



CITY OF MARSHALL
City Council Meeting
Agenda
Monday, August 08, 2022 at 5:30 PM
City Hall, 344 West Main Street

OPENING ITEMS

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [1.](#) Consider approval of the minutes from the regular meeting held on July 26, 2022

PUBLIC HEARING

- [2.](#) Floodplain Management Ordinance Amendment – Chapter 38, Article II – Reschedule Public Hearing

AWARD OF BIDS

CONSENT AGENDA

- [3.](#) Consider Liability Coverage – Waiver for 2022-2023 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance
- [4.](#) Consider approval of the bills/project payments

APPROVAL OF ITEMS PULLED FROM CONSENT

OLD BUSINESS

TABLED ITEM

NEW BUSINESS

- [5.](#) Consider Proposal Indoor Recreation Facility and YMCA Collaboration Feasibility
- [6.](#) Project ST-005: Rose Parking Lot Reconstruction Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 2
- [7.](#) Project ST-009: N. 3rd/W. Lyon Reconstruction Project – Review/Recommend Final Street Layout
- [8.](#) Enterprise update

COUNCIL REPORTS

- [9.](#) Commission/Board Liaison Reports
10. Councilmember Individual Items

STAFF REPORTS

11. City Administrator
12. Director of Public Works/City Engineer
13. City Attorney

ADMINISTRATIVE REPORTS

- [14.](#) Administrative Brief

INFORMATION ONLY

- [15.](#) Building Permits
- [16.](#) Upcoming Meetings

ADJOURN TO CLOSED SESSION

MEETINGS

ADJOURN

Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Monday, August 8, 2022
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes from the regular meeting held on July 26, 2022.
Background Information:	Enclosed are the minutes from the regular meeting held on July 26, 2022.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the regular meeting held on July 26, 2022 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, July 26, 2022**

The regular meeting of the Common Council of the City of Marshall was held July 26, 2022, at City Hall, 344 West Main 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, Steve Meister, Russ Labat, John DeCramer, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jim Marshall, Director of Public Safety; Jason Anderson, Director of Public Works/City Engineer; E.J. Moberg, Director of Administrative Services; Sheila Dubs, Human Resource Manager; Quentin Brunsvold via Zoom, Fire Chief; and City Clerk Steven Anderson.

The Pledge of Allegiance was recited at this time.

Consider approval of the minutes from the work session and regular meeting held on July 12, 2022.

Motion made by Councilmember Meister, seconded by Councilmember DeCramer that the minutes from the regular meeting held on July 12, 2022, be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Annexation of N. 7th Street Property. Owned by Western Minnesota Municipal Power Agency. 80.52 Acres

The public hearing for the annexation of N. 7th St property was conducted by City Attorney Dennis Simpson. The City of Marshall has received a petition requesting annexation of 80.52 acres of Fairview Township property to be annexed into the City of Marshall. Property owner Western Minnesota Municipal Power Agency has requested the annexation for the property to be used as a solar farm/field by the owner.

In 1982, an Orderly Annexation Agreement was signed between the City of Marshall, the Township of Lake Marshall, and the Township of Fairview designating properties that could be orderly annexed into the City of Marshall. The property presently owned by Western Minnesota Municipal Power Agency is identified in the Orderly Annexation Agreement. Minnesota Law requires that the City of Marshall and Fairview Township each hold a public meeting to consider the annexation request. A Joint Resolution for Orderly Annexation has been prepared and is submitted for the City of Marshall public hearing regarding the annexation request. No comments from the public were made.

Motion made by Councilmember Decramer, seconded by Councilmember Lozinski that the public hearing be closed. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Motion made by Councilmember Lozinski, seconded by Councilmember DeCramer to approve the annexation of N. 7th Street property owned by Western Minnesota Municipal Power Agency. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Surface Water Management Ordinance Amendment – Chapter 30, Article II, Section 30-43 and Section 30-45 of the City Code of Ordinances – 1) Public Hearing; 2) Adoption of Ordinance.

Jason Anderson, Director of Public Works/City Engineer conducted the public hearing regarding Surface Water Management Ordinance Amendment – Chapter 30, Article II, Section 30-43 and Section 30-45. The included ordinance amendments are being proposed to simplify the City's stormwater management ordinance by referencing the State of Minnesota's stormwater management requirements. Section 30-43 will reference the most current version of the Construction Stormwater (CSW) General Permit as adopted by the Minnesota Pollution Control Agency (MPCA). The Construction Stormwater General Permit outlines numerous minimum standards that must be met for all construction site development plans for projects that exceed one (1) acre in land disturbing activities. City staff believes that it is redundant for the city to outline its own standards when the intent is to match the State requirements. By referencing the most current CSW permit, the city can likely reduce the number of times that ordinance amendments must be made in

the future. Section 30-45 will reference the most current version of the Small Municipal Separate Storm Sewer Systems General Permit as adopted by the MPCA. The Municipal Separate Storm Sewer Systems (MS4) permit outlines numerous criteria that must be met regarding surface water management, including many references to the Construction Stormwater (CSW) permit. Further, for projects greater than one (1) acre in land disturbance, the MS4 permit outlines requirements for water quality treatment and water volume reduction where possible. City staff believes that it is redundant for the city to outline its own standards when the intent is to match the State requirements. By referencing the most current MS4 permit, we can likely reduce the number of times that ordinance amendments must be made in the future. This item was presented to the Legislative & Ordinance Committee at their meeting on June 28, 2022.

Motion made by Councilmember Schafer, seconded by Councilmember Lozinski that the public hearing be closed. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Motion made by Councilmember Schafer, seconded by Councilmember Meister to adopt the proposed ordinance amendment. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Consider Approval of the Consent Agenda

Request by Councilmember Labat to remove consent agenda item: Project ST-008: Channel Parkway Pavement Replacement Project - Consider Authorization to Advertise for Bids.

Motion made by Councilmember Meister, seconded by Councilmember DeCramer to approve the remaining consent agenda. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

- Floodplain Management Ordinance Amendment – Chapter 38, Article II, Section 38-21 to Section 38-34 of the City Code of Ordinances – Introduce Ordinance and Call for Public Hearing.
- Consider approval for a Transient Merchant License for Country Fresh Farms.
- Consider approval of a Temporary On-Sale Intoxicating Liquor Licenses for the Convention and Visitors Bureau
- Consider approval for a LG230 Application to Conduct Off-Site Gambling for the American Legion
- Consider Amended Resolution Approving the Final Plat of CDI Addition.
- Consider approval of the bills/project payments

Project ST-008: Channel Parkway Pavement Replacement Project - Consider Authorization to Advertise for Bids

Project ST-008: Channel Parkway Pavement Replacement Project proposes to remove the existing bituminous pavement on Channel Parkway and replace with a concrete paved surface. The project would utilize the existing gravel base, drain tile, and curb and gutter, replacing the bituminous surfacing only. Also included with the project would be several segments of curb replacement and ADA improvements at pedestrian ramps along the corridor. Currently, the pavement surface is exhibiting stresses indicative of excessive loading; this is evidenced by the longitudinal fatigue cracking within the wheel paths of the roadway.

The City of Marshall recently completed some repairs of severe rutting (34") at the intersection of Channel Parkway and MN Highway 68. The life of a new concrete pavement should exceed 30 years with minimal maintenance, covering the life span of multiple mill and overlay projects. The project is included in the 2023 capital improvement plan (CIP). The city has been awarded a maximum Local Road Improvement Program (LRIP) grant award in the amount of \$1,250,000 towards construction of the project. Currently, the project construction is estimated at \$2,636,794. Including Contingency (10%) and Engineering (16%), total project cost is estimated at \$3,364,549. The local share of \$2,114,549 would be funded using advances on the City's State Aid Construction account.

Motion made by Councilmember Schafer, seconded by Councilmember Decramer to authorize the advertisement of bids for Project ST-008: Channel Parkway Pavement Replacement Project. Voting Yea: Mayor Byrnes, Councilmember Schafer

Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Carried. 5-1.**

Presentation of Shades of Past Car Club Donation to Terrace 1872

Ken Devries, President; Wayne Mack, Vice President and Tom Meulebroeck, Treasurer presented the Shades of the Past Car Club's donation of \$1,200 towards a bench to Parks Superintendent Preston Stensrud.

Request for a Variance Adjustment Permit at 905 West Main Street

Plans Examiner Ilya Gutman presented the request by the owners, Mynor Noe Garcia and Dora Leticia Ramirez, to build a house at 905 West Main Street. The fire destroyed original house at that location about two years ago, but the foundation walls are still there, and the current owner wants to build a house on the existing foundation. This area is zoned B-3 General Business District and single-family residences are not a permitted use. Therefore, all houses along West Main Street are non-conforming uses. Ordinance allows to rebuild non-conforming uses within 180 days of their destruction so this variance will be extending that term to two years. Additionally, the setback for existing foundation is 25 feet rather than required 35 feet off Main Street, which is a thoroughfare. Approval of a variance request requires a presentation of practical difficulties which means, by Ordinance definition, that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the predicament of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. In this case, the owner wants to build a house on the existing foundation, which is reasonable, the foundation wall location is existing, and surrounding structures are all single-family houses with 25 feet setbacks, which, taken together, may constitute practical difficulties as defined in the Ordinance and be a basis for granting a variance.

Motion made by Councilmember Schafer, seconded by Councilmember Labat to approve the request for a variance adjustment permit at 905 West Main Street. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Consider approval of labor agreements between the City of Marshall and AFSCME, Council No. 65

Administrator Hanson introduced Sheila Dub, Human Resource Manager and via zoom labor attorney Susan Hanson. The 2019-2021 labor agreements with AFSCME, Council No. 65 expired on December 31, 2021. Tentative agreement with the union on contract terms for new three-year agreements (2022-2024) have been reached. This tentative agreement is consistent with the general wage increases and implementation of the compensation study approved by the Council for the non-union and both LELS Police unions.

Motion made by Councilmember Schafer, seconded by Councilmember Lozinski to approve the labor agreements between the City of Marshall and AFSCME, Council No. 65. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Carried. 5-1.**

Tall Grass Liquor Annual Report

Tall Grass Liquor Store Manager Eric Luther presented the 2021 annual report. Merchandise celebrating the 150th Anniversary is available at Tall Grass Liquor. The Marshall Municipal Liquor store has been in operation since 1934. The current liquor store is located at 1410 Boyer Drive and has been operating at this location since November of 2016. To this day, the profits from the liquor operations provide a much-needed revenue source for the Marshall community. Profits from the municipal liquor store help to reduce the property tax levy and provides funds for special projects. In 2021, the overall sales of the Liquor Operation were \$6,725,679 with a net profit of \$944,305. This was a decrease of total sales by \$134,573 and a net profit decrease of \$99,799 when compared to 2020. In-store sampling has resumed in 2021 with weekly in-store tastings. Larger tasting events like the Fall wine walkabout and the Holiday wine/spirits walkabout were held at the store to promote trial/purchase during the end of 2021.

A 27%-28% Gross Profit margin will be the target for 2023. Monthly reporting will ensure we are on track to hit this goal. We are continuing to see the benefit of the investments made in 2020 with the free-standing 50ml merchandiser, self-serve cooler for displaying single cans for purchase and the Pick Six Mix & Match area. All of these were designed for customers to 'add on' purchases to their existing selections benefitting the store with a higher ticket average and increased gross profit dollars. In 2021, the installation of new beer cooler wall wrap with raised lettering to identify the beer cooler categories and rolling out an online eShop ordering/payment for curbside pickup helped improve the customer service experience at Tall Grass Liquor. So far in 2022 a re-color/re-seal of the cement floor and the purchase of a 2nd single serve refrigerated cooler/merchandiser to expand the single can/chilled wine offerings have been completed. A mop sink will be added in the Fall 2022 to help with cleanup of broken bottles and beer packages in the warehouse area.

Consider approval of the Fire Department's amended organizational structure and wage schedule

Fire Chief Quentin Brunsvold via zoom introduced the amended organizational structure of the Marshall Fire Department. The Personnel Committee reviewed this proposal on July 19 and recommended approval. The current three Assistant Chief positions would transition into one Assistant Chief of Training, one Assistant Chief of Operations, and one Deputy Fire Chief. No change is being requested to staffing levels; rather, this change provides clarification of duties within the command structure of the fire department. If approved by the Council, the Fire Chief job description would also be amended to reflect supervision of the Deputy Chief position. Staff propose to amend the wage schedule for the Deputy Chief of Administration, with a starting annual pay rate of \$5,077.10, which is a \$1,000 (annual) increase over the Assistant Chief pay rate in 2022. Thereafter, the pay rate would be adjusted per Council's prior direction for paid-on-call employees—3% for 2023 and 3% for 2024. The Assistant Chief of Training and Assistant Chief of Operations pay rates would remain unchanged. Due to an employee retirement and a resignation, there are currently two open command positions. Human Resource Manager Sheila Dubs will work with the Fire Chief to open the Deputy Chief of Administration position for applications first, and following that selection process, the Assistant Chief positions would then follow. One additional amendment to the wage schedule being proposed is the addition of the title Technical Rescue Firefighter with the same pay rate that corresponds to the Hazardous Materials Technician/Firefighter pay rate.

Councilmember Labat questioned the by-laws of the fire department. Councilmember Lozinski also had a question on the hiring process for the fire department. Clarification was given by Fire Chief Brunsvold and Sheila Dubs.

Motion made by Councilmember Schafer, seconded by Councilmember DeCramer to approve the Fire Department's amended organizational structure and wage schedule. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Carried. 5-1.**

Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project - Consider Acceptance of Proposal for Consultant Services for Design of Street Reconstruction Project.

Director of Public Works Jason Anderson presented Project ST-009 to the council. The proposed project includes the complete reconstruction of the street, curb, sidewalk, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement and utilities are in poor condition and city staff believes a reconstruction is necessary. At the City Council meeting on February 8, 2022, Council authorized staff to request for proposals for consultant services for downtown aesthetic improvements. The request included four tasks for the consultant to scope and provide pricing. Task 1 included an Intersection Control Evaluation (ICE) study and report of the N. 3rd/W. Main intersection signal. Task 2 was to provide public information gathering and scoping of the streetscaping elements of the project. Task 3 included preparing design sheets of the streetscaping elements determined through Task 2. Task 4 was an optional task to provide design services of the street reconstruction and utility improvement portion of the project. Three proposals were received on March 3, 2022. Proposals were reviewed at the Public Improvement/Transportation Committee meeting on March 8, 2022, by the Committee, and a proposal review group consisting of two city staff members, the Public Improvement and Transportation Committee (PI&T), and Brad Gruhot, the Marshall Chamber of Commerce President.

The Committee recommended award of a contract to Bolton & Menk. Bolton & Menk, while having the lowest cost fee proposal of the three, also provided a strong proposal of services. At the City Council meeting on March 8, 2022, Council accepted the proposal of Bolton & Menk for Tasks 1, 2 and 3 at the approximate cost of \$67,920 per the recommendation of the PI&T Committee. City staff would now like the City Council to consider authorizing city staff to award Task 4 to Bolton & Menk for the design services contract for the street and utility reconstruction portion of the project. With the loss of our Assistant City Engineer position, staff believes it would be prudent to hire Bolton & Menk for the project design to ensure that we remain on time with project design.

Motion made by Councilmember Schafer, seconded by Councilmember DeCramer to approve proposal for consultant services for design of street reconstruction project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Carried. 5-1.**

Project SWM-007: Independence Park Pond Forebay Expansion Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 4.

Change Order No. 2 results in a base bid pay item decrease in the amount of -\$6,424.66 and Final Pay Request No. 4 results in a total contract amount of \$228,120.84. The original contract amount was \$229,255.50.

Motion made by Councilmember Meister, seconded by Councilmember Schafer to approve change order number two and acknowledgment of final pay request number four. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Project Z83: James Avenue Reconstruction Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 5.

Change Order No. 2 results in a base bid pay item decrease in the amount of -\$45,910.61 and Final Pay Request No. 5 results in a total contract amount of \$857,946.36. The original contract amount was \$849,244.50.

Motion made by Councilmember Lozinski, seconded by Councilmember Meister to approve change order number two and acknowledgment of final pay request number five. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Project Z87: Diversion Channel Slope Repair and Sheet Piling Removal Project - Consider Change Order No. 1 (Final) and Acknowledgement of Final Pay Request No. 1.

Change Order No. 1 results in a base bid pay item increase in the amount of \$11,910.99 and Final Pay Request No. 1 results in a total contract amount of \$110,861.43. The original contract amount was \$98,950.44.

Councilmember Lozinski commented on how great of a job the Engineering department for the city has done on projects.

Motion made by Councilmember Lozinski, seconded by Councilmember Schafer to approve change order number two and acknowledgment of final pay request number five. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Consider adoption of the ordinance amending salaries and compensation of mayor and councilpersons.

Mayor Brynes explained that the ordinance was introduced on July 12, 2022 and is now being considered for adoption. City Administrator Sharon Hanson reiterated from the previous meeting that no change in salary shall take effect until after the next succeeding municipal election. Proposed 2023-2024 annual salaries are consistent with the non-union general wage adjustments. Mayor salary for 2023 would be \$11,008.66 and \$11,338.87 for 2024. Councilmember salary for 2023 would be \$6,963.32 and \$7,172.11 for 2024.

Motion made by Councilmember DeCramer, seconded by Councilmember Lozinski to approve adoption of the ordinance amending salaries and compensation of mayor and councilpersons. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Commission/Board Liaison Reports

Byrnes	Attended the Southwest Regional Development annual meeting.
Schafer	No report.
Meister	No report.
DeCramer	EDA met and held elections on various board commissions, loan extension was granted to Western Community Action. Utilities Commission met and MMU tested their generator turbine and it exceeded expectations.
Labat	Convention and Visitors Bureau continues to receive community requests. The next CVB event is Prairie Jam on September 29 at SMSU.
Lozinski	No report.

Councilmember Individual Items

Councilmember Lozinski reported that he and Parks Superintendent Stensrud have received increased interest in pickleball courts being built in the city. He would also like to be updated on the status of Enterprise Fleet Management that was approved last fall.

Councilmember Schafer gave his appreciation to the downtown business association and their feedback regarding Third Street.

Councilmember Meister wanted to remind everyone to be mindful of safety for pedestrian crossing and bicyclists.

Mayor Brynes gave a reminder that the next council meeting will be held on Monday August 8th instead of Tuesday August 9th. Filing for the general election begins on August 2nd through the 16th and filing forms can be turned into the City Clerk on the second floor of city hall.

City Administrator

Administrator Hanson updated the council on the request for proposals for City Attorney. One bid was received for the Indoor/Recreation feasibility study, the YMCA was willing to cost share on the study.

Director of Public Works/City Engineer

Director of Public Works Anderson gave an update on the Third/Main Street potential project, Independent Park project, Halbur Road project, West Lyon Street Block 11, South First Street, Greeley Street, and Rectangular Rapid Flashing Beacons (RRFB) to begin this fall.

City Attorney

Helena property is still ongoing, Parkway Addition II has one outstanding purchase agreement and Habitat for Humanity has purchased the adjacent lot to the home that way recently moved in. National Guard property in Commerce Park is still pending.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 7:14 Motion made by Councilmember Lozinski, seconded by Councilmember Schafer to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 6-0.**

Mayor

Attest:

City Clerk

Meeting Date:	Monday, August 8, 2022
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Floodplain Management Ordinance Amendment – Chapter 38, Article II – Reschedule Public Hearing.
Background Information:	<p>This ordinance has been presented at the following meetings: Legislative & Ordinance Committee – 06/28/2022 City Council – 07/26/2022 – introduction and hearing scheduled for 08/08/2022</p> <p>Due to pending changes to formatting, City staff is requesting a reschedule of the public hearing date to August 23, 2022. The content of the proposed ordinance revisions as introduced on July 26, 2022 has not substantially changed.</p>
Fiscal Impact:	None.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council reschedule the public hearing regarding the proposed amendment to Chapter 38, Article II of City Code of Ordinances from August 8, 2022 to August 23, 2022.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Monday, August 8, 2022
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Liability Coverage – Waiver for 2022-2023 League of Minnesota Cities Insurance Trust Property/Casualty and Liability Insurance
Background Information:	<p>The City of Marshall carries property and casualty insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT). The annual renewal is for the coverage period of October 1, 2022, through September 30, 2023.</p> <p>Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.</p> <p>See attached for further details.</p> <p>This does not approve the renewal of the insurance for the City of Marshall as this is a step in the renewal process. The 2022-2023 renewal premiums will come before the Council at later date.</p>
Fiscal Impact:	Variable
Alternative/ Variations:	
Recommendations:	Sign the waiver form with the designation of “Does Not Waive” for the annual LMCIT property, casualty, and liability insurance renewal period.

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: August 8, 2022

Signature: _____ Position: Mayor

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Monday, August 8, 2022
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, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 07/27/2022 - 08/08/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
3764	A & M CONSTRUCTION	08/05/2022	Regular	0.00	300.00	121561
5813	ACE HOME & HARDWARE	07/29/2022	EFT	0.00	346.94	10367
5813	ACE HOME & HARDWARE	08/05/2022	EFT	0.00	900.00	10428
5813	ACE HOME & HARDWARE	08/05/2022	EFT	0.00	708.91	10429
6128	ACTION CO LLC	07/29/2022	EFT	0.00	42.25	10368
6128	ACTION CO LLC	08/05/2022	EFT	0.00	20.28	10430
0560	AFSCME COUNCIL 65	07/29/2022	EFT	0.00	1,407.60	10369
6412	AG PLUS COOPERATIVE	07/29/2022	EFT	0.00	110.21	10370
0578	AMAZON CAPITAL SERVICES	07/29/2022	EFT	0.00	319.59	10371
0578	AMAZON CAPITAL SERVICES	08/05/2022	EFT	0.00	85.23	10431
5722	AMBO	08/05/2022	Regular	0.00	225.00	121562
3761	AMERICAN BOTTLING CO.	07/29/2022	Regular	0.00	130.56	121534
3761	AMERICAN BOTTLING CO.	08/05/2022	Regular	0.00	137.28	121563
0583	AMERICAN FAMILY LIFE ASSURANCE CO	08/05/2022	EFT	0.00	1,476.60	10432
5837	ANDERSON, JASON	08/05/2022	EFT	0.00	80.00	10433
0658	AP DESIGN	07/29/2022	EFT	0.00	882.90	10372
0658	AP DESIGN	08/05/2022	EFT	0.00	238.50	10434
0630	ARCTIC GLACIER	07/29/2022	Regular	0.00	550.81	121535
0630	ARCTIC GLACIER	08/05/2022	Regular	0.00	446.71	121564
0629	ARNOLD MOTOR SUPPLY	07/29/2022	Regular	0.00	173.25	121536
5447	ARTISAN BEER COMPANY	07/29/2022	EFT	0.00	763.50	10373
5447	ARTISAN BEER COMPANY	08/05/2022	EFT	0.00	1,343.12	10435
2402	AXON ENTERPRISE, INC	07/29/2022	EFT	0.00	6,867.06	10374
5702	B & H PHOTO & ELECTRONICS CORP	07/29/2022	EFT	0.00	1,179.81	10375
5327	BAUMANN, ADAM	08/05/2022	EFT	0.00	30.00	10436
0688	BELLBOY CORPORATION	08/05/2022	EFT	0.00	8,339.08	10437
0689	BEND RITE FABRICATION INC	07/29/2022	Regular	0.00	177.07	121537
0689	BEND RITE FABRICATION INC	08/05/2022	Regular	0.00	3,800.00	121565
0699	BEVERAGE WHOLESALERS	07/29/2022	Regular	0.00	34,238.90	121538
0699	BEVERAGE WHOLESALERS	08/05/2022	Regular	0.00	31,408.63	121566
0704	BIKE SHOP	08/05/2022	EFT	0.00	144.95	10438
0707	BISBEE PLUMBING AND HEATING INC	08/05/2022	Regular	0.00	900.00	121567
0726	BORCHS SPORTING GOODS	08/05/2022	EFT	0.00	172.00	10439
0018	BORDER STATES ELECTRIC SUPPLY	07/29/2022	EFT	0.00	9,095.79	10376
0018	BORDER STATES ELECTRIC SUPPLY	08/05/2022	EFT	0.00	305.39	10440
3829	BRAU BROTHERS	07/29/2022	EFT	0.00	292.00	10377
4457	BREAKTHRU BEVERAGE	07/29/2022	Regular	0.00	6,658.55	121539
4457	BREAKTHRU BEVERAGE	08/05/2022	Regular	0.00	5,753.96	121568
3568	BRUNSVOLD, QUENTIN	08/05/2022	EFT	0.00	30.00	10441
0763	BSN SPORTS	07/29/2022	Regular	0.00	918.00	121541
7047	BUESGENS, SARA	07/29/2022	Regular	0.00	335.00	121542
0728	BUFFALO RIDGE CONCRETE,INC	07/29/2022	EFT	0.00	321.25	10378
0728	BUFFALO RIDGE CONCRETE,INC	08/05/2022	EFT	0.00	900.75	10442
0378	BUYSSÉ, JASON	08/05/2022	EFT	0.00	30.00	10443
6744	C&L DISTRIBUTING	08/05/2022	EFT	0.00	560.15	10444
0380	CALLENS, DAVID	08/05/2022	EFT	0.00	30.00	10445
6791	CAPITAL ONE	07/29/2022	Regular	0.00	36.45	121543
6791	CAPITAL ONE	08/05/2022	Regular	0.00	76.38	121569
0815	CATTOOR OIL COMPANY INC	08/05/2022	EFT	0.00	1,518.11	10446
0818	CAUWELS, ROGER	08/05/2022	EFT	0.00	30.00	10447
7046	CHIEF'S LLC	07/29/2022	Regular	0.00	324.00	121544
0853	CLAREYS SAFETY EQUIPMENT INC	07/29/2022	EFT	0.00	1,304.28	10379
5733	CLARITY TELECOM, LLC	07/29/2022	EFT	0.00	444.51	10380
0384	COUDRON, DEAN	08/05/2022	EFT	0.00	30.00	10448

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0920	CULLIGAN WATER CONDITIONING OF MARSHALL	08/05/2022	Regular	0.00	400.00	121570
3819	DACOTAH PAPER CO	07/29/2022	EFT	0.00	564.78	10381
0950	DAKTRONICS INC	07/29/2022	Regular	0.00	475.00	121545
5031	DASH MEDICAL GLOVES, INC	07/29/2022	EFT	0.00	118.90	10382
5031	DASH MEDICAL GLOVES, INC	08/05/2022	EFT	0.00	118.90	10449
4709	DETCO	07/29/2022	EFT	0.00	2,825.58	10383
6472	DEUTZ, LAUREN	08/05/2022	EFT	0.00	80.00	10450
7051	DEUTZ, RICHARD & DEBRA	08/05/2022	Regular	0.00	300.00	121571
5731	DOLL DISTRIBUTING	07/29/2022	EFT	0.00	22,209.25	10384
5731	DOLL DISTRIBUTING	08/05/2022	EFT	0.00	12,137.40	10451
1020	DUIINCK BROS., INC.	07/29/2022	EFT	0.00	413,378.47	10385
1020	DUIINCK BROS., INC.	08/05/2022	EFT	0.00	3,455.46	10452
5651	ELECTRO-CHEMICAL DEVICES INC	08/05/2022	EFT	0.00	395.66	10453
4858	ENGRAVESTONE	08/05/2022	EFT	0.00	163.75	10454
6700	EYEMED VISION CARE	07/29/2022	Regular	0.00	533.84	121546
1090	FASTENAL COMPANY	07/29/2022	EFT	0.00	101.44	10386
1090	FASTENAL COMPANY	08/05/2022	EFT	0.00	680.49	10455
4805	FURTHER	08/05/2022	Regular	0.00	312.52	121572
4805	FURTHER	08/05/2022	Bank Draft	0.00	16,445.00	DFT0001918
4805	FURTHER	08/05/2022	Bank Draft	0.00	7,000.42	DFT0001923
1158	GALLS INC	07/29/2022	EFT	0.00	155.28	10387
1201	GRAINGER INC	07/29/2022	EFT	0.00	34.39	10388
6480	GREATER MINNESOTA	07/29/2022	Regular	0.00	335.00	121549
3760	GROWMARK INC.	08/05/2022	EFT	0.00	1,050.55	10456
1243	HARDWARE HANK	07/29/2022	EFT	0.00	36.98	10389
1243	HARDWARE HANK	08/05/2022	EFT	0.00	644.65	10457
5515	HOFFMANN, RYAN	08/05/2022	EFT	0.00	30.00	10458
1311	HYVEE FOOD STORES INC	07/29/2022	Regular	0.00	18.47	121550
1325	ICMA RETIREMENT TRUST #300877	08/05/2022	Regular	0.00	50.00	121573
5546	INDIAN ISLAND WINERY	08/05/2022	Regular	0.00	439.20	121574
1358	INTERNAL REVENUE SERVICE	08/05/2022	Bank Draft	0.00	11.04	DFT0001903
1358	INTERNAL REVENUE SERVICE	08/05/2022	Bank Draft	0.00	251.86	DFT0001904
1358	INTERNAL REVENUE SERVICE	08/05/2022	Bank Draft	0.00	2.58	DFT0001905
1358	INTERNAL REVENUE SERVICE	08/05/2022	Bank Draft	0.00	39,315.26	DFT0001924
1358	INTERNAL REVENUE SERVICE	08/05/2022	Bank Draft	0.00	32,973.29	DFT0001925
1358	INTERNAL REVENUE SERVICE	08/05/2022	Bank Draft	0.00	11,304.40	DFT0001926
6540	INTERNATIONAL CHEMTEX, LLC	07/29/2022	EFT	0.00	976.97	10390
5329	INTERSTATE ALL BATTERY CENTER	07/29/2022	EFT	0.00	223.65	10391
1399	JOHNSON BROTHERS LIQUOR COMPANY	07/29/2022	EFT	0.00	11,946.45	10392
1399	JOHNSON BROTHERS LIQUOR COMPANY	08/05/2022	EFT	0.00	21,566.77	10459
3564	KESTELOOT ENTERPRISES, INC	07/29/2022	EFT	0.00	27.03	10393
5095	KIBBLE EQUIPMENT	07/29/2022	EFT	0.00	277.84	10394
5095	KIBBLE EQUIPMENT	08/05/2022	EFT	0.00	1,000.00	10460
0450	KOPITSKI, JASON	08/05/2022	EFT	0.00	30.00	10461
5377	KRUK, CHRISTOPHER	08/05/2022	EFT	0.00	30.00	10462
5036	KUECHLE UNDERGROUND, INC	07/29/2022	Regular	0.00	78,767.00	121551
1480	LAW ENFORCEMENT LABOR SERVICE INC	07/29/2022	EFT	0.00	1,235.00	10395
6183	LEE, JERRIED	08/05/2022	EFT	0.00	30.00	10463
5606	LEGALSHIELD	07/29/2022	Regular	0.00	105.65	121552
6567	LINCOLN CO SHERIFF'S OFFICE	08/05/2022	Regular	0.00	878.26	121575
1507	LOCHER BROTHERS INC	07/29/2022	EFT	0.00	1,321.20	10396
1508	LOCKWOOD MOTORS INC.	07/29/2022	EFT	0.00	213.51	10397
1508	LOCKWOOD MOTORS INC.	08/05/2022	EFT	0.00	372.32	10464
6323	LUTHER, ERIC	07/29/2022	EFT	0.00	52.41	10398
6323	LUTHER, ERIC	08/05/2022	EFT	0.00	30.00	10465
1531	LYON COUNTY AUDITOR-TREASURER	07/29/2022	EFT	0.00	2,500.00	10399
1553	LYON COUNTY SHERIFF'S DEPT.	08/05/2022	Regular	0.00	843.80	121576
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	07/29/2022	EFT	0.00	1,549.63	10400
4246	MARK DEUTZ CONSTRUCTION, INC.	08/05/2022	Regular	0.00	300.00	121577
1602	MARSHALL AMATEUR HOCKEY ASSOCIATION	08/05/2022	EFT	0.00	3,240.00	10466
1604	MARSHALL AREA CHAMBER OF COMMERCE	08/05/2022	EFT	0.00	1,050.00	10467

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1616	MARSHALL CONVENTION & VISITORS BUREAU	08/05/2022	EFT	0.00	20,420.33	10468
6961	MARSHALL GYMNASTICS BOOSTERS	08/05/2022	Regular	0.00	1,000.00	121578
1633	MARSHALL MUNICIPAL UTILITIES	08/05/2022	EFT	0.00	95,138.82	10469
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	07/29/2022	EFT	0.00	338.75	10401
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	08/05/2022	EFT	0.00	8.36	10472
1637	MARSHALL PUBLIC SCHOOLS	07/29/2022	EFT	0.00	19,443.10	10402
0460	MARSHALL, JAMES	08/05/2022	EFT	0.00	80.00	10473
6733	MARTI, GEORGE & PAULA	07/29/2022	Regular	0.00	201.60	121553
6025	MELLENTIN, CODY	08/05/2022	EFT	0.00	30.00	10474
4980	MENARDS INC	08/05/2022	EFT	0.00	30.21	10475
4980	MENARDS INC	07/29/2022	Regular	0.00	471.44	121554
1704	MESERB	08/05/2022	Regular	0.00	4,655.00	121579
3971	MEULEBROECK, ANDY	08/05/2022	EFT	0.00	30.00	10476
6276	MIDSTATES EQUIPMENT & SUPPLY	07/29/2022	EFT	0.00	67.00	10403
3669	MINNESOTA STATE RETIREMENT SYSTEM	08/05/2022	Bank Draft	0.00	12,274.22	DFT0001921
1839	MINNESOTA VALLEY TESTING LABS INC	07/29/2022	EFT	0.00	480.00	10404
1757	MN CHILD SUPPORT PAYMENT CENTER	08/05/2022	Bank Draft	0.00	386.70	DFT0001914
1757	MN CHILD SUPPORT PAYMENT CENTER	08/05/2022	Bank Draft	0.00	222.88	DFT0001915
1757	MN CHILD SUPPORT PAYMENT CENTER	08/05/2022	Bank Draft	0.00	287.49	DFT0001916
1757	MN CHILD SUPPORT PAYMENT CENTER	08/05/2022	Bank Draft	0.00	85.83	DFT0001917
1813	MN POLLUTION CONTROL AGENCY	08/05/2022	Regular	0.00	264.00	121580
1818	MN REVENUE	08/05/2022	Bank Draft	0.00	127.39	DFT0001906
1818	MN REVENUE	08/05/2022	Bank Draft	0.00	15,786.53	DFT0001927
6955	MOBERG, E.J.	08/05/2022	EFT	0.00	80.00	10477
1877	MOTION INDUSTRIES INC	08/05/2022	EFT	0.00	38.35	10478
6824	NATIONAL INVENTORS HALL OF FAME, INC	08/05/2022	Regular	0.00	1,150.00	121581
2512	NATIONWIDE RETIREMENT	08/05/2022	Bank Draft	0.00	375.00	DFT0001901
2512	NATIONWIDE RETIREMENT	08/05/2022	Bank Draft	0.00	1,581.97	DFT0001902
2512	NATIONWIDE RETIREMENT	08/05/2022	Bank Draft	0.00	230.77	DFT0001911
1923	NCPERS MN GROUP LIFE INS.	07/29/2022	EFT	0.00	256.00	10405
1945	NORM'S GTC	07/29/2022	Regular	0.00	316.78	121555
1945	NORM'S GTC	08/05/2022	Regular	0.00	273.85	121582
1946	NORTH CENTRAL LABS	07/29/2022	EFT	0.00	575.57	10406
1946	NORTH CENTRAL LABS	08/05/2022	EFT	0.00	990.24	10479
6463	OFFICE OF MNIT SERVICES	08/05/2022	Regular	0.00	695.15	121583
3597	PAAPE DISTRIBUTING CO	07/29/2022	EFT	0.00	309.00	10407
5117	PARSONS, DAVE	08/05/2022	EFT	0.00	45.00	10480
2019	PAUSTIS WINE COMPANY	07/29/2022	Regular	0.00	4,512.00	121556
2028	PERA OF MINNESOTA REG	08/05/2022	Bank Draft	0.00	64,638.94	DFT0001919
7053	PERFORMANCE FOOD GROUP, INC.	08/05/2022	Regular	0.00	30.78	121584
2034	PETTY CASH	08/05/2022	Regular	0.00	100.00	121585
2036	PHILLIPS WINE AND SPIRITS INC	07/29/2022	EFT	0.00	8,309.51	10408
2036	PHILLIPS WINE AND SPIRITS INC	08/05/2022	EFT	0.00	11,410.78	10481
6569	PIPESTONE COUNTY SHERIFF'S OFFICE	08/05/2022	Regular	0.00	393.49	121586
2049	PLUNKETTS PEST CONTROL INC	07/29/2022	EFT	0.00	41.82	10409
3557	POMP'S TIRE SERVICE, INC.	08/05/2022	EFT	0.00	641.00	10482
2064	POWERPLAN	07/29/2022	Regular	0.00	567.28	121557
7049	POWERS, BEN	08/05/2022	EFT	0.00	162.00	10483
7050	PROVO, MARGARET KELLY	08/05/2022	Regular	0.00	300.00	121587
0477	PRZYBILLA, SCOTT	08/05/2022	EFT	0.00	30.00	10484
6166	PULVER MOTOR SVC, LLC	07/29/2022	EFT	0.00	235.00	10410
6166	PULVER MOTOR SVC, LLC	08/05/2022	EFT	0.00	105.00	10485
2112	R AND G CONSTRUCTION COMPANY INC	07/29/2022	EFT	0.00	110,861.43	10411
6570	REDWOOD COUNTY SHERIFF	08/05/2022	Regular	0.00	1,193.75	121588
6571	REDWOOD FALLS POLICE DEPARTMENT	08/05/2022	Regular	0.00	1,082.17	121589
4826	RIEKE, BENJAMIN	08/05/2022	EFT	0.00	30.00	10486
0481	ROKEH, JASON	08/05/2022	EFT	0.00	30.00	10487
5867	ROUND LAKE VINEYARDS & WINERY	08/05/2022	EFT	0.00	144.00	10488
2201	RUNNINGS SUPPLY INC	08/05/2022	EFT	0.00	106.25	10489
5556	SANDGREN, KAYLYNN	08/05/2022	EFT	0.00	30.00	10490
2244	SCHWANS SALES ENTERPRISES	07/29/2022	Regular	0.00	547.81	121558

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2253	SEELYE PLASTICS INC	08/05/2022	EFT	0.00	501.56	10491
6251	SHRED RIGHT	07/29/2022	EFT	0.00	40.00	10412
3495	SMSU	07/29/2022	EFT	0.00	1,950.00	10413
4855	SOUTHERN GLAZER'S	07/29/2022	EFT	0.00	6,008.20	10414
4855	SOUTHERN GLAZER'S	08/05/2022	EFT	0.00	14,261.44	10492
5922	SRF CONSULTING GROUP, INC.	08/05/2022	EFT	0.00	10,564.90	10493
0491	ST AUBIN, GREGORY	08/05/2022	EFT	0.00	30.00	10494
3808	STELTER, GEOFFREY	08/05/2022	EFT	0.00	30.00	10495
4134	STENSRUD, PRESTON	08/05/2022	EFT	0.00	30.00	10496
6706	SUN LIFE FINANCIAL	08/05/2022	EFT	0.00	1,642.28	10497
0495	SWANSON, GREGG	08/05/2022	EFT	0.00	30.00	10499
6277	TALKING WATERS BREWING CO, LLC	07/29/2022	EFT	0.00	345.00	10415
4734	TESSMAN COMPANY	07/29/2022	EFT	0.00	901.78	10416
6709	THERMO KING OF SIOUX FALLS INC	07/29/2022	EFT	0.00	727.44	10417
6389	TOWNE & COUNTRY EXCAVATING LLC	07/29/2022	EFT	0.00	14,256.04	10418
6156	TRUE BRANDS	07/29/2022	EFT	0.00	1,166.34	10419
6156	TRUE BRANDS	08/05/2022	EFT	0.00	26.97	10500
3342	TRUEDSON, SCOTT	08/05/2022	EFT	0.00	30.00	10501
5106	ULINE	07/29/2022	EFT	0.00	672.65	10420
4402	UPS	08/05/2022	Regular	0.00	13.35	121590
2499	US BANK	08/05/2022	EFT	0.00	2,700.00	10502
7036	US BANK	07/29/2022	EFT	0.00	532,465.02	10421
3443	VALIC DEFERRED COMP	08/05/2022	Bank Draft	0.00	941.61	DFT0001912
3443	VALIC DEFERRED COMP	08/05/2022	Bank Draft	0.00	1,405.77	DFT0001913
6092	VANDERMILLEN, SCOTT	08/05/2022	EFT	0.00	80.00	10503
0512	VANLEEUEWE, SARA J.	08/05/2022	EFT	0.00	70.00	10504
4489	VERIZON WIRELESS	07/29/2022	EFT	0.00	400.32	10423
6113	VERSA-VEND VENDING INC	07/29/2022	EFT	0.00	486.44	10424
2538	VIKING COCA COLA BOTTLING COMPANY	07/29/2022	EFT	0.00	729.35	10425
2538	VIKING COCA COLA BOTTLING COMPANY	08/05/2022	EFT	0.00	358.40	10505
4594	VINOUCUPIA	07/29/2022	EFT	0.00	323.00	10426
4594	VINOUCUPIA	08/05/2022	EFT	0.00	1,825.75	10506
6085	VOYA - INVESTORS CHOICE	08/05/2022	Bank Draft	0.00	2,234.21	DFT0001922
7048	WALBERG, ANTHONY & SARAH	08/05/2022	Regular	0.00	28.60	121591
5288	WEST CENTRAL COMMUNICATIONS, INC	07/29/2022	EFT	0.00	116.00	10427
2583	WEST CENTRAL FIREFIGHTERS ASSOCIATION	07/29/2022	Regular	0.00	55.00	121559
2599	WINE COMPANY	08/05/2022	EFT	0.00	965.00	10507
2605	WINE MERCHANTS	08/05/2022	EFT	0.00	227.80	10508
6970	YWCA OF MINNEAPOLIS	07/29/2022	Regular	0.00	2,560.00	121560
2632	ZIEGLER INC	08/05/2022	EFT	0.00	105.60	10509

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	98	55	0.00	190,761.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	22	22	0.00	207,883.16
EFT's	252	139	0.00	1,410,770.27
	372	216	0.00	1,809,414.77

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	98	55	0.00	190,761.34
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	22	22	0.00	207,883.16
EFT's	252	139	0.00	1,410,770.27
	372	216	0.00	1,809,414.77

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	7/2022	1,317,640.67
999	POOLED CASH FUND	8/2022	491,774.10
			1,809,414.77

**CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS**

8/8/2022

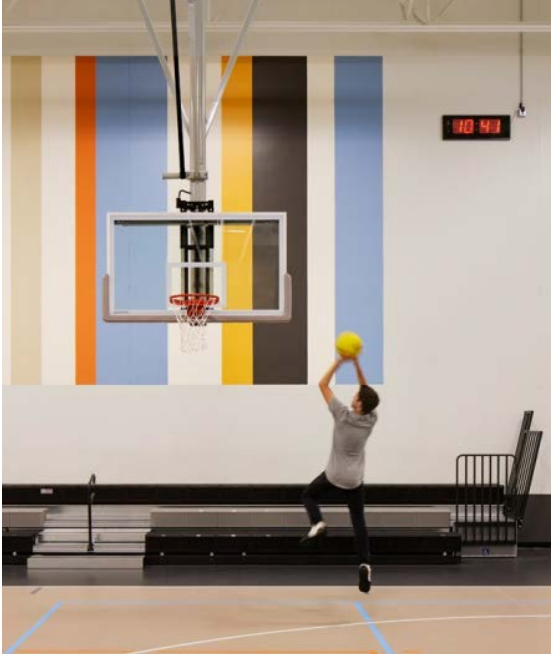
PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	2022 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:
W13	602-49500-55120	5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00	(26,609.74)	14,047,690.26	4,099,265.87	6,918,924.06	3,029,500.33		-	-
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	749,360.00	5,779,560.00		3,039,722.04	2,661,221.96	66,794.00	11,822.00	-
Z83	479-43300-55170	2/23/2021	James Ave/Camden Dr Reconstruction	Kuechle Underground	849,244.50	8,701.86	857,946.36			779,179.36		78,767.00	-
Z88	479-43300-55170	4/13/2021	State Aid Overlay	Duininck, Inc	1,924,600.45	(33,840.43)	1,890,760.02			1,879,301.49	11,458.53	-	(0.00)
PK-001	401-45200-55130	8/25/2021	Independence Park Trail Replacement	A & C Excavating, LLC	375,659.10	6,940.50	382,599.60			109,320.20	226,344.35	17,666.56	29,268.49
SWM-007	630-49600-55170	10/12/2021	Independence Park Pond Forebay Expansion	Towne & Country Excavating LLC	229,255.50	(1,134.66)	228,120.84				213,864.80	14,256.04	-
AP-005	101-43400-55120	10/12/2021	A/D Building Roof Repair	Gag Sheet Metal, Inc.	37,200.00	45,399.00	82,599.00			51,879.00	30,720.00	-	-
ST-002	495-43300-55170	2/8/2022	Bituminous Overlay on Various City Streets	Duininck, Inc	560,573.35	10,921.45	571,494.80				152,350.87	8,018.47	411,125.46
ST-003	480-43300-55170	2/6/2022	1st/Greeley/Williams Reconstruction	R & G Construction Co.	1,647,498.69	2,500.00	1,649,998.69			308,708.11		16,247.80	1,325,042.78
ST-001	101-43300-53425	2/22/2022	Chip Seals	Pearson Bros., Inc.	210,581.00		210,581.00						210,581.00
ST-004	480-43300-55170	2/22/2022	Halbur Road Reconstruction	Duininck, Inc	1,142,009.72	41,873.66	1,183,883.38			33,124.91	253,453.59		897,304.88
ST-006 (Z79)	495-43300-55130	5/10/2022	School Pedestrian Crossing Improvements	Duininck, Inc	480,250.35		480,250.35						480,250.35
ST-005	480-43300-55170	5/24/2022	Rose Parking Lot Reconstruction	R & G Construction Co.	140,177.51	12,382.00	152,559.51			159,778.08		1,597.78	(8,816.35)
ST-023	480-43300-55170	5/24/2022	W. Lyon St.(College to 1st) Reconstruction	R & G Construction Co.	409,645.10		409,645.10			225,948.95		11,892.05	171,804.10
ST-024	480-43300-55170	7/12/2022	Baldwin Parking Lot Reconstruction	R & G Construction Co.	159,515.77		159,515.77						159,515.77
					<u>27,270,711.04</u>	<u>816,493.64</u>	<u>28,087,204.68</u>	<u>4,099,265.87</u>	<u>9,958,646.10</u>	<u>8,510,402.34</u>	<u>498,827.50</u>	<u>67,244.66</u>	<u>3,676,076.48</u>

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**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Monday, August 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Proposal Indoor Recreation Facility and YMCA Collaboration Feasibility
Background Information:	<p>The City of Marshall in January of 2022 approved a resolution requesting sales tax authorization for an aquatic center and an indoor recreation facility. Since that time, current proposed legislation does not include an indoor recreation facility due the sentiment that additional information would be needed to garner legislature and public support.</p> <p>Recently the city received a request from the Marshall Area YMCA to study financial viability and future recreation needs as a community and YMCA. In MN and nationwide, YMCAs and the communities in which they are located have explored or have existing arrangements with cities. The Marshall YMCA had also initiated a capital campaign to raise \$5 million for renovations to the existing multipurpose and fitness spaces. Due to COVID pandemic membership numbers have declined, and interest in pursuing a capital campaign has waned. The declining membership numbers also have meant declining revenues for the Marshall Area YMCA. In late 2020 and again in early 2022, the Marshall Area YMCA Board has approached the City of Marshall and formally requested that the city study the feasibility of the city of Marshall cooperating with the Marshall Area YMCA in the areas of recreation and other related programming as well as capital needs.</p>
Fiscal Impact:	\$32,500 (YMCA to contribute \$10,000 towards the study).
Alternative/ Variations:	Do not proceed with proposal at this time.
Recommendations:	Accept Indoor Recreation Facility and YMCA Collaboration Feasibility Proposal from 292 Design Group in the amount of \$42,500 plus up to \$2,500 reimbursable expenses with Marshall Area YMCA contribution at \$10,000.



Indoor Recreation Feasibility Study & City of Marshall and Marshall Area YMCA Partnership Feasibility Study

Request for Proposal | July 15, 2022

292DesignGroup + Ballard*King

292DesignGroup

3533 East Lake Street, Minneapolis, MN 55406 / 612.767.3773 / www.292designgroup.com

Tom Betti, Mark Wentzell and Pam Anderson established 292 Design Group in 2009 after many years together as partners in a previous firm. 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 to California. Projects and services range from feasibility studies to the design of complex community-focused buildings.

Design Philosophy

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.

Area of Specialization

Community recreation projects are a focus of 292's practice. 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, private and nonprofit organizations. 292 understands that the long-term success of these projects relies on the ability to pool the collective strengths of these various entities, and on a thorough planning and studying effort done early in the design process—long before drawing a single line.



Community Center & YMCA Expansion, Andover, MN

Ballard*King

2743 E. Ravenhill Circle, Highlands Ranch, CO 80126 / 303.470.8661 / www.ballardking.com

Ballard*King is nationally respected as an expert in the field of strategic planning and master plans for new and existing sports, parks, fitness, aquatic, ice skating and recreation facilities and the organizations that operate them. Ballard*King's client base includes public agencies, colleges and universities, the non-profit sector and private entities.

Ballard*King team members all have direct experience in the opening, operation and management of indoor and outdoor recreation facilities from full-service recreation centers to aquatic facilities and ice rinks. In addition, Ballard*King staff has direct experience in the delivery of diverse recreation programs and services.

Ballard*King & Associates provides services in the following areas:

- » Long range master plans for agencies with an emphasis on the development and management of parks, facilities and recreation services.
- » Feasibility studies for new or renovated recreation facilities with a strong emphasis on operations, proformas, and organizational planning.

- » Operational assessments for existing parks and recreation facilities and agencies focusing on organizational and management practices.
- » Public input including community meetings, focus groups, stakeholder meetings and survey administration.
- » Partnership and funding plans for recreation facilities and programs.
- » Benchmarking and best practices research for parks and recreation agencies.
- » Economic impact studies of new and existing sports and recreation services and facilities.

Ballard*King provides business, financial, analytical and marketing services to clients within the recreation industry. They have the capability and technology to enable conference calls, web meetings, file sharing, document printing and compilation, financial accounting and reporting, and other business and data services to support this project.



Project Team

The 292 project team includes the following consultants:

292 Design Group

Mark Wentzell, AIA
Maria Manion

Ballard*King

Jeff King
Scott Caron

Mark Wentzell will lead the overall study process. Jeff King will lead the management, operations and recreation programs analysis.

Mark Wentzell, AIA / 292 Design Group Partner-in-Charge & Planner

Mark is a leading designer of community-focused facilities and has guided numerous organizations through the planning and design of these important community assets. A skilled public facilitator and speaker on community recreational issues,



Mark has extensive experience with a variety of citizen involvement processes. He's facilitated public meetings and workshops, and worked with boards, councils, and steering committees throughout the design and construction process. Many of Mark's projects—Chaska Curling and Event Center, Grandview Community Center, Gladstone Community Center, or Bloomington Civic Plaza—have won awards for their design and community success.

- » Years with 292: Founding partner, 12 years
- » Education: Master of Architecture, Syracuse University, Florence Center / Bachelor of Architecture, University of Minnesota
- » Registered Architect in MN #15125

Project Experience

- » Andover Community Center Expansion, Andover, MN
- » Brooklyn Park Community Activity Center Improvements, Brooklyn Park, MN
- » Brooklyn Park Aquatics Facility Study, Brooklyn Park, MN
- » Fergus Falls Outdoor Aquatic Study, Fergus Falls, MN
- » Chain of Lakes YMCA, Lino Lakes, MN
- » Chaska Community Center Facility Master Plan, Chaska, MN
- » Chaska Community Center, Chaska, MN
- » Chaska Community Center: The Lodge, Chaska, MN
- » Chaska Curling & Event Center, Chaska, MN
- » Egan Community Needs Assessment & Master Planning Study, Egan, MN
- » Lonsdale Community Center Study, Lonsdale, MO
- » Monticello Community Center, Monticello, MN
- » Piqua Community Center Plan, Piqua, OH
- » Rosemount Community Center Study, Rosemount, MN
- » St. Cloud Community Center Study, St. Cloud, MN
- » Bowling Green National Guard Training & Community Center, Bowling Green, OH
- » Delaware Training and Community Center Delaware, OH
- » Legacy Park Community Center, Lee's Summit, MO
- » Grandview Community Center, Grandview, MO

Jeff King / Ballard*King Market & Operations Consultant

As a founding partner and president of Ballard*King & Associates, Jeff has over 30 years of experience in recreation facility operations, programming and planning. Jeff has provided consulting services nationwide to more than 300 communities who have benefited from his extensive background in ice arena and recreation center planning and management. Jeff's expertise comes from a vast array of experience and projects.



Jeff's management and project experience includes facility planning and construction, facility renovation, grand opening celebrations, economic impact studies, energy conservation systems, preventative maintenance programs, staffing, budgeting, marketing, cost analysis, and programming. Jeff routinely performs park and recreation master plans as well as audits.

Jeff has been a regular speaker at the Athletic Business Conference as well as numerous state conferences, the NRPA Aquatic School, the NRPA Annual Conference and various workshops.

As the former Recreation Director for the City of St. Peters, MO, he was responsible for the start-up and operations of the Rec-Plex, a 140,000 square foot recreation center with a 50-meter competitive pool, ten-meter diving tower, leisure pool, gymnasium, track, rock climbing wall, weight room, aerobics room, two ice skating rinks, skateboard park and food service. Prior to this, he worked as a pool, ice and recreation facility manager at other facilities. Jeff's trust-worthy experience and genuine strong character bring each client assurance that all aspect of their project will receive the highest level of service.

Feasibility Study Experience

Jeff has over 30 years of experience completing feasibility studies for new and renovated facilities across the country. Jeff's experience in the Parks and Recreation industry in facility management operation is a strong foundation for his feasibility work. Jeff has completed feasibility studies for a wide range of client types including school districts, parks and recreation departments, YMCA's, private sector organizations, colleges and universities.

- » Education: Bachelor of Arts, Lindenwood University
- » Professional Affiliations: Ice Skating Institute Of America, National Recreation And Park Association- Aquatic Section, Missouri Park And Recreation Association

Relevant Qualifications

Jeff King will serve as the project manager for Ballard*King. Jeff's background aligns well with the key experiences that the City of Marshall listed in the RFP.

Surveys and Public Outreach

Strong public input is a core principle of B*K projects. B*K has extensive experience in conducting both statistically valid and web-based surveys, with a keen eye to developing strong survey tools. Ballard*King has found that it is beneficial to conduct some of the public engagement processes before conducting a survey. This allows for the public input process to create and focus questions for the outcomes.

Benchmarking

Another tool frequently used in the assessment process is benchmarking. Comparing Marshall to other like communities and to NRPA metrics has value and can help a community determine what level of facilities and programs is best for their community.

Programming and Management Evaluations

Jeff has spent over 27 years managing recreation facilities and programs and brings a wealth of knowledge to the process. In addition to his work in his public parks and recreation agencies, Jeff has assisted numerous facilities on assessing overall recreation programs and exploration of alternatives. This process is driven by understanding performance measurements and recommendations for improvements.

Economic Development

Jeff has conducted several economic impact assessments for facilities to help determine the overall impact through operating recreation facilities. This information helps to identify an agency as a contributor to the overall economic health of a community.

Maria Manion / 292 Design Group

Associate Planner

Maria has worked in the architectural and planning industry for over 20 years, gaining a broad range of experience across multiple disciplines. Throughout, she has served a key role on projects, coordinating the design and planning process. Maria's planning experience is diverse and includes work on recreation feasibility studies, college/university campus master plans and corporate workplace strategies. She has worked in tandem with clients, including facility services or communications departments, to help them effectively communicate the physical and cultural aspects of their building or planning project.



- » Years with 292: 6 years
- » Education: Bachelor of Architecture, University of Minnesota / Bachelor of Arts, University of St. Catherine

Project Experience

- » Brooklyn Park Aquatics Facility Study, Brooklyn Park, MN
- » Brooklyn Park Community Activity Center Improvements, Brooklyn Park, MN
- » Eagan Community Needs Assessment & Master Planning Study, Eagan, MN
- » Lonsdale Community Center Study, Lonsdale, MO
- » Northfield Community Resource Center Space Needs Study and Expansion, Northfield, MN
- » Piqua Community Center Campus Plan, Piqua, OH
- » Rosemount Recreation Facilities Study, Rosemount, MN
- » Shakopee Recreation Facilities Study, Shakopee, MN
- » Warrenton Community Center Study, Warrenton, MO
- » Waterloo Curling and Ice Arena, Waterloo, IA
- » Minnesota West Community & Technical College Comprehensive Facility Plan, 5 Campuses in Southwest, MN
- » Minnesota West Community & Technical College: Nursing, Law Enforcement and Student Services Predesign, Worthington and Granite Falls campuses, MN
- » Riverland Community College Comprehensive Facility Plan, 3 Campuses in Southwest, MN
- » Riverland Community College: Student Services Predesign, Austin, MN

Scott Caron / Ballard*King

Market & Operations Consultant

Scott began working with Ballard*King & Associates in 2017 and brings over 25 years of experience in parks and recreation. As an Associate with Ballard*King, Scott has been instrumental in data collection and analysis. His involvement with projects includes feasibility studies, master plans and operational assessments.



Prior to joining Ballard*King, Scott has held several positions while working a wide variety of types of governance from recreation commissions, parks districts, and municipalities. In addition to working as an Associate with Ballard*King, he is currently the Parks & Recreation Director in Longview, TX. As a recreation operator, Scott has led the approval, design and construction of projects in excess of \$50 million and managed both indoor and outdoor facilities.

Scott is enthusiastic about the needs assessment process, both as a consultant and as a professional in the field. He understands the need to have a plan that provides a department the necessary direction for their future. At the same time, he realizes importance of flexibility for a plan, so that it can adjust to changes. Scott brings a unique perspective to the master planning process in that he has implemented master plans. This firsthand implementation experience helps focus the recommendations he provides.

Scott's approach as a recreation professional and consultant melds analytical data with preferences and opinions. He recognizes decisions need to be made balancing needs and wants while taking into consideration organizational and political preferences.

- » Education: Bachelor of Science, University of Missouri
- » Professional Affiliations: Missouri Parks & Recreation Association, Texas Recreation & Parks Society, National Recreation & Park Association, Sports Events And Tourism Association

292+Ballard*King Projects

- » Andover Community Recreation Facilities Study, Andover, MN
- » Apple Valley Rec Facilities Master Plan, Apple Valley, MN
- » Bemidji Ice Arena Study, Bemidji, MN
- » Billings Aquatics and Rec Facilities Study, Billings, MT
- » Brooklyn Park Aquatics Facility Study, Brooklyn Park, MN
- » Brooklyn Park Community Activity Center Improvements Study, Brooklyn Park, MN
- » Campbell County Ice Arena Study, Gillette, WY
- » Casper Ice Arena Study, Casper, WY
- » Citywide Aquatic Facilities Study, St. Paul, MN
- » Como Park Pool, St. Paul, MN
- » Creve Coeur Ice and Community Center Feasibility Study, Creve Coeur, MO
- » Duluth Kroc Center Study, Duluth, MN
- » Eagan Community Needs Assessment and Master Planning Study, Eagan, MN
- » Fergus Falls Aquatics Study, Fergus Falls, MN
- » Goose Creek Ice Feasibility Study, Goose Creek, SC
- » Grandview Community Center, Grandview, MO
- » Legacy Park Community Center, Lee's Summit, MO
- » Lonsdale Community Center Study, Lonsdale, MN
- » Mahtomedi Ice Arena Study, Mahtomedi, MN
- » Missoula Aquatics Feasibility Study, Missoula, MT
- » Rosemount Recreation Facilities Study, Rosemount, MN
- » Roswell Community Recreation Center Study, Roswell, NM
- » Shakopee Recreation Facilities Study, Shakopee, MN
- » St. Cloud Community Center Study, St. Cloud, MN
- » St. Paul Kroc Center Study, St. Paul, MN
- » Stamford Community Recreation Center Study, Stamford, CT
- » Urbandale Community Center/Elementary School Study, Urbandale, IA
- » Watertown Community Recreation Study, Watertown, MN
- » Willmar Civic Center Master Plan & Refrigeration Room Upgrade, Willmar, MN



292 Recreation Projects

- » Anoka Castle Field, Anoka, MN
- » Augsburg College Athletic Addition, Minneapolis, MN
- » Bowling Green National Guard Training & Community Center, Bowling Green, OH
- » Bunker Beach Water Wave Pool Replacement, Coon Rapids, MN
- » Chain of Lakes YMCA, Lino Lakes, MN
- » Chaska Community Center: Fitness Area/Gym Renovation, Chaska, MN
- » Chaska Community Center: Outdoor Aquatic, Chaska, MN
- » Chaska Community Center: Physical Therapy & Sports Conditioning Center, Chaska, MN
- » Chaska Community Center: The Lodge, Chaska, MN
- » Chaska Event Center & Firemen's Park, Chaska, MN
- » Como Park Pool, St. Paul, MN
- » Danny's Bar and Grill at StoneRidge Golf Club, Stillwater, MN
- » Delaware Training and Community Center, Delaware, OH
- » Elmwood Golf Club, Sioux Falls, SD
- » Fairmont Community Center, Fairmont, MN
- » Gladstone Community Center, Gladstone, MO
- » Harding High School Artificial Turf and Track Installation, St. Paul, MN
- » Hastings YMCA, Hastings, MN
- » Hill-Murray Track & Field Renovation, Maplewood, MN
- » Lagoon Park Shelter, Jordan, MN
- » Learning Links Golf Club, Chaska, MN
- » Lions Park Warming House, Shakopee, MN
- » Maplewood Community Center, Maplewood, MN
- » Mary Ann Young Center (Blaine Activity Center), Blaine, MN
- » Matt Ross (Overland Park) Community Center, Overland Park, KS
- » Minneapolis Jewish Day School & Jewish Community Center Campus Renovation, St. Louis Park, MN
- » Minneapolis Parks & Recreation Board: ADA Evaluation, Minneapolis, MN
- » Minnesota State University-Mankato: Student Athletic Facilities Master Planning, Mankato, MN
- » Minnesota State University-Mankato: Student Athletic Facilities Three-Phase Additions/Renovations (Phase 1: Myers Fieldhouse, Phase 2: Renovation/Expansion, Phase 3: Otto Recreation Center), Mankato, MN
- » Missoula Aquatics Facilities, Missoula, MT
- » Monticello Community & National Guard Training Center, Monticello, MN
- » Riverland Community College: Austin East Locker Room Renovation, Austin, MN
- » Saint Paul Tennis Club, St. Paul, MN
- » Shakopee Community Center, Shakopee, MN
- » St. Louis Park High School Track, St. Louis Park, MN
- » St. Louis Park Press Box, Saint Louis Park, MN
- » St. Louis Park Schools: High School Tennis Court Reconstruction, St. Louis Park, MN
- » St. Patricks Baseball Dugouts, New Prague, MN
- » The Blake School: Gordy Aamoth Jr. Memorial Stadium, Hopkins, MN
- » The Blake School: John Hartmann Natatorium, Hopkins, MN

- » University of Minnesota-Duluth Malosky Stadium Renovation, Duluth, MN
- » University of St. Thomas Dugout, St. Paul, MN
- » YWCA Downtown Daycare Refresh, Minneapolis, MN
- » YWCA Downtown Locker Room and Pool Renovation, Minneapolis, MN
- » YWCA Midtown Lobby Renovation, Minneapolis, MN
- » YWCA Midtown Locker Room Renovation, Minneapolis, MN
- » YWCA Uptown Locker Room Renovation, Minneapolis, MN

292 Recreation Studies

- » Andover Community Recreation Facilities Study, Andover, MN
- » Apple Valley Outdoor Aquatic Center Study Planning, Apple Valley, MN
- » Apple Valley Rec Facilities Master Plan, Apple Valley, MN
- » Apple Valley Redwood Pool & Park Feasibility Study, Apple Valley, MN
- » Billings Aquatics and Rec Facilities Study, Billings, MT
- » Blaine Senior Center Study, Blaine, MN
- » Brooklyn Park Aquatics Facility Study, Brooklyn Park, MN
- » Brooklyn Park Community Activity Center Improvements Study, Brooklyn Park, MN
- » Chaska Community Center: Facility Master Plan, Chaska, MN
- » Citywide Aquatic Facilities Study, St. Paul, MN
- » Eagan Community Needs Assessment and Master Planning Study, Eagan, MN
- » Fairmont Community Center Study, Fairmont, MN
- » Fergus Falls Aquatics Study, Fergus Falls, MN
- » Girl Scouts of Cannon Valley: Camp Singing Hills Master Plan, Waterville, MN
- » Grandview Community Center, Grandview, MO
- » Hill-Murray High School Baseball Fields Planning Study, Maplewood, MN
- » Hill-Murray Track & Field Study, Maplewood, MN
- » Legacy Park Community Center, Lee's Summit, MO
- » Lemay Community Center Study, Lemay, MO
- » Lonsdale Community Center Study, Lonsdale, MN
- » Marshall Aquatic Study, Marshall, MN
- » Minneapolis Parks & Recreation Board: Design Standards, Minneapolis, MN
- » Missoula Aquatics Feasibility Study, Missoula, MT
- » Monticello Community Center Study, Monticello, MN
- » Northfield Park and Recreation Capital Investment Plan, Northfield, MN
- » Piqua Community Center Campus Plan, Piqua, OH
- » Proctor Youth Athletic Complex, Proctor, MN
- » Rosemount Recreation Facilities Study, Rosemount, MN
- » Roswell Community Recreation Center Study, Roswell, NM
- » Shakopee Recreation Facilities Study, Shakopee, MN
- » St. Cloud Community Center Study, St. Cloud, MN
- » Stamford Community Recreation Center Study, Stamford, CT
- » Urbandale Community Center/Elementary School Study, Urbandale, IA
- » YWCA Downtown Master Plan, Minneapolis, MN
- » YWCA of Minneapolis Master Plan, Minneapolis, MN

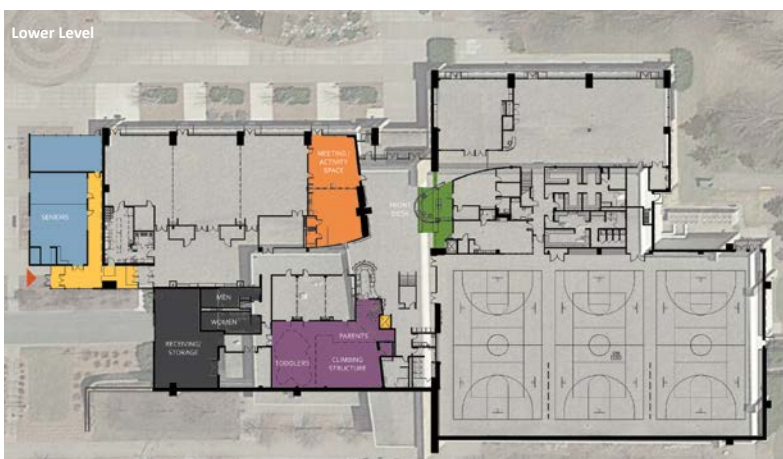
Eagan Community Needs Assessment & Master Planning Study

The 292 team worked with the City of Eagan staff to evaluate multiple recreational facilities across the City, to gather stakeholder input, and to develop a facilities improvement framework that allowed city staff and the city council to make decisions about future improvements. 292 Design Group led the process, collaborating with a survey and market/operations consultant to:

- » Gather input from stakeholders and city staff. The process included meetings, facility tours and a public open house.
- » Conduct a statistically-valid community survey. Surveys were mailed to a random sample of households to determine park and recreation priorities and citizen satisfaction with existing opportunities and amenities.
- » Analyze the Eagan market and demographics. Participation rates and trends were also noted, as well alternate providers within the Eagan service area.
- » Analyze Eagan against other facilities and trends.
- » Hold a design workshop to develop facility concepts for future improvements.
- » Determine implementation options for achieving improvements.

Four existing facilities were evaluated: Cascade Bay, Civic Arena, Eagan Community Center, and the Art House. A new fieldhouse was also studied as a consequence of the input process. Potential sites were evaluated and conceptual options were created to determine appropriate amenities and cost implications.

- » Completion: 2020
- » Location: Eagan, MN
- » Size
Proposed facility SF and costs for existing facilities include:
 - Cascade Bay: n/a SF
 - Community Center: 12,800 SF
 - Art House: 14,200 SF
 - Fieldhouse Dome: 93,000 SF
 - Ice Arena: 19,600 SF



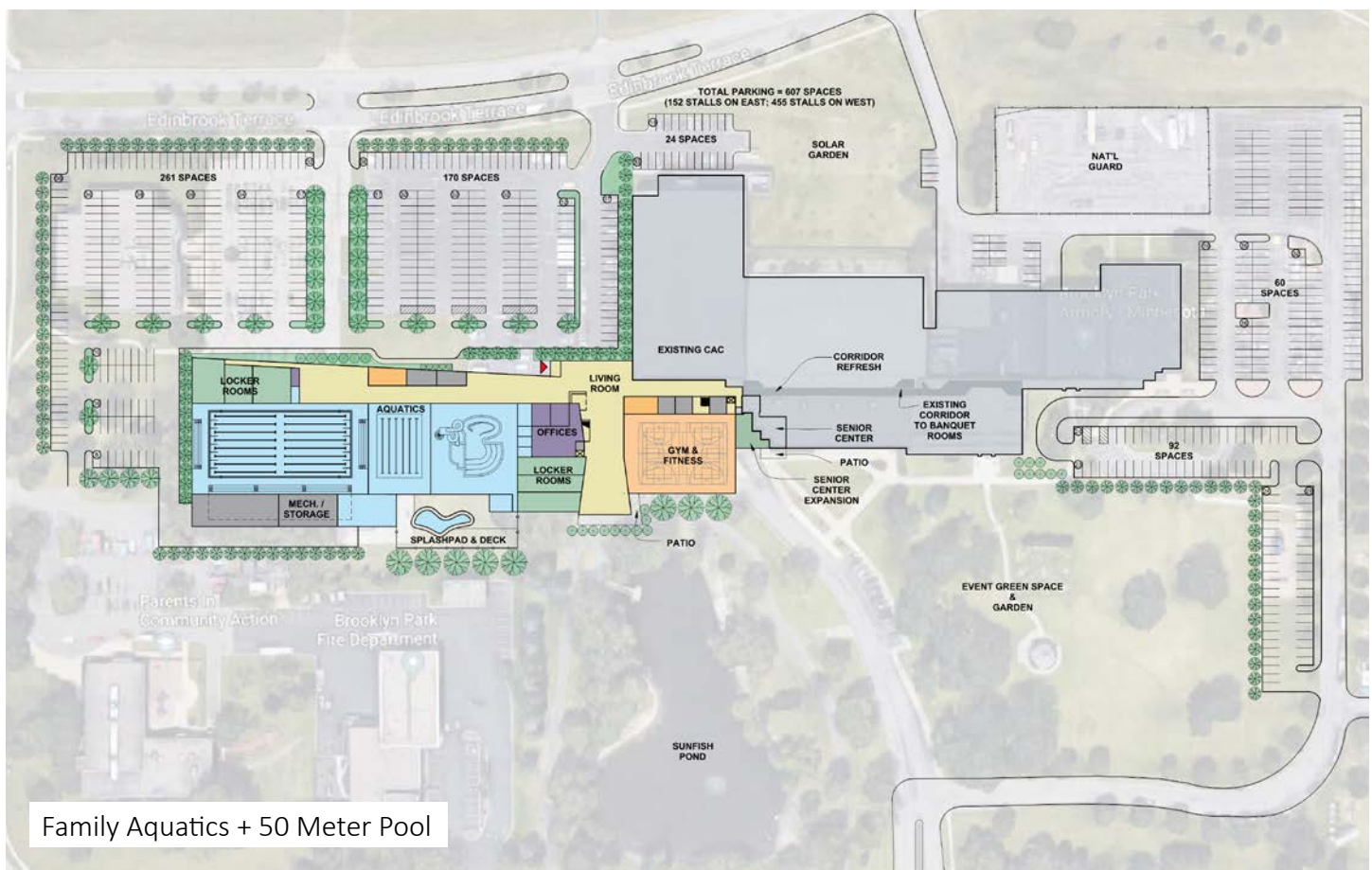
Brooklyn Park Family Aquatic Center Study

This aquatic feasibility study was an offshoot of Brooklyn Park’s previous park and recreation system planning. During that process, development of a family aquatic center was identified as a top priority. The subsequent aquatic study explored the potential facility components and cost to construct, along with the long-term financial business plan and what impact it would have on the City and the community. The study provided policy makers and staff the research and business analysis necessary to inform decision makers on the best approach to addressing this recreation facility gap in the community.

While the study was focused on aquatics, stakeholder engagement revealed additional recreation needs in the community, such as the need for gymnasium court space, fitness and multi-purpose space. An holistic approach was taken during the study planning to address all these needs.

Six options were considered for potential Brooklyn Park aquatic facilities: four options included an addition/renovation to the existing Community Activity Center (CAC) and two other options include development of the aquatic facilities on a new unidentified site. Construction cost estimates and operations plans were prepared for each option.

- » Completion: 2018
- » Location: Brooklyn Park, MN

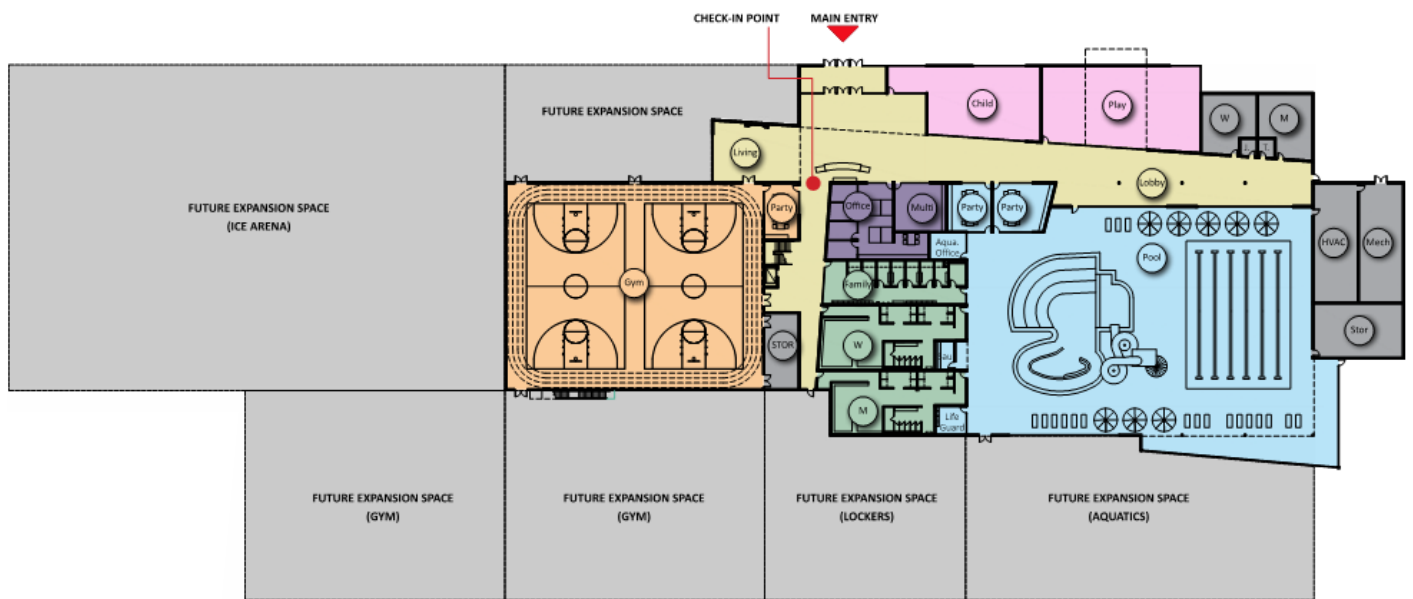


Family Aquatics + 50 Meter Pool

Rosemount Recreation Facilities Study

This study explored community needs for an indoor recreation center. It involved stakeholders meetings, community engagement, and market/demographic analysis. From that information, a building program was developed that outlined the proposed spaces, their square footages and special requirements. Concept diagrams – simple floor plans – were then created to illustrate the relationship of the proposed spaces. Construction and projects costs were prepared, as well as a long-term financial plan outlining operational costs and revenue.

- » Completion: 2019
- » Location: Rosemount, MN
- » Size: 87,000 SF



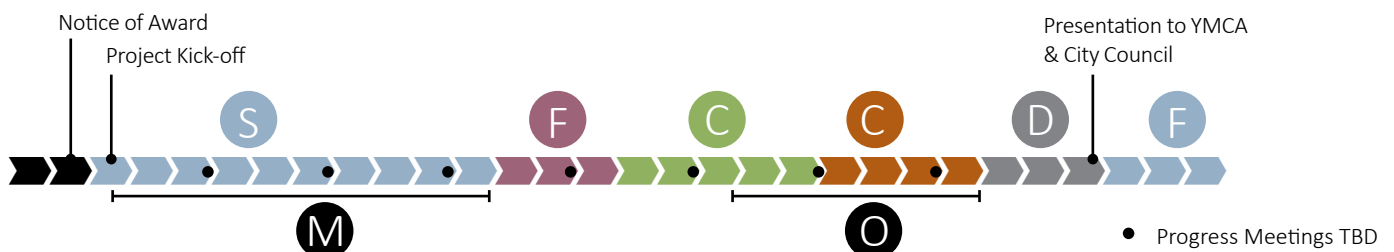
created for city communications

Project Understanding

292 has always recognized that community needs shift over time and that successful community facilities are often the result of partnerships between various entities. Recent events have precipitated significant shifts and many communities are still adjusting, trying to determine community needs and associated facility impacts. For Marshall, the 292/B+K team understands that these studies are intended to be a comprehensive analysis of existing facilities and programs, existing and future needs, and the operating impacts of addressing those needs. The City of Marshall and the Marshall Area YMCA are seeking a thorough evaluation that includes input from numerous community stakeholder groups and partners to determine the best use of community funds and facilities for residents.

Work Plan

We believe that a successful project begins with a well-designed work plan. The work plan ensures that all parties — design consultants, the City of Marshall and the YMCA — are working under a shared process and with shared expectations. The graphic below illustrates a work plan and 28-week timeline we suggest for the feasibility study process. Please keep in mind that it has been developed without your input. Should our team be selected for the project, the work plan will be revised/refined in consultation with project representatives.



Project Kick-off

Our team will meet with project representatives to review the proposed work plan, revise as needed, outline milestone dates, and identify decision makers and project stakeholders. The 292 team will review all available data on current recreational activities in the city and review any information the City feels is relevant for the study. We will tour the existing facilities to better understand the community’s recreational and social opportunities.

S Stakeholder Engagement

Our team will gather input from the City, YMCA, and key staff, and engage other community partners, such as the Marshall Public Schools and Southwest Minnesota State University. In conjunction with project representatives, we will develop a stakeholder and community engagement process including opportunities for online and in-person feedback.

You know your community better than anyone else. While we can offer insights that come from our experience with other communities, we have found that reaching out to community leaders and organizations—and asking for their help in making sure all are heard—is the most effective way to engage all voices, especially those who have been under-represented or unheard. There is not a one-size-fits-all approach; each community is unique and, in consultation with you, we will address how best to gather and respond to all voices. This may include any number of engagement methods such as a public open house, small group meetings or one-on-one interviews—or a new approach suggested by a community leader, but as yet undefined.

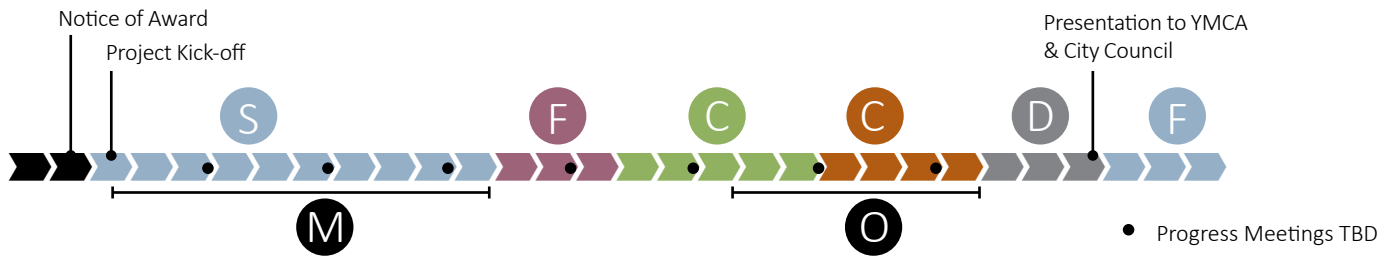
A summary report of stakeholder engagement activities will be provided.

M Market & Facility Analysis

The market and operations consultant, Ballard*King, will develop service areas for the potential facilities. Within those areas, they will analyze demographic characteristics and establish a community profile. They will overlay the service areas with participation rates from the National Sporting Goods Association (NSGA) and the National Endowment of the Arts (NEA) to compare national, regional and location participations statistics and trends, as well as potential participation levels.

Our team will also analyze existing city facilities, programs and services—including a review of previous planning work, organizational structure and wages, department policies and procedures, and existing program statistics and demands. We will address alternative recreation opportunities in the Marshall area to better understand typical users of potential facilities, the type and quantity of desired components, and current trends.

An inventory and level-of-service analysis of current indoor programming and facility use will be provided.



[The following steps comprise elements of the gap and needs analysis as outlined in the RFP]

F Program & Facility Space Development

After completing the market and facility analysis and collecting stakeholder input, our team will prepare a summary of program changes to fulfill current and future needs. We will also prepare a document outlining the recommended facility components—to meet current and future program needs—and their associated, specific space needs. The facility space document will be the basis for development of facility planning options which will, in turn, inform the operations analysis.

C Conceptual Planning Options

Conceptual facility and site planning is an important step in developing community support and exploring potential facility options. Conceptual planning will illustrate potential approaches—creating options for recreation facilities and existing and potential future programs—and provide additional information for development of facility operations and cost estimates.

We suggest holding a two-day design charrette, an efficient and intensive workshop with project stakeholders, to begin the conceptual planning. Held online or on-site in Marshall, the charrette will allow us to distill ideas within a relatively brief time.

The following outlines the charrette process which would be refined with your input. Stakeholders and/or the public may be integrated into the charrette at your discretion. Should a virtual charrette be preferred, we suggest extending the timeline to three days.

- » Day 1: Our team hosts a morning workshop session with project representatives and invited participants to discuss project goals and stakeholder input. This is an opportunity to talk about the big picture—the vision of what community facilities could be and how they could impact the community. We then develop preliminary facility and site options for review and discussion with key staff and stakeholders later that afternoon.
- » Day 2: Based on feedback from the previous day, our team will revise the preliminary concept options and hold another workshop discussion to discuss the revised options and gather more feedback. A public open house may be held, if desired, to present the result of the charrette to the community.

rette workshop will be further refined by the design team. Rough budget estimates for each will be prepared to assist the City and team in evaluating the options and selecting a preferred approach.

O Operations Analysis

After completion of the facility program statement and preferred concept plans, Ballard*King will prepare an operations analysis outlining the budget with regard to staffing, contractual services, commodities and capital improvement. The analysis will address attendance estimates, fee structure, sources of income, operating cost projections, revenue generation projections, and revenue/expenditure comparisons.

C Cost Estimation

Our team will develop a construction cost estimate that can be used as the basis for a project development budget. The project development budget—encompassing hard and soft project costs—can be used to prepare a capital improvement budget for new and renovated facilities.

D Draft Report

Our team will assemble all assessment and planning information into a comprehensive, user-friendly report. The report will document the study process, and address market, program, facility, operational costs, and construction cost issues.

Prior to issuing the draft report, our team will prepare a preliminary copy for review and discussion with project representatives. This review allows for critical feedback and makes certain that the draft report responds to the study objectives.

F Final Report & Presentations

Our team will present the draft report and study results to the Marshall Area YMCA Board of Directors and the Marshall City Council.

After incorporating revisions extending from the draft report presentation, our team will submit the final study report. (16 hard copies with supporting data and a digital copy on a USB thumb drive)

We will also present the final report with a PowerPoint presentation to the District Board.

292+Ballard*King Project References

Andrew Pimental
Director, Parks and Recreation
City of Eagan
651-675-5506
apimental@cityofeagan.com

*Project: Eagan Community Needs
Assessment & Master Planning Study*

Brad Tullberg
Director, Recreation and Parks Department
City of Brooklyn Park
763-493-8344
brad.tullberg@brooklynpark.org

*Projects: Aquatics Facility Study and
Community Activity Center Improvements
Study*

Dan Schultz
Parks & Recreation Director
City of Rosemount
651-322-6012
dan.schultz@ci.rosemount.mn.us

Project: Recreation Facilities Study



July 22, 2022

Sharon Hanson
City Administrator
City of Marshall
344 West Main Street
Marshall, MN

Re: YMCA / Community Recreation Facilities Study

Dear Ms. Hanson:

292 Design Group (292) is pleased to submit this proposal to assist the City of Marshall and the Marshall YMCA in understanding the best way to serve the health, wellness, and recreational opportunities for the residents of Marshall and the surrounding area. Careful planning can provide higher quality and more cost-effective service to the community. Our study will assist the Y, the city, and local partners to join together to develop the appropriate facilities and operations for the community. We appreciate the opportunity to assist with this significant study.

292 Design Group will be assisted by Ballard King, national leaders in operations and revenue planning for community recreation.

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 and the Marshall YMCA are requesting professional assistance in evaluating the existing recreation facilities within the community and developing improvements to better serve the community. Included in the study is pursuing potential partnerships with Southwest Minnesota State, Marshall School District and other potential partners. The study will create a process that allows for public engagement, create a priority list, and develop cost estimates both for physical improvement to current or potential new facilities and the annual cost of operating these facilities.

2. SCOPE OF SERVICES

▪ Project Kickoff

Meet with city staff

Gather available project data.

Facility plans if available

Review city of Marshall previous surveys and public input

Understand the existing conditions on how the current facility is operating and other information that the city or Y may have available

- **Facility Assessment**
 - Tour the existing YMCA facility
 - Document physical conditions
 - Document deferred maintenance needs
 - Understand operational limitations

- **Stakeholder and Public Engagement**
 - Participate community stakeholder meetings (B*K virtual)
 - Identify key community leaders, City staff, current members, and project influence individuals
 - Identify potential partners
 - Southwest Minnesota State
 - Community College
 - Area hospital
 - School District
 - Facilitate discussions with potential partners to find commonalities

- **Market Analysis Review:**
 - Identify constraints and parameters
 - Market
 - Site/location
 - Mission and goals
 - Review of demographic characteristics/community profile
 - Population/age range/income
 - Businesses/schools
 - Trends
 - Inventory of facility and programs
 - Review and analyze existing programs/services
 - Review existing master plan/existing studies
 - Review existing recreation program statistics
 - Demand for programs/services

Competitive market analysis

- Identify similar facility type in the general area
 - inventory program and services offered
 - Admission rates/attendance numbers
- Comparison with national, regional, and local participation statistics and trends
 - NSGA standards
 - Potential participation levels
 - Facility and program trends
- Identifying the gap in facilities and programs
 - Market segment determination and analysis
 - Determination of user groups
 - Impact of user group needs on facility component listing
- Explore current and future program needs
- Compile, evaluate and interpret all information received

- **Business Plan and Feasibility:**
 - Operating structure and parameters
 - Philosophy of operation
 - Priorities of use
 - Review fee structure
 - Admissions - Drop-in/multiple admissions/annual passes
 - Family, corporate, group rates
 - Rentals
 - Sources of income
 - Identification and verification of revenue sources
 - Develop operating cost impact for facility
 - Develop a line-item budget
 - Personnel by position
 - Contractual services
 - Commodities
 - Debt Service/Capital replacement
 - Develop revenue impact for facility
 - Admissions – daily/annual/multiple admissions
 - Programs and services
 - Rentals
 - Other revenue sources
 - * Revenue/expenditure comparisons
 - Cost recovery level
 - * Project recommendations/profitability of components
 - Marketing strategy
 - Program/service considerations

- **Concept Plan Development**
 - Prepare a variety of concept plans for potential modifications to the YMCA including updated or expanded programs

 - Prepare concept plans for alternative locations or other potential options

 - Establish a conceptual project budget for each concept

 - Present concept plans and corresponding budgets estimates to staff for review and revise concepts as appropriate

 - Present concept plans for discussion with city council (council workshop)

- **Final Recommendations**
 - Present to the Marshall City Council, YMCA Board and other partners' governing bodies the recommendations of the study

- **Public Presentations**
 - Present study recommendation in a public meeting as directed by City of Marshall staff
 - Additional public communications as requested

3. TIME FRAME

292 Design Group proposes a 5-month time frame from initiation to completion.

4. COMPENSATION

Fee for the above outlined scope of work:

Study Fee	\$42,500
Reimbursable Expenses	\$2,500* (Not included in fee above)

**Estimated Reimbursable Expenses include travel, printing, and delivery costs. Reimbursable expenses are most impacted by air travel, hotel, and rental car expenses for Ballard King.*

Sincerely,



Mark Wentzell, AIA,
Partner

292DesignGroup

APPROVED BY:

City of Marshall

By: _____

Its: _____ Date: _____

292 Design Group

By: _____

Its: Mark Wentzell Date: _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Meeting Date:	Monday, August 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-005: Rose Parking Lot Reconstruction Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 2.
Background Information:	<p>This project consisted of: reconstruction of the Rose Parking Lot adjacent to W. Lyon Street; pavement removal and concrete paved surfacing. The Rose Parking Lot is located behind the Wooden Nickel.</p> <p>The items on Change Order No. 2 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction.</p> <p>All work has been completed in accordance with the specifications. Attached is a copy of Final Pay Request (No. 2) in the amount of \$1,597.78.</p>
Fiscal Impact:	Change Order No. 2 (Final) results in a base bid pay item increase in the amount of \$7,218.57 and Final Pay Request No. 2 results in a total contract amount of \$159,778.08. The original contract amount was \$140,177.51.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 2 (Final), resulting in a contract increase of \$7,218.57, and acknowledge Final Pay Request (No. 2) in the amount of \$1,597.78 for the above-referenced project to R&G Construction Co. of Marshall, Minnesota.



SP/SAP(s)		MN Project No.:	N/A	Change Order No.	2
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Project Location	Rose Downtown Parking Lots				
Local Agency	City of Marshall Public Works	Local Project No.	ST-005		
Contractor	R and G Construction Co.	Contract No.	ST-005		
Address/City/State/Zip	2694 County Road 6 / Marshall / MN / 56258				
Total Change Order Amount \$	\$7,218.57				

Final Reconciling Change Order

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)					
Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
2211.607	AGGREGATE BASE (CV) CLASS 5	CU YD	\$30.00	349	\$10,470.00
2521.518	4" CONCRETE WALK	S F	\$8.27	-71	(\$587.17)
2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$31.80	-15	(\$477.00)
2531.507	6" CONCRETE PARKING LOT PAVEMENT	SY	\$49.51	-26	(\$1,287.26)
2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$500.00	-1	(\$500.00)
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$100.00	-4	(\$400.00)
Net Change this Change Order					\$7,218.57

Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change: 0

Approved by Project Engineer: *Jessie Dehn* Date: *6/30/2022*
 Print Name: *Jessie Dehn* Phone: 507-537-6773

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

Contract Number: ST-005
Pay Request Number: 2

Project Number	Project Description
ST-005	Rose Parking Lot Reconstruction

Contractor: R and G Construction Co. 2694 County Road 6 Marshall, MN 56258	Vendor Number: 01-2112 Up To Date: 06/30/2022
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Contract Amount

Funds Encumbered

Original Contract	\$140,177.51	Original	\$140,177.51
Contract Changes	\$19,600.57	Additional	N/A
Revised Contract	\$159,778.08	Total	\$140,177.51

Work Certified To Date

Base Bid Items	\$147,396.08
Contract Changes	\$12,382.00
Material On Hand	\$0.00
Total	\$159,778.08

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$159,778.08	\$0.00	\$158,180.30	\$1,597.78	\$159,778.08
Percent: Retained: 0%			Percent Complete: 100%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By R and G Construction Co.

Jessie Dehn

Project Engineer

Contractor

06/30/2022

Date

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2022-06-28	\$159,778.08	\$1,597.78	\$158,180.30
2	2022-06-30	\$0.00	(\$1,597.78)	\$1,597.78

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
480		\$159,778.08	\$0.00	\$158,180.30	\$1,597.78	\$159,778.08

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
480	Local Agency Bonds Applied	\$1,597.78	\$159,778.08	\$140,177.51	\$159,778.08

Contract Item Status											
Base/Alt	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	\$18,500.00	1	0	\$0.00	1	\$18,500.00	
Base Bid	2	2104.502	REMOVE POST	EACH	\$150.00	35	0	\$0.00	35	\$5,250.00	
Base Bid	3	2104.503	REMOVE CURB & GUTTER	L F	\$10.00	172	0	\$0.00	172	\$1,720.00	
Base Bid	4	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$20.00	29	0	\$0.00	29	\$580.00	
Base Bid	5	2104.504	REMOVE BITUMINOUS SURFACING	S Y	\$3.50	1840	0	\$0.00	1840	\$6,440.00	
Base Bid	6	2105.601	SITE GRADING	LS	\$10,000.00	1	0	\$0.00	1	\$10,000.00	
Base Bid	7	2211.607	AGGREGATE BASE (CV) CLASS 5	CU YD	\$30.00	369	0	\$0.00	369	\$11,070.00	
Base Bid	8	2521.518	4" CONCRETE WALK	S F	\$8.27	62	0	\$0.00	62	\$512.74	
Base Bid	9	2531.507	6" CONCRETE PARKING LOT PAVEMENT	SY	\$49.51	1774	0	\$0.00	1774	\$87,830.74	
Base Bid	10	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$31.80	157	0	\$0.00	157	\$4,992.60	
Base Bid	11	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00	
Base Bid	12	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$500.00	0	0	\$0.00	0	\$0.00	
Base Bid	13	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$100.00	0	0	\$0.00	0	\$0.00	
Base Bid Totals:								\$0.00		\$147,396.08	

Project Category Totals

Project	Category	Amount This Request	Amount To Date
ST-005		\$0.00	\$147,396.08

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ST-005	CO	1	14	2106.607	COMMON EXCAVATION (P)	CU YD	\$10.00	369	0	\$0.00	369	\$3,690.00
ST-005	CO	1	15	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$2.00	1846	0	\$0.00	1846	\$3,692.00
ST-005	CO	1	16	2301.501	CONCRETE PUMPING TRUCK	L S	\$5,000.00	1	0	\$0.00	1	\$5,000.00
Contract Change Totals:										\$0.00		\$12,382.00

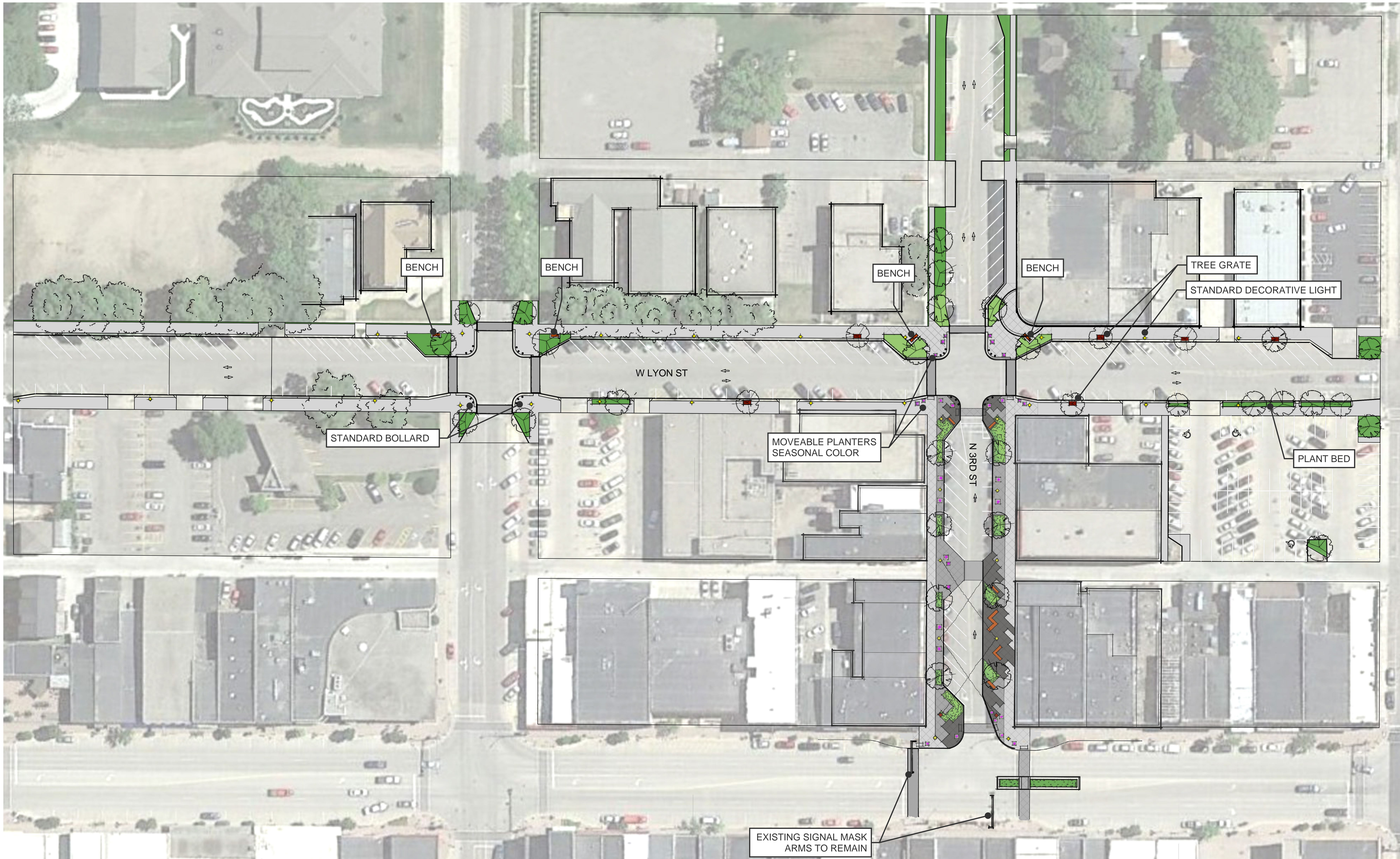
Contract Total	\$159,778.08
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	Addition of items for 6" subcut of entire lot including additional excavation, Class 5, fabric, and accommodation of a concrete pumping truck.	\$0.00	\$12,382.00
2	Final Reconciling Change Order	\$0.00	\$0.00

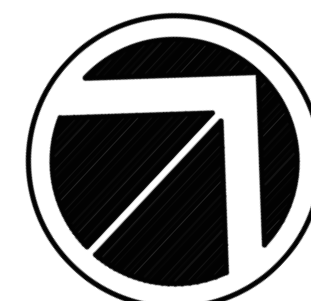
Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Meeting Date:	Monday, August 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-009: N. 3 rd /W. Lyon Reconstruction Project – Review/Recommend Final Street Layout.
Background Information:	<p>Staff and PI/T Committee members have spent considerable time working with Bolton & Menk staff and the Downtown Business Association (DBA) regarding the reconstruction of N 3rd and W. Lyon Streets for 2023. Numerous topics have been discussed, including: parking, lane widths, sidewalk and ADA standards, streetscaping, Main/3rd traffic signal, dedicated pedestrian signal (HAWK system), and many other more detailed topics.</p> <p>Attached to the packet is the layout that City staff would like approval to move forward with for final design. The layout includes a one-way N. 3rd Street from W. Main Street to W. Lyon Street, a two-way W. Lyon Street from E. College Drive to N. 5th Street with angle parking on the “north” side and parallel parking on the “south” side and a two-way N. 3rd Street from W. Lyon Street to W. Redwood Street with angle parking on the “east” side and parallel parking on the “west” side. Because the traffic signal isn’t needed for N. 3rd Street, the signal heads that face N. 3rd Street today would be removed. The signal heads that face W. Main Street would remain and the signal would remain in place to serve pedestrians that would like to cross W. Main Street from either side of the N. 3rd Street intersection. Note that a median is being proposed on W. Main Street on the “south” side of the intersection to provide for additional pedestrian safety.</p> <p>Included in the layout is a streetscaping design. Staff would like to continue the discussion with the City Council regarding streetscaping at a later date. We are only discussing the layout, which includes curb locations, street widths, and traffic control.</p> <p>City staff believes that this is a good compromise layout to move forward with. Included in the packet is a letter of support from the DBA.</p> <p>This information was presented to the PI/T Committee at their 08/08/2022 meeting earlier today. At said meeting, MOTION BY LOZINSKI to move forward with the layout as presented contingent on letter of support from Downtown Business Association, with streetscaping elements to be recommended for approval at a later date. THE MOTION WAS SECONDED BY LABAT. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Following adjournment, letter of support was delivered as attached.</p>
Fiscal Impact:	None at this time. Project costs will be forthcoming.
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council authorize City staff to proceed with the layout as presented.



3RD STREET & LYON IMPROVEMENTS DRAFT CONCEPT DESIGN





317 West Main Street | Marshall, MN
www.marshallmn.org

August 8, 2022

Jason R. Anderson, P.E.
Director of Public Works/City Engineer
City of Marshall
344 W Main St.
Marshall, MN 56258

Dear Jason:

On behalf of the Downtown Business Association (DBA) and subsequent to meetings conducted with the DBA on May 11 and July 13, 2022, this serves as a letter of support for the proposed layout for Project ST-009: North 3rd Street/W. Lyon Street Reconstruction Project.

Sincerely,

A handwritten signature in blue ink that reads 'Desiree Petrich'. The signature is fluid and cursive, with the first name 'Desiree' being larger and more prominent than the last name 'Petrich'.

Desiree Petrich
Events Coordinator

Enclosures:
Overall Improvements
3rd Street Layout



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Monday, August 8, 2022
Category:	NEW BUSINESS
Type:	INFO
Subject:	Enterprise update
Background Information:	<p>During the July 26th meeting, Council requested an update be provided about Enterprise.</p> <p>Director of Administrative Services and City Clerk will present information about the vehicles received, ordered and pending.</p>
Fiscal Impact:	From January through July 2022, the City has paid \$14,149.04 for leased vehicles to Enterprise.
Alternative/ Variations:	Information only
Recommendations:	Information only



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Monday, August 8, 2022
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Byrnes - Fire Relief Association and Regional Development Commission, Planning Commission</p> <p>Schafer – Airport Commission, Joint LEC Management Committee, MERIT Center Commission, SW Amateur Sports Commission</p> <p>Meister – Cable Commission, Community Services Advisory Board, Economic Development Authority</p> <p>DeCramer – Economic Development Authority, Marshall Municipal Utilities Commission, Diversity, Equity, and Inclusion Commission, Public Housing Commission</p> <p>Labat – Adult Community Center Commission, Convention & Visitors Bureau, Library Board, Marshall Area Transit Committee</p> <p>Lozinski – Joint LEC Management Committee, Police Advisory Board</p>
Fiscal Impact:	
Alternative/Variations:	
Recommendations:	

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

FROM: Sharon Hanson, City Administrator

DATE: August 8, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am continuing to work with Staff and legal counsel and Paul Schierholz regarding Broadmoor Valley legal matters.
- We have submitted a Development Agreement regarding a 15-foot access easement with Century Link for recording to the Lyon County Recorder’s office.
- Working towards the closing on land transfer to Minnesota National Guard.
- The EDA Parkway Addition II sales to both Habitat for Humanity and Thomas Wilzbacher have concluded.
- Fairview Township is objecting to the annexation of N. 7th St. property. We must now submit a legal brief to the Administrative Law Judge at the Minnesota Boundary Adjustment Board.
- Criminal prosecution numbers for July are as follows:

July:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2	1	4		7	1	2	17	24
Dismissed									
Non-Prosecution	1	2				1	1	5	1
Refer to County							1	1	

ADMINISTRATION

- Met with staff and Mayor to discuss chloride reduction education strategies in order to meet the MPCA pending chloride limit. Although the city has seen reductions in chlorides in the waste stream, more reduction needs to occur in order to meet the MPCA limits. The best way to meet these further reductions is for water softeners to be adjusted to be consistent with the reduced hardness the softener is receiving (known as optimization).
- Met with Lyon County Administrator Loren Stomberg to discuss city and county items: library, law enforcement, economic development projects.
- Met with staff, Mayor and Councilmember Schafer to discuss City Attorney discussions with Helena and a possible agreement to expedite the demolition of the building. MNDOT funding to be secured and resolution to clean-up needs to be firmly stated.
- Various staff meetings including Division Head and one on one department check-ins.

- Met with Library Director to discuss 2023 budget and various operational items.
- Various EDA related meetings including with local business owners and the EDA Board meeting.
- Attended YMCA Strategic Planning session to present indoor rec study and YMCA feasibility study. Will bring forward to Council next steps, one proposal was received.
- Attended Chamber Open Houses for ADM and Lyon County Museum. In addition, attended National Night Out.
- Discussed ARPA funding with staff and Mayor and best future uses. Director of Administrative Services still considering all options for future Council consideration.
- Attended DEI Commission to review survey findings and discuss Welcome Week to be held in September.
- Met several times with Director of Administrative Services to review 2023 Budget and Levy. The August 23rd Budget Work Session will cover the bulk of our discussions as well as preliminary levy amounts due to be set prior to the end of September.

Economic Development Authority

- **Shopko** - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is working with five potential tenants with the intention of accommodating three tenants in the build out. They expect to start construction in the next three to six months.
- **Block 11** - CBC Fischer Group is finalizing the building permit but began groundwork on the project in July. We are starting to look at potential commercial tenants for future phases.
- **Market Street Mall** - Staff is working with developer on potential redevelopment plan for the Market Street Mall. The property is currently under contract.
- **Parkway** - Staff is working with the City Attorney to close on one residential lot in Parkway.

Human Resources

- Staffing update: the City recently promoted Katie Brusven to the position of Adult Community Center Coordinator and hired four new firefighters: Luke Irmiter, Zachary Nuy, Chase VanKeulen, and Grant VanKeulen. Please extend a warm welcome and congratulations to these employees when you see them. The City is accepting applications for an Assistant City Engineer, part-time Program Specialist, Deputy Fire Chief, and a variety of seasonal and temporary positions in support of our Community Services programs. We received 5 applications for Police Officer—the testing process began on August 4 to establish an eligibility roster for future hiring and hire a part-time Officer.
- Safety: employees will be trained on the topics of Bloodborne Pathogens, Personal Protective Equipment, and ergonomics, to include proper lifting body mechanics in August. BBP and PPE are topics by required annually by OSHA.

Clerk

- Continuing to work on elections prep
- Filing for the general election began August 2 and will continue until August 16
- Weed, snow and ice removal notices are in progress to be assessed on tax rolls

Finance

- 2023 Budget: Finance staff has input budget information into the financial system and continues to review submissions and amounts. At a work session on July 26th Council heard community organization requests from three entities, along with a presentation from the Marshall-Lyon County Library. The next work session will start at 3 PM on August 23rd and will include capital requests, operating budgets, and a presentation on the preliminary tax base changes.
- Insurance Agent Services RFPs: Proposals were due July 29th. Two proposals were received and are being reviewed. We anticipate following the planned schedule, which includes agreement consideration by the Council on September 13th.

Assessing

- Staff has been viewing properties following our quintile plan. Residential neighborhoods being viewed this year include, but not limited to, Westwood, Carr Estates, Parkway. Also, apartments are being reviewed, those properties that consist of 4 or more units.
- Work has begun on one of our current Tax Court Cases. We anticipate a resolution soon.
- Staff is assisting when needed to supply budgetary information.

Liquor Store

- July Financials: Sales \$670,780 + 3.19%, Customer Count 19,427 + .42%, Ticket Average \$34.53 +.93%. Another good month of steady increases with all financials.
- Product costs on many items continue to rise within the Liquor & Wine categories. Beer is maybe next to see increased product costs this Fall from what has been talked about with the sales people.
- Staff have been working on the roll out of a new on-line shopping platform from City Hive. 'Go live' is set in about a week.
- 150th Anniversary glassware, accessories and boxed sets are available for purchase at Tall Grass. Stop in and get yours before they sell out!

COMMUNITY SERVICES

- The Aquatic Center will close for the season on Sunday, August 21st.
- Fall activities/classes will be made available to the public beginning on Tuesday, August 23rd.
- Studio 1 TV is currently exploring with Bluepeak (formerly Vast Broadband) an opportunity to provide Wi-Fi access within about a half-dozen of our city parks.
- Katie Brusven, our current Program Specialist with the Adult Community Center has been promoted to Coordinator. Katie will officially start her duties on September 15th.
- Staff were recently notified that the City will receive free planning services for a Parks & Trails Master Plan. A grant application had been submitted through MN DOT earlier this summer. The process is scheduled to begin in September and completed by June 2023 at the latest.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 250 open permits.
- Ralco, three Avera projects and Block 11 apartment building are the largest projects under construction.
- New permit software is open for applicants since May.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- PK-001 Independence Park Trail Replacement Project – Hisken has completed all the concrete trail work in the park. A and C has backfilled and graded the majority of the topsoil next to the new trail. Final shaping and seeding will start the second week of August.
- Project ST-002-2022: Overlays and ADA Improvements – Duinick finished paving on Wednesday. The seeding adjacent to the curb repair areas is scheduled for Monday.
- Project ST-003: South 1st, Greeley, and Williams Street Reconstruction – R&G has installed the utilities on 1st Street from DeSchepper Street to George Street. They are grading and filling the road

in this section of the project with Class 5 Gravel. After the road section is completed in this area, they will begin the utility work on Greeley Street.

- Project ST-004: Halbur Road reconstruction – Duinick finished prepping for concrete last week. Musch will not be on site to start concrete for a couple weeks as they are the same contractor working on the school safety crossings.
- Project ST-005: Rose Parking Lot Reconstruction – This project is complete, and staff intends to bring a Final CO and Pay Request to the 8/8 Council meeting for consideration.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Staff is coordinating with Duinick to determine a construction schedule.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP for their MnDOT grant. Once received, staff will recommend advertisement.
- Project ST-008: Channel Parkway Resurfacing – Upon receipt of plans from MnDOT, it is the intent to advertise beginning August 12th with bids to be received September 8th. Comments received from MnDot. Making final revisions.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Staff met with the MDBA on July 6th to discuss the project development so far. Staff and Bolton & Menk will be hosting a stakeholder engagement meeting with the MDBA, presenting street layout and streetscaping concepts and collecting comments and input on the morning of July 13th.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – Sidewalks, driveways, curb and gutter was placed last week. R&G will tolerance gravel this week. Hess plans to be in next week to finish the concrete paving.
- Project ST-024: Baldwin Parking Lot Reconstruction – GPS control points have been sent to R&G so they can create a model for their equipment.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with BNSF to obtain permitting for this project. Project plans are at the 99% stage currently.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Staff has completed 338 preventative maintenance work orders in the last 30 days.
- Staff is replacing corroded parts in our old long-term storage tanks.
- Staff is doing maintenance work on our sodium hydroxide system.
- Reaching out to residents in the areas that we observed high sanitary flows during and immediately after the May 11th flooding event. 200 letters have been sent so far, 300 left to send.
- Water softener optimization/rebate program started on 7/5/22.
- The last of the letters to residents in the areas we observed high sanitary flows during and after the May 11th flooding event have been sent out.
- Staff has painted the interior of our Blower Building and are repairing the concrete floor so we can paint that too.
- The City of Marshall's response letter concerning the MPCA's new limits letter has been received by the MPCA.

- Yard work & exterior building maintenance at the wastewater facility.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride, sulfate, & TDS limits.
- Various sanitary Manhole repairs.
- Collection system preventive maintenance on lift stations. Completed for the year
- Tiger Lake storm water intake grate maintenance and repairs.
- Continuing with summer jetting of sanitary lines.
- The first phase of South 1st Street sanitary has been televised.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-six (26) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (12)
 - Fire; Structure (4)
 - Medical Assist (1)
 - Vehicle Accident (4)
 - Other (5)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 760 calls for the month of July. Sixty-eight (68) criminal offenses were reported with a total number of twenty-seven (27) adults arrested.

OFFICER'S REPORT

- Alarms (22)
- Accidents (25)
- Alcohol involved incidents (1)
- Assaults (4)
- Domestic Assaults (13)
- Burglaries (1)
- Criminal Sexual Conduct (1)
- Damage to Property (5)
- Keys Locked in Vehicles (30)
- Loud Party (5)/ Public Disturbances (15)
- Thefts (13)
- Traffic Related Complaints (132)
- Vandalism (4)
- Warrant Pickups (12)
- Welfare Checks/Mental Health (38)

Probationary Officer Connor Roth completed Step 1 of the 14-week Field Training Program and has moved onto Step 2.

The hiring process for a Police Officer eligibility list is beginning with interviews in early August.

DETECTIVE REPORT

- A search warrant was executed as part of an active child pornography investigation. The Minnesota Bureau of Criminal Apprehension's Internet Crimes Against Children Task Force and Lyon County Sheriff's Office assisted. A 37-year-old Marshall man was arrested for 5th Degree Controlled Substance Crime during the search.
- Four deaths were investigated in the month of July. One of the investigations remains open.
- A report of criminal sexual conduct was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges.
- Three separate cases of predatory offender registration violations were investigated. One case has been submitted to the Lyon County Attorney's Office for charges, one case remains under investigation, and the third was exceptionally cleared.
- Three cases of theft by swindle (Financial fraud) are under investigation.
- An attempted residential burglary is under investigation. Physical evidence has been submitted to the BCA laboratory for analysis.
- Two cases of identity theft are under investigation.
- Thirteen child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 21 exams completed on the track in July.
- In July, MN West conducted an EVOG Course and CDL training at the MERIT Center.
- On July 8th the Mankato Police Department rented a classroom and the MERIT driving track to conduct their EVOG class. 14 officers attended this training.
- The Marshall Fire Department continues to utilize the Rescue Tower to conduct Technical Rope Rescue training and also conducted their annual EVOG training on the driving track on July 26th.
- On July 12th and July 19th ADM conducted Scaffolding Training at the MERIT Center. 72 people attended these events.
- Centrol conducted their annual Summer Meeting at the MERIT Center on July 13th. 79 people attended this meeting.
- On July 25th TASER Inc conducted an instructor course to certify 13 officers in TASER training.
- The Southwest Healthcare Preparedness Coalition held their quarterly meeting at the MERIT Center on July 27th with 35 attendees.
- On July 27th Lyon County conducted EMR training at the MERIT Center. 57 people attended this training.
- The MERIT Center was utilized 24 out of 31 days in July with 399 participants attending these events/trainings.

BUILDING PERMIT LIST AUGUST 8, 2022

Applicant Name	Location Address	Description of Work	Valuation
joe kimpe	410 VILLAGE DR	Building Demolition	5000
HERITAGE EXTERIORS & RESTORATI	1102 WASHINGTON AV	Re-Roofing	14941.78
Tim Clancy	400 TIGER DR	Accessory Structure & Equipment (solar panels, antennas, etc)	68700
BRELAND ENTERPRISES INC	306 LYON ST E	Interior Remodeling	3618
MARSHALL LUMBER CO	304 OSLO AV	New Building/House	245000
BRELAND ENTERPRISES INC	501 SOUTHVIEW DR W	Other	24557
HENNING FAMILY REV LIV TRUST			
EDWARD & TWILA HENNING TRUSTEE	205 ATHENS Unit B	Deck	18000
ANTHONY W & SARAH K WALBERG JT	623 4TH ST S	Doors	1500
BRELAND ENTERPRISES INC	106 GEORGE ST	Other	4455
RONALD V SCHILLING REV TRUST			
DONNA M SCHILLING REV TRUST	620 LYON ST W, 620 LYON ST W	Other, Windows	35000
CHRISTOPHER & SHANNON GORTER	404 THOMAS AV W	Re-Roofing	8700
OTTO RENTALS LLC	104 MAPLE ST W	Re-Roofing	13900
ILLANA PETER	1100 SILVERVINE DR	Deck	1600
FLINT HILLS RESOURCE PINE BEND			
ATTN: PROPERTY TAX DEPT	901 7TH ST N	Modular/Prefabricated Building	21000
MYNOR NOE GARCIA &			
DORA LETICIA RAMIREZ	905 MAIN ST W	New Building/House	119360
STRAND HOME SERVICES LLC	607 VIKING DR	Deck	8640

PLUMBING PERMIT LIST AUGUST 8, 2022

Applicant Name	Location Address	Description of Work	Valuation
KEVIN GOSLAR TRIO PLUMBING & H	709 6TH ST N	Plumbing - Water heater	400
KEVIN GOSLAR TRIO PLUMBING & H	500 MARSHALL ST W	Plumbing - Piping replacement	3000
KEVIN GOSLAR TRIO PLUMBING & H	1402 CUMBERLAND RD	HVAC - Air Conditioning, Furnace	6600
KEVIN GOSLAR TRIO PLUMBING & H	100 MAPLE ST E	Plumbing - Piping replacement, [sewer and water lines]	8900

SIGN PERMIT LIST AUGUST 8, 2022

Applicant Name

Brian Kor

Location Address

1113 COLLEGE DR E

Description of Work

Wall Mounted Sign

Valuation

7000

2022 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *(Unless otherwise noted)*

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 11, 2022
2. January 25, 2022

February

1. February 08, 2022
2. February 22, 2022

March

1. March 08, 2022
2. March 22, 2022

April

1. April 12, 2022
2. April 26, 2022

May

1. May 10, 2022
2. May 24, 2022

June

1. June 14, 2022
2. June 28, 2022

July

1. July 12, 2022
2. July 26, 2022

August

1. August 08, 2022 *(Monday)*
2. August 23, 2022

September

1. September 13, 2022
2. September 27, 2022

October

1. October 11, 2022
2. October 25, 2022

November

1. November 07, 2022 *(Monday)*
2. November 22, 2022

December

1. December 13, 2022
2. December 27, 2022

2022 Uniform Election Dates

- February 08, 2022
- April 12, 2022
- May 10, 2022
- August 09, 2022
- November 08, 2022

204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.

Subdivision 1. School districts; counties; municipalities; special taxing districts. No special taxing district governing body, school board, county board of commissioners, city council, or town board of supervisors shall conduct a meeting between 6:00 p.m. and 8:00 p.m. on the day that an election is held within the boundaries of the special taxing district, school district, county, city, or town. As used in this subdivision, "special taxing district" has the meaning given in section 275.066.



Upcoming Meetings

August

- 08/08 Regular Meeting
 - Moved from 08/09 for Primary Election
 - 08/12 Work Session, 12:30 PM, City Hall
 - Canvass Election Results
 - 08/23 Work Session, 3:00 PM, City Hall
 - Capital Requests
 - Operating Budget
 - Presentation on preliminary tax base changes
-

September

- 09/13 Regular Meeting
 - 09/27 Regular Meeting, 5:30 PM, City Hall
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October

- 10/11 Work Session, 4:00 PM, City Hall
 - Health & Dental Insurance
 - 10/11 Regular Meeting, 5:30 PM, City Hall
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