the area, either directly or indirectly through “spin off” development.
5. To facilitate the development process and to achieve development on sites which would not otherwise be developed but-for the use of Tax Abatement.
6. To remove blight and/or encourage redevelopment of commercial and industrial areas in the City that result in high quality redevelopment and private reinvestment.
7. To offset increased costs of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
8. To create opportunities for affordable housing.
9. To secure projects that improve the quality of life in the City by providing a desirable good or service and address an unmet demand in the community.

III. QUALIFICATION STANDARDS

A. MINIMUM REQUIRED STANDARDS

All new abatement projects considered by the City/EDA must meet the following minimum qualifications. Project will be evaluated based on their ability to meet the desired qualification for assistance. However, it should not be presumed that a project meeting any or all of the qualifications will automatically be approved. All developers/businesses receiving tax abatement assistance from the City of Marshall shall be subject to the provisions and requirements set forth by State Statute 116J.993.

Abatement assistance shall be provided to private developers on a ‘pay-as-you-go’ basis which means any assistance is contingent upon prior receipt of taxes paid by the developer to the City. Request for ‘up front’ financing where the abatement is used to pay a bond will not be considered as part of this policy and may be inquired as a TIF (Tax Increment Financing) project.

1. The project shall meet one or more of the objectives outlined in Section II of this Policy.
2. The developer must demonstrate that the project is not financially feasible “but for” the use of tax abatement.
3. The Developer shall provide any requested market and financial feasibility studies, appraisals, private lender commitment, business plan, and/or other information the City, EDA, or its financial consultant may require in order to process the request for assistance.

4. The Developer must provide adequate financial guarantees to ensure the completion of the project. These may include, but not limited to: assessment agreements, letter of credit, personal deficiency guarantees, maximum cost contract, etc.
5. The project shall comply with all provisions set forth in Minnesota's Tax Abatement Law (Minnesota Statutes 469.1812 to 469.1815) as amended.
6. No property tax abatement agreements shall be allowed on a parcel if the abatement will occur while the parcel is located in a tax increment financing district.
7. In any year, the total amount of property taxes abated by a political subdivision under this section may not exceed (1) ten percent of the net tax capacity of the political subdivision for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater. MN Statute 469.1813 sub. 8
8. The abatement request must be approved prior to any new construction or improvements being made to the proposed property. The abatement will only be calculated towards the improvement to the land.
9. Developments creating a higher ratio of property taxes paid before and after redevelopment will receive priority consideration.
10. Duration and amount limits shall be for the minimum amount necessary to meet the financial goals of the project.
11. Developer must be current on all property taxes on all properties located in the jurisdiction.

IV. EVALUATION CRITERIA

A. Evaluation of Request.

1. Confirmation that minimum qualifications are met.
2. Examination of the number of preferred qualifications met.
3. Extra consideration will be given to existing businesses seeking to expand and grow within the city. The extra consideration is an effort to support existing local business.
4. Whether or not the proposed project provides services lacking in the city, or services which are needed.
5. The adequacy of the Developer's financial guarantees to ensure completion of the project including, but not limited to: assessment agreements, letters of credit. personal guaranties, or additional documentation as necessary.

V. ADMINISTRATION

A. Application

1. The City's abatement programs shall be administered by the Marshall Economic Development Authority (EDA); however, the City Council shall take action to approve/deny a financing request.
2. A completed, written application and a fee as required under the City of Marshall Fee Resolution shall be paid to the EDA at the time of the submittal of final application.

B. Approval Process

1. The approval process for a proposal may take anywhere from three weeks to three months including any required public hearings.
2. The typical process is as follows:
 - a) City staff/ EDA reviews the application on a preliminary basis; request additional information as needed
 - b) Completion of a preliminary application form submitted to EDA Director
 - c) City Staff/EDA review completed application as to the feasibility of the project. The City Staff/EDA prepare a preliminary recommendation to the City Council regarding;
 - a. The completeness of the application.
 - b. Whether the application meets the goals of this policy.
 - c. Whether the application complies with the criteria established in the policy.
 - d) The preliminary recommendation shall be placed on the EDA agenda for Concept Review. The applicant may make a formal presentation of the project.
 - e) If the EDA's preliminary Concept Review is positive, the applicant may file a final application accompanied by an application fee.
 - f) If Planning Commission action is required, it will be necessary for the applicant, at this time, to make application to the Commission for Concept Review.
 - g) A public hearing will be set at which the City will consider a final recommendation related to the final application. Following the necessary financial analysis and preparation of detailed plans, the City shall act on the project as required in Tax Abatement statutes. If approved, EDA will be directed to prepare a development agreement and/or business Subsidy agreement based upon the terms approved.

- h) If a redevelopment plan or zoning action is required, the Planning Commission and City Council shall take the appropriate action at the same time the redevelopment agreement is considered for approval.

VI. OTHER POLICY ISSUES

A. Public Use of Tax Increment

The City and EDA shall follow applicable state laws in term of potential public improvement financing with abatements. It shall be the general policy of the City and EDA to identify public improvements at the time of adoption or amendment to the abatement.

B. Assignment of Agreement

The abatement agreement shall not be assigned to a third party without prior written approval by the City Council.

PASSED AND DULY ADOPTED this ___ day of _____, 201_ by the City of Marshall.

Mayor

Attest _____
City Administrator



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Change Order Authorization
Background Information:	<p>Periodically, construction contracts require the use of change orders for a variety of reasons-- unforeseen construction items not included in the original contract, variations of contract quantities, unit price changes, time extensions, or plan errors.</p> <p>Currently, the department initiates a change order whenever any of these contract changes occur, but the work is normally completed prior to Council action.</p> <p>The Council has requested City staff to review the current change order process and recommend revisions to streamline the process.</p> <p>In order not to delay construction progress, in accordance with our standard construction Agreement, Article 2 indicates that the "ENGINEER shall act as OWNER'S representative, assume all duties and responsibilities and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents."</p> <p>Also, in accordance with the Standard General Conditions of the Construction Contract, Section 9.01, A. indicates "Engineer will be the Owner's representative during the construction period."</p> <p>However, I believe it is necessary for the Council to be aware of changes to the work previously authorized by the Council. When a construction project is authorized, the Council approves the contract with the contractor plus 5% contingencies.</p> <p>In the last 10 years of project history for all projects over \$100,000.00, change orders have fallen within the 5% range. For projects up to \$100,000.00, change orders vary widely from -3% to +45% and average just under 10% because of the small original contract amounts. In accordance with our current Purchasing Policy, Council approval is not required for contracts under \$25,000.00. If a sliding scale would be considered, use \$25,000.00 or 5%, whichever is greater.</p> <p>After review, it is our recommendation to allow change orders according to the following administrative procedure:</p> <p>(A) Change orders, cumulatively or singly, that do not exceed the project's contingency funding may be approved by the department director or their designee.</p> <p>(B) Change orders that cumulatively or singly increase the value of a contract to exceed the project's contingency funding by twenty-five thousand dollars or less require the approval of the City Administrator. The City Administrator may choose to seek additional approval from the Council.</p> <p>(C) The Council must approve change orders that increase the value of the contract to more than twenty-five thousand dollars beyond the project's contingency funding.</p>

	(D) The Council approve the final reconciling change order and final payment.
Fiscal Impact:	None at this time.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	<p>to allow change orders according to the following administrative procedure:</p> <p>(A) Change orders, cumulatively or singly, that do not exceed the project's contingency funding may be approved by the department director or their designee.</p> <p>(B) Change orders that cumulatively or singly increase the value of a contract to exceed the project's contingency funding by twenty-five thousand dollars or less require the approval of the City Administrator. The City Administrator may choose to seek additional approval from the Council.</p> <p>(C) The Council must approve change orders that increase the value of the contract to more than twenty-five thousand dollars beyond the project's contingency funding.</p> <p>(D) The Council approve the final reconciling change order and final payment.</p>



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z66: Marguerite Avenue/South Bend Avenue Reconstruction Project – Consider Change Order No. 1.
Background Information:	<p>The item on Change Order No. 1 relate to removal of a tree resulting in a contract increase of \$3,000.00.</p> <p>The items on Change Order No. 2 (Final Reconciling Change Order) are the result of final measurements and changes in item quantities during construction. Each individual line item is shown on the spreadsheet attached to the change order.</p> <p>All work has been completed in accordance with the specifications.</p>
Fiscal Impact:	<p>Change Order No. 1 results in a contract increase in the amount of \$3,000.00</p> <p>Change Order No. 2 (Final) results in a decrease in the amount of \$4,215.40.</p> <p>The original contract amount was \$679,458.65. The final contract amount is \$678,243.25, resulting in a total net contract decrease of \$1,215.40.</p> <p>The final payment in the amount of \$47,901.10, including the final change order and release of retainage, will be paid from Account #475-60211-5570 (2018 Public Improvements-Streets-Infrastructure).</p>
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 1 with R&G Construction Co. of Marshall, Minnesota, resulting in a contract increase in the amount of \$3,000.00 for the above-referenced project.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of City Of Marshall

Change Order No. 1

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. Z66	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS R&G Construction Co. 2694 County Road 6 Marshall, MN 56258		LOCATION OF WORK	
		TOTAL CHANGE ORDER AMOUNT \$3,000.00	

Tree Removal

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
2101.502	CLEARING AND GRUB TREE	EACH	\$3,000.00	1	\$3,000.00
Funding Category No. 001 Total:					\$3,000.00
Change Order No. 1 Total:					\$3,000.00

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)
Due to this change the Contract Time:

a. Is Increased by ___ Working Days b. Is Not Changed
 Is Decreased by ___ Working Days
 Is Increased by ___ Calendar Days c. May be revised if work affected the controlling operation
 Is Decreased by ___ Calendar Days

Approved By Project Engineer: Glenn Olson	Approved By Contractor: R&G Construction Co.
Signed: <u><i>Glenn Olson</i></u>	Signed: <u><i>Scott M. J.</i></u>
Date: <u>12/13/18</u> Phone: (507) 537-6773	Date: <u>12/10/18</u> Phone: (507) 537-1473

The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____

R and G Construction Co.

2694 County Road 6
Marshall, MN 56258
507-537-1473 fax 507-537-0513

Invoice No. 1839100

INVOICE

Customer			Date 11/30/2018
<i>City of Marshall</i>			Our Job #: _____
<i>344 West Main Street</i>			
<i>Marshall</i>	<i>MN</i>	<i>56258</i>	Terms: UPON RECEIPT

	Description	Unit Price	TOTAL
1	Removal of large elm tree on Project Z66 Removed large elm tree at 711 Marguerite and also ground out stump	\$3,000.00	\$3,000.00
		SubTotal	\$3,000.00
			\$0.00
		TOTAL	\$3,000.00

Questions concerning this invoice? Call: Jason at 507-537-1473
Make all checks payable to: R & G Construction Co.

THANK YOU FOR YOUR BUSINESS!



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z66: Marguerite Avenue/South Bend Avenue Reconstruction Project – Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 5.
Background Information:	<p>The item on Change Order No. 1 relate to removal of a tree resulting in a contract increase of \$3,000.00.</p> <p>The items on Change Order No. 2 (Final Reconciling Change Order) are the result of final measurements and changes in item quantities during construction. Each individual line item is shown on the spreadsheet attached to the change order.</p> <p>All work has been completed in accordance with the specifications.</p>
Fiscal Impact:	<p>Change Order No. 1 results in a contract increase in the amount of \$3,000.00</p> <p>Change Order No. 2 (Final) results in a decrease in the amount of \$4,215.40.</p> <p>The original contract amount was \$679,458.65. The final contract amount is \$678,243.25, resulting in a total net contract decrease of \$1,215.40.</p> <p>The final payment in the amount of \$47,901.10, including the final change order and release of retainage, will be paid from Account #475-60211-5570 (2018 Public Improvements-Streets-Infrastructure).</p>
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that Council approve Change Order No. 2 (Final) with R&G Construction Co. of Marshall, Minnesota, resulting in a contract decrease in the amount of \$4,215.40 and acknowledge Final Pay Request (No. 5) in the amount of \$47,901.10 for the above-referenced project.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of City Of Marshall

Change Order No. 2

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. Z66	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS R&G Construction Co. 2694 County Road 6 Marshall, MN 56258		LOCATION OF WORK MARGUERITE AVENUE / SOUTH BEND AVENUE RECONSTRUCTION PROJECT	
		TOTAL CHANGE ORDER AMOUNT (\$4,215.40)	

Final Reconciling Change Order


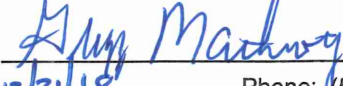
COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
9999.999	FINAL RECONCILING CHANGE ORDER	LUMP SUM	(\$4,215.40)	1	(\$4,215.40)
Funding Category No. 001 Total:					(\$4,215.40)
Change Order No. 2 Total:					(\$4,215.40)

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)
Due to this change the Contract Time:

a. Is Increased by ___ Working Days b. Is Not Changed
 Is Decreased by ___ Working Days
 Is Increased by ___ Calendar Days c. May be revised if work affected the controlling operation
 Is Decreased by ___ Calendar Days

Approved By Project Engineer: Glenn Olson	Approved By Contractor: R&G Construction Co.
Signed: 	Signed: 
Date: <u>12/31/18</u> Phone: (507) 537-6773	Date: <u>12/21/18</u> Phone: (507) 537-1473

The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____

Project Z66: South Bend Avenue / Marguerite Avenue Reconstruction Project
 "Reconciling Change Order"

Item	Contract Quantity	Unit	Cost	Total	Final	Final Quantity	Quantity	Amount	Amount	
					Quantity	Amount	Difference	Difference		
1	2021.501	MOBILIZATION	1.00	LS	\$21,000.00	\$21,000.00	1.00	21,000.00	0.00	\$0.00
2	2101.507	GRUBBING	1.00	EACH	\$700.00	\$700.00	1.00	700.00	0.00	\$0.00
3	2104.501	REMOVE CURB & GUTTER	2,965.00	L F	\$3.50	\$10,377.50	2,965.00	10,377.50	0.00	\$0.00
4	2104.503	REMOVE CONCRETE SIDEWALK	14,520.00	S F	\$1.00	\$14,520.00	14,520.00	14,520.00	0.00	\$0.00
5	2104.505	REMOVE CONCRETE PAVEMENT	479.00	S Y	\$6.00	\$2,874.00	479.00	2,874.00	0.00	\$0.00
6	2104.505	REMOVE BITUMINOUS SURFACING	5,490.00	S Y	\$2.00	\$10,980.00	5,490.00	10,980.00	0.00	\$0.00
7	2104.509	REMOVE MANHOLE	6.00	EACH	\$300.00	\$1,800.00	6.00	1,800.00	0.00	\$0.00
8	2104.509	REMOVE CATCH BASIN	4.00	EACH	\$250.00	\$1,000.00	4.00	1,000.00	0.00	\$0.00
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	375.00	L F	\$3.00	\$1,125.00	363.00	1,089.00	(12.00)	(\$36.00)
10	2105.501	COMMON EXCAVATION (P)	2,550.00	C Y	\$11.00	\$28,050.00	2,930.00	32,230.00	380.00	\$4,180.00
11	2105.522	SELECT GRANULAR BORROW (CV)	1,025.00	C Y	\$5.00	\$5,125.00	380.00	1,900.00	(645.00)	(\$3,225.00)
12	2105.526	SELECT TOPSOIL BORROW (LV)	350.00	CU YD	\$15.00	\$5,250.00	270.00	4,050.00	(80.00)	(\$1,200.00)
13	2105.604	GEOTEXTILE FABRIC TYPE V	5,985.00	S Y	\$1.80	\$10,773.00	5,985.00	10,773.00	0.00	\$0.00
14	2211.503	AGGREGATE BASE (CV) CLASS 5 MODIFIED	2,055.00	C Y	\$22.00	\$45,210.00	2,055.00	45,210.00	0.00	\$0.00
15	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	1,285.00	TON	\$88.70	\$113,979.50	1,354.00	120,099.80	69.00	\$6,120.30
16	2451.609	AGGREGATE FOUNDATION	50.00	TON	\$25.00	\$1,250.00	0.00	0.00	(50.00)	(\$1,250.00)
17	2502.541	6" PERF PVC PIPE DRAIN	1,230.00	L F	\$10.00	\$12,300.00	1,230.00	12,300.00	0.00	\$0.00
18	2503.511	4" PVC PIPE SEWER	1,075.00	L F	\$25.00	\$26,875.00	1,024.00	25,600.00	(51.00)	(\$1,275.00)
19	2503.511	8" PVC PIPE SEWER	1,075.00	L F	\$33.00	\$35,475.00	1,057.00	34,881.00	(18.00)	(\$594.00)
20	2503.602	CONNECT TO EXISTING SANITARY SEWER	2.00	EACH	\$1,500.00	\$3,000.00	2.00	3,000.00	0.00	\$0.00
21	2503.602	CONNECT TO EXISTING STORM SEWER	2.00	EACH	\$1,000.00	\$2,000.00	2.00	2,000.00	0.00	\$0.00
22	2503.602	8"X4" PVC WYE	29.00	EACH	\$300.00	\$8,700.00	29.00	8,700.00	0.00	\$0.00
23	2503.603	15" PIPE SEWER	692.00	L F	\$42.50	\$29,410.00	693.00	29,452.50	1.00	\$42.50
24	2504.602	1" WATER SERVICE (COMPLETE)	29.00	EACH	\$1,600.00	\$46,400.00	29.00	46,400.00	0.00	\$0.00
25	2504.602	HYDRANT	4.00	EACH	\$3,500.00	\$14,000.00	4.00	14,000.00	0.00	\$0.00
26	2504.602	6" SLEEVE	4.00	EACH	\$400.00	\$1,600.00	3.00	1,200.00	(1.00)	(\$400.00)
27	2504.602	6" PIPE BEND 11.25 DEGREE	5.00	EACH	\$400.00	\$2,000.00	0.00	0.00	(5.00)	(\$2,000.00)
28	2504.602	6" PIPE BEND 45 DEGREE	2.00	EACH	\$400.00	\$800.00	2.00	800.00	0.00	\$0.00
29	2504.602	6"X6" TEE FITTING	6.00	EACH	\$750.00	\$4,500.00	6.00	4,500.00	0.00	\$0.00
30	2504.602	6" GATE VALVE & BOX	9.00	EACH	\$1,600.00	\$14,400.00	9.00	14,400.00	0.00	\$0.00
31	2504.603	6" PVC WATERMAIN	1,461.00	L F	\$27.00	\$39,447.00	1,452.00	39,204.00	(9.00)	(\$243.00)
32	2506.501	CONST DRAINAGE STRUCTURE DESIGN F	9.80	L F	\$360.00	\$3,528.00	10.50	3,780.00	0.70	\$252.00
33	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	3.00	EACH	\$3,000.00	\$9,000.00	3.00	9,000.00	0.00	\$0.00
34	2506.603	48" DIA. SANITARY SEWER MANHOLE	46.70	LIN FT	\$400.00	\$18,680.00	48.20	19,280.00	1.50	\$600.00
35	2521.501	4" CONCRETE WALK	12,001.00	S F	\$3.20	\$38,403.20	11,803.00	37,769.60	(198.00)	(\$633.60)
36	2521.501	6" CONCRETE WALK	3,205.00	S F	\$4.65	\$14,903.25	3,049.00	14,177.85	(156.00)	(\$725.40)
37	2531.501	CONCRETE CURB & GUTTER DESIGN B618	2,970.00	L F	\$10.00	\$29,700.00	2,956.00	29,560.00	(14.00)	(\$140.00)
38	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	570.00	S Y	\$46.60	\$26,562.00	593.00	27,633.80	23.00	\$1,071.80
39	2531.604	7" CONCRETE VALLEY GUTTER	141.00	SQ YD	\$59.00	\$8,319.00	141.00	8,319.00	0.00	\$0.00
40	2531.618	TRUNCATED DOMES	100.00	S F	\$40.00	\$4,000.00	86.00	3,440.00	(14.00)	(\$560.00)
41	2563.601	TRAFFIC CONTROL	1.00	LS	\$3,000.00	\$3,000.00	1.00	3,000.00	0.00	\$0.00
42	2573.530	STORM DRAIN INLET PROTECTION	5.00	EACH	\$100.00	\$500.00	5.00	500.00	0.00	\$0.00
43	2573.602	TEMPORARY ROCK CONSTRUCTION ENTR.	4.00	EACH	\$750.00	\$3,000.00	0.00	0.00	(4.00)	(\$3,000.00)
44	2575.555	TURF ESTABLISHMENT	1.00	LS	\$3,742.20	\$3,742.20	1.00	3,742.20	0.00	\$0.00
45	2575.571	RAPID STABILIZATION METHOD 3	6.00	MGAL	\$200.00	\$1,200.00	0.00	0.00	(6.00)	(\$1,200.00)

FINAL CO-2 (\$4,215.40)



CITY OF MARSHALL

344 W. MAIN ST.
MARSHALL, MN 56258

Project Z66 - MARGUERITE AVENUE / SOUTH BEND AVENUE RECONSTRUCTION
PROJECT
Final Pay Request No. 5

Contractor: R&G Construction Co.
2694 County Road 6
Marshall, MN 56258

Contract No.
Vendor No. 01-2112
For Period: 9/1/2018 - 12/21/2018
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$679,458.65
Contract Changes	(\$1,215.40)
Revised Contract	\$678,243.25

Funds Encumbered

Original	\$679,458.65
Additional	(\$1,215.40)
Total	\$678,243.25

Work Certified To Date

Base Bid Items	\$675,243.25
Backsheet	\$0.00
Change Order	\$3,000.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$678,243.25

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
Z66	\$14,725.20	\$678,243.25	\$0.00	\$630,342.15	\$47,901.10	\$678,243.25
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$47,901.10	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Approved By R&G Construction Co.



County/City/Project Engineer

Contractor

12/31/18

Date

Date

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. Z66
 Final Pay Request No. 5

Z66 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	05/08/2018	06/01/2018	\$125,400.00	\$6,270.00	\$119,130.00
2	06/02/2018	06/28/2018	\$135,409.00	\$6,770.45	\$128,638.55
3	06/29/2018	07/27/2018	\$115,627.50	\$5,781.38	\$109,846.12
4	07/28/2018	08/31/2018	\$287,081.55	\$14,354.07	\$272,727.48
5	09/01/2018	12/21/2018	\$14,725.20	(\$33,175.90)	\$47,901.10
Totals:			\$678,243.25	\$0.00	\$678,243.25

Z66 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date	
001	678,243.25	0.00	630,342.15	47,901.10	678,243.25	
Totals:		\$678,243.25	\$0.00	\$630,342.15	\$47,901.10	\$678,243.25

Z66 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
475	Local	47,901.10	678,243.25	678,243.25	678,243.25
Totals:		\$47,901.10	\$678,243.25	\$678,243.25	\$678,243.25

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. Z66
 Final Pay Request No. 5

Z66 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid									
1	2021.501	MOBILIZATION	LS	\$21,000.00	1	0	\$0.00	1	\$21,000.00
2	2101.507	GRUBBING	EACH	\$700.00	1	1	\$700.00	1	\$700.00
3	2104.501	REMOVE CURB & GUTTER	L F	\$3.50	2965	0	\$0.00	2965	\$10,377.50
4	2104.503	REMOVE CONCRETE SIDEWALK	S F	\$1.00	14520	0	\$0.00	14520	\$14,520.00
5	2104.505	REMOVE CONCRETE PAVEMENT	S Y	\$6.00	479	0	\$0.00	479	\$2,874.00
6	2104.505	REMOVE BITUMINOUS SURFACING	S Y	\$2.00	5490	0	\$0.00	5490	\$10,980.00
7	2104.509	REMOVE MANHOLE	EACH	\$300.00	6	0	\$0.00	6	\$1,800.00
8	2104.509	REMOVE CATCH BASIN	EACH	\$250.00	4	0	\$0.00	4	\$1,000.00
9	2104.513	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	375	0	\$0.00	363	\$1,089.00
10	2105.501	COMMON EXCAVATION (P)	C Y	\$11.00	2550	0	\$0.00	2930	\$32,230.00
11	2105.522	SELECT GRANULAR BORROW (CV)	C Y	\$5.00	1025	0	\$0.00	380	\$1,900.00
12	2105.526	SELECT TOPSOIL BORROW (LV)	CU YD	\$15.00	350	0	\$0.00	270	\$4,050.00
13	2105.604	GEOTEXTILE FABRIC TYPE V	S Y	\$1.80	5985	0	\$0.00	5985	\$10,773.00
14	2211.503	AGGREGATE BASE (CV) CLASS 5 MODIFIED (P)	C Y	\$22.00	2055	0	\$0.00	2055	\$45,210.00
15	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$88.70	1285	0	\$0.00	1354	\$120,099.80
16	2451.609	AGGREGATE FOUNDATION	TON	\$25.00	50	0	\$0.00	0	\$0.00
17	2502.541	6" PERF PVC PIPE DRAIN	L F	\$10.00	1230	0	\$0.00	1230	\$12,300.00
18	2503.511	4" PVC PIPE SEWER	L F	\$25.00	1075	0	\$0.00	1024	\$25,600.00
19	2503.511	8" PVC PIPE SEWER	L F	\$33.00	1075	57	\$1,881.00	1057	\$34,881.00
		CONNECT TO EXISTING							

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. Z66
 Final Pay Request No. 5

Z66 Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
20	2503.602	SANITARY SEWER	EACH	\$1,500.00	2	0	\$0.00	2	\$3,000.00
21	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,000.00	2	0	\$0.00	2	\$2,000.00
22	2503.602	8"X4" PVC WYE	EACH	\$300.00	29	0	\$0.00	29	\$8,700.00
23	2503.603	15" PIPE SEWER	L F	\$42.50	692	0	\$0.00	693	\$29,452.50
24	2504.602	1" WATER SERVICE (COMPLETE)	EACH	\$1,600.00	29	0	\$0.00	29	\$46,400.00
25	2504.602	HYDRANT	EACH	\$3,500.00	4	0	\$0.00	4	\$14,000.00
26	2504.602	6" SLEEVE	EACH	\$400.00	4	0	\$0.00	3	\$1,200.00
27	2504.602	6" PIPE BEND 11.25 DEGREE	EACH	\$400.00	5	0	\$0.00	0	\$0.00
28	2504.602	6" PIPE BEND 45 DEGREE	EACH	\$400.00	2	0	\$0.00	2	\$800.00
29	2504.602	6"X6" TEE FITTING	EACH	\$750.00	6	0	\$0.00	6	\$4,500.00
30	2504.602	6" GATE VALVE & BOX	EACH	\$1,600.00	9	2	\$3,200.00	9	\$14,400.00
31	2504.603	6" PVC WATERMAIN	L F	\$27.00	1461	75	\$2,025.00	1452	\$39,204.00
32	2506.501	CONST DRAINAGE STRUCTURE DESIGN F	L F	\$360.00	9.8	0	\$0.00	10.5	\$3,780.00
33	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$3,000.00	3	0	\$0.00	3	\$9,000.00
34	2506.603	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$400.00	46.7	0	\$0.00	48.2	\$19,280.00
35	2521.501	4" CONCRETE WALK	S F	\$3.20	12001	756	\$2,419.20	11803	\$37,769.60
36	2521.501	6" CONCRETE WALK	S F	\$4.65	3205	0	\$0.00	3049	\$14,177.85
37	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	\$10.00	2970	0	\$0.00	2956	\$29,560.00
38	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$46.60	570	0	\$0.00	593	\$27,633.80
39	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$59.00	141	0	\$0.00	141	\$8,319.00
40	2531.618	TRUNCATED DOMES	S F	\$40.00	100	0	\$0.00	86	\$3,440.00

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. Z66
 Final Pay Request No. 5

Z66 Project Item Status

Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
41	2563.601	TRAFFIC CONTROL	LS	\$3,000.00	1	0.5	\$1,500.00	1	\$3,000.00
42	2573.530	STORM DRAIN INLET PROTECTION	EACH	\$100.00	5	0	\$0.00	5	\$500.00
43	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	\$750.00	4	0	\$0.00	0	\$0.00
44	2575.555	TURF ESTABLISHMENT	LS	\$3,742.20	1	0	\$0.00	1	\$3,742.20
45	2575.571	RAPID STABILIZATION METHOD 3	MGAL	\$200.00	6	0	\$0.00	0	\$0.00
Totals For Section Base Bid:							\$11,725.20		\$675,243.25
Change Order 1									
46	2101.502	CLEARING AND GRUB TREE	EACH	\$3,000.00	1	1	\$3,000.00	1	\$3,000.00
Totals For Change Order 1:							\$3,000.00		\$3,000.00
Change Order 2									
47	9999.999	FINAL RECONCILING CHANGE ORDER	LUMP SUM	(\$4,215.40)	1	0	\$0.00	0	\$0.00
Totals For Change Order 2:							\$0.00		\$0.00
Project Totals:							\$14,725.20		\$678,243.25

Z66 Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	12/6/2018	Tree Removal	\$3,000.00	\$3,000.00
CO2	Change Order	12/21/2018	Final Reconciling Change Order	(\$4,215.40)	\$0.00
Contract Change Totals:				(\$1,215.40)	\$3,000.00



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 8, 2019
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	Byrnes - Fire Relief Association and Regional Development Commission Schafer - Airport Commission, MERIT Center Board, City Council-County Board/Library Agreement & Operations Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board Meister -Community Services Advisory Board, Cable Commission and Economic Development Authority Bayerkohler - Public Housing Commission, Planning Commission and Capital Equipment Review Committee DeCramer – Economic Development Authority and Utilities Commission Labat - Library Board, Police Advisory Board and Convention and Visitors Bureau Lozinski - Adult Community Center Commission and Joint Law Enforcement Center Management Committee and Marshall Area Transit
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	



Office of the Mayor
344 West Main Street
Phone (507) 537-6760
FAX (507) 537-6830
robert.byrnes@ci.marshall.mn.us

TO: Marshall City Council, City Staff

DATE: January 8, 2019

RE: Ten Goals for 2019

Ten Goals for 2019:

- City Hall Building Committee
- Commercial and Industrial Street assessment policy
- Rental Code ordinance
- Under 21 access to tobacco
- 2020 Census Complete Count
- 2022 Marshall 150th anniversary
- Re-establish Community Leadership program
- Form a Diversity / inclusion / Workforce Development Council
- Strengthen accountability and outcome objectives with MACC partnerships for over-site of EDA and CVB
- Build on Healthy Community Goals including Bike Friendly Community designation

Robert Byrnes
Mayor



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: January 4, 2019

SUBJECT: Administrative Brief

ADMINISTRATION

- December 5th met with Convention Visitors Bureau (CVB) Director regarding 2019 Red Baron contract for services as well as CVB Board items.
- Met with Superintendent Scott Monson on school facility and educational learning needs and general sharing of information.
- Met with Library Director to discuss library needs and general sharing of information.
- Met with EDA Board President Greg Bucher to discuss EDA needs and general sharing of information.
- Met with SMSU Professor of Environmental Science Dr. Emily Deaver regarding potential student learning opportunities in environmental sciences and the City of Marshall related to storm and waste water.
- Attended meeting on the reallocation of Minnesota Ambulance service areas on December 12th. The majority of the Minnesota service area was assigned to the City of Marshall based on area already considered as an overlap with the City of Marshall and response times.
- Met with Luverne City Administrator December 13th on tru-Shrimp and other general economic development work in the City of Luverne.
- Met with UCAP Director Nancy Straw regarding potential head start facility planning. UCAP is proposing the development of a new head start facility located in Marshall. The new facility will provide 5 head start classrooms with total square foot of 14,148 and approximate value of \$3.6 million. The City of Marshall has discussed serving a conduit for bonding as well as assisting in location/site selection. at 1400 S Saratoga Street in Marshall, Minnesota. The total development cost of the new facility is approximately \$3.6 million.
- Met with Economic Development Director Tara Onken and City staff in developing Tax Abatement Policy and met with Public Works Director Glenn Olson on development of Change Order Procedure/Policy.
- Held preliminary union negotiations with LELS and ASFSCME unions. These sessions typically take a majority of the day with much preparatory work being completed by HR Director Sheila Dubs prior and following.
- The Charter Commission met on December 19 for the annual required meeting per MN Statutes. The Charter was reviewed, and the Commission recommended no changes.
- Staff discussion on City Hall has occurred on multiple occasions regarding adjacent hotel as well as next steps for City Hall. A City Hall Committee meeting has been scheduled for January 23. Staff has begun preliminary discussions on relocation options for advanced planning purposes.

CITY ATTORNEY

- We are under final review of the cable TV franchise agreement with Charter Communications. We believe we have the agreement resolved with Vast and hope to bring both agreements to Council for approval in the near future.
- We are still trying to resolve the outstanding final payment due to R. Schroeder Construction Company on the Saratoga pedestrian overpass. Discussions of a proposed mediation session are ongoing for mediation yet this winter.
- We continue to work with the EDA regarding the sale of 12 lots in Parkway II Addition.
- We have received payment from Charles Hess regarding his purchase of .60 acres of property in Parkway III Addition.
- We have reviewed and approved the call for requests for proposals for future development in Block 11 in downtown Marshall. The RFP request submittal of development plans are to be submitted by April 30, 2019.
- The MERIT Center driving track \$3.1M grant preliminary documents including the declaration have been filed. Final grant agreement is under review and should be submitted to Department of Public Safety and MMB for signature in the near future.
- Criminal prosecution statistics are as follows:

December:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2018	2017 Comparison
Prosecution	3		5	1	11	2	6	28	32
Dismissed									
Non-Prosecution	4				2		1	7	11
Refer to County									

Economic Development Authority

- **Parkway III**
 - Herzog Project
 - Troy Johnson said work would be continuing later January.
 - North .57 Acres (approx.)
 - Property has been sold. Closing complete.
- **Housing Sub-Committee**
 - Sub-committee met. Considering a housing survey for the Marshall Area to get updated point-in-time market data due to many moving parts of the housing sector in Marshall. (Broadmoor Valley, Sunrise Court, Herzog Apartments, other for sale and rental units, etc.)
- **Furniture Mart Update**
 - Staff has been providing market information, mapping information, traffic counts, etc. in recent requests to their potential co-tenant considering Marshall. Potential announcements late Spring.
- **tru Shrimp**
 - City Administrator Sharon Hanson and I meet monthly to enhance partnership and keep communication open.
- **Commerce Park**
 - Signage was installed. Staff working on Shovel Ready Site Certification designation which will give us a competitive advantage over other non-designated sites.
- **Red Baron/Sports Commission/Hotel**
 - Shailesh Patel made a formal request to City Council on November 13th for Tax Abatement. The latest update is that City Council has directed staff to prepare a general abatement policy that could

potentially be used by all businesses. Final draft will be presented on January 8th to City Council for consideration.

- **Block 11**
 - Staff have completed preliminary asbestos inspections. Request for Proposals for Redevelopment are now available for anyone interested. Working with Glenn Olson on coordinating demolition estimates to get a better picture of timeline and cost of redevelopment.
- **Sonstegard Subdivision**
 - Staff working with potential interested party on the owned vacant parcel which is being eyed for redevelopment. Wetland Delineation site evaluation is done, waiting on word from Army Corps of Engineers to see if they will claim jurisdiction over this wetland before we can proceed with wetland credit purchase.
- **Tax Abatement**
 - Staff has updated the websites and put a social media push to distribute all of the tax abatement incentives. Staff has received 10 inquiries thus far. Information has also been incorporated into the MLS documents for the Parkway II Listings.
- **Parkway II**
 - Lots are now officially on the MLS. New signage was installed in the subdivision. Info has been posted on social media. Marketing will be ongoing, with an emphasis placed on Spring/Summer marketing. Offer received on 312 Warsaw.

Human Resources

- Staffing update:
 - Applications are currently being accepted for: Maintenance Technician (Parks/RBAE), Maintenance Worker (Public Works), Hazardous Materials Technician (paid-on-call), and temporary employee positions.
 - Interviews: Lead Maintenance Worker interviews are schedule for the week of 12/31/18.
 - Review of applications being conducted: Human Resource Assistant.
 - Conditional job offers: a full-time Police Officer candidate is currently in pre-screening.
- Safety: employees will be trained on AWAIR, Employee Right to Know, and SDS/GHS standards in January. These are trainings required by OSHA on an annual basis.

Clerks

- Annual City Licenses have been issued to all applicant that have turned in their renewal forms.
- Staff continue to work with FEMA representatives regarding the July 3, 2018 event.

Finance

- The 2019 budget, capital equipment and general levy were approved by Council on December 11, 2018. Staff will continue to work on identifying 2019 road improvements and infrastructure costs. Funding sources will be identified in future months with more accurate estimates/bids.
- The Abdo, Eick and Meyer's Long-Term Plan and Debt Study was presented to Council at the 12/18/18 work session. The study is a good starting point to project long term financial goals for the City. Continuous updates will be made when new information is determined.
- Over the next few months the Finance Department will work on closing out the 2018 fiscal year and prepare workpapers and financial statements for the 2018 audit.
- The city decertified TIF District 1-5 on 12/31/18. Staff will be working with Springsted to review new and old districts to ensure accurate reporting are done to the Office of the State Auditor.

Assessing

- Staff is busy reviewing new construction that has occurred during 2018. Also, staff will be reviewing the 131 parcels that reported flood damage back in July to determine if an adjustment is needed for 2019. Staff has been reviewing the sales study and establishing values for 2019 pay 2020, preliminary numbers

show than many areas will be receiving adjustments to property values. Please look for upcoming meeting notices for both the Pre-LBAE meeting (work session) and the Local Board of Appeal and Equalization Meeting in April. Please feel free to stop in prior if you have questions or concerns. Happy New Year!

Liquor Store

- We wrapped up the Holiday season with a 7% increase in sales for December despite Winter weather arriving before Christmas Day and New Year's Eve. Our Team looks forward to a prosperous 2019 with a renewed focus on customer service and product training.
- Work continues on our warehouse organization, inventory levels and physical counts. We hope to be in a better position with this project by the end of January.
- Mark your calendars for the 1st annual Valentine Wine Tasting event sponsored by Tall Grass Liquor, Marshall CVB and Bello Cucina, Thursday February 7th from 5:30pm-7:30pm. It will be fun filled evening for all. Watch for details coming out soon.

COMMUNITY SERVICES

- No Report

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open job files. A new office building on College Drive, Menards warehouse, Unique Opportunities 36-unit apartment building, and Grace Life Church are the largest commercial projects under construction. ALDI store is open.
- Currently revising zoning ordinances as they relate to conditional use permits to ensure compliance with state statute.
- Nearing completion of the City of Marshall Tree Policy. The tree policy is cited in the recently revised landscaping section of our ordinances.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- The first semi-annual newsletter has been sent to all contractors.

PUBLIC WORKS DIVISION

Engineering

- Project Z47: Commerce Industrial Park- All utility work is complete. The contractor has installed fabric, gravel and curb and gutter on Michigan Road. Work remaining for spring 2019: Michigan Road street paving, Northeast Pond subsurface drainage, final shaping/seeding around Michigan Road, and final shaping/seeding in the Northeast Pond drainage ditch. Farm leases are being prepared for 2019-2021.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor sidewalk paving and complete final seeding between C Street and the Redwood River bridge near Hamden Drive.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor concrete work for drainage facilities and final grading and seeding.

- Stormwater Study – Work is progressing on the stormwater study by Bolton & Menk for the area including Buffalo Ridge Concrete, areas along Burlington Northern Railroad Tracks from TH 19 to Parkway III due to the significant recent flooding in the area and potential development in the Parkway III area.
- TH 23 and Lyon J-Turn Mn/DOT Project- Work is substantially completed. Landscaping items remaining for spring 2019.
- MERIT Center Phase 2- Project is in design phase. Preliminary layouts and soil studies are underway.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
 - Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4th Street to 2nd Street.
 - Superior Rd/Huron Rd Reconstruction project: water, sanitary sewer, storm sewer, and street reconstruction on Superior between Huron Rd and Erie Rd and on Huron Rd between Hwy 59 and Superior Rd. At this point in time staff will be completing design work as a total reconstruction project, knowing that the scope may later change by Council direction to utility-only work.
 - Hahn Rd Storm Sewer Reconstruction project: replacement and addition of storm water facilities and a ditch cleaning effort to improve drainage and help reduce localized street flooding in the area.
 - UCAP Transit Bus Shelters: Design continues for the installation of UCAP bus shelters at 3 locations; S. 4th/Stephen Ave, N. 4th between Redwood and Lyon, Birch Avenue between Mustang Trail and Village Drive. Project includes new sidewalk at all 3 locations, nearby ADA ramp reconstruction, and a street bump out at S. 4th to allow buses to pull off street. Project is a partially grant funded and coordinated effort between City and UCAP Transit.
 - East Lyon Street Paving Project: pave East Lyon Street from Hwy 23 to a point approximately 750-FT east of Hwy 23.
 - 2019 Mill & Overlay Project
 - 2019 Chip Seal Project
 - Other alley projects. Interest from two neighborhoods for alley improvements.
 - River slope stabilization projects near the flood protection levee west of town and street protection projects at Bladholm and High Streets
 - Parking lot projects as directed by Council at a later date (Rose Lot and/or Addison Lot).
- Nearing completion of an ADA self-evaluation of sidewalk pedestrian ramps at city intersections in the City of Marshall. The self-evaluation inventory will be included with the city ADA transition plan for city rights-of-way. An ADA transition plan is a required document if the City wishes to be awarded federal and State funding for future construction projects. Our transition plan is currently being developed.
- Currently reviewing State Aid roadway network. We are reviewing street mileage in the city and with recent changes to the State Aid funding mechanism, we are evaluating the efficacy of the current State Aid network and reviewing for possibility of proposed changes and additions.

Building Maintenance

- No report.

Street Department

- Cleaning up after the significant snowfall of December 1.
- Staff review of Light Up The Night parade.
- Tree trimming.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Electrical repairs.
- Cleaning sewers.

- 290 work orders completed in the last 30 days.
- We met with Bolton & Menk on the Plant Upgrade project. A lot of design issues were worked out. We are hoping to have design complete and bid in February. A presentation to Council will be scheduled in early January to review the project.
- MMU's funding for the Water Treatment Plant is on hold. The State of Minnesota has had a lawsuit issued against them for the funding source approved to fund PSIG Grants this year. The Legislature approved funding from the Environmental and Natural Resources Fund. The group suing the State says this is unconstitutional and that fund was not set up for this style of program. We are hoping the Legislature takes this up right away and bonds for these projects in 2019.
- Pump maintenance.
- Working on 2018 Annual Reporting to several Agencies.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to nineteen (19) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (16)
 - Fire; Structure (1):
 - Medical Assist (0)
 - Vehicle Accident (2)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 891 calls for the month of December. These calls required a total of 597 hours of obligated time to investigate these complaints. 129 criminal offenses were reported with 65 (50%) of the cases being cleared. A total number of 62 adults and 3 juvenile arrests were made.

OFFICER'S REPORT (DECEMBER)

- Alarms, Fire (16)
 - Alcohol involved incidents (3)
 - Assaults (7)
 - Assault, Domestic (13)
 - Burglaries (5)
 - Criminal Sexual Conduct (1)
 - Damage to Property (9)
 - Keys Locked in Vehicles (34)
 - Loud Party (7)/ Public Disturbances (5)
 - Thefts (20)
 - Traffic Related Complaints (259)
 - Train complaints (0)
 - Vandalism (8)
 - Warrant Pickups (14)
 - Welfare Checks (15)
 - Weapons Involved (0)
- Three DWI arrests were made during the month of December.
 - In four domestic assault cases, the suspect was arrested for domestic assault and held for a court hearing.
 - Of the twenty thefts reported, five of incidents were thefts from motor vehicles. Most of the remaining cases involved thefts from local businesses.

Officer John Espinoza has successfully completed field training and has been moved into the shift rotation and is filling shifts. Officer Benjamin Kelly has started step 1 of field training and has an anticipated completion date of March 22nd, 2019. A conditional job offer has been made and accepted to fill the upcoming AVERA position that was recently approved. The candidate is in the pre-screening process which includes the medical and psychological testing phases.

DETECTIVE REPORT (DECEMBER)

- Two reports of counterfeit U.S. currency were received. A Marshall resident reported finding several fake \$100 bills on the ground near her mailbox. The second report was of \$1500 in fake currency accepted at a Marshall business. Whoever passed the bills at the business then exchanged the merchandise at a store in Redwood Falls and received a real money refund. No leads.
- A case of check forgery was reported where numerous checks were written on the account of a Marshall man by his ex-wife. Charges were denied by the county attorney's office.
- A customer's pickup was stolen from a Marshall dealership. As of this date it has not been recovered.
- A Marshall man reported someone used his credit card number to make purchases online. Total loss was about \$550. The case is under investigation.
- A Marshall home health care agency reported that a client reported unauthorized transactions on her credit/debit card. Investigation showed an employee of the agency was responsible. The employee was interviewed and admitted guilt. The case was sent to the county attorney's office for charges.
- A Marshall landlord reported that his property manager had been stealing tools and other equipment. Manager acknowledged that he was holding onto some of the property until he got paid. Investigation showed this was a civil matter between the landlord and manager. No further action taken.
- The theft of a vehicle and a loaded firearm was reported and investigated. The vehicle turned up in Marshall and the thief was identified and arrested. Charges of auto theft/DUI/and Felon in Possession of a Firearm are pending.
- A burglary of a Marshall business was reported. Someone smashed out a window and climbed in and stole an envelope with cash from the office. No leads.
- A Marshall apartment resident reported someone kicked in her front door, damaging the lock mechanism and frame. Nothing appeared to have been taken. No leads.
- A Marshall woman reported being scammed out of \$1500. She responded to a phone call purporting to be from a Washington DC police officer. He told her there was a warrant out for her arrest and that if she purchased Google Play cards and gave him the numbers, she could avoid being arrested. This is a wide-spread and on-going scam popular around the country.
- A Marshall woman reported being scammed out of \$17,000. She responded to a call purportedly from Microsoft informing her that her computer was infected with pornography. They told her they would be able to remotely remove the images for a fee. She purchased \$17000 in Google Play cards and gave the numbers to someone on the phone. After thinking this might be a scam, the victim tried to call the number to demand her money back but has been unable to reach anyone. This case is under investigation.
- A Marshall woman reported her teenage daughter was contacted by a man who requested she post pictures of herself wearing shorts in suggestive poses. Investigation was unable to identify the male.
- Another Marshall girl reported being contacted online by a man asking if she would be his "sugar baby" in exchange for money. She blocked him, and investigation was unable to identify the man.
- A criminal sexual assault was reported at the college between acquaintances. The case is currently under investigation.
- A Marshall man was investigated for Felon in Possession of Firearm. Photos of him on social media showed him posing with firearms. The case was sent to the county attorney for charges.

- A Marshall man reported being defrauded of \$800. He said he sold a phone over eBay to a man in South Carolina. After shipping the phone, he was informed by PayPal that this was not a legitimate transaction and they had received no money from the buyer. The case is under investigation.
- A Marshall woman reported receiving disturbing videos of dismembered bodies, guns, and people being shot. These were accompanied by demands for money or the same thing would happen to her family. This appears to be a scam. No leads.

CHEMICAL ASSESSMENT TEAM (CAT)

- The CAT Team has been working on identifying training needs that will be submitted to the Hazardous Materials Emergency Planning Grant committee. These funds will help off-set required training expenses.

MERIT CENTER

- During the last month the MERIT Center hosted a variety of training/events. These events included an employer group meeting, emergency management course, leadership training for MN West, law enforcement officer training, an AMEM training course, mental health crisis training, a legislative town hall meeting, fire service training, agricultural leadership training, CDL exams/maneuvers, a DNR training class and driver's education.
- The MERIT Center was utilized 36 out of the last 40 business days with 664 people attending these trainings/events.
- The MERIT Center ran a basic pump operations course for the fire service on November 17th.
- MERIT hosted three, 2-day Mental Health de-escalation and cultural diversity training courses for members of Lyon, Lincoln and Murray counties.
- A 3-day Drug Interdiction for Rural Areas training for law enforcement was held at MERIT on Dec. 5-7 with 50 officers from 24 different police departments/counties.
- MERIT hosted a Legislative Town Hall meeting on Dec. 13th with approximately 45 community members in attendance.



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**Marshall Municipal Utilities Commission
Meeting Agenda
Monday, December 17, 2018
4:30 pm**

Marshall Municipal Utilities' Board and Meeting Rooms

4:30 pm Call to Order by Chairperson

1. Special Guests/Consultants

2. Opening Items

- A. Review for Approval: Agenda for December 17, 2018

*** 3. Consent Items**

- A. Review for Approval: Minutes of November 20, 2018
- B. Review for Approval: November Income Statements
- C. Review for Approval: November/December Invoices: DFT No. 811-832 EFT NO. 342-365 and Check No. 67219-67319

4. Old Business

- * A. Review for Approval: Resolution No. 171 – a budget resolution for Marshall Municipal Utilities for Fiscal Year 2019 (please bring your proposed 2019 budget document with you)

5. New Business

- * A. 2019 Pre-Approved Vendor Listing
- * B. Modified Purchasing Policy, 4F.7.2
- * C. Surplus property in Coon Creek Township
- * D. 2019 Cogeneration and Small Power Production Tariff Filing

6. Filed Reports (no action needed)

- A. General Manager's Report
- B. Electric Operations Manager's Report
- C. Water Operations Manager's Report
- D. Finance Manager's Report (report and financials will be distributed Monday)
- E. Customer Service Manager's Report

7. Council Member's Report

8. Commissioner Individual Items

9. Review of Pending Agenda Items

- * **10.** General Manager's Evaluation: closed session pursuant to 13D.05 Sub 2 (3) (b)

11. Upcoming Meetings

- A. January 22, 2019; 4:30 p.m.: Regular Commission Meeting
- B. February 19, 2019; 4:30 p.m.: Regular Commission Meeting
- C. March 19, 2019; 4:30 p.m.: Regular Commission Meeting

Adjourn

*Anticipated Action Items

November 20, 2018

A regular meeting of the Marshall Municipal Utilities Commission was held at the office of Marshall Municipal Utilities, 113 4th Street South, Marshall, Minnesota on Tuesday, November 20, 2018 at 4:30 pm.

Commission members present were Sonya Kayser, Cindy Verschaetse, Scott Saugstad, and Jeff Haukom. Commission Bill Reilly was excused absent. Management attending was Brad Roos, Steve Johnson, Leslie Hisken, Kevin Lee, and Jeff Larson. City Council Member John DeCramer also attended the meeting.

Commissioner Kayser called the meeting to order at 4:30 p.m.

Verschaetse moved, seconded by Haukom to approve the agenda as presented. All voted in favor of the motion. Motion carried.

In a budget work session, management presented and discussed a draft of the 2019 Electric and Water operating budget with the Commission. No changes were suggested to the budget.

The Consent agenda items were presented and reviewed as distributed:

- Minutes of October 23,2018
- October Income Statements
- October/November Invoices: DFT No. 788-810, EFT No. 316-8341, Check No. 67102-67218
- 2019 Commission Dates and Times

After discussion, Saugstad moved, seconded by Haukom to approve the consent agenda items. All voted in favor of the motion. Motion carried.

The contract with HPI to upgrade the generator controls is complete and MMU's Engineer, DeWild Grant Reckert (DGR) provided a letter recommending acceptance of the work. It was Management recommendation the Commission authorize final payment.

Verschaetse moved seconded by Saugstad to accept the HPI Generator Control System Upgrade Project, and to approve the work as completed as recommended by DGR Engineering, and to approve final payment to HPI in the amount of \$20,747.00. Said payment will not be mailed until an I34 form is received. All voted in favor of the motion. Motion carried.

On an annual basis, a Partnership Agreement is developed to articulate the areas where Marshall Municipal Utilities and the City of Marshall work together.

On Tuesday, October 16, 2018 the Mayor, Members of the City Council and the MMU Organization Committee met in Joint Session to discuss the 2019 Partnership Agreement(s). They were joined by City and MMU staff. The representative group reviewed the agreements and attachments and following discussion, there was a consensus by both parties to recommend approval of the agreements.

The individual agreements that comprise the 2018 Partnership Agreements are as follows:

- 1A.1 Payment- In-Lieu-Of-Taxes (PILOT) (modified attachments)
- 2A.1.3 Street Lighting (modified agreement)

- 3A.1.2 Fire Protection (no change)
- 4A.1 Wastewater & Surface Water Management Billing & Collections (modified attachments)
- 5A.1.1 Professional Engineering Services (no change)
- 6A.1.3 Joint Industrial Land Development (no change)
- 7A.1.8 MMU Capital Funding Plan (modified agreement)
- 8A.1.8 Fiber Optic Utilization (modified agreement)
- 9A.1.8 Information Technology Sharing (modified agreement and attachments)
- 10A.1.4 Chloride Reduction Coordination (modified agreement; new attachment)
- 11A.1 GIS Coordination (no change)

The City Council approved the 2019 Partnership Agreement with MMU on November 13, 2018.

After discussion, Verschaetse moved, seconded by Haukom to approve the 2019 Partnership Agreement between the City of Marshall and Marshall Municipal Utilities and to authorize signatures on said agreements. All voted in favor of the motion. Motion carried.

MMU's management reports were presented, reviewed, and filed as follows:

- General Manager
- Electric Operations Manager
- Water Operations Manager
- Finance Manager
- Customer Service Manager

City Council Member DeCramer gave the Commission an update on City of Marshall's activities.

The December board meeting is scheduled for Tuesday, December 18, 2018 beginning at 4:30 p.m.

With no further business at hand, Saugstad moved, seconded by Verschaetse to adjourn the meeting at 6:15 p.m. All voted in favor of the motion. Motion carried.

Sonya Kayser, Chairperson

Attest:

Leslie Hisken, Secretary



BUILDING PERMIT LIST

January 08, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
INDEPENDENT LUMBER OF MARSHALL, INC	108 WHITNEY ST S	Windows	7,500.00
MICHELA LESKE, JASON KOPITSKI &	1217 PATRICIA CT	INTERIOR REMODEL	4,000.00
KEVIN V GOSLAR, DEBRA A CHINNOCK	300 SOUTHVIEW DR W	INTERIOR REMODEL	1,200.00
D&G EXCAVATING	1213 COLLEGE DR E	DEMOLITION	10,000.00
Ben Zimmer	310 LAWERENCE ST	INTERIOR REMODEL	3,300.00
SOUTHWESTERN CENTER FOR INDEPENDENT	104 LILAC DR	DECK	700.00
GESKE HOME IMPROVEMENT CO.	608 KATHRYN AVE	Windows	7,000.00
GESKE HOME IMPROVEMENT CO.	1003 POPLAR AVE	Windows	3,300.00
GESKE HOME IMPROVEMENT CO.	1005 COLOMBINE DR	Windows	1,900.00
ROGGE EXCAVATING	1417 COLLEGE DR E	DEMOLITION	15,000.00
GESKE HOME IMPROVEMENT CO.	105 HIGH ST S	DOORS	4,000.00
GESKE HOME IMPROVEMENT CO.	403 SOUTHVIEW DR W	Windows	2,200.00
GESKE HOME IMPROVEMENT CO.	101 WHITNEY ST S	Windows	28,000.00
GESKE HOME IMPROVEMENT CO.	1000 1ST ST S	Windows	12,700.00
AMERICAN WATERWORKS	406 LEGION FIELD RD	INTERIOR REMODEL	6,100.00
GESKE HOME IMPROVEMENT CO.	1203 LYON ST E	DOORS	3,100.00
DENNIS LOZINSKI CONSTRUCTION	513 MAIN ST E	RE-ROOFING	7,000.00
FURN USA MN MARSHALL LLC	1001 HIGHWAY 23 N	INTERIOR REMODEL	33,500.00
Regnier Electric	507 SOUTHVIEW DR W	HVAC	3,000.00
DERUYTER, JESSE A & JENNIFER L	1113 BRUCE CIR	INTERIOR & EXTERIOR REMC	6,000.00
GLIDDEN, BETHANY M	805 COLOMBINE DR	Windows	1,500.00
BIGLER, BRAD & HEATHER R	228 WHITNEY ST N	INTERIOR REMODEL	5,000.00
FRANK'S ELECTRIC, PLUMBING & HEATIN	604 ERIE RD W	HVAC	15,000.00
JAMES LOZINSKI CONSTRUCTION INC.	348 MAIN ST W	INTERIOR & EXTERIOR REMC	7,000.00
CITY OF MARSHALL	1601 CHANNEL PKWY	EXTERIOR REMODEL	5,000.00
BRITTANY JO NORTHAGEN, KURTIS DUANE VAI	507 IMPALA CT	INTERIOR REMODEL	8,000.00



PLUMBING PERMIT LIST
January 08, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
BISBEE PLUMBING & HEATING	509 CARLSON ST	INTERIOR REMODEL	300.00
E.T. HEATING & COOLING	104 HIGH ST S	INTERIOR REMODEL	0.00
STONEBERG, SARA	310 LAWERENCE ST	INTERIOR REMODEL	0.00
TRIO PLUMBING & HEATING	1500 COLLEGE DR E	WATER HEATER	11,000.00
TROSEN, MICHAEL H & ROBERTA J	801 DESCHEPPER ST	N/A	300.00
BRITTANY JO NORTHAGEN, KURTIS DUANE VAI	507 IMPALA CT	INTERIOR REMODEL	0.00

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 City Hall Closed – News Years	2 4:45 p.m. Community Services Advisory Board	3	4	5
6	7	8 5:30 p.m. Regular City Council Meeting	9 5:30 p.m. Planning Commission	10	11	12
13	14 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	15 4:30 p.m. Marshall Municipal Utilities Commission	16 12:00 p.m. EDA	17 2:00 p.m. CVB Board Meeting	18	19
20	21 City Hall Closed - Martin Luther King, Jr. Day	22	23 5:30 p.m. Special City Council Meeting	24	25	26
27	28	29	30	31		

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 4:30 p.m. Airport Commission	6 4:45 p.m. Community Services Advisory Board	7	8	9
10	11 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	12 5:30 p.m. Regular City Council Meeting	13 5:30 p.m. Planning Commission	14	15	16
17	18 City Hall Closed – Presidents Day	19 4:30 p.m. Marshall Municipal Utilities Commission	20 12:00 p.m. EDA	21 2:00 p.m. CVB Board Meeting	22	23
24	25	26 5:30 p.m. Regular City Council Meeting	27	28		

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 4:30 p.m. Airport Commission	6 4:45 p.m. Community Services Advisory Board	7	8	9
10	11 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	12 5:30 p.m. Regular City Council Meeting	13 12:00 p.m. Adult Community Center 5:30 p.m. Planning Commission	14	15	16
17	18	19 4:30 p.m. Marshall Municipal Utilities Commission	20 12:00 p.m. EDA	21 2:00 p.m. CVB Board Meeting	22	23
24	25	26 5:30 p.m. Regular City Council Meeting	27	28	29	30
31						