



CITY OF MARSHALL

City Council Meeting

A g e n d a

Tuesday, December 13, 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, Special and Work Session Meetings Held on November 22, 2022, and TNT Meeting Held December 6, 2022

PUBLIC HEARING

2. Public Hearing of an Ordinance Amending City Charter Ch.2, Sec. 2.03 Elective Office and Ch.3, Sec. 3.04 City Attorney
3. Floodplain Management Ordinance Amendment – Chapter 38, Article II of the City Code of Ordinances – 1) Public Hearing; 2) Adoption of Ordinance
4. Conduct Public Hearing of Ordinance Amending Section 86-205 Access, 86-206 Construction and Maintenance, and 86-226 Minimum Size Regulations
5. DG Marshall - 1) Public Hearing on Preliminary Plat and Approval of Preliminary Plat; 2) Consider Resolution Adopting the Final Plat

AWARD OF BIDS

CONSENT AGENDA

6. Consider Approval of Employee Retirement Resolutions
7. Consider Approval of a Permit for Alcoholic Beverages at City-Owned Facilities
8. Consider Approval of Various 2023 Liquor and Tobacco License Renewals
9. Introduce Ordinance Amending Chapter 2, Article 2-VI-1, Sec. 2-145 Qualifications and Compensation
10. Introduce Ordinance Amending Chapter 70, Article 70-II, Sec. 70-22 Imposition
11. Introduction of Ordinance Amendment to Chapter 82, Article 82-I, Section 82-1 Grass, and Weeds on Private Property
12. Introduction of Ordinance Amending Sign Ordinance – Chapter 86, Division 86-VI-2-Signs, Sec. 86-180 through 86-187 and Call for Public Hearing
13. Introduction of the new Article VIII Residential Rental Code and Call for Public Hearing
14. Call for a Public Hearing Regarding Authority to Transfer Unobligated Tax Increments
15. Acceptance of Donations Made to the MERIT Center for 2022
16. Acceptance of Donations Made to Marshall Fire Department for FY 2022
17. Acceptance of Donations Made to the Marshall Parks Department for 2022
18. Acceptance of Donations Made to the Marshall Fire Department Scholarship Fund
19. Acceptance of Donations Made to the Marshall Community Services Department
20. Consider Approval of a LG220 Raffle Permit for the Marshall Golf Club
21. Consider Approval of a LG220 Raffle Permit for the Pheasants Forever Spring Banquet
22. Consider Resolution Entering into Mn/Dot Agreement No. 1052108 Regarding Agency Delegated Contracting Process (DCP) Agreement
23. Authorize City Administrator to Negotiate the Purchase Agreement with Centerpointe Real Estate Group
24. Consider Resolution Authorizing Transfer of Funds from the General Fund (101) to Capital Projects Fund (401)
25. Consider Approval of the Bills/Project Payments

APPROVAL OF ITEMS PULLED FROM CONSENT

OLD BUSINESS

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.

TABLED ITEM

NEW BUSINESS

- [26.](#) Consider Resolution Approving the Changes for the 2023 Fee Schedule
- [27.](#) Consider Approval of a Civil Engineer for the Engineering Department
- [28.](#) Project ST-002-2022: Bituminous Overlay on Various City Streets - Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request (No. 3)
- [29.](#) Project ST-003: South 1st Street/Greeley Reconstruction Project - Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request (No. 9)
- [30.](#) Approve Agreement for Legislative Services with Flaherty and Hood
- [31.](#) Consider Resolution Adopting Tax Levy for 2023
- [32.](#) Resolution Adopting 2023 Budget
- [33.](#) Consider Approval of the 5 Year Capital Improvement Plan (CIP)
- [34.](#) Consider Approval of Community Services Reorganization

COUNCIL REPORTS

- [35.](#) Commission/Board Liaison Reports
- 36. Councilmember Individual Items

STAFF REPORTS

- 37. City Administrator
- 38. Director of Public Works/City Engineer
- 39. City Attorney

ADMINISTRATIVE REPORTS

- [40.](#) Administrative Brief

INFORMATION ONLY

- [41.](#) Building Permits
- [42.](#) Cash & Investments

ADJOURN TO CLOSED SESSION

MEETINGS

- [43.](#) Upcoming Meetings

ADJOURN



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|--|
| Presenter: | Mayor Byrnes |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | APPROVAL OF MINUTES |
| Type: | ACTION |
| Subject: | Consider Approval of the Minutes from the Regular, Special and Work Session Meetings Held on November 22, 2022 and TNT Meeting Held December 6, 2022 |
| Background Information: | Enclosed are the minutes from the meetings held on November 22 and December 6. |
| Fiscal Impact: | |
| 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 meetings held on November 22 and December 6 be approved as filed with each member and that the reading of the same be waived. |

**CITY OF MARSHALL
SPECIAL MEETING
M I N U T E S
Tuesday, November 22, 2022**

The special meeting of the Common Council of the City of Marshall was held November 22, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 4:51 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Amanda Schroeder, John DeCramer, Russ Labat, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator and Sheila Dubs, Human Resource Manager.

Consider Adjourning to Closed Session for the Performance Evaluation of the City Administrator

Mayor Byrnes stated the purpose of the meeting was to review the performance of City Administrator, Sharon Hanson.

At 4:51 P.M., Motion by Councilmember Meister, Seconded by Councilmember DeCramer to adjourn into closed session. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

At 5:10 PM the Council came out of closed session.

Adjourn

At 5:11 P.M., Motion by Councilmember Decramer, Seconded by Councilmember Schafer to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Attest:

Mayor

City Clerk

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, November 22, 2022**

The regular meeting of the Common Council of the City of Marshall was held November 22, 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: Amanda Schroeder, Craig Schafer, Steve Meister, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Sheila Dubs, Human Resource Manager; Dave Parsons, City Assessor; Ilya Gutman, Plans Examiner and Steven Anderson, City Clerk.

The Pledge of Allegiance was recited at this time.

Approval of Agenda

Mayor Byrnes added appointment to various boards, commissions, and authorities as the last item under new business.

Consider Approval of the Minutes from the Regular Meeting Held on November 7, 2022, and Special Meeting Held on November 17, 2022

No changes were made to the minutes.

Motion made by Councilmember Schroeder, Seconded by Councilmember DeCramer to approve the minutes. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. Voting Abstaining: Councilmember Schafer. The motion **Carried. 6-0-1.**

Consider Award of Bids for Rock Salt for Street Department

Proposals were received for 350 ton of #7 rock salt for the Street Department on November 16, 2022. Four bids and three "unable to bid" were received. The low bid was received from Johnson Feed, Inc. of Canton, South Dakota, in the amount of \$89.26/ton for a total of \$31,241.00. The 2022 Street Department budget included \$45,000 for the purchase of winter road salt and \$8,500 for winter sand. The Street Department does not require an order of sand for this season.

Motion made by Councilmember Labat, Seconded by Councilmember Lozinski to accept the low bid for rock salt. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 7-0.**

Approval of the Consent Agenda

Councilmember Labat request that item number 3) Consider Approval of the 2023 Wage Schedule for Temporary and Seasonal Employees be removed from the consent agenda.

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

- Consider Renewal of Memorandum of Understanding with Prairie Home Hospice & Community Care (PHHCC) and the City of Marshall for Emergency Shelter at Red Baron Arena & Expo.
- Floodplain Management Ordinance Amendment-Chapter 38, Article II of the City Code of Ordinances - Introduction of Ordinance and Call for Public Hearing.
- Introduction of Ordinance Amending Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations and Call for Public Hearing
- Preliminary Plat of DG Marshall - Introduce Plat and Call for Public Hearing
- Renewal of Unlicensed Maintenance Electrician Inspection Agreement for 2023-2024.
- Consider Approval of a LG220 Raffle Permit for Holy Redeemer Church

- Consider Approval of Various 2023 Liquor and Tobacco License Renewals
- Consider Authorization to Declare Vehicles as Surplus Property for the Marshall Police Department.
- Consider Approval of the Bills/Project Payments

Consider Approval of the 2023 Wage Schedule for Temporary and Seasonal Employees

Councilmember Labat had a question on the position of a temporary building inspector. Sheila Dubs, Human Resource Manager, informed the council that position has been on the wage schedule for many years. Jason Anderson added that the position was last used for emergency purposes when large storms create an over abundance of permits that the department can't keep up with. Councilmember Schafer also added that the position is part of the city's emergency operations plan.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder to accept the 2023 wage schedule. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. Voting Nay: Councilmember Labat. The motion **Carried. 6-1.**

Consider Approval of the Annual Contract between the City of Marshall and Convention and Visitor Bureau. 2) Annual Convention and Visitor Bureau Update

Cassi Weiss, Director of the Convention and Visitors Bureau/Visit Marshall gave an update on the activities and plans for CVB and Visit Marshall. Council had a question on floor mats to cover the ice for events. The Wilmar arena had previously used a floor covering and recommended to not use one.

Motion made by Councilmember Labat, Seconded by Councilmember Schafer to accept the CVB annual contract. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 7-0.**

Request for a Variance Adjustment Permit by Levi Bond / Iron Horse Development at 1213 East College Drive

The new building is proposed to be built five feet away from the east property line. The owner wants to maximize the width of the driveway located on the west side of the lot and leading to the required parking in the back. The Owner also wants to reduce parking to free space for required landscaping; they state that parking as suggested (4 spaces fewer than required) will be adequate based on experience and estimates of store foot traffic. Granting of a variance may be permitted only if the request meets the "practical difficulties" test, which requires that proposed use is reasonable; the problem is caused by the conditions unique to this property; and that granting the variance will not change the character of the area. It is staff's opinion that at least one out of three conditions are not met. The Planning Commission met on November 9 and voted to approve the request. Levi Bond from Iron Horse Development LLC explained some of the detail on why the property was designed the way it was.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schroeder to approve the variance adjustment permit. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. Voting Nay: Councilmember Meister. The motion **Carried. 6-1.**

Conditional Use Permit McNally Management LLC, at 705 W. Main St

McNally Management LLC applied for a Conditional Use Permit for an advertising sign at 705 West Main Street. The new sign will consist of four panels, 8 feet by 20 feet each, installed one above each other and at an angle to each other to face traffic in both directions and is a non-digital sign. The overall height of the sign is requested to be 32 feet. Each panel size is less than maximum allowed length of 55 feet and there are two sign panels per side, as limited by the ordinance. Advertising sign definition may be found in Section 86-1 under Sign, Advertising, and sign regulations for this zoning district are in Section 86-185 (3). The Conditional Use Permit regulations are found in Section 86-46 and the Standards for Hearing are found in Section 86-49. The Planning Commission met on November 9 and recommended approval.

Motion made by Councilmember Schafer, Seconded by Councilmember Labat to approve the conditional use permit. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 7-0.**

Consider Resolution Providing for Signage at E Street and Bruce Street-Lyon Street

The Public Improvement/Transportation Committee met on November 7 and recommended to bring the action to council. City staff would like the Council to consider removing the advance “stop ahead” flashing beacon on E Street, as well as the two flashing beacon stop signs at the intersection of Bruce Street and Lyon Street. These beacons are aging, and staff believes they are no longer necessary. There are clear sight lines to the stop sign from both approaches and commuters should have an expectation to stop here. Staff would propose to save the cost of the lights and electricity and to simply have stop signs at these locations. Staff would propose to add a reflective strip to the poles on the stop signs and add a slightly oversized stop sign at the intersection to help compensate for the loss of flashing beacon. Councilmembers commented that the intersection of Bruce and Lyon Street did not originally have a four way stop. Once Independence Park and Lyon Street were expanded the beacons were added to increase awareness and safety.

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

Statement of Annual Performance Evaluation for City Administrator Sharon Hanson

City Council met earlier for a special meeting with a closed session in accordance with Minnesota Statute 13D.05, subd.3(a) to evaluate the performance of Administrator Hanson. Mayor Byrnes gave a summary of the performance evaluation. Job Knowledge and Performance of Skills: 4.25; Relations with Election Members of the City Council: 4.00; Policy Execution: 4.29; Strategic Vision: 4.03; Fiscal Management 4.01; Intergovernmental Affairs: 4.17; Reporting and Communications: 4.28; Citizen/Community Relations: 4.27; Staffing: 4.15; Supervision 3.87; Overall: 4.13, indicating a high level of performance, and effective leadership.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to accept the performance evaluation of Administrator Hanson and approve a salary increase to \$162,760.00 annually. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Lozinski, Councilmember Schroeder. Voting Nay: Councilmember Labat. The motion **Carried. 6-1.**

Appointment to Various Boards, Commissions, and Authorities

The Council met earlier for a special meeting interview and Mayor Byrnes recommended that Dr. May Lee Moua-Vue be appointed to the Convention and Visitors Bureau.

Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Schroeder. Voting Abstaining: Councilmember Lozinski. The motion **Carried. 6-0-1.**

Commission/Board Liaison Reports

- Byrnes The Regional Development Commission met and there will be a change in leadership effective January 1.

- Schafer MERIT: Minnesota Department of Public safety continues to use the track for CDL exams, MN West used facilities to perform trainings, Mankato Police Department utilized the track, Marshall Fire Department and ADM continue to use the rescue tower, RALCO held their Leadercast event at the facility, USDA conducted their quarterly training, and SW Radio Board is looking to have training for a backup dispatch council.

SW Amateur Sports Commission: Talk about a potential sale next to the Red Baron Arena and what might entail from that.

Meister EDA: Dave Parsons, City Assessor, gave a presentation on taxes and assessing. Market Street Mall is still looking at options, and the ShopKo building is still looking for a final tenant to fill the space. Project Horizon is in negotiations for a potential development project.

Schroeder Planning Commission: Talked about the two permits that were presented tonight and the preliminary plat for Dollar General.

DeCramer Public Housing Commission: Parking lot was redone, and the unaudited financial statements were as expected. The PH Director will be attending a meeting to look at some new software for potential use.

MMU: Held a public hearing on the electrical and water rates. The partnership agreement with the City of Marshall was approved. The solar farm on the north end of town will be utilizing a battery backup solution that can provide up to four hours of energy.

Labat Fairbanks Ice Dogs will be in the area the first week of December. The Adult Community Center hired Jenny DeRuyter as a Program Specialist. The library is still having issues with disruptive children, and the insurance premium went up and was higher than expected.

Councilmember Individual Items

Councilmember Lozinski brought up a concern from a community member regarding the lack of open skating times. December 6 is the Truth in Taxation meeting and is a great opportunity for the public to voice their opinion on the city budget.

Councilmember Labat commented on the RRFB's that were installed and how effective they are.

Councilmember DeCramer wished everyone a good Thanksgiving and gave a reminder to shop local.

Councilmember Schafer reminded citizens to attend the "Light up the Night" parade.

Councilmember Schroeder wanted it known that the Planning Commission has one spot available and encouraged the public to apply.

City Administrator

No report.

Director of Public Works/City Engineer

One RRFB speed sign still needs work and a few of the push button flashing beacons are temperamental. The city comprehensive plan is under public review and available to view on the city website. There will also be an open house on November 28 and December 1 to discuss the plan.

City Attorney

No report.

Information Only

There were no questions on the information only items.

Upcoming Meetings

There were no questions on the Upcoming Meetings

Adjourn

At 6:41PM Motion made by Councilmember Schafer, Seconded by Councilmember Schroeder. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski, Councilmember Schroeder. The motion **Carried. 7-0.**

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
BUDGET WORK SESSION
M I N U T E S
Tuesday, November 22, 2022**

The work session of the Common Council of the City of Marshall was held November 22, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 6:48 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Steve Meister, Craig Schafer, John DeCramer, Russ Labat, James Lozinski, and Amanda Schroeder. Absent: None. Staff present included: Sharon Hanson, City Administrator; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works/City Engineer; Dave Parsons, City Assessor; Preston Stensrud, Parks Supervisor; and Steven Anderson, City Clerk.

Preliminary 2023 Budget and Levy

Sharon Hanson opened the work session by explaining the items that impacted the budget and levies. The city had finished a personnel classification and compensation study earlier in 2022 and the adjustments from the study added a large amount to the levy for 2023. Health insurance premiums for the city increased 8.8%, which compared to some other municipalities was on the smaller side for increases. Administrator Hanson also talked about inflation and how the city is purposefully not using reserves to lower the levy. City Assessor Dave Parsons and Director of Administrative Services E.J. Moberg gave a presentation on how property tax values and the levy are calculated and distributed amongst the tax base. Councilmembers asked how the shift from taxes being paid primarily by commercial/industrial properties to residential affected the increases seen on the TNT notices. Discussion was had amongst members and staff on values and tax rates. Staff recommended a levy increase of 8.10%, a decrease from the previous work session amount of 9.04%.

Administrator Hanson and Preston Stensrud discussed with council the potential land purchase for the aquatic center and Ralco parking lots.

Adjourn

At 8:33 PM Motion by Councilmember Lozinski, Seconded by Councilmember Schroeder to adjourn the meeting. All voted in favor.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
TRUTH IN TAXATION
M I N U T E S
Tuesday, December 6, 2022**

The Truth in Taxation meeting of the Common Council of the City of Marshall was held December 6, 2022, at City Hall, 344 West Main Street. The meeting was called to order at 6:00 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Steve Meister, Craig Schafer, John DeCramer, Russ Labat, James Lozinski, and Amanda Schroeder. Absent: None. Staff present included: Sharon Hanson, City Administrator; E.J. Moberg, Director of Administrative Services; Jason Anderson, Director of Public Works/City Engineer; Jim Marshall, Director of Public Safety; Dave Parsons, City Assessor; and Steven Anderson, City Clerk.

Truth in Taxation Public Meeting

Mayor Byrnes explained the purpose of the Truth in Taxation (TNT) meeting and how it is an avenue for the city to explain the proposed budget and proposed tax levy for 2023 and to obtain public feedback on the proposed budget. The TNT meeting is not the venue for values, the appropriate meeting for that would have been the local board of appeal and equalization that had taken place in the spring and can no longer be changed at this point. Sharon Hanson continued the Truth in Taxation meeting by explaining the items that impacted the budget and levies. The city had finished a personnel classification and compensation study earlier in 2022 and the adjustments from the study added a large amount to the levy for 2023. Health insurance premiums for the city increased 8.8%, which compared to some other municipalities was on the smaller side for increases. Administrator Hanson also talked about inflation and how the city is purposefully not using reserves to lower the levy.

City Assessor Dave Parsons and Director of Administrative Services E.J. Moberg gave a presentation on how property tax values and the levy are calculated and distributed amongst the tax base. Moberg explained that parts of the levy that are not easily shown are tax abatements that were issued to residential and commercial property to stimulate new construction and adjustments to the special assessment formula to lower the amount being assessed to property owners for projects. Staff showed summary budget information that is required by statute to be provided by the county for each municipality and is available on the Lyon County website. Councilmember Lozinski questioned the State General Purpose Aid and State Categorical Aid line items on the summary budget information. Moberg and Parsons informed the public that there is assistance available from the State of Minnesota in the form of a Homestead Credit Refund (Form M1PR) through the Department of Revenue. Two types of refund qualifications are in the form, one is income based and the other is dependent on how much your net property tax increases. Council and staff encouraged the public to apply for one of the refunds either directly through the Department of Revenue or through a tax preparer. Staff recommended a levy increase of 8.10% to be brought forward for final approval at the December 13 city council regular meeting.

Mayor Byrnes opened the meeting up for public feedback. Three members of the community were present and asked various questions regarding market values. Parsons reiterated that the TNT meeting was regarding budgets, but he would be welcome to talk to the citizens about market values in his office. Comments were also mentioned that more people need to attend these types of meetings to be better informed. Councilmembers brought up that many of the concerns being heard need to be addressed at the state level and that citizens need to make their voices heard to legislators to have changes made.

Adjourn

At 8:33 PM Motion by Councilmember Lozinski, Seconded by Councilmember Schroeder to adjourn the meeting. All voted in favor.

Attest:

City Clerk

Mayor



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|---|
| Presenter: | Sharon Hanson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | PUBLIC HEARING |
| Type: | INFO/ACTION |
| Subject: | Public Hearing of an Ordinance Amending City Charter Ch.2, Sec. 2.03 Elective Office and Ch.3, Sec. 3.04 City Attorney |
| Background Information: | <p>On October 19, 2022, the Charter Commission met and considered revisions to two Articles: Councilmember Terms of Office and City Attorney.</p> <p>Language was brought forth to align councilmember terms of office with Minnesota State Statute and provide better clarity on the when the councilmember term starts.</p> <p>Language was brought forth to revise City Attorney language to make it more consistent with legal representation afforded a client, in this case the city.</p> <p>After discussion, the Commission approved the revisions as included in the Council packet and now makes a recommendation to Council to approve, by ordinance, the Charter Amendments proposed. Notice of the hearing was published on November 19, 2022.</p> |
| Fiscal Impact: | N/A |
| Alternative/ Variations: | |
| Recommendations: | To approve the recommended amendments by the Charter Commission by unanimous vote. |

PUBLIC NOTICE

November 19, 2022

NOTICE OF PUBLIC HEARING AMENDMENT TO THE CITY CHARTER

PLEASE TAKE NOTICE that a Public Hearing will be held on the ordinance amending the following sections of the city of Marshall charter:

Section 2.03 Elective Offices. Subd 1. (b) Mayor's Term: The Mayor shall serve for a period of four years and until their successor is elected and qualified. The term shall begin on the first ~~regular meeting~~ Monday in January after the municipal election.

Section 2.03 Elective Offices. Subd 2. (c) Councilmembers Term: All councilmembers elected shall serve for a period of four years and until their successor is elected and qualified. The term shall begin on the first ~~regular meeting~~ Monday in January after the municipal election.

Section 3.04 City Attorney: The Mayor shall nominate to the City Council the person to be appointed as City Attorney for the City of Marshall. The City Council and the Mayor shall vote and confirm said appointment by majority vote. The City Attorney shall serve for a term of two (2) years, his/her term of office to begin on the first regular meeting in January after the municipal election and he/she shall continue in office until their successor is appointed. The City Attorney shall perform legal services for the City under direction of the City Council and is removable at the discretion of the City Council. The City may contract with other attorneys to perform specific legal services as it deems necessary without discharging the City Attorney. No commission, board, department or officer of the City shall use or employ any other attorney to represent them in their official capacities, provided that in any case of special or unusual circumstances of which the City Attorney does not have the necessary skills to complete the required work or there is a conflict of interest, the Council, at the request of the City Attorney, may by motion appoint special counsel and fix their compensation. The Marshall Municipal Utilities Commission are hereby authorized to employ the City Attorney in official matters and to pay for their services from their respective funds. The City Attorney may employ such staff and assistants as necessary. with the approval of the Council.

The Public Hearing will be held before the Marshall City Council on Tuesday, December 13, 2022, at or after 5:30 pm in the Council Chambers of City Hall at 344 West Main Street.

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

Steven Anderson, City Clerk

Dated: November 19, 2022



MARSHALL

CITY OF MARSHALL
344 WEST MAIN STREET
MARSHALL, MN 56258-1313
PHONE: 507-537-6761
FAX: 507-537-6830

November 7, 2022

Mayor Byrnes and Council Members
City of Marshall
344 West Main Street
Marshall, MN 56258

Re: City of Marshall Charter Commission Recommendations

Dear Mayor and Council Members:

The purpose of this letter is to transmit to the City Council proposed amendments to the Marshall City Charter. The enclosed proposed amendments (collectively, the "Amendments") are being forwarded for consideration for adoption by ordinance pursuant to Minnesota Statutes, Section 410.12, subdivision 7. The Charter Commission formally acted on October 19, 2022, to recommend the Amendments for adoption by the City Council.

The Charter Commission appreciates the City Council's willingness to work with the Charter Commission that led to the enclosed Amendments. These Amendments will strengthen the City and help ensure the City Charter provisions are consistent with current laws and procedures.

This letter will serve as the Charter Commission's formal recommendation to the City Council to amend the City Charter by adoption of the enclosed ordinance.

Sincerely,

Stacy Frost
Charter Commission President

Enclosures

**CITY OF MARSHALL
CHARTER COMMISSION
M I N U T E S
Wednesday, October 19, 2022**

Members Present: Stacy Frost, Richard Herder, Stephen Davis, Nathan Doose, Marc Klaith, Amanda Schroeder, Mark Mather, and Mike Fox

Members Absent: Jill Vroman, Larry Doom, and Larry Magrath

City Staff: Mayor Robert Byrnes; Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; and Steven Anderson, City Clerk

Meeting called to order at 4:58pm by Chairperson Stacy Frost.

Approval of the Agenda

Motion made by Stephen Davis, seconded by Mike Fox to approve the agenda as presented. All voted in favor.

Approval of the Minutes from December 29, 2021

Motion made by Stephen Davis, seconded by Nathan Doose to approve the minutes from December 29, 2021. All voted in favor.

Consider Ordinance Amending the Marshall City Charter Regarding City Attorney and Terms of Office

Chairperson Frost called for an introduction of all members present.

Sharon Hanson, City Administrator talked briefly about the Guide for Charter Commissions included in the meeting packet. Discussion was had regarding the wording for the Terms of Office proposed changes. It was brought up that statute covers the period from January 1 to the first meeting regular council meeting where concern was had about not having a councilmember in place. The proposed wording changes brings the charter more in line with statute and should alleviate questions about when terms start and end.

Motion made by Stephen Davis, seconded by Marc Klaith to approve the proposed changes to the terms of office. All voted in favor.

Chairperson Frost introduced the new language regarding city attorney. Hanson explained the background and reason for this change. Charter language in many cities do not have a restriction on attorney services. Members had a question on the crossed-out line "The City Attorney may employ such staff and assistance as necessary with the approval of the Council." Dialog went back and forth between members and staff. Consensus was made that the crossed-out sentence should be kept but end at "as necessary." An additional point was brought up regarding the language "The City Attorney shall perform legal services for the City under direction of the City Council and is removable at the pleasure of the City Council." Many noted the dislike for the term "pleasure" in the language. Examples of pleasure being a commonly used word in legal writing from the era was brought forth. Members agreed that "discretion" was a more appropriate term in place of "pleasure."

Motion made by Stephen Davis, seconded by Marc Klaith to recommend amending the City of Marshall charter regarding language changes for city attorney and terms of office as presented with the two additional wording changes that were discussed. All voted in favor.

At 5:21pm Chairperson Frost adjourned the meeting.

Respectfully submitted,
Nathan Doose, Charter Commission Secretary

205.07 MS 1957 [Repealed, 1959 c 675 art 13 s 1]

205.07 CITY GENERAL ELECTION.

Subdivision 1. **Date of election.** The municipal general election in each city shall be held on the first Tuesday after the first Monday in November in every even-numbered year. Notwithstanding any provision of law to the contrary and subject to the provisions of this section, the governing body of a city may, by ordinance passed at a regular meeting held at least 180 calendar days before the first day to file for candidacy in the next municipal election, decide to hold the election on the first Tuesday after the first Monday in November in either an even- or odd-numbered year. A city may hold elections in either the even-numbered year or the odd-numbered year, but not both. When a city changes its elections from one year to another, and does not provide for the expiration of terms by ordinance, the term of an incumbent expiring at a time when no municipal election is held in the months immediately prior to expiration is extended until the date for taking office following the next scheduled municipal election. If the change results in having three council members to be elected at a succeeding election, the two individuals receiving the highest vote shall serve for terms of four years and the individual receiving the third highest number of votes shall serve for a term of two years. To provide an orderly transition to the odd or even year election plan, the governing body of the city may adopt supplementary ordinances regulating initial elections and officers to be chosen at the elections and shortening or lengthening the terms of incumbents and those elected at the initial election. The term of office for the mayor may be either two or four years. The term of office of council members is four years. Whenever the time of the municipal election is changed, the city clerk immediately shall notify in writing the county auditor and secretary of state of the change of date. Thereafter the municipal general election shall be held on the first Tuesday after the first Monday in November in each odd-numbered or even-numbered year until the ordinance is revoked and notification of the change is made. A municipal general election scheduled to be held in an odd-numbered year may be postponed for inclement weather as provided in section 205.105.

Subd. 1a. **City council members; expiration of terms.** The terms of all city council members of charter cities expire on the first Monday in January of the year in which they expire. All officers of charter cities chosen and qualified shall hold office until their successors qualify.

Subd. 2. [Repealed, 1976 c 44 s 70]

Subd. 3. **Effect of ordinance; referendum.** An ordinance changing the year of the municipal election is effective 240 days after passage and publication or at a later date fixed in the ordinance. Within 180 days after passage and publication of the ordinance, a petition requesting a referendum on the ordinance may be filed with the city clerk. The petition shall be signed by eligible voters equal in number to ten percent of the total number of votes cast in the city at the last municipal general election. If the requisite petition is filed within the prescribed period, the ordinance shall not become effective until it is approved by a majority of the voters voting on the question at a general or special election held on a date authorized by section 205.10, subdivision 3a. If the petition is filed, the governing body may reconsider its action in adopting the ordinance.

History: 1959 c 675 art 6 s 7; 1973 c 123 art 3 s 4; 1974 c 337 s 3; 1976 c 44 s 5; 1981 c 29 art 7 s 38; 1983 c 62 s 3; 1986 c 444; 1991 c 227 s 19,20; 1994 c 646 s 6; 1995 c 8 s 5; 2010 c 201 s 58,59; 2014 c 264 s 22; 2017 c 92 art 1 s 23; art 2 s 9

CITY OF MARSHALL,
MINNESOTA

ORDINANCE NO. 22-012

**ORDINANCE AMENDING THE MARSHALL CITY CHARTER
PROVISIONS REGARDING TERMS OF OFFICE AND CITY ATTORNEY**

The Common Council of the City of Marshall do ordain:

Article I. Legislative Findings.

1. The City of Marshall is governed by a home rule charter adopted pursuant to the Constitution of the State of Minnesota and Minnesota Statutes, chapter 410.
2. The City Charter of the City of Marshall (“Charter”) was originally adopted on July 22, 1969 and has had several amendments since its adoption.
3. The Marshall Charter Commission (“Commission”) determined it was appropriate to review the Charter and prepare proposed amendments to the Charter.
4. Minnesota Statutes, section 410.12, subdivision 7 allows the City Council to amend the Charter by ordinance after receiving a recommendation from the Charter Commission. The Commission worked cooperatively with the City Council to develop and review proposed amendments to the Charter. Such an ordinance may only be adopted upon “an affirmative vote of all members of the city council and is approved by the mayor.”
5. The Charter Commission considered proposed amendments to Sections 2.03 & 3.04 and voted at its meeting on October 19, 2022, to forward the proposed amendments to the City Council with a recommendation that they be adopted by ordinance.
6. The City published public hearing notice at least two weeks prior to the Hearing and held a public hearing on December 13, 2022 regarding the proposed Charter amendments.
7. The City Council finds and determines that it is in the best interests of the City and its residents to adopt the proposed City Charter amendments.

Article II. Upon recommendation of the Marshall Charter Commission, and pursuant to the authority in Minnesota Statutes, section 410.12, subdivision 7, the following section of the Marshall City Charter is hereby amended by adding the double underlined material and deleting the ~~stricken~~ material as follows:

Section 2.03 Elective Offices

Subd. 1. Mayor.

- (a) *Qualification.* Mayor must be, at the date of filing for office and during his/her term, a qualified elector of the City of Marshall and shall be elected at large.
- (b) *Mayor's Term.* The Mayor shall serve for a period of four years and until their successor is elected and qualified. The term shall begin on the first ~~regular meeting~~ Monday in January after the municipal election.

Subd. 2. Councilmembers.

- (a) *Qualifications.* Councilmembers must, at date of filing for office and during their term, be a qualified elector of the ward of the City of Marshall for which they seek office or hold office.
- (b) *Number.* Two councilmembers shall be elected from each ward.
- (c) *Councilmembers Term.* All councilmembers elected shall serve for a period of four years and until their successor is elected and qualified. The term shall begin on the first ~~regular meeting~~ Monday in January after the municipal election.

Article III. Upon recommendation of the Marshall Charter Commission, and pursuant to the authority in Minnesota Statutes, section 410.12, subdivision 7, the following section of the Marshall City Charter is hereby amended by adding the double underlined material and deleting the ~~stricken~~ material as follows:

Section 3.04 City Attorney

The Mayor shall nominate to the City Council the person to be appointed as City Attorney for the City of Marshall. The City Council and the Mayor shall vote and confirm said appointment by majority vote. The City Attorney shall serve for a term of two (2) years, his/her term of office to begin on the first regular meeting in January after the municipal election and he/she shall continue in office until their successor is appointed. The City Attorney shall perform legal services for the City under direction of the City Council and is removable at the discretion of the City Council. The City may contract with other attorneys to perform specific legal services as it deems necessary without discharging the City Attorney. ~~No commission, board, department or officer of the City shall use or employ any other attorney to represent them in their official capacities, provided that in any case of special or unusual circumstances of which the City Attorney does not have the necessary skills to complete the required work or there is a conflict of interest, the Council, at the request of the City Attorney, may by motion appoint special counsel and fix their compensation.~~ The Marshall Municipal Utilities Commission are hereby authorized to employ the City Attorney in official matters and to pay for their services from their respective funds. The City Attorney may employ such staff and assistants as necessary, ~~with the approval of the Council.~~

ARTICLE IV. The City Clerk is authorized and directed to work with the City Attorney to insert into the City Charter the appropriate references to the amended sections, correct any typographical errors and make any other non-substantive corrections as may be needed to place the charter into final form, and to keep and post on the City’s website an official copy of the revised City Charter.

ARTICLE V.

Section 1. This Ordinance shall become effective after adoption and upon ninety (90) days following its legal publication, except that if within sixty (60) days after publication a petition requesting a referendum on this ordinance, signed by the number of registered voters of the City required by Minnesota Statutes, section 410.12, subdivision 7 is filed with the City Clerk, this Ordinance will not be effective until approved by a majority of the voters voting on the question of its adoption at the special election called by the City Council for that purpose.

Section 2. On the effective date of this Ordinance, the City Clerk is authorized and directed to file copies of the amendment with the Secretary of State of the State of Minnesota, the Lyon County Recorder, and the City Clerk’s office together with the certificate required by Minnesota Statutes, section 410.11.

Adopted on this 13th day of December 2022 by a unanimous vote of the entire City Council.

BY THE CITY COUNCIL

Robert Byrnes, Mayor

ATTEST:

Steven Anderson, City Clerk

Introduced on: November 7, 2022

Final passage on: December 13, 2022

Published in Marshall Independent: _____

| | |
|--------------------------------|---|
| Presenter: | Jason Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Floodplain Management Ordinance Amendment – Chapter 38, Article II of the City Code of Ordinances – 1) Public Hearing; 2) Adoption of Ordinance. |
| Background Information: | <p>On March 15, 2022, the City received a Letter of Final Determination (LFD) from the Federal Emergency Management Agency (FEMA). The LFD explained that the Flood Insurance Rate Maps (FIRMs) and Lyon County Flood Insurance Study was complete and would become effective on September 15, 2022. In the City of Marshall, map panels 304, 308, and 312 were amended to reflect that the land that is protected by the 1963 levee is land that contains levees that are not accredited, and therefore are not shown to protect from the 1 percent-annual-chance flood.</p> <p>Subsequent to amendment of our flood maps and insurance study, the City amended our floodplain management regulations to ensure said regulations meet federal standards and in order to continue participating in the National Flood Insurance Program (NFIP). On August 23, 2022, the City Council adopted Ordinance 22-009 amending Chapter 38 relating to Floodplain Management.</p> <p>Upon further review of the amended floodplain ordinance, the Minnesota Department of Natural Resources (MNDNR) has advised that some language in our recently revised ordinance is now viewed as “optional language” by the MNDNR. City enforcement of a “regulatory floodplain” is now viewed as optional and “above and beyond” type of language for a Minnesota community to consider. City staff has had concerns and questions with this language from the onset of discussions with the MNDNR about our ordinance revisions.</p> <p>In practical terms, the language that is now optional requires development outside of determined floodplains to be regulated as if it is located in the floodplain. While the intent and idea behind the practice is understandable, city staff believes that it complicates land use decision making in our community and makes it more difficult for citizens, developers, and staff to understand development limitations in our community.</p> <p>To simplify our ordinance, City staff is recommending revisions to the ordinance as attached. In addition to the above-mentioned revisions, staff is proposing one additional revision editing the Board of Adjustment to mean the City Council instead of the Planning Commission.</p> <p>This ordinance has been presented at the following meetings: Legislative & Ordinance Committee – 11/22/2022 City Council – 11/22/2022 – introduction of ordinance and hearing scheduled for 12/13/2022</p> |

| | |
|-------------------------------------|--|
| Fiscal Impact: | None. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | <p>Recommendation No. 1 that the Council close the public hearing.</p> <p>Recommendation No. 2 that the Council adopt Ordinance No. 22-013, which is the summary ordinance and complete ordinance regarding the amendment to Chapter 38, Article II, Section 38-22, 38-23, 38-24, 38-26, 38-32 and 38-52 of the City Code of Ordinances.</p> |

SUMMARY ORDINANCE NO. 22-013

**AN ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 38, ARTICLE 38-II
RELATING TO FLOODPLAIN MANAGEMENT**

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

Section 1: City Code of Ordinances, Chapter 38-Floods, Article 38-II Floodplain Management, is hereby amended in Section 38-22, 38-23, 38-24, 38-26, 38-32 and 38-52.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 22-_____.

It is hereby directed that only the above Title and Summary of Ordinance No. 22-_____ be published conforming to Minnesota Statutes §331A.01 with the following:

NOTICE

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

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

Passed and adopted by the Common Council this 13th day of December, 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Summary Ordinance Introduced on: November 22, 2022

Ordinance Introduced on: November 22, 2022

Final Passage on: December 13, 2022

Summary Ordinance Published in the Marshall Independent: _____

**ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 38, ARTICLE 38-II
RELATING TO FLOODPLAIN MANAGEMENT**

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

Section 1: City Code of Ordinances, Chapter 38-Floods, Article 38-II Floodplain Management, is hereby amended in Section 38-22, 38-23, 38-24, 38-26, 38-32 and 38-52 as follows:

**MARSHALL CITY CODE OF ORDINANCES
CHAPTER 38 FLOODS
ARTICLE 38-II FLOODPLAIN MANAGEMENT**

DIVISION 38-II-1 GENERALLY

Section 38-22 Definitions

Board of adjustment means ~~City Council~~ Planning Commission.

Flood fringe means the portion of the one-percent annual chance floodplain located outside of the floodway. ~~This district also includes any additional area encompassed by the horizontal extension of the RFPE, as described in Section 38-23(a)(3).~~

~~*Regulatory floodplain* means the geographic limits of the flood hazard areas regulated through this ordinance, which includes the areas adjoining a wetland, lake or watercourse that have been or hereafter may be covered by the Regulatory Flood Protection Elevation (RFPE) (as illustrated in Figure 2). This shall not include those areas protected by flood control structures which meet or exceed the standards contained in 44 CFR § 65.10.~~

Section 38-23 Jurisdiction and Districts

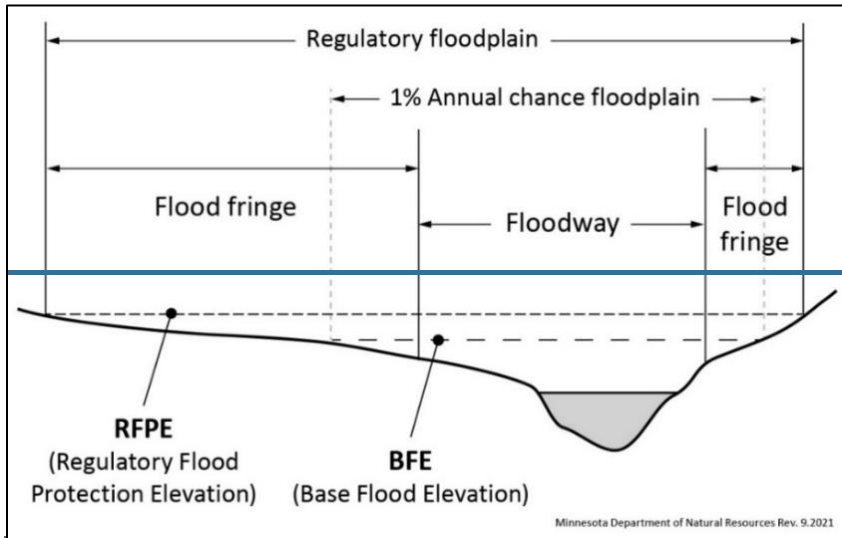
- (a) **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Marshall within the boundaries of the Floodway, Flood Fringe and General Floodplain Districts.
- (1) The Floodway, Flood Fringe or General Floodplain Districts are overlay districts. The standards imposed in the overlay districts are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.
 - (2) Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions (as illustrated in Figure 1), the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain.

Figure 1: The mapped floodplain may not always align with on-the-ground contour elevations.



(3) The regulatory limits of the district boundaries shall be further extended outward based on the horizontal extension of the Regulatory Flood Protection Elevation (RFPE) (Figure 2). Regulatory limits shall not be extended into areas protected by accredited flood control projects.

Figure 2: Horizontal extension of the Regulatory Flood Protection Elevation (RFPE)



(34) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the *Board of Adjustment* and to submit technical evidence.

(c) **Districts**

- (1) Floodway District. Those areas within Zones AE delineated within floodway areas as shown on the Flood Insurance Rate Maps referenced in Section 38-23(b).
- (2) Flood Fringe District. Those areas within Zones AE on the Flood Insurance Rate Maps referenced in Section 38-23(b), but located outside of the floodway, as well as those areas of 1% annual chance of flood with average depth less than one foot. [This district also includes any additional area encompassed by the Regulatory Floodplain.](#)
- (3) General Floodplain District. Those areas within Zone A areas that do not have a floodway delineated as shown on the Flood Insurance Rate Maps referenced in Section 38-23(b). [This district also includes any additional area encompassed by the Regulatory Floodplain.](#)

Section 38-24 Requirements for All Floodplain Districts

(c) **Minimum Development Standards.**

- (2) Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the Regulatory Flood Protection Elevation (RFPE), floodproofed, or protected by other measures as approved by the Zoning Administrator. Storage of materials likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, section 115.01, are prohibited unless adequate safeguards approved by the Minnesota Pollution Control Agency are provided. For projects not requiring approvals by the Minnesota Pollution Control Agency, adequate safeguards must be approved by the Zoning Administrator prior to issuance of a permit.

Table 1. Summary of Permitting Requirements for Structures

| Structure Type | Floodway | Flood Fringe** | Standards* |
|---|---|---------------------|-----------------------------------|
| Accessory Structures – on fill | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(1)a, via 38-26(3)d.2. |
| Accessory Structures – Alt. Elevation Methods | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(2)b, via 38-26(b)(3)d.3. |

| Structure Type | Floodway | Flood Fringe** | Standards* |
|---|---|--|--|
| Accessory Structures – Wet Floodproofing | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(3)d.1. |
| Accessory Structures – Dry (watertight) Floodproofing | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(2)c., via 38-26(b)(3)d.4. |
| Residential – on fill | Not allowed | Allowed with Permit | 38-26(b)(1)a |
| Residential – Alt. Elevation Methods | Not allowed | Allowed with CUP | 38-26(b)(2)a or b via 38-26(d)(1) |
| Residential – Basement Construction below RFPE | Not allowed | Only outside of 1% annual chance floodplain – with CUP | 38-26(d)(3) |
| Residential – Dry (watertight) Floodproofing | Not allowed | Only outside of 1% annual chance floodplain – with CUP Not allowed | 38-26(b)(2)c., via 38-26(d)(3) N/A |
| Non-Residential – on fill | Not allowed | Allowed with Permit | 38-26(b)(1)a, via 38-26(b)(2)a |
| Non-Residential – Alt. Elevation Methods | Not allowed | Allowed with Permit | 38-26(b)(2)b |
| Non-Residential – Dry (watertight) Floodproofing | Not allowed | Allowed with Permit | 38-26(b)(2)c. |
| Non-residential – Basement Construction below RFPE | Not allowed | Only outside of 1% annual chance floodplain – with CUP | 38-26(d)(3) |

*Note – many of these standards are cross-referenced to avoid duplication

** Permit refers to a Building permit or Land Disturbance permit issued by the City of Marshall for related construction activity, or, when not required, a letter of approval from the Zoning Administrator.

Section 38-26 Flood Fringe District

- (c) **Conditional Uses in Flood Fringe.** The following uses and activities may be permitted as conditional uses, subject to the standards in Sections 38-26(d) and 38-31(c), if otherwise allowed in the underlying zoning district:

~~(3) — Basement construction below the Regulatory Flood Protection Elevation (RFPE).~~

- (d) **Standards for Conditional Uses in Flood Fringe.** In addition to the applicable standards detailed in Sections 38-24, 38-26(b) and 38-31(b):

~~(3) — With the exception of non-residential, dry floodproofed structures detailed in Section 38-26(b)(2)c, all basement construction below the Regulatory Flood Protection Elevation (RFPE) within the one percent annual chance floodplain is prohibited. Basements may be permitted in structures outside the one percent annual chance floodplain but within the regulatory floodplain, however, such spaces must be protected at least as high as the Regulatory Flood Protection Elevation, and must be built according to one of the following construction methods:~~

~~a. — meeting the basement construction guidance in guidance in FEMA Technical Bulletin 10-01, or~~

~~b. — meeting the dry floodproofing standards for non-residential structures detailed in Section 38-26(b)(2)c.~~

Section 38-32 Nonconformities

- (a) **Continuance of Nonconformities.** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- (3) If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section 38-32(b), it may not be reconstructed except in conformity with the provisions of this ordinance. ~~Existing structures within the regulatory floodplain, but outside of the one percent annual chance floodplain, as detailed in Section 38-23(a)(3), are exempt from this provision.~~

DIVISION 38-II-2 ADMINISTRATION AND ENFORCEMENT

Section 38-52 Board of Adjustment

A board of adjustment is hereby established. For the purpose of this article, the City Council ~~planning commission~~ shall constitute the board of adjustment.

Section 2: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this ____ day of _____, 20__.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Summary Ordinance Introduced on: _____

Ordinance Introduced on: _____

Final Passage on: _____

Summary Ordinance Published in the Marshall Independent: _____

ORDINANCE NO. 22-013

**ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 38, ARTICLE 38-II
RELATING TO FLOODPLAIN MANAGEMENT**

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

Section 1: City Code of Ordinances, Chapter 38-Floods, Article 38-II Floodplain Management, is hereby amended in Section 38-22, 38-23, 38-24, 38-26, 38-32 and 38-52 as follows:

**MARSHALL CITY CODE OF ORDINANCES
CHAPTER 38 FLOODS
ARTICLE 38-II FLOODPLAIN MANAGEMENT**

DIVISION 38-II-1 GENERALLY

Section 38-22 Definitions

Board of adjustment means City Council.

Flood fringe means the portion of the one-percent annual chance floodplain located outside of the floodway.

Section 38-23 Jurisdiction and Districts

(a) **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Marshall within the boundaries of the Floodway, Flood Fringe and General Floodplain Districts.

- (1) The Floodway, Flood Fringe or General Floodplain Districts are overlay districts. The standards imposed in the overlay districts are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.
- (2) Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions (as illustrated in Figure 1), the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain.

Figure 1: The mapped floodplain may not always align with on-the-ground contour elevations.



- (3) Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the *Board of Adjustment* and to submit technical evidence.

(c) **Districts**

- (1) Floodway District. Those areas within Zones AE delineated within floodway areas as shown on the Flood Insurance Rate Maps referenced in Section 38-23(b).

- (2) Flood Fringe District. Those areas within Zones AE on the Flood Insurance Rate Maps referenced in Section 38-23(b), but located outside of the floodway, as well as those areas of 1% annual chance of flood with average depth less than one foot.
- (3) General Floodplain District. Those areas within Zone A areas that do not have a floodway delineated as shown on the Flood Insurance Rate Maps referenced in Section 38-23(b).

Section 38-24 Requirements for All Floodplain Districts

(c) **Minimum Development Standards.**

- (2) Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the Regulatory Flood Protection Elevation (RFPE), floodproofed, or protected by other measures as approved by the Zoning Administrator. Storage of materials likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, section 115.01, are prohibited unless adequate safeguards approved by the Minnesota Pollution Control Agency are provided. For projects not requiring approvals by the Minnesota Pollution Control Agency, adequate safeguards must be approved by the Zoning Administrator prior to issuance of a permit.

Table 1. Summary of Permitting Requirements for Structures

| Structure Type | Floodway | Flood Fringe** | Standards* |
|---|---|--|------------------------------------|
| Accessory Structures – on fill | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(1)a, via 38-26(3)d.2. |
| Accessory Structures – Alt. Elevation Methods | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(2)b, via 38-26(b)(3)d.3. |
| Accessory Structures – Wet Floodproofing | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(3)d.1. |
| Accessory Structures – Dry (watertight) Floodproofing | Only specific uses and types allowed – with CUP | Allowed with Permit | 38-26(b)(2)c., via 38-26(b)(3)d.4. |
| | | | |
| Residential – on fill | Not allowed | Allowed with Permit | 38-26(b)(1)a |
| Residential – Alt. Elevation Methods | Not allowed | Allowed with CUP | 38-26(b)(2)a or b via 38-26(d)(1) |
| Residential – Basement Construction below RFPE | Not allowed | Only outside of 1% annual chance floodplain – with CUP | 38-26(d)(3) |
| Residential – Dry (watertight) Floodproofing | Not allowed | Not allowed | N/A |
| | | | |
| Non-Residential – on fill | Not allowed | Allowed with Permit | 38-26(b)(1)a, via 38-26(b)(2)a |
| Non-Residential – Alt. Elevation Methods | Not allowed | Allowed with Permit | 38-26(b)(2)b |
| Non-Residential – Dry (watertight) Floodproofing | Not allowed | Allowed with Permit | 38-26(b)(2)c. |
| | | | |

**Note – many of these standards are cross-referenced to avoid duplication*

*** Permit refers to a Building permit or Land Disturbance permit issued by the City of Marshall for related construction activity, or, when not required, a letter of approval from the Zoning Administrator.*

Section 38-26 Flood Fringe District

- (c) **Conditional Uses in Flood Fringe.** The following uses and activities may be permitted as conditional uses, subject to the standards in Sections 38-26(d) and 38-31(c), if otherwise allowed in the underlying zoning district:

- (d) **Standards for Conditional Uses in Flood Fringe.** In addition to the applicable standards detailed in Sections 38-24, 38-26(b) and 38-31(b):

Section 38-32 Nonconformities

- (a) **Continuance of Nonconformities.** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:
- (3) If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section 38-32(b), it may not be reconstructed except in conformity with the provisions of this ordinance.

DIVISION 38-II-2 ADMINISTRATION AND ENFORCEMENT

Section 38-52 Board of Adjustment

A board of adjustment is hereby established. For the purpose of this article, the City Council shall constitute the board of adjustment.

Section 2: This Ordinance shall take effect after its passage and summary publication.

Passed and adopted by the Common Council this 13th day of December 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Summary Ordinance Introduced on: November 22, 2022

Ordinance Introduced on: November 22, 2022

Final Passage on: December 13, 2022

Summary Ordinance Published in the Marshall Independent: _____



MARSHALL
CULTIVATING THE BEST IN US

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Ilya Gutman |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | PUBLIC HEARING |
| Type: | INFO/ACTION |
| Subject: | Conduct Public Hearing of Ordinance Amending Section 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations |
| Background Information: | <p>These are minor changes to parking ordinance brought up by real life. The changes allow for a narrower two-way street access drive beyond required front yard, which will let landowners save money on pavement and reduce impervious surfaces, while not negatively affecting safety; require that principal use parking on the lot be paved, which will prevent large gravel parking lots in business areas, since only accessory parking to the main structure is currently covered by the Ordinance; and increase minimum sidewalk width in front of the shorter parking places to make sure that an accessible path is still available if a vehicle’s front projects over sidewalk.</p> <p>At the November 9, 2022, regular Planning Commission meeting, Muchlinski made a motion, second by Deutz to recommend to city council an approval as recommend by staff. All voted in favor of the motion.</p> <p>At the meeting on October 11, 2022, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections as proposed by staff.</p> <p>The Ordinance Amending Sections 86205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations was introduced at the November 22, 2022, City Council meeting.</p> |
| Fiscal Impact: | None. |
| Alternative/ Variations: | None Recommended. |
| Recommendations: | <p>that the Council close the public hearing on the Ordinance Amending Section 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations.</p> <p>that the Council adopt Ordinance No. 22-014, which is the Ordinance Amending Section 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations.</p> |

CITY OF MARSHALL, MINNESOTA
ORDINANCE NO. 22-014

AN ORDINANCE AMENDING
MARSHALL CITY CODE OF ORDINANCES – CHAPTER 86
RELATING TO ZONING

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

Section 1: City Code of Ordinances, Chapter 86, Article VI, Sections 86-205 Access, 86-206 Construction and maintenance, and 86-226 Minimum size regulations are hereby amended.

Section 2: It is hereby determined that publication of this Title and Summary Ordinance will clearly inform the public of the intent and effect of Ordinance No. 22-014.

It is hereby directed that only the above Title and Summary of Ordinance No. 22-014 be published conforming to Minnesota Statutes §33 1A.01 with the following:

NOTICE

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

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

Passed and adopted by the Common Council this 13th day of December 2022.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

Introduced on: November 22, 2022

Final Passage on: December 13, 2022

Published in the Marshall Independent: _____

Sec. 86-226. Minimum size regulations.

- (a) Each required off-street parking space shall have a width of not less than eight and one-half feet, and a length of not less than 20 feet except parking space placed against sidewalk wider than ~~five~~^{four} feet, curb, or lawn may be reduced to 18 feet. Spaces intended for parallel parking and spaces within angled parking area shall be not less than 22 feet long. Oversize space, where required, shall be not less than 55 feet long and ten feet wide.
- (b) Each space shall be adequately served by access drives and independently accessible except parking garages provided for dwellings may have one parking space immediately in front of each garage space. Each off-street loading space shall contain a minimum area of not less than 500 square feet and be adequate for a largest [large] delivery truck serving the building including access. All required parking and loading spaces shall be identified with painted lines on the parking surface except parking for one- to four-family dwellings. Accessible parking spaces shall be provided and constructed per Minnesota State Building Code.

(Ord. No. 686, § 1, 6-10-2014)

Sec. 86-206. Construction and maintenance.

- (a) In all classes of residence districts and in all classes of business districts, required parking, principal use parking, stacking area, and loading areas, and access drives must be paved with concrete, bituminous, or solid pavers. In all classes of industrial districts and in agricultural district, required parking and loading areas and access drives serving commercial uses commonly visited by general public, such as, but not limited to, stores, service shops, animal hospitals, parks, etc. must be paved as required in business districts. All other uses located in industrial districts and agricultural district may have required parking and loading areas and access drives located off the required front yard surfaced with at least six inches of crushed stone or granite; access drives within right-of-way and required front yard must be paved. Parking area surfaces shall be drained to storm sewers where available and away from adjacent properties.
- (b) The operator of the principal building or use shall maintain required parking and loading areas, access drives and stacking spaces in a neat and adequate manner including restriping when it becomes necessary. Except one- to four-family dwellings, required parking areas shall be cleared of snow within 24 hours of the end of any snowfall event.

(Ord. No. 686, § 1, 6-10-2014)

Sec. 86-205. Access.

- (a) Parking and loading spaces shall have proper access from a public right-of-way. Except one- and two-family dwellings, access to any parking or loading space shall be by access drive not less than 24 feet wide for two-way traffic and 15 feet wide for one-way traffic. As an exception, a two-way access drive width may be reduced to 20 feet beyond the required front yard, provided no parking spaces are located along the side of, and accessed directly from, such reduced width access drive.
 - (b) The number, width and location of access drives shall be such as to minimize traffic congestion and traffic hazard. Access drives openings to street shall not be located closer than 25 feet to the nearest intersection.
 - (c) In all business districts, direct access shall be provided to a street right of way.
 - (d) Vehicular access to non-residential uses across property in any residence districts shall be prohibited.
- (Ord. No. 686, § 1, 6-10-2014)

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|--------------------------------|---|
| Presenter: | Jason Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | PUBLIC HEARING |
| Type: | ACTION |
| Subject: | DG Marshall - 1) Public Hearing on Preliminary Plat and Approval of Preliminary Plat; 2) Consider Resolution Adopting the Final Plat. |
| Background Information: | <p>Attached please find a copy of the preliminary plat of DG Marshall in Marshall, Minnesota.</p> <p>Attached please find a copy of the preliminary plat of DG Marshall and the Engineer's Report of Preliminary Plat Review.</p> <p>Dollar General has purchased two lots for development of their retail store. The building that is being constructed sits atop the lot line that separates the two lots. City of Marshall Zoning Ordinance requires property line setbacks, therefore, a building cannot be constructed over top of a lot line. Due to an error in property descriptions, Lyon County is not allowing for the two lots to be combined into one lot to resolve the lot line issue. To resolve the issue, Dollar General is going through a platting process to resolve description concerns and to combine the existing two lots.</p> <p>Copies of the proposed subdivision has been sent to the local utility companies for their review and comments.</p> <p>The preliminary plat was presented at the Planning Commission meeting on November 9, 2022. Following discussion, DEUTZ MADE A MOTION, SECOND BY STONEBERG, to recommend approval of the preliminary plat to the City Council. ALL VOTED IN FAVOR.</p> <p>The preliminary plat was then introduced at the November 22, 2022 City Council meeting and a hearing on the preliminary plat scheduled for the December 13, 2022 City Council meeting.</p> <p>Attached please find a copy of the Final Plat of DG Marshall and the Final Plat Checklist.</p> |
| Fiscal Impact: | The applicant will be billed for all direct costs relating to the platting process. |
| Alternative/Variations: | No alternative actions recommended. |
| Recommendations: | <p>Recommendation No. 1 that the Council close the public hearing and approve the Preliminary Plat of DG Marshall.</p> <p>Recommendation No. 2 that the Council adopt RESOLUTION NUMBER 22-091, which is the Resolution Approving the Final Plat of DG Marshall, contingent upon City attorney review and approval of the abstract of title and title opinion.</p> |

RESOLUTION NUMBER 22-091
RESOLUTION APPROVING THE FINAL PLAT OF
DG MARSHALL

WHEREAS, DGOGMarshallmn02092022 LLC of West Plains, Missouri, has filed with the Common Council, a Preliminary Plat identified as DG MARSHALL situated in the City of Marshall, County of Lyon, State of Minnesota, described as follows, to-wit:

DG MARSHALL BLOCK 1 LOT 1

and more particularly described as attached Exhibit A.

AND WHEREAS, the Final Plat of DG MARSHALL was presented to the Common Council on December 13, 2022.

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

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

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

Passed and adopted by the Common Council this 13th day of December, 2022.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

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

EXHIBIT A

All that part of the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, contained within the following boundary lines, to wit:

Beginning at a point 2 rods (33 feet) North and 9.41 chains (621.06 feet) West from the Southeast corner of said Northeast Quarter of Section 4, and running thence North a distance of 5 chains (330 feet); thence East and at right angles to last line a distance of 75 feet; thence South and at right angles to last line a distance of 5 chains (330 feet); thence West a distance of 75 feet to the point of beginning.

Together with a tract of land located in the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, described as follows:

Commencing 2 rods (33 feet) North from a point 11.40 chains (752.4 feet) West from Southeast corner of Northeast Quarter of said Section 4 and running thence North 5 chains (330 feet);

thence East 2 chains (132 feet); thence South 5 chains (330 feet); thence West 2 chains (132 feet) to the place of beginning.

Excepting therefrom a tract of land located in the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, described as follows:

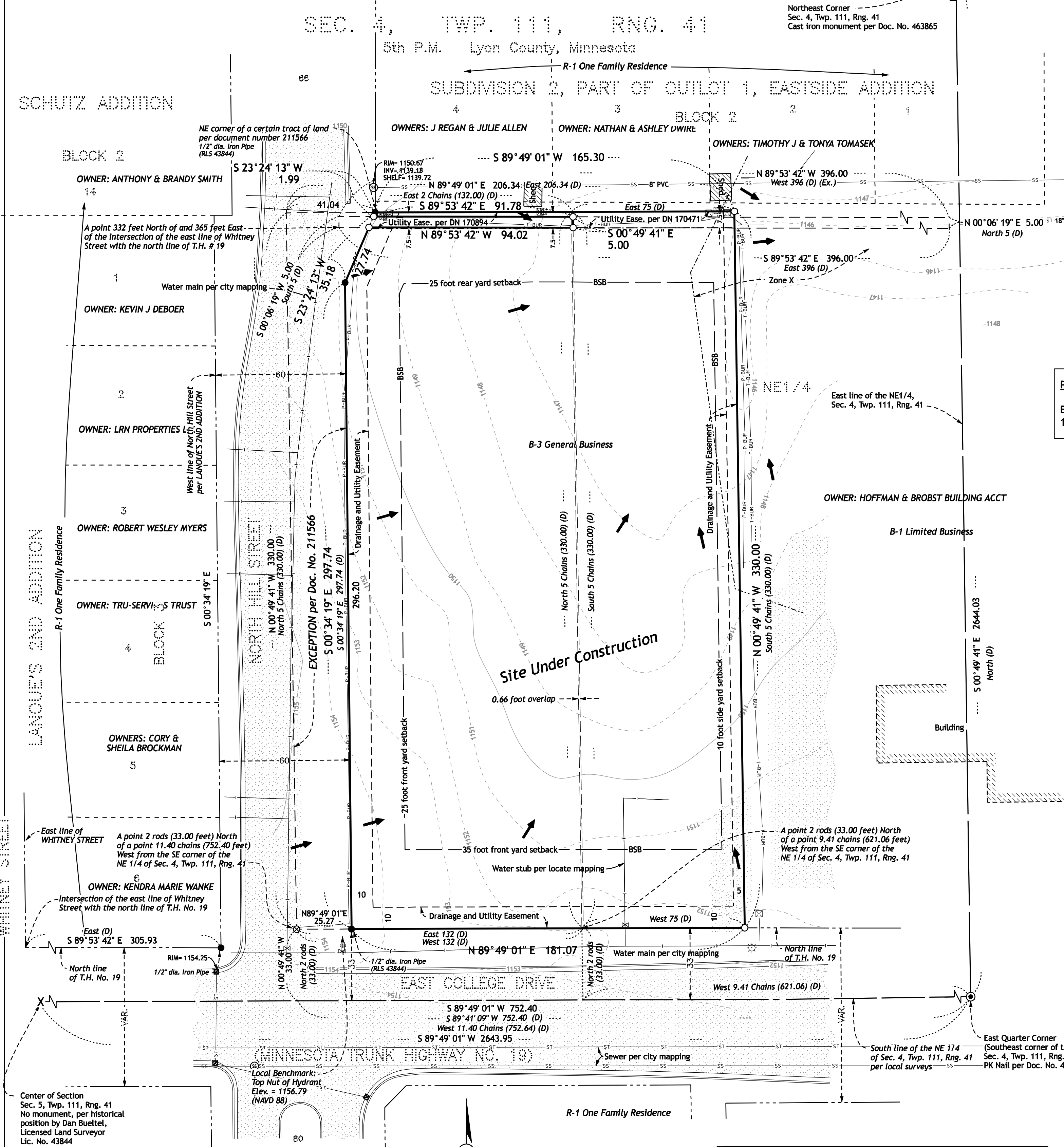
Commencing at a point 332 feet North and 365 feet East of the intersection of the East line of Whitney Street with the North line of T.H. #19 in the City of Marshall, Minnesota, and running thence East and parallel with the North line of T.H. #19, a distance of 396 feet; thence North at right angles to last line a distance of 5 feet;

thence Westerly at right angles to last line and parallel with the North line of T.H. #19 a distance of 396 feet; thence South at right angles to last line a distance of 5 feet to point of beginning.

And also excepting therefrom the property conveyed to the City of Marshall in Warranty Deed dated December 28, 2016, recorded December 29, 2016, as Document No. 211566, described as follows: That part of the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, being more particularly described as follows:

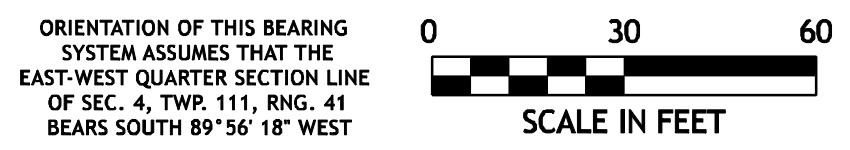
Commencing at the Southeast corner of said Northeast Quarter; thence South $89^{\circ} 49' 01''$ West, bearing based on Lyon County Coordinate System (1996 Adj.), along the South line of said Northeast Quarter, a distance of 752.40 feet; thence North $00^{\circ} 49' 41''$ West a distance of 33.00 feet, to the Point of Beginning; thence continuing North $00^{\circ} 49' 41''$ West a distance of 330.00 feet; thence North $89^{\circ} 49' 01''$ East a distance of 41.04 feet, to the Southwest corner of Lot 4, Block 2 of EASTSIDE ADDITION, as filed and recorded in the office of the County Recorder in and for said Lyon County; thence South $23^{\circ} 24' 13''$ West a distance of 35.18 feet to a point 60 feet East, measured at right angles, of the West line of North Hill Street as shown on LANOUE'S 2ND ADDITION, as filed and recorded in the office of said County Recorder; thence South $00^{\circ} 34' 19''$ East, parallel to said West line, a distance of 297.74 feet, to a point 33 feet North of the South line of said Northeast Quarter; thence South $89^{\circ} 49' 01''$ West, parallel to said South line, a distance of 25.27 feet, to the point of beginning.

DG MARSHALL



PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
- FOUND IRON MONUMENT
- ⊙ SET MAGNETIC "PK" NAIL
- ⊙ GOVERNMENT SECTION CORNER MONUMENT
- (D) DIMENSION / DIRECTION PER DEED OF RECORD



| NO. | REVISIONS SINCE INITIAL DATE OF 11/02/2022 | DATE |
|-----|--|------------|
| 1 | ADDED LABELS FOR DBU EASEMENTS, EDITED LEGAL DESCRIPTION | 11/03/2022 |
| 2 | EDITED LEGAL DESCRIPTION TO MATCH FINAL PLAT | 12/07/2022 |

KLD
KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRAINERD ST. CLOUD

1120 Industrial Park Road
Brainerd, MN 56401
218-828-6333

13 North 11th Avenue
St. Cloud, MN 56303
320-259-1261

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *Samuel J. DeLeo* 12/07/2022
Samuel J. DeLeo, MN License No. 40341 Date

PROJECT NO. OVERG2202

MAPPING LEGEND

- ⊙ STORM SEWER MANHOLE
- ⊙ SANITARY SEWER MANHOLE
- ⊙ CATCH BASIN
- ⊙ CULVERT APRON
- ⊙ WELL
- ⊙ HYDRANT
- ⊙ WATER VALVE
- ⊙ UTILITY HANDHOLE
- ⊙ LIGHT POLE
- ⊙ UTILITY POLE
- ⊙ UTILITY POLE ANCHOR
- ⊙ UTILITY PEDESTAL
- ⊙ UTILITY METER
- ⊙ TANK (AS SPECIFIED)
- ⊙ SEWER CLEANOUT
- ⊙ LIFT STATION
- ⊙ TREE (DECIDUOUS)
- ⊙ TREE (EVERGREEN)
- ⊙ SOIL BORING
- SURFACE DRAINAGE ARROW
- BURIED ELECTRIC LINE
- BURIED TELEPHONE LINE
- BURIED FIBER OPTIC LINE
- BURIED GAS LINE
- OVERHEAD POWER LINE
- WATER LINE
- STORM SEWER PIPE
- SANITARY SEWER PIPE
- CONC. CURB & GUTTER
- PROPERTY LINE
- CONTROLLED ACCESS
- CHAINLINK FENCE
- WOOD FENCE
- BARB WIRE FENCE
- WOVEN WIRE FENCE
- TREELINE
- WETLAND
- EXISTING CONTOURS
- BUILDING SETBACK
- SOILS TYPE BOUNDARY
- CONCRETE
- BITUMINOUS
- GRAVEL

LEGAL DESCRIPTION

All that part of the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, contained within the following boundary lines, to wit:

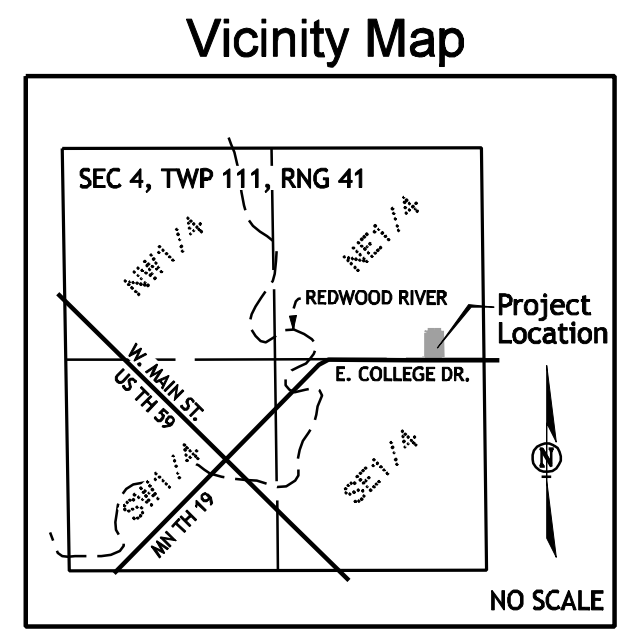
Beginning at a point 2 rods (33 feet) North and 9.41 chains (621.06 feet) West from the Southeast corner of said Northeast Quarter of Section 4, and running thence North a distance of 5 chains (330 feet); thence East and at right angles to last line a distance of 75 feet; thence South and at right angles to last line a distance of 5 chains (330 feet); thence West a distance of 75 feet to the point of beginning.

Together with a tract of land located in the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, described as follows: Commencing 2 rods (33 feet) North from a point 11.40 chains (752.4 feet) West from Southeast corner of Northeast Quarter of said Section 4 and running thence North 5 chains (330 feet); thence East 2 chains (132 feet); thence South 5 chains (330 feet); thence West 2 chains (132 feet) to the place of beginning.

Excepting therefrom a tract of land located in the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, described as follows: Commencing at a point 332 feet North and 365 feet East of the intersection of the East line of Whitney Street with the North line of T.H. #19 in the City of Marshall, Minnesota, and running thence East and parallel with the North line of T.H. #19, a distance of 396 feet; thence North at right angles to last line a distance of 5 feet; thence West at right angles to last line and parallel with the North line of T.H. #19 a distance of 396 feet; thence South at right angles to last line a distance of 5 feet to point of beginning.

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PLAT AREAS (+/-)
ENTIRE PLAT = 1.35 Acres.



Existing Property Site Address: 801 & 805 East College Drive, Marshall, MN 56258

Current Zoning = B-3 General Business

County Tax Parcel IDs = 27-599053-0 & 27-599074-0

East College Drive is a Thoroughfare Road.
North Hill Street is a minor street.

BUILDING SETBACKS

B-3 General Business District

Yard Regulations:
Front Yard = 35 feet from Thoroughfare Roads
= 25 feet from Minor Streets
Side Yard = 10 feet
Rear Yard = 25% of lot depth (25 foot max.)
Lot depth = ±321 feet (25% = 80.25 feet)

There was no evidence of wetland observed within the area to be platted.

Topographic features shown hereon are from a field survey completed on 04/20/2022 and Lyon County aerial mapping.

Access to property will be provided by widening an existing entrance in the southeasterly portion of the project property along East College Drive (MN TH 19).

Existing ground cover was primarily yard with some trees. Dollar General store is currently being constructed on the site.
There were no buildings observed on the project property in the process of conducting the field work.

A portion of the project property lies within Flood Zone X (0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile), according to F.I.R.M. Map No. 27083C0309D, dated 11/26/2010 by graphing plotting only, we do not assume responsibility for exact determination, as is platted hereon.

Preliminary Plat of
DG MARSHALL

For property at: 801 & 805 East College Drive
City of Marshall, County of Lyon, State of Minnesota
Located in Section 4, Township 111 North, Range 41 West

**ENGINEER'S REPORT
 PRELIMINARY PLAT REVIEW**

Subdivision Name: DG Marshall

Quarter NE¼ Section 4 Township 111N Range 41W

Owner's Name: DGOGMarshallmn02092022 LLC

Surveyor: Samuel J. DeLeo, PLS Reg. No. 40341

| Sec. 66-54. Information required. (1) Preliminary subdivision plat. | | Yes | No | N/A | Comments |
|--|---------------------------------------|-----|----|-----|----------|
| a. | Scale 1" = 100' or larger | X | | | |
| b. | Subdivision and owner names | X | | | |
| c. | Legal description and location sketch | X | | | |
| d. | Date, scale and north arrow | X | | | |
| e. | Acreage | X | | | |
| f. | Zoning classification | X | | | |
| g. | Contours | X | | | |
| h. | Boundary line bearings and distances | X | | | |
| i. | Easement | X | | | |
| j. | Street names, elevations and grades | X | | | |

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

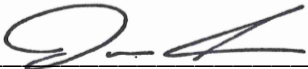
| Sec. 66-54. Information required. (2) Other preliminary plans. | | Yes | No | N/A | Comments |
|---|--|-----|----|-----|----------|
| a. | Drainage and grading plans 1. Existing and proposed drainage. | X | | | |
| | 2. Drainage flow facility. | X | | | |
| b. | Utility plans | X | | | |

CITY ENGINEER'S RECOMMENDATIONS:

DATE RECEIVED: November 3, 2022

DATE REVIEWED: November 3, 2022

PLANNING COMMISSION REVIEW DATE: November 9, 2022



 Jason R. Anderson, P.E.
 Director of Public Works/Planning & Zoning Administrator

Copies to: City Administrator
 Building Official
 Senior Engineering Specialist

DG MARSHALL

SEC. 4, TWP. 111, RNG. 41
5th P.M. Lyon County, Minnesota

Northeast Corner
Sec. 4, Twp. 111, Rng. 41
Cast iron monument per Doc. No. 463865

SUBDIVISION 2, PART OF OUTLOT 1, EASTSIDE ADDITION

BLOCK 2

SCHUTZ ADDITION

BLOCK 2

14

NE corner of a certain tract of land
per document number 211566
1/2" dia. Iron Pipe
(R.L.S. 43844)

S 23°24'13" W 1.99

S 89°49'01" W 165.30

N 89°53'42" W 396.00
West 396 (D) (Ex.)

N 89°49'01" E 206.34 East 206.34 (D)

East 2 Chains (132.00) (D)

S 89°53'42" E 91.78

East 75 (D)

A point 332 feet North of and 365 feet East
of the intersection of the east line of Whitney
Street with the north line of T.H. #19

S 00°06'19" W 5.00

South 5 (D)

S 23°24'13" W 35.18

South 5 (D)

27.74

10

N 89°53'42" W 94.02

Utility Easement per DN 170894 2nd Exc. to Par. 3

Utility Easement per DN 170471

S 00°49'41" E 5.00

North 5 (D)

S 89°53'42" E 396.00

East 396 (D)

N 00°06'19" E 5.00

North 5 (D)

KNOW ALL PERSONS BY THESE PRESENTS: DGOGMarshallmn02092022 LLC., a Missouri limited liability company, owner of the following described property:

All that part of the Northeast Quarter of Section 4, Township 111 North of Range 41 West of the 5th P.M., Lyon County, Minnesota, contained within the following boundary lines, to wit:

Beginning at a point 2 rods (33 feet) North and 9.41 chains (621.06 feet) West from the Southeast corner of said Northeast Quarter of Section 4, and running thence North a distance of 5 chains (330 feet);
thence East and at right angles to last line a distance of 75 feet;
thence South and at right angles to last line a distance of 5 chains (330 feet);
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thence North 00° 49' 41" West a distance of 33.00 feet, to the Point of Beginning;
thence continuing North 00° 49' 41" West a distance of 330.00 feet;
thence North 89° 49' 01" East a distance of 41.04 feet, to the Southwest corner of Lot 4, Block 2 of EASTSIDE ADDITION, as filed and recorded in the office of the County Recorder in and for said Lyon County;
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thence South 00° 34' 19" East, parallel to said West line, a distance of 297.74 feet, to a point 33 feet North of the South line of said Northeast Quarter;
thence South 89° 49' 01" West, parallel to said South line, a distance of 25.27 feet, to the point of beginning.

Has caused the same to be surveyed and platted as DG MARSHALL and does hereby dedicate to the public for public use the drainage and utility easement and drainage easement as created by this plat.

In witness whereof said DGOGMarshallmn02092022 LLC., a Missouri limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Jacob W. Stauffer, President
DGOGMarshallmn02092022 LLC

STATE OF MISSOURI
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____ by Jacob W. Stauffer, President, DGOGMarshallmn02092022 LLC., a Missouri limited liability company

(Notary Signature) _____ (Notary Printed Name)

Notary Public _____ County, Minnesota

My commission expires _____

SURVEYOR'S CERTIFICATION

I Samuel J. DeLeo do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____.

Samuel J. DeLeo, Licensed Land Surveyor
Minnesota License Number 40341

STATE OF MINNESOTA
COUNTY OF STEARNS

The foregoing Surveyor's Certification was acknowledged before me this ____ day of _____, 20____ by Samuel J. DeLeo, Licensed Land Surveyor, Minnesota License Number 40341.

Sidney Theis

Notary Public Stearns County, Minnesota
My commission expires January 31, 2027

CITY COUNCIL

This plat of DG MARSHALL was approved and accepted, by resolution, at a meeting of the City Council of Marshall, Minnesota, held this ____ day of _____, 20____.

Mayor _____ City Clerk _____

LYON COUNTY

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

Lyon County Auditor / Treasurer _____

I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Lyon County, Minnesota on this ____ day of _____, 20____, at ____ o'clock ____ M. as Document No. _____ in Envelope Number _____.

Lyon County Recorder _____

PLAT AREAS +/-

ENTIRE PLAT =
1.35 Acres.

WHITNEY STREET

LANOUE'S 2ND ADDITION

NORTH HILL STREET

EAST COLLEGE DRIVE

(MINNESOTA) TRUNK HIGHWAY NO. 19

BLOCK 1
LOT 1

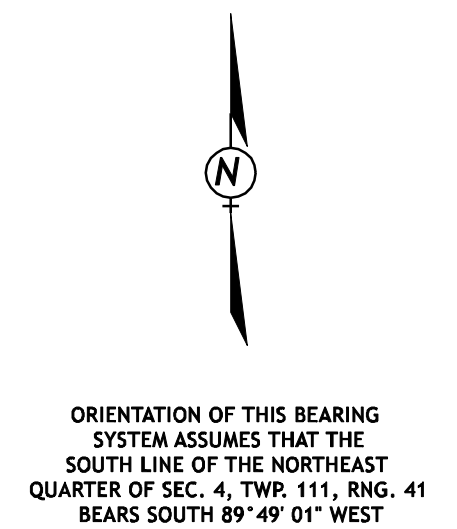
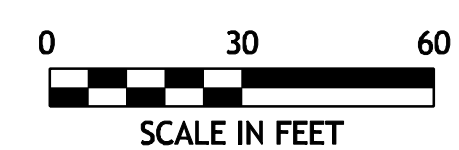
NE 1/4

East line of the NE 1/4,
Sec. 4, Twp. 111, Rng. 41

Drainage and Utility Easement

0.66 foot overlap

Local Benchmark:
Top Nut of Hydrant
Elev. = 1156.79
(NAVD 88)



PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
- FOUND IRON MONUMENT
- ⊗ SET MAGNETIC "PK" NAIL
- ⊙ GOVERNMENT SECTION CORNER MONUMENT
- (D) DIMENSION / DIRECTION PER DEED OF RECORD

12/07/2022
DRAFT

FINAL PLAT CHECKLIST CHAPTER 66 - SUBDIVISIONS

Subdivision Name: DG MARSHALL

Quarter NE¼ Section 4 Township 111N Range 41W

Owner's Name: DGOGMarshallmn02092022 LLC

Surveyor: Samuel J. DeLeo, PLS Reg. No. 40341

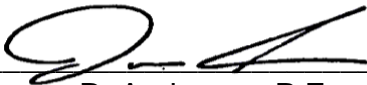
| | | Yes | No | N/A | Comments |
|---------------------------------|--|-----|----|-----|---------------------------------------|
| Sec. 66-71. Final plans. | | | | | |
| (a) | <i>Generally.</i> Following the approval of the preliminary plat, if the developer wishes to proceed, five copies of the final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

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

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

| | | Yes | No | N/A | Comments |
|--------------------------------------|--|-----|----|-----|--|
| (g) | The identification of any portions of the property intended to be dedicated or granted for public use such as school or park land. | | | X | |
| (h) | All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100 of a foot. | X | | | |
| (i) | The radii, chords, length of curves, points of tangency, and central angles for all curvilinear streets/roads and radii for all rounded corners. | X | | | |
| (j) | The boundary delineation of the floodway and flood zones, along with the base flood elevation on each lot as determined from the flood insurance rate maps. | | | X | For NE corner of plat identified by FIRM as area protected by levee. No base flood elevations exist. |
| (k) | The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all pins and monuments shown. | X | | | |
| (l) | Acknowledgement of the owner of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks, or other open spaces shown thereon and the granting of easements required. | X | | | |
| (m) | All formal irrevocable offers of dedication for all streets/roads, alleys, parks, and other uses as required. | | | X | |
| (n) | Certificates of approval for endorsement by the city engineer, the city clerk, the city planning commission, and the city council. | X | | | |
| (o) | Protective covenants, if any. | | | X | |
| (p) | Letters of approval for highway access points and frontage roads from the commissioner of highways and county engineer, where applicable. | | | X | |
| Sec. 66-74 – 66-95. Reserved. | | | | | |

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


 Jason R. Anderson, P.E.
 Director of Public Works/City Engineer

12/08/2022
 Date

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Sheila Dubs |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider approval of employee retirement resolutions |
| Background Information: | <p>On January 6, 2023, 2 employees who retired between January 1 and December 31, 2022 will be honored for their service to the City at the annual Employee Appreciation and Recognition Event. These employees are:</p> <ul style="list-style-type: none"> • Jeff Wenker, Police Captain • Barb Lipinski, Adult Community Center Coordinator <p>Human Resource Manager Dubs requests approval of the attached resolutions. Following approval, each City Councilmember will be asked to sign each resolution. Staff will connect individually with each Councilmember to obtain signatures.</p> <p>Each of these retirees has been invited to the annual event on January 6, 2023 to receive a retirement plaque and this signed resolution, which recognizes and honors each employee for their many years of service and contributions to the City.</p> |
| Fiscal Impact: | No fiscal impact |
| Alternative/ Variations: | None recommended |
| Recommendations: | That the Council approve the employee retirement resolutions |

RESOLUTION NUMBER 22-092
City of Marshall, Minnesota

- WHEREAS:** Barb Lipinski has faithfully served the City of Marshall for 27 years of commendable service from April 3, 1995 to September 16, 2022; and
- WHEREAS:** Across her career with the City, she distinguished herself with her knowledge and many abilities; she has conscientiously and professionally represented the City of Marshall and the Community Services Division; and
- WHEREAS:** Barb has served the citizens of the City of Marshall with full commitment to her responsibilities in her positions as Adult Community Center Coordinator; and
- WHEREAS:** Barb has served the citizens of Marshall in many essential areas of the Adult Community Center, including building strategic partnerships within the community to provide member programming, advocacy for the center’s building improvements, and her leadership to the Minnesota Association of Senior Services; and
- WHEREAS:** Barb has worked in partnership with her fellow coworkers and officials of the City of Marshall; and
- WHEREAS:** All the citizens of the City of Marshall have been the beneficiary of her efforts, talents, and abilities for the past 27 years; and
- WHEREAS:** The City of Marshall is honored to extend our appreciation and gratitude to Barb for her hard work, dedication, and commitment to excellence.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, that this community and City Council express and record their gratitude and appreciation for Barb’s contributions to the City, and dedication to public service, which have earned her the respect and friendship of all who have had the pleasure of working with her, and extend best wishes to Barb for many years of good health and happiness in her retirement.

Adopted by the City Council this 13th day of December 2022.

Robert J. Byrnes, Mayor

James Lozinski, Council Member

Amanda Schroeder, Council Member

Steven Meister, Council Member

John DeCramer, Council Member

Craig Schafer, Council Member

Russ Labat, Council Member

Sharon Hanson, City Administrator

ATTEST

Steven Anderson, City Clerk

RESOLUTION NUMBER 22-093
City of Marshall, Minnesota

- WHEREAS:** Jeff Wenker has faithfully served the City of Marshall for 31 years of commendable service from September 6, 1990 to April 22, 2022; and
- WHEREAS:** Across his career with the City, he distinguished himself with his knowledge and many abilities; he has conscientiously and professionally represented the City of Marshall and the Marshall Police Department; and
- WHEREAS:** Jeff has served the citizens of the City of Marshall with full commitment to his responsibilities in his positions as Police Officer, Corporal, Sergeant, and Captain; and
- WHEREAS:** Jeff has served the citizens of Marshall in many essential areas of the Police Department, including, leading an exceptional Field Training Program for new officers, providing strong advocacy for body cameras and specialty equipment, serving as Firearms Training Instructor, and the performance of administrative and operational supports throughout his career; and
- WHEREAS:** Jeff has worked in partnership with his fellow coworkers and officials of the City of Marshall; and
- WHEREAS:** All the citizens of the City of Marshall have been the beneficiary of his efforts, talents, and abilities for the past 31 years; and
- WHEREAS:** The City of Marshall is honored to extend our appreciation and gratitude to Jeff for his hard work, dedication, and commitment to excellence.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, that this community and City Council express and record their gratitude and appreciation for Jeff’s contributions to the City, and dedication to public service, which have earned him the respect and friendship of all who have had the pleasure of working with him, and extend best wishes to Jeff for many years of good health and happiness in his retirement.

Adopted by the City Council this 13th day of December 2022.

Robert J. Byrnes, Mayor

James Lozinski, Council Member

Amanda Schroeder, Council Member

Steven Meister, Council Member

John DeCramer, Council Member

Craig Schafer, Council Member

Russ Labat, Council Member

Sharon Hanson, City Administrator

ATTEST

Steven Anderson, City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Steven Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Approval of a Permit for Alcoholic Beverages at City-Owned Facilities |
| Background Information: | The Red Baron Arena and Expo will be host to the boy's hockey alumni tournament on December 23. Fuzzy's Bar and Grill is being asked to serve alcohol for the tournament. |
| Fiscal Impact: | |
| Alternative/ Variations: | None recommended. |
| Recommendations: | To approve the permit for Alcoholic Beverages at City-Owned Facilities for the CVB. |

City of Marshall, Minnesota

Alcoholic Beverages at City Owned Facilities & Parks

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Visit Marshall

at Red Baron Arena & Expo
on December 23, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|-------------------------------------|--|
| Presenter: | Steven Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Approval of Various 2023 Liquor and Tobacco License Renewals |
| Background Information: | <p>Liquor and tobacco licenses expire each calendar year at midnight on December 31. Once approved by council, the licenses do not take effect until the Minnesota Department of Public Safety Alcohol and Gambling Enforcement Agency gives final approval.</p> <p>Currently 20 liquor license applications and 11 tobacco license applications have been received.</p> |
| Fiscal Impact: | \$28,420 in liquor and tobacco licenses have been collected as of December 9. |
| Alternative/ Variations: | |
| Recommendations: | To approve the various liquor and tobacco license renewals for 2023. |

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

IYS Ventures LLC dba
Freedom Valu Center,

For an **3.2% Off-Sale License** at **304 E. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Wine

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Hunan Lion Inc. dba

Hunan Lion,

For an **Wine License** at **228 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% On-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Hunan Lion Inc. dba

Hunan Lion,

For an **3.2% On-Sale License** at **228 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Maria E. Leon dba
El Rancho #2,

For an **Combined On-Sale & Sunday Liquor License** at **1419 E. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Fuzzy's Bar & Grill, Inc. dba
Fuzzy's Bar & Grill,

For an **Combined On-Sale & Sunday Liquor License** at **236 W. Main St.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota
Brewer Off-Sale and Taproom

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO
Brau Brothers Brewing Company, LLC dba
Brau Brothers Brewery,

For an **Brewer Off-Sale and Taproom License** at **1010 E. Southview Dr.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

3.2% Off-Sale

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

AgPlus Cooperative dba

Ampride Main,

For an **3.2% Off-Sale License** at **401 Country Club Dr.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

City of Marshall, Minnesota

Combined On-Sale & Sunday Liquor

TO ALL WHOM IT MAY CONCERN:

LICENSE IS HEREBY GRANTED UNTO

Atlantic Place LLC dba
Atlantic Place,

For a **Combined On-Sale & Sunday Liquor** at **100 W. College Dr.**
from **January 1, 2023 - December 31, 2023**, subject

to the provisions of the Ordinances of the City of Marshall governing such license.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL

Marshall, Minnesota, **December 13, 2022**

(SEAL)

Mayor

Attest:

City Clerk

No. T23009



City of Marshall, Minnesota

~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **IYS Ventures LLC** to sell cigarettes and cigarette papers and wrappers at **304 E. College Dr.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **December 13, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

No. T23010



City of Marshall, Minnesota

~ L I C E N S E TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **AgPlus Cooperative** to sell cigarettes and cigarette papers and wrappers at **1100 E. Main St.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **December 13, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)

City of Marshall, Minnesota

~ LICENSE TO SELL CIGARETTES AT RETAIL ~

State of Minnesota
County of Lyon
City of Marshall

LICENSE IS HEREBY GRANTED UNTO **AgPlus Cooperative** to sell cigarettes and cigarette papers and wrappers at **401 Country Club Dr.**

in the CITY OF MARSHALL in said county and state for the term of **Twelve Months.**

Beginning with the **1st** day of **January 2023**, subject to the laws of the

State of Minnesota and the ordinances and regulations of said City of Marshall

pertaining thereto.

ISSUED BY THE AUTHORITY OF THE CITY COUNCIL
Marshall, Minnesota, **December 13, 2022**

Attest:

THE COMMON COUNCIL
of the CITY OF MARSHALL

City Clerk

By _____
Mayor

(Seal)



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Presenter: | Steven Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Introduce Ordinance Amending Chapter 2, Article 2-VI-1 Generally, Sec. 2-145 Qualifications and Compensation |
| Background Information: | <p>Ordinance 21-001 was passed and adopted by the city council on January 26, 2021. This ordinance amendment allowed the MERIT Center Commission and DEI Commission to broaden it available pool of applicants. Ordinance 22-003 passed on May 10, 2022 updated the non-residency requirement to include the Airport and Adult Community Center Commissions as well, both of which were lacking in the interest of city residents to join and had outstanding vacancies.</p> <p>It was brought to the attention of the City Clerk that this ordinance be reviewed and limit the non-residency requirement to 25% of a board, commission, or authority members. On November 22, 2022 the Legislative and Ordinance Committee reviewed the proposed language and voted 3-0 to recommend the ordinance be brought to council.</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | To introduce the amendment to Chapter 2, Article 2-VI-1 Generally, Sec. 2-145 Qualifications and Compensation. |

**CITY OF MARSHALL
ORDINANCE 22-XXX**

NOW THEREFORE, be it ordained by the Common Council of the City of Marshall, in the State of Minnesota, as follows:

SECTION 1:**AMENDMENT** “Section 2-145 Qualifications And Compensation” of the Marshall Municipal Code is hereby *amended* as follows:

B E F O R E A M E N D M E N T

Section 2-145 Qualifications And Compensation

- (a) All members to any board, commission, bureau, or authority must be a resident of the city with the exception of the MERIT Center Commission; Diversity, Equity, and Inclusion Commission; Adult Community Center Commission; and Airport Commission
- (b) All appointed board, commission, bureau or authority members shall serve without compensation, but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties.

(Ord. No. 718 2nd series, 4-11-2017; Ord. No. 21-001, 1-26-2021)

A F T E R A M E N D M E N T

Section 2-145 Qualifications And Compensation

- (a) All members to any board, commission, bureau, or authority must be a resident of the city with the exception of the MERIT Center Commission; Diversity, Equity, and Inclusion Commission; Adult Community Center Commission; and Airport Commission which are restricted to twenty-five percent (25%), rounded up to the nearest whole number, of its members residing outside of the city.
- (b) All appointed board, commission, bureau or authority members shall serve without compensation, but may be reimbursed for out-of-pocket expenses incurred in the performance of their duties.

(Ord. No. 718 2nd series, 4-11-2017; Ord. No. 21-001, 1-26-2021)

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|---|
| Presenter: | Steven Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Introduce Ordinance Amending Chapter 70, Article 70-II Lodging Tax, Sec. 70-22 Imposition |
| Background Information: | <p>Visit Marshall/Convention and Visitors Bureau met and discussed changes to the current makeup of the CVB. Suggestions brought up were to keep three hotel members, add a SMSU representative and a food/beverage position. To keep members at nine the CVB wants to eliminate the Marshall Chamber of Commerce position and one at large.</p> <p><u>Current Members:</u> 3 Hotel and 1 Chamber (no city residency requirement) 5 At Large (city residency requirement)</p> <p><u>Suggested Members:</u> 3 Hotel, 1 SMSU, and 1 Food & Beverage (no city residency requirement) 4 At Large (city residency requirement)</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | To introduce Ordinance Amending Chapter 70, Article 70-II Lodging Tax, Sec. 70-22 Imposition |

**CITY OF MARSHALL
ORDINANCE**

NOW THEREFORE, be it ordained by the Common Council of the City of Marshall, in the State of Minnesota, as follows:

SECTION 1: **AMENDMENT** “Section 70-22 Imposition” of the Marshall Municipal Code is hereby *amended* as follows:

A M E N D M E N T

Section 70-22 Imposition

- (a) There is hereby imposed a tax of four and one-half percent on the rent charged by an operator for providing lodging to any person. The tax shall be stated and charged separately and shall be collected by the operator from the lodger. The tax collected by the operator shall be a debt owed by the operator to the city and shall be extinguished only by payment to the city. In no case shall the tax imposed by this article upon an operator exceed the amount of tax, which the operator is authorized and required by this article to collect from a lodger.
- (b) The officially recognized local convention or tourism bureau (hereafter referred to as the "bureau") shall be established to promote convention, visitor, and tourism economic development activities benefitting the city and have all powers, rights, duties, and obligations set forth in Minn. Stat. § 469.190, inclusive, as amended, and other law and to be further set forth by ordinance adopted by the city council except as otherwise limited as follows:
 - (1) The bureau's board of directors shall be composed of nine voting members. The voting members shall include: ~~one active member of the Marshall Area Chamber of Commerce as they shall appoint~~; three active lodging operators as they shall appoint; one representative from Southwest Minnesota State University (SMSU) as they shall appoint; one representative from the food and beverage industry as they shall appoint; and ~~five~~ four additional representatives, not serving as members of any of the aforementioned organizations or lodging operators with designated appointments, who reside within the incorporated municipal boundaries of the city and are appointed by the mayor and confirmed by the city council. The bureau shall also include one non-voting liaison member who is a member of the city council and is appointed by the mayor and confirmed by the city council.
 - (2) Meetings of the bureau shall be public. Written notice of the date, time, place, and agenda of the meeting must be posted at its place of business and at the city officially designated board at least three days before the meeting. In addition to posting notice, the bureau must also provide advance notice to each person who has filed a written request for notice of special meetings with

- the bureau.
- (3) The bureau shall annually present the city council at a scheduled meeting the final proposed budget prior to adoption.
 - (4) The bureau shall complete an audit at their expense for its past fiscal year to be provided and presented to the city after completion.
 - (5) The bureau shall annually present to the city council at a scheduled meeting a report illustrating the expenditures and activities of the bureau for the previous fiscal year.
 - (6) The city council must authorize the official location of the bureau for purposes of day to day operations by a majority approval following a public hearing at a regularly scheduled meeting.
 - (7) The bureau shall govern under formally adopted bylaws and other written policies and procedures as it shall determine necessary and appropriate. Such bylaws and other written policies shall be provided as adopted and amended from time to time to the city clerk.
 - (8) The bureau shall make available all bylaws, policies, procedures, financial records, payroll records, documents and other relevant information to the city upon request to ensure appropriate disposition of public tax proceeds.

(Ord. No. 668 2nd series, § 1, 12-18-2012; Ord. No. 683 2nd series, 12-10-2013)

Note(s)—Laws of Minnesota 2010 Chapter 389, Article 5, Section 6, as amended, authorized the city to impose a one and one-half percent tax on lodging related services provided within a guest room on hotels, motels and other lodging facilities in the city to assist in funding the new and existing facilities of the Minnesota Emergency Response and Industry Training Center and the new and existing facilities of the Southwest Minnesota Regional Amateur Sports Center. The city approved the Act in accordance with applicable law. This tax is in addition to all other lodging taxes imposed by the city pursuant to Minn. Stat. § 469.190 including additional powers, rights, duties, and obligations provided in section 70-22(b). This portion of the lodging [tax] shall take effect June 1, 2013.

PASSED AND ADOPTED BY THE CITY OF MARSHALL COMMON COUNCIL

_____.

Presiding Officer

Attest

Robert Byrnes, Mayor, City of
Marshall

Steven Anderson, City Clerk, City of
Marshall

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Ilya Gutman |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Introduction of Ordinance Amendment to Chapter 82, Article 82-I, Section 82-1 Grass, and Weeds on Private Property |
| Background Information: | <p>The added subparagraphs (1) and (2) will permit reduced mowing in areas both far away from where people usually are and from around bodies of water. This will save people (and the City) money and will also leave more natural areas around without negatively affecting appearance and safety.</p> <p>Additionally, City Council approved and adopted the resolution calling for the increase and improvement of pollinator habitat at the September 27, 2022, City Council meeting. Considering pollinator habitat includes a large variety of plant species which grow to heights greater than eight inches, new subparagraph (3) will remove grass height restrictions for city-owned property in order to increase and maintain quality habitat for at-risk species.</p> <p>At the meeting on November 22, 2022, Legislative and Ordinance Committee voted to recommend to council the approval of revisions to City Ordinance Sections Chapter 82, Article 82-I, Section 82-1 Grass, and Weeds.</p> |
| Fiscal Impact: | N/A. |
| Alternative/ Variations: | None |
| Recommendations: | Staff recommends, that the Council introduce Amendment to Chapter 82, Article 82-I, Section 82-1 Grass, and Weeds on Private Property. |

Sec. 82-1. - Grass and weeds ~~on private property~~.

(a) It is unlawful for any owner, occupant or agent of any lot or parcel of land in the city, to allow any weeds or grass growing upon any such lot or parcel of land to grow to a greater height than eight inches ~~or to allow such weeds or grass to go to seed~~, unless such grass ~~or seed~~ is brome grass or alfalfa, which is cut, baled and removed from the premises according to normal farming practices.

(1) The provision of subparagraph (a) does not apply to any area within Industrial and Agricultural zoning districts, as defined in Chapter 86 Zoning, provided that the area with grass exceeding 8 inches in height is located at least 200 feet from the nearest occupiable building and 100 feet from such building on the same lot; and at least 50 feet from the public right of way, a sidewalk, bike path, parking lot, or any other site feature reasonably expected to be visited by the general public on a regular basis.

(2) The provision of subparagraph (a) does not apply, with the approval of the City Engineer, in all zoning districts within 15 feet of the top of the slope of any permanent body of water such as a pond or a river.

(3) The provision of subparagraph (a) does not apply to City owned agriculturally zoned land maintained as weeded prairie, pollinators, meadow or natural landscape vegetation that does not contain noxious weed growth and that includes the cultivation of native grasses indigenous to Minnesota; and native vegetation shall be cut at least once annually between April 15 and July 15 to a height no greater than ten inches.

(b) If any such owner, occupant or agent fails to comply with this height limitation and, after notice given by the city clerk, has not within seven days of such notice complied, the city shall cause such weeds or grass to be cut and the expenses thus incurred shall be a lien upon such real estate. The finance director shall certify to the county auditor a statement of the amount of the cost incurred by the city. Such amount, together with interest, shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

(Code 1976, § 10.25; Ord. No. 723 2nd Series, § 1, 8-8-2017)

State Law reference— Minnesota Noxious Weed Law, Minn. Stat. § 18.75 et seq.; special assessment authorized, Minn. Stat. § 429.101.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Ilya Gutman |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Introduction of Ordinance Amending Sign Ordinance – Chapter 86, Division 86-VI-2-Signs, Sec. 86-180 through 86-187 and Call for Public Hearing |
| Background Information: | <p>Current City Sign Ordinance was adopted in 1976 and has practically not been amended ever since. It is therefore outdated in not covering many newer sign types and applications, thus creating ambiguity, restrictive in allowed sign area, and difficult to follow. Considering the above reason, staff suggests completely revising the Sign Ordinance as presented.</p> <p>The revised Ordinance includes all existing sign related definitions that will be moved out of the Chapter definition section (Sec. 86-1) to have all sign related information in one place. The new ordinance also expands a list of signs not requiring a sign permit while covering additional types of signs not covered before and includes requirements for LED signs. Additionally, the new Ordinance slightly increases maximum allowed signage area and gives additional allowances for properties located on extra-large lots and/or facing divided highway.</p> <p>In general, the City’s new sign ordinance is less restrictive than sign ordinances of comparable cities and allows for more signage than average. To simplify Ordinance understanding, a summary spreadsheet is attached. Also, staff has created a spreadsheet for signage area calculations that takes into account all ordinance provisions.</p> <p>At the September 14, 2022, regular Planning Commission meeting, Muchlinski made a motion, second by Deutz to recommend to city council an approval as recommend by staff. All voted in favor of the motion.</p> <p>At the meeting on October 5, 2022, Legislative and Ordinance Committee suggested taking a second look at the ordinance and offered to review it. A L&O member comments were received and incorporated into this version. A few other changes were made to minimize City’s interference with temporary signs.</p> <p>At the meeting on November 22, 2022, Legislative and Ordinance Committee voted to recommend to City Council approving amendments to City Sign Ordinance – Chapter 86, Division 86-VI-2-Signs, Sec. 86-180 through 86-187.</p> |
| Fiscal Impact: | None. |
| Alternative/ Variations: | None recommended. |
| Recommendations: | Staff recommends that the Council introduce the amendments to City Ordinance Sign Ordinance Amendment – Chapter 86, Division 86-VI-2-Signs, Sec. 86-180 through 86-187 and call for public hearing to be held on January 24, 2023. |

DIVISION 2. - SIGNS

Sec. 86-1810. - Findings, Objective, and Compliance.

- (a) Regulating the location, size, placement, and physical characteristics of signs is necessary to enable the public to locate goods, services, and facilities and to receive a wide variety of other messages, commercial and noncommercial, without difficulty and confusion. It is recognized that signs serve an important function and, therefore, reasonable and adequate display of signs is permitted under the provisions of this Division. At the same time, this Division recognizes that there is a definite need to regulate the display of signs as signs utilize the visual element of the public right-of-way to bring messages to the public.
- (b) The objective of this Division is to protect the health, safety and public welfare through restricting signs and lights that will increase the probability of traffic congestion and accidents by distracting attention or obstructing vision; reducing conflict among signs and lights and between public and private information systems; preserving and protecting property values and civic beauty by not allowing signs that detract from this objective due to excessive size, height, number, visual impact, undesirable location, maintenance, spacing or illumination; enhancing the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs and encouraging increased communication with the public; establishing standards that will permit businesses a reasonable and equitable opportunity to advertise, but will avoid excessive visual competition among sign displays; and promoting signs that are compatible with their surroundings and appropriate to the type of activity to which they pertain.
- (c) All signs hereafter erected or maintained, except official ~~traffic and street signs~~ public signs, US flags, and temporary decorative banners mounted on street poles and approved by the street superintendent, shall conform with the provisions of this Division and any other provisions of the City Code or regulations of the City.

(Code 1976, § 11.19(1))

Sec. 86-181. Definitions.

- (a) The following words, terms and phrases, when used in this Division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Sign means a name, identification, description, display, illustration, device or lettered figure or pictorial symbol which is affixed to or represented directly or indirectly upon a building, structure or land in view from the public right of way or private street, and which directs attention to a product, place, activity, person, institution or business and is displayed for the purpose of communicating a specific message.

Sign, abandoned, means a sign remaining without a message for a period of six months or more, or pertaining to a time, event or purpose which no longer applies, or remaining after demolition of a principal structure, or applicable to a discontinued business unless evidence is provided that a business is temporarily suspended due to a change in ownership or management.

Sign, advertising, means a sign which exclusively directs attention to a business, commodity, service, activity or entertainment not conducted, sold or offered upon, or displays a message unrelated to, the premises where such sign is located, provided the above purpose is the sole reason for the sign's existence.

Sign alteration means any change, reconstruction, relocation or enlargement of a sign, or of any of its component parts. Routine maintenance, the changing of movable parts of signs which are designed for such changes, the repainting of sign copy and display matter, and replacement of a sign

facing with the same size facing shall not be deemed to be an alteration within the context of this Chapter.

Sign, banner, means a temporary sign made of fabric, cloth, canvas, plastic sheathing or any other flexible non-rigid material with no enclosing framework mounted on the outside of a building or structure, or on the ground and supported at two or more edges or more than two points.

Sign, balloon, means a temporary sign consisting of a bag made of lightweight material supported by hot or pressurized air or helium inside.

Sign, billboard, means an advertising sign.

Sign, business, means a sign which directs attention to a business, including non-commercial uses and institutions, or profession or to a commodity, service or entertainment sold or offered upon the premises where such a sign is located.

Sign, cluster, means several flat nameplate signs identifying multiple businesses in a building grouped together in one location on that building.

Sign, construction, means a temporary sign depicting or advertising future building or business, or identifying an architect, contractor, subcontractor and/or material supplier participating in construction on the property on which the sign is located. Construction signs include "Coming Soon" and "Now Open" types of signs.

Sign, directional, means a sign erected for the purpose of directing pedestrian or vehicular traffic onto or about the property upon which such sign is located, including drive-through menu boards and signs marking entrances and exits, circulation direction, parking areas, and pickup and delivery areas. Directional signs shall not include any unrelated information except business name and logo, which shall not occupy more than 25 percent of the sign area.

Sign, double-face, means a sign which has a message on opposite parallel or near parallel (less than 15 degrees) sides mounted not more than 18 inches apart on a single structural component or is a spherical sign. Only one side shall be counted toward the total permitted sign surface area.

Sign, dynamic display, means any sign in which display portion of a sign appears to have movement or that appears to change, and which is caused by any method other than manually removing and replacing the sign components, such as lettering. This includes, among other types, electronic graphic display sign having a programmable display that has the capability to present text and/or symbolic imagery in motion and in a variety of colors, or any display that incorporates multiple narrow shifting panels that in combination create a larger image, conveyor belts, incandescent bulbs, or any other method or technology that allows a sign face to present a series of images or displays.

Sign, electronic graphic display, means any sign or portion thereof that displays electronic static or moving images, with or without text information, defined by a number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, re-pixelization or dissolve modes. These signs include computer programmable, microprocessor controlled electronic or digital displays and projected images or messages with these characteristics onto buildings or other objects.

Sign, feather, means a type of a temporary flag sign with a rounded top edge supported by a continuation of a staff or pole bent accordingly and with the height much greater than the width. It may be called bow flag, wind feather, or teardrop.

Sign, flag, means any fabric or similar flexible lightweight piece of material attached at one edge or two points, usually to a pole, but possibly to the underside of a roof structure or a horizontal bar, so as to allow free movement of the material by atmospheric changes. In case of a feather flag, the piece of material is continuously supported on two or more sides. Flags are not considered freestanding or projecting signs.

Sign, flashing, means any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use.

Sign, flat, means a sign mounted on a building or its elements parallel to its vertical or near-vertical (less than 15 degrees off vertical plane) surface and projecting no more than 18 inches off that surface.

Sign, freestanding, means a permanent non-movable sign supported upon the ground by poles, pylons, braces, foundation, solid base or any other permanent structure and not attached to any building.

Sign, gas pump, means a sign factory painted or mounted on a side or top of an operational gas pump.

Sign, ground, means a freestanding sign erected on the ground or solid base or mounted on the pole(s) or pylon(s) so that the bottom edge of the sign display area is eight feet or less above the point of contact with the ground.

Sign, handwritten, means a homemade sign made with markers, color pencils, letter stencils, and similar means and methods.

Sign, height of, means maximum vertical distance from the point of contact with the ground to the highest point of a freestanding sign, flagpole, or temporary sign.

Sign, help wanted, means a temporary sign related to potential employment and employee hiring.

Sign, holiday decoration, means temporary signs, in the nature of decorations, customarily and commonly associated with any national, local or religious holiday, legally recognized by the US or Minnesota state government.

Sign, illuminated, means a sign which has characters, letters, figures, designs or outlines illuminated by external or internal electric lights, or, in a neon sign, luminous tubes installed as a part of the sign. An electronic graphic display sign is not considered an illuminated sign.

Sign, incidental, means a small sign, emblem, or decal less than two square feet in area, freestanding, placed on the exterior of a building, or attached to a structure on the premises, and informing or warning the public of danger or prohibited actions, such as 'Beware of the dog' or 'No trespassing'. Incidental signs also include private memorial plaques.

Sign, integral, means a sign carrying the name of a building, its date of erection, monumental citations, commemorative tablets, and the like, when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type of construction and made an integral part of the building structure.

Sign, multi-face, means a sign containing two or more non-parallel faces mounted on a single structural component. Each face shall be counted separately toward the maximum allowable sign surface area.

Sign, nameplate, means a sign which states the name or address, or both, but nothing else, except logo, of the business or occupant of the lot where the sign is placed.

Sign, political, means a temporary sign used in connection with a local, state or national election or referendum; expressing a political, or what is widely considered political, opinion; or calling for any public actions, unless a message or opinion is directly related to activity or business conducted on premises. A legal advertising sign displaying a political message is not considered a political sign.

Sign, private sales or event, means a temporary sign advertising private sales of personal property such as garage sales or a car for sale, and the like or private not-for-profit events such as an open house, picnics, carnivals, bazaars, game nights, art fairs, and craft shows or any charity fundraising. Private sales or event signs also include personal celebrations signs, such as graduation.

Sign, projecting, means a sign mounted on a building or its elements, including below canopies or awnings, perpendicular to its surface, with or without additional ground support or a sign mounted parallel to the building surface but projecting more than 18 inches.

Sign, public, means a sign of a public, non-commercial nature, including, but not limited to, safety signs, danger signs, traffic signs, street name signs, city name signs, signs indicating scenic or historical points of interest, public memorial plaques, holiday signs, and the like, erected by or on order of a public officer or employee in the performance of official duty, or required by law.

Sign, pylon, means a freestanding sign mounted on one or more individual pylon(s), pole(s), post(s) or other similar support(s) so that the bottom edge of the sign display area is more than eight feet above the point of contact with the ground.

Sign, real estate, means a temporary sign advertising the real estate upon which the sign is located being for rent, lease or sale.

Sign, roof, means a sign, except flag signs, mounted on a building or its elements and projecting above the roof edge or parapet line of a building or marquee with a flat roof or the eave line of a building, awning or canopy with a gambrel, gable, mansard or hip roof.

Sign, rotating or moving, means a sign which revolves or rotates on its axis by mechanical means or has otherwise physically moving parts.

Sign, surface area of, means the entire area within a single continuous perimeter enclosing the extreme limits of the actual sign surface. In the case of flat signs consisting of individual not overlapping letters, symbols, etc., not located within clearly defined sign border or frame and mounted on a common background, the surface area shall consist of the combined areas within the continuous outside perimeter of each individual letter, symbol, etc., provided those outside perimeters do not overlap; graphic striping, patterns, and color bands backgrounds shall not be included in surface area computations unless located within clearly defined sign border or frame. Surface area shall not include any clearly defined structural elements outside the limits of such sign and not forming an integral part of the display. Only one side of a double-face sign structure shall be used in computing total surface area. The area of a spherical sign shall be calculated as the area of a circle.

Sign, total adjusted sign surface area of, means the sum of all surface areas of individual signs located on the property calculated with all applicable reductions.

Sign, total permitted sign surface area of, means maximum sign surface area for the property calculated based on the property frontage with all applicable increases.

Sign, temporary, means a sign not permanently affixed to a building or foundation structure and intended for temporary, even if repeated, use due to the temporary nature of the sign message or low durability of sign materials. Temporary signs cannot be installed for longer than 90 consecutive days.

Sign, transportable advertising, means a temporary sign not permanently affixed to a building or foundation structure, mounted on wheels, legs, poles or any other movable supporting structure integral with the sign for the purpose of easy mobility and removal, and intended for temporary placement on sidewalk or anywhere on the lot for promotion of a business located on the same property.

Sign, utility box, means a sign mounted on any utility box, public or private, except signs conveying safety messages related to such utility box.

Sign, vehicular, means a sign painted on, attached to, or placed in, a parked vehicle or trailer; this category excludes professionally painted or decal signs listing only business name, contact information, motto, logo, and license number, as typical for business vehicles.

Sign, window, means a sign attached to, placed upon, or painted on the interior of a window or mounted on the inside within the exterior wall thickness in the window opening and intended for viewing from the exterior of the building.

Sec. 86-182. - Permits.

- (a) *Required.* No sign shall be constructed without first obtaining a sign permit from the City. The following signs are exempted from the permit requirements:
- (1) Public signs and public art projects.
 - (2) Temporary signs located in the public right of way if approved by City Engineer or his designee.
 - (3) Individual flat nNameplate signs not exceeding one square foot in surface area and additional nameplate signs installed within a sign cluster with an issued sign permit.
 - (4) Incidental signs.
 - (5) Directional signs not exceeding five (5) square feet in surface area and six (6) feet in height.
 - (6) Gas pump signs and utility box signs.
 - (7) Integral signs.
 - (8) ~~temporary Real estate, help wanted, building lease or sale signs and temporary construction contractors,~~ signs.
 - (9) Permanent flag signs mounted on roof or wall and not exceeding six (6) square feet in surface area; temporary flag and balloon signs; all US and State of Minnesota flags.
 - (10) Private sales or event signs.
 - (11) Temporary banner signs not exceeding 24 square feet in surface area.
 - (12) Marquee, awning and canopy mounted signs located on the vertical edges and consisting of separate not overlapping letters less than six (6) inches in height; awning and canopy signs not exceeding five (5) square feet in surface area and factory printed or embroidered on a newly installed fabric or vinyl cover.
 - (13) Transportable advertising signs not exceeding five (5) square feet in surface area and removed nightly; any transportable advertising sign installed for less than 14 days in a calendar year.
 - (14) Holiday decorations.
 - (15) Window signs consisting of separate not overlapping letters less than four (4) inches in height, neon signs, and individual signs covering less than 20 percent of a glass pane in a window or door and not exceeding five (5) square feet in surface area.
 - (16) Vehicular signs.
 - (17) Any temporary sign installed for two days or less in a calendar year.
 - (18) Political signs ~~as regulated in this division are exempted from these requirements.~~
 - (19) Sign maintenance work, including replacement of a sign facing, unless it changes the type or purpose of the sign.
- (b) *Application.* Sign permit applications shall be the same as for building permits. Fees for sign permits will be the same as for building permits, the schedule adopted and based on the valuation of construction, ~~except that signs defined in this division as temporary transportable advertising signs shall be charged the minimum fee.~~ Required construction documents fully describing new signage and providing information about existing signage shall accompany a sign permit application.
- (c) *Non-conforming signs.* Any non-conforming sign found to be contrary to this Division provisions shall be removed or brought into compliances through a sign permit application process, or a variance permit shall be applied for within 60 days of this Ordinance adoption. This subparagraph does not apply to existing freestanding signs that may continue as non-conforming in accordance with other provisions of Zoning Ordinance.

(Code 1976, § 11.19(1)(F))

Sec. 86-183. - General restrictions.

The following regulations shall apply to all signs permitted in all districts:

- (1) Field pPainted signs on buildings and other structures, except water towers and grain elevators, are prohibited. Murals and similar art projects may be permitted if approved by the City Council.
- (2) Illuminated, dynamic display or electronic graphic display signs giving off intermittent or rotating light beams, or producing flashing, pulsating or quickly changing images, defined as images changing every six (6) seconds or less, are prohibited~~shall not be permitted in any district.~~ All flashing signs are prohibited.
- (3) Permanent sSigns placed upon, or protruding over, public sidewalks or public right of way shall be subject to the approval of the council in accordance with Section 62-9, except projecting signs in the Downtown District protruding no more than six (6) feet or two thirds of sidewalk width, whatever is less.
- (4) No sign shall ~~be placed that~~ resembles any official marker or traffic sign erected by a governmental agency, ~~or~~ display such words as "stop" or "danger," for advertising rather than actual warning purpose, or otherwise interfere with traffic or any other safety regulation.
- (5) No sign shall ~~be permitted to~~ obstruct any window, door, fire escape, stairway or opening required by the Building Code intended to provide light, air, ingress or egress for any building or structure, as determined by the building official.
- (6) Window signs ~~restricted to 25 percent of window surface~~covering over 60 percent of individual glass panes shall be considered flat signs for total permitted sign surface area calculations. Multiple signs within, and single signs covering between 20 and 60 percent of, individual glass panes are prohibited, except neon tube signs, signs consisting of individual letters less than four (4) inches in height, and a single Open/Closed/Welcome/Work Hours sign, provided it does not exceed two (2) square feet in surface area~~letter size restricted to a six-inch height.~~
- (7) The owner, ~~lessee or manager~~ of a freestanding ground-sign, and the owner of the land on which the same is located, shall keep grass or weeds and other growth cut and debris and rubbish cleaned up and removed from the property lot on which the sign is located.
- (8) All Advertising signs, business signs and nameplate signs including their structural supports and visible back sides, which ~~are~~may be or may hereafter become unsafe or unsightly shall be repaired or removed by the owner, or owner of the property upon which the sign stands, ~~upon notice of the council.~~
- (9) Roof~~top-mounted~~ signs and signs mounted on fences are prohibited, except construction signs installed on a temporary fence around construction sites and help wanted signs installed in Industrial zoning districts.
- (10) Where a sign is illuminated, the source of light shall not shine directly upon any part of a residence or into any of the classes of residence districts.
- (11) Abandoned signs shall be removed within 30 days of becoming abandoned except freestanding sign structures are permitted to remain if business names and all messages are removed, provided a principal building remains intact on site.
- (12) Handwritten signs and paper and cardboard signs, except political and private sales or event signs, are prohibited.
- (13) No signs, except holiday decorations, shall be attached to a vertical pylon of another sign, flagpole, utility pole or similar vertical structures; no signs, permanent or temporary, shall be attached to trees or bushes.

- (14) Vehicular signs shall advertise exclusively a business located on the same property; a vehicle with a sign shall be street legal, operational, placed on paved surface within private property, and have current registration. Vehicular signs shall not be utilized for more than 14 consecutive days and 60 days in a calendar year, unless a vehicle is used for transportation on a regular basis or is parked in relations to the transportation needs, such as at loading dock.
- (15) No ground or temporary signs higher than three (3) feet shall be installed within visibility triangles at street intersections. No permanent signs shall be installed within recorded easements. Ground signs exceeding 40 square feet in surface area shall not be placed less than five (5) feet from the front property line.
- (16) Temporary banner signs shall not be installed for more than 14 consecutive days and 60 days in a calendar year; these terms may be extended to no more than 90 consecutive days by an Interim Use Permit. Banners shall not be installed as freestanding for any purpose or for any duration. Building mounted banner signs frequently reinstalled for repeated events or promotions may be regulated as permanent flat signs, provided they are always installed in the same location, are of the same size, and each replacement banner is displayed for no more than 14 consecutive days with at least 30 days in between; this provision is limited to one such sign per building. Banners placed inside sign cabinets shall be considered permanent flat signs. As an exception, temporary banner signs installed as real estate signs, help wanted signs, construction signs, and private sales and event signs shall meet respective term limit requirements for these signs.
- (17) Transportable advertising signs, except those not exceeding five (5) square feet in surface area, shall not be installed for more than 14 consecutive days and 60 days in a calendar year; these terms may be extended to no more than 90 consecutive days by an Interim Use Permit. Transportable advertising signs frequently reinstalled for repeated events or promotions may be regulated as freestanding signs, provided they are always installed in the same location, are of the same size, and are not displayed for more than 14 consecutive days with at least 30 days in between; this provision is limited to one such sign per property. As an exception, transportable advertising signs installed as real estate signs, help wanted signs, and private sales and event signs shall meet respective term limit requirements for these signs.
- (18) Balloon signs shall not be installed for more than 14 consecutive days and 60 days in a calendar year. Balloon signs shall not exceed 15 feet in height and shall not project more than six (6) feet above the roof line of the nearest building. Balloon signs shall be ground mounted and shall not utilize any cabling, tether lines or tie-downs in a dangerous manner.
- (19) Temporary flag signs shall not be installed for more than 14 consecutive days and 60 days in a calendar year. Temporary flag signs shall not exceed 15 feet in height. Feathers flag signs shall be permitted as temporary signs only. Flag signs, except US flags, shall not project more than six (6) feet above the roof line of the nearest building. The bottom edge of flag signs mounted on a horizontal bar or projecting more than 24 inches from their mounting poles shall provide a minimum vertical clearance of eight (8) feet above ground. As an exception, temporary flag signs installed as help wanted signs and private sales and event signs shall meet respective term limit requirements for these signs.
- (20) Private sales or event signs shall be installed no more than seven (7) days prior to advertised sales or event and removed the next day after it ends but shall not be installed for more than 14 consecutive days.
- (21) Construction signs shall be installed no more than seven days (7) prior to construction commencement, provided a valid permit is issued for construction, and removed within seven (7) days after construction ends, as determined by City staff, except "Now Open" signs may stay for 30 days.
- (22) Real estate signs, except new subdivision development signs, shall be removed within seven (7) days after completion of the real estate transaction; a 'sold' tab shall be added within one day of the sale transaction. 'Apartment for lease' signs, except banners, may stay so long as

there are vacant units in a building. New subdivision development signs shall be removed when 75 percent of the subdivision lots are occupied.

- (23) Help wanted signs shall be removed on the new hire starting date for individual positions or, provided such sign is not a banner, may stay so long as there are open positions in a business. In industrial districts, help wanted banners signs may stay while open positions are available.
- (24) No temporary sign height, except flag, balloon, and building mounted banner signs, shall exceed six (6) feet. No temporary signs shall be illuminated or have moving parts. No temporary signs shall be placed upon required parking space or access drive. No temporary signs shall be placed within public right of way, unless approved by the City Engineer or his designee, except transportable advertising signs not exceeding five (5) square feet in surface area may be placed on sidewalks within the Downtown District, provided at least five-foot-wide clear passage remains unobstructed. City staff reserves the right to remove all temporary signs installed in violation of this Division.
- (25) All pylon and projecting sign installations shall be designed by a licensed structural engineer. All temporary signs left unattended shall be attached to the wall, anchored to the ground, or weighted down to be able to withstand 90 miles per hour wind.
- (26) All freestanding and projecting signs protruding above walking surfaces shall provide a minimum vertical clearance of eight (8) feet above ground. No sign shall protrude over roadways, alleys, access easements, driveways, parking, or any other vehicular traffic areas.
- (27) For all temporary signs, consecutive number of days in term limitations shall apply to individual signs; all yearly term limitations shall apply to the entire property meaning that all temporary signs of the same category installed on the property within a year shall be counted as one sign for the maximum term determination.
- (28) Each sign shall meet all applicable requirements listed in this Division unless exempted otherwise. If requirements contradict each other, the most stringent one shall apply.
- (29) Sign clusters shall be considered one sign for surface area calculation purposes. All individual signs within a cluster shall be coordinated in sizes and colors and look alike.
- (30) Signs located within the Heritage District shall meet requirements of Section 86-287 in addition to this Division requirements.
- (31) All signs connected to electrical grid shall meet requirements of the current National Electric Code. All signs located along State highways and county roads shall meet applicable State and County requirements.
- (32) No sign permit shall be issued unless an Ordinance compliant flat nameplate sign identifying the building address is present or will be installed as a part of proposed work.
- (33) Electronic Graphic Display (EGD) signs shall be subject to the following requirements:
- a. EGD signs, except signs used as billboards, shall not exceed 30 percent of total permitted sign surface area or 60 square feet, whichever is less, in all classes of business or industrial districts, and 50 percent of permitted sign surface area in all classes of residence districts.
 - b. EGD signs shall display only static images for intervals of at least six (6) seconds per image, except plain text on low-resolution signs may be allowed to scroll. The image change shall be accomplished by means of instantaneous repixelization. Fading, dissolving, scrolling, traveling, or any transition that creates the illusion of movement is prohibited. Intervals between successive displays shall be less than 0.5 seconds. Only one image or message may be displayed at a time; images utilizing split screens are prohibited.
 - c. EGD signs shall have an automatic dimmer control that detects ambient light and automatically adjusts the sign's brightness in direct correlation with natural ambient light conditions for all times during the day. Maximum brightness level at any time shall not exceed 0.3 foot-candles (3 lux) above ambient light as measured from a preset distance

depending on sign size; this distance, in feet, shall be ten times the square root of the sign area measured in square feet. Maximum luminance of the sign shall not exceed 6,000 nits during daylight hours and 500 nits at night (1 Nit as the approximate equivalent of 3.426 ANSI Lumens).

- d. EGD signs displays shall be able to freeze an image in one position if a malfunction occurs and shall also have a mechanism to discontinue the display if the sign malfunctions for longer than one hour.

(Code 1976, § 11.19(1)(A))

Sec. 86-184. - Permitted signs in residence and agricultural districts.

(a) Permitted signs: In all classes of residence districts and in agricultural district, no signs, ~~business sign, nameplate sign or advertising sign~~ shall be erected, except the following:

- (1) OneA unilluminated flat nameplate sign, or professional nameplate sign, identifying the name of the owner or occupant of a building, or dwelling unit, provided that the surface area does and one flat nameplate sign identifying the building address not exceeding one two square foot feet each in surface area. Such nameplate must not bear the name or symbol of a product or service.
- (2) OneA temporary real estate sign pertaining to the lease, sale or rent of a building or property, provided that such sign shall not exceed ing three (3) 12 square feet in surface area and shall not be illuminated, except two such signs not exceeding 24 square feet in surface area each are permitted in multi-family residence districts and for all non-residential uses.
- (3) Temporary Not more than two real estate signs advertising a new subdivision development. Each subdivision or development shall be allowed one sign not to exceed ing 48 75 square feet in surface area each and no more than 15 feet in height.
- (4) One Temporary unilluminated construction signs identifying an engineer, architect, contractor or product engaged in or used in the construction of a building, provided that such signs shall not exceed ing three (3) 12 square feet each in surface area, and are no more than 15 feet in height, each in surface area, and are no more than 15 feet in height and provided that such signs are removed prior to occupancy of the building, except two such signs not exceeding 24 square feet in surface area each are permitted in multi-family residence districts and for all non-residential uses.
- (5) One freestanding nameplate or business identification sign, not to exceed ing 32 0 square feet in surface area and one flat nameplate or business sign not exceeding 48 square feet in surface area, for non-residential the following uses: church, school, hospital, sanitarium, club, library or similar uses. Such signs shall be solely for the purpose of displaying the name and/or logo of the institution and its activities or services. It may be illuminated but not flashing. Non-residential uses occupying more than five (5) acres and having public right of way frontage over 600 feet may have two such freestanding signs plus one more sign for lots with frontage over 1,200 feet; an area of each sign facing a divided highway may be increased by 50 percent.
- (6) One freestanding nameplate sign for a dwelling group of four five (4) or more units not exceeding 32 6 square feet in surface area. Such signs may indicate the names and addresses of the buildings and or it may be a directory for occupants.
- (7) Not more than two d Directional signs not exceeding five (5) square feet in surface area each and six (6) feet in height placed in any parking area as necessary for the orderly movement of traffic, provided that such sign shall not be used as advertising space and shall not be illuminated in multi-family residence districts and for all non-residential uses. Uses occupying

more than five (5) acres may have four (4) such signs with 10 square feet in surface area each and two more signs for every additional five (5) acres or fraction thereof over initial 10 acres.

- (8) One freestanding nameplate identification sign, not exceeding 32 square feet in surface area or 20 feet in height for a manufactured home park per park entrance in a manufactured home park district.
 - (9) One flag sign, temporary or permanent, except feathers, not exceeding 6 square feet in surface area, except the flag surface area may be increased to 24 square feet in multi-family residence districts and for all non-residential uses. Permanent flag signs shall not exceed 15 feet in height, except this height may be increased to 20 feet in multi-family residence districts and for all non-residential uses.
 - (10) Holiday decoration signs with maximum luminance of lighted decorations not to exceed 500 nits at night.
 - (11) No more than two incidental signs not exceeding three (3) feet in height for freestanding signs. Uses occupying more than five (5) acres may have four (4) such signs up to six (6) feet in height, and two more signs for every additional five (5) acres or fraction thereof over initial 10 acres.
 - (12) No more than two private sales or event signs not exceeding three (3) square feet in surface area each except this may be increased to 12 square feet each for non-residential non-commercial uses.
- (b) Sign Height: Unless further restricted by other provisions of this Section, no freestanding sign height shall exceed 10 feet, except this height may be increased to 15 feet in multi-family residence districts and all non-residential uses.
- (c) Prohibited signs: Banner signs, except building mounted real estate rent or lease ones; balloon signs; transportable advertising signs; dynamic display signs, except digital graphic display ones; multi-face signs; political signs installed outside of election campaign time window as defined in the State Statutes; vehicular signs; window signs; utility box signs; help wanted signs; rotating or moving signs; and use of real objects as sign elements are prohibited.

(Code 1976, § 11.19(1)(B); Ord. No. 387 2nd series, § 1, 1-20-1998)

Sec. 86-185. - Permitted signs in mixed, business, and industrial districts.

- (a) Permitted signs: In all classes of mixed, business and industrial districts, business signs and nameplate signs are permitted as follows, subject to the following regulations:
- (1) Signs as permitted and regulated in Section 86-184 (a), subparagraphs (1), (5), (7), (9), and (10), except total permitted sign surface area shall be calculated in accordance with subsection (b) of this Section and sign height in accordance with subparagraph (c) of this Section; the number of permitted signs shall be determined by the total permitted sign surface area. Construction, real estate, political, and private sales or event signs shall not exceed 32 square feet in surface area each and 72 square feet total on the property. The number of incidental signs is not limited, and they may be up to six (6) feet in height. Holiday decoration signs are permitted.
 - (2) Help wanted signs not exceeding 32 square feet in surface area each and 72 square feet total on the property; one vehicular sign; one utility box sign not exceeding five (5) square feet in surface area; one gas pump top sign and two side signs not exceeding five (5) square feet in surface area each per gas pump; window signs as described in Section 183 (6); and no more than two balloon or feather flag signs.

(3) Temporary building mounted banner signs not exceeding 80 square feet in surface area total, except banner signs installed as real estate signs, help wanted signs, construction signs, and private sales and event signs shall meet respective size limit requirements for these signs; one transportable advertising sign not exceeding 48 square feet in surface area on the property.

(4) The use of real full-size objects, such as cars, boats, appliances, etc. as elements mounted on a sign may be allowed by a conditional use permit only.

(b2) Sign sSurface area:

(1)a. The total permitted sign surface area of all projecting and/or freestanding business signs on a lot shall be not exceed the sum of two square feet per lineal foot of frontage for the initial 20 feet of its length frontage, plus one square foot per lineal foot of frontage for length lot frontage between 20 and 40 lineal feet, plus one-half square foot per lineal foot of frontage for length between 40 and 100 feet, plus one-fourth square foot per lineal foot of frontage of lots for length over 100 feet of frontage, but shall not exceed 18065 total square feet of sign surface area. For any shopping center district, the total square feet of sign area shall not exceed 250. For two streets in the case of corner lots, the sum of the longer least dimension width of such a corner lot, plus one-third of another dimension the length, shall be considered the frontage length for purposes total permitted sign surface area calculations of this chapter.

(2)b. For total adjusted sign surface area calculations, The total surface of all flat business signs attached to a building may exceed the limitations of surface area of projecting and/or freestanding business signs by 75 percent or less, but shall not exceed 288 square feet total sign surface area. For shopping center districts the total square feet of sign area shall not exceed 437. The total surface area of a combination of projecting freestanding signs and flat signs shall be 165 square feet and 250 square feet for a shopping center district by considering each square foot of flat business signs and flag signs shall be considered as being equivalent to 0.507 of a square foot. Window signs shall have additional 20 percent reduction.

(3)e. For total adjusted sign surface area calculations, each sign surface area Also, the above maximum total surface sign areas of freestanding, projecting and flat signs, or their combination, may be reduced increased by 0.355 percent of their area for each foot of distance that the front edge of the sign is placed away from the nearest property line, with a maximum reduction increase of sign surface area not to exceed 50.5 percent of one-half of the average lot depth. In the downtown district, where lots have a public alley frontage, the total surface area may be increased by 50 percent, but shall not exceed the preceding base surface area on any one frontage. Such increase shall not exceed the 165 square feet maximum sign. Each flat, pylon and flag sign surface area may be further reduced by one percent for each foot of sign bottom location over imaginary 15-foot mark above ground.

(4) For double frontage lots, the total permitted sign surface area shall be based on the longer frontage; the total permitted sign surface area for such lots may be increased by 75 percent provided that no street receives signage in excess of total sign surface area calculated without such increase and the shorter frontage is at least 75 percent of the longer one. For three or more streets corner lots, the total permitted sign surface area shall be based on two adjacent sides providing the greater outcome; the total permitted sign surface area for such lots may be increased by 50 percent provided that no street receives signage in excess of total sign surface area calculated without such increase and the shortest frontage is at least 75 percent of the longest one. For lots open to an alley at the back, the total permitted sign surface area may be increased by 50 percent provided that neither street nor alley receives signage in excess of total sign surface area calculated without such increase. For the purpose of this subparagraph, signs with a face visible from a street shall be considered belonging to such street frontage.

(5) For lots with calculated frontage over 600 feet, the total permitted sign surface area may be increased by 50 percent provided that no 600 feet of frontage receive signage in excess of total

sign surface area calculated without such increase. For lots with more than one principal use buildings, the total permitted sign surface area may be increased by 25 percent provided that no building receives signage in excess of total sign surface area calculated without such increase. For lots facing a divided highway, the total permitted sign surface area may be increased by 25 percent provided all increase is distributed along such highway. For the purpose of this subparagraph, all building mounted signs visible from a street shall be considered belonging to any and all 600-foot-long frontage segments of such street and all freestanding signs shall be considered belonging to any and all buildings on site.

- (6) The total permitted sign surface area increases listed in subparagraphs (4) and (5) and total adjusted sign area reductions listed in subparagraphs (2) and (3) are cumulative.
 - (7) Two or more lots occupied by one building shall be considered one lot for frontage determination to be used for total permitted sign surface area calculations.
 - (8) Flat signs, including temporary building mounted banner signs, shall not cover more than 20 percent of a building façade. Building mounted banner signs shall not cover more than 10 percent of a building façade.
 - (9) Temporary signs mounted on buildings shall be considered flat signs and all other temporary signs shall be considered freestanding signs for total adjusted sign surface area calculations. The surface area of all temporary signs on a lot, except signs exempted from sign permit requirements per Section 86-182 (a), shall be included, with appropriate reductions, into total adjusted sign surface area calculations. Temporary building mounted banner signs may be installed in excess of the total permitted sign surface area, provided this excess, without any reductions, is less than ten percent. The actual surface area, without any reductions, of all temporary signs on a lot shall not, at any given time, exceed 25 percent of total permitted sign surface area for the property.
 - (10) Individual flat signs not exceeding five (5) square feet in surface area and individual freestanding signs not exceeding two (2) square feet in surface area and three (3) feet in height, and all signs exempted from sign permit requirements per Section 86-182 (a) shall not be considered for total adjusted sign surface area calculations.
 - (11) The total adjusted sign surface area including all reductions shall not exceed the total permitted sign surface area for the property including all increases.
- (c4) **Sign Height:** No freestanding sign shall be project higher than ~~25~~30 feet except this height may be increased to 30 feet on lots with computed frontage over 60 feet above the average grade of the building line; except that this height may be further increased by 0.1 feet for each foot of distance that the front edge of the sign is placed away from the front property line; with a maximum increase of permissible height not to exceed ten feet. For lots facing a divided highway, the sign height may be increased by another five feet. Permanent flag signs may be 50 percent higher than otherwise permitted above.
- (d3) **Billboards:** Advertising signs may be permitted by a conditional use permit ~~in business districts,~~ provided that sign structures shall be limited to ~~not more than~~ one for a lot with a minimum of 100200-foot frontage ~~or less~~ and to only one per each additional 2400 feet of ~~additional~~ lot frontage. Such structure shall not contain more than two signs or sign panels per ~~side facing~~ nor exceed 55 feet in total length and 45 feet in total height. No advertising sign shall be erected within 2400 feet of an ~~adjoining~~ residential district or within a visibility triangle of any intersection. An advertising sign installed on a lot adjacent to, or within 500 feet from, an advertised business may be regulated as a business sign within the property where it is installed.

(Code 1976, § 11.19(1)(C); Ord. No. 411 2nd series, § 1, 2-16-1999)

~~Sec. 86-186. Permitted signs in industrial districts.~~

~~In I-1 and I-2 industrial districts, business signs, nameplate signs, advertising and billboards are permitted, subject to the following regulations:~~

- ~~(1) Signs as permitted and regulated in section 86-185(2).~~
- ~~(2) Advertising signs may be permitted by conditional use permit in industrial districts, provided that sign structures shall be limited to not more than one for a lot of 100-foot frontage or less and to only one per each additional 100 feet of additional lot frontage. Such structure shall not contain more than two signs per facing nor exceed 55 feet in total length. No advertising sign shall be erected within 100 feet of an adjoining residential district.~~
- ~~(3) Signs as permitted and regulated in section 86-185(4).~~

(Code 1976, § 11.19(1)(D))

~~Sec. 86-187. Temporary transportable advertising signs.~~

~~All signs that are not permanently affixed to a building or foundation structure, mounted on wheels or supporting structure for the purpose of mobility, shall conform to the provisions of this division and any other provisions of the city Code or regulations of the city.~~

- ~~(1) No temporary transportable advertising sign shall be permitted in any of the classes of residence districts.~~
- ~~(2) All signs shall conform to the general sign provisions of this division.~~
- ~~(3) Temporary transportable advertising sign area shall not exceed the permitted sign surface area as regulated by this division. These signs shall be considered as freestanding signs for the purposes of this division.~~
- ~~(4) No temporary transportable advertising sign shall exceed 48 square feet of sign area, exclusive of wheels and standards.~~
- ~~(5) Building permits for temporary transportable advertising signs shall be required and will be issued for a maximum period of 30 days per year.~~
- ~~(6) No temporary transportable sign shall be placed on public property or right-of-way.~~
- ~~(7) No sign shall be permitted to obstruct the visibility of traffic at intersections or private approaches as determined by the city engineer.~~
- ~~(8) Signs shall be constructed of wood, metal or plastic, designed and anchored to resist 25 pounds/square feet horizontal wind pressure loads and stresses.~~

(Code 1976, § 11.19(1)(E))

Secs. 86-188—86-200. - Reserved.

SIGN REGULATIONS SUMMARY

| Sign type ^{33,34} (call) d g/billboard s/public | Exceptions for permit requirement ^{35,42} | | | Residential & Agricultural districts | | | Commercial & Industrial districts ³⁶ | | | General reference |
|--|--|--|---------------------|--|--|-----------------------|---|-----------------------|-----------------------|-----------------------|
| | Max size - height | Reference | Term | Reference | Term | Reference | Max size - height | Reference | Term | |
| Item 12. | none, CUP is also required | Not permitted - must be removed within 30 days (except permanent freestanding signs provided main structure remains on site) | Not permitted | Not permitted | on adjacent lot by PTDF; must be 200 feet apart & from res. area | 185(6) | 182(a) | 182(a) | 182(a) | 182(a) |
| Awning, canopy ²¹ | all | 182(a) | n/a | n/a | See business signs | 183(1) | 182(a) | 182(a) | 182(a) | 183(1) |
| Banner ^{24,26,40} | 5e ¹⁸ or 6l - n/a | 182(a) | n/a | n/a | 80&10% ²⁷ - n/a | 183(16) ⁴⁴ | 182(a) | 182(a) | 182(a) | 183(16) ⁴⁴ |
| Balloon ^{26,39} | 24e - n/a | 182(a) | 14c/60y | 183(16) ⁴⁴ | n/a | 183(18) | 182(a) | 182(a) | 182(a) | 183(18) |
| Business | all | 182(a) | n/a | n/a | n/a ²⁸ - 15 ⁶ | 183(18) | 182(a) | 182(a) | 182(a) | 183(18) |
| Cluster ⁴³ | none | 182(a) | n/a | 184(a)(5)-(b) | PTDF ¹³ - MCH | 185(a)(1) | 182(a) | 182(a) | 182(a) | 185(a)(1) |
| Construction | none | 182(a) | n/a | n/a | nsr | 185(a)(1) | 182(a) | 182(a) | 182(a) | 185(a)(1) |
| Directional | all | 182(a)-183(24) | -7/ev/+7 | 183(21) | 32e/72t - 6 | 185(a)(1)-183(24) | -7/ev/+7 ¹² | 183(21) | 183(21) | 185(a)(1)-183(24) |
| Double-face | 5e - 6 | 182(a) | n/a | 184(a)(7) | PTDF ¹³ - MCH | 185(a)(1) | n/a | n/a | n/a | 185(a)(1) |
| Dynamic display ³⁹ | none | 184(c) | n/a | n/a | Only one side is counted towards total signage surface area | nsr | n/a | n/a | n/a | nsr |
| EGD ³⁹ | none | 183(33)(a) | n/a | n/a | 60&30%PTDF | 183(33)(a) | n/a | n/a | n/a | 183(33)(a) |
| Feather (temp flag) | See flag temp for requirements | 184(a)(9) | n/a | n/a | See flag temp for requirements | 185(a)(1) | n/a | n/a | n/a | 185(a)(1) |
| Fence | n/a | Not permitted except temporary construction signs installed on temporary construction fence | Not permitted | Not permitted | Not permitted | 183(9) | n/a | n/a | n/a | 183(9) |
| Field painted | n/a | Not permitted except for water towers and grain elevators and public art approved by Council | Not permitted | Not permitted | Not permitted | 183(1) | n/a | n/a | n/a | 183(1) |
| Flag temp ^{7,23,26} | all | 182(a), 183(19) | 14c/60y | 183(19) | 6e ³ - 15 ⁶ | 183(19) | 14c/60y | 183(19) | 14c/60y | 183(19) ⁴⁴ |
| Flag perm ^{7,23} | 6e ⁸ - 6 ⁸ | 182(a) | n/a | 184(a)(9) | PTDF ¹³ - MCH ^{5,6} | 185(a)(1) | n/a | n/a | n/a | 185(a)(1) |
| Flashing | n/a | Not permitted | Not permitted | Not permitted | Not permitted | 183(2) | n/a | n/a | n/a | 183(2) |
| Flat ⁴ | yes | Signs may not cover more than 20% of a building facade; sign clusters are considered one sign for surface area calculations; areas reduced for total permitted sign area calcs | yes | Signs may not cover more than 20% of a building facade; sign clusters are considered one sign for surface area calculations; areas reduced for total permitted sign area calcs | May be either ground sign or pylon sign. The owner must maintain land around the sign | 185(b)(8) | n/a | n/a | n/a | 185(b)(8) |
| Freestanding | yes | 182(a) | n/a | n/a | 5e - n/a | 185(a)(2) | n/a | n/a | n/a | 185(a)(2) |
| Gas pump | yes | 182(a) | n/a | n/a | If over 40 SF, must be placed 5 feet off front property line; not to be placed within visibility triangles; not to project into ROW or sidewalks | 183(7) | n/a | n/a | n/a | 183(7) |
| Ground | yes | 182(a) | n/a | n/a | Not permitted except for political and private sales or event | 183(15),(26) | n/a | n/a | n/a | 183(15),(26) |
| Handwritten | no | 182(a)-183(24) | ev | 183(23) | n/a | 183(12) | 182(a) | 182(a) | 182(a) | 183(12) |
| Help wanted | no | 182(a) | ev | 183(23) | n/a | 183(23) | 182(a) | 182(a) | 182(a) | 183(23) |
| Holiday ⁴¹ | no | 182(a) | nsr | nsr | nsr | nsr | nsr | nsr | nsr | nsr |
| Illuminated | yes | Flashing, intermittent, or rotating beam not permitted; may not shine on residential properties | yes | Flashing, intermittent, or rotating beam not permitted; may not shine on residential properties | 2e/ul - 6 | 183(2),(10) | n/a | n/a | n/a | 183(2),(10) |
| Incidental | yes | 182(a) | n/a | 184(a)(11) | 2e/ul - 6 | 185(a)(1) | n/a | n/a | n/a | 185(a)(1) |
| Integral | yes | 182(a) | n/a | nsr | nsr | nsr | n/a | n/a | n/a | nsr |
| Multi-face | n/a | Each face is counted towards total signage surface area | n/a | Each face is counted towards total signage surface area | Each face is counted towards total signage surface area | nsr | n/a | n/a | n/a | nsr |
| Nameplate | yes | 1e ⁴³ -nsr | n/a | 184(a)(1) | 1e ⁴³ -n/a | 185(a)(1) | n/a | n/a | n/a | 185(a)(1) |
| Non-conforming | n/a | Must be removed or brought into compliance or a variance must be applied for within 60 days of this ordinance adoption (freestanding signs are exempt) | n/a | Must be removed or brought into compliance or a variance must be applied for within 60 days of this ordinance adoption (freestanding signs are exempt) | PTDF ^{9,13} - MCH | 182(c) | n/a | n/a | n/a | 182(c) |
| Political ¹¹ | no | 182(a) | see State Statute | 183(13) | 2e ² -2 | 183(13) | see State Statute | see State Statute | see State Statute | 183(13) |
| Private sale/event | no | 182(a)-183(24) | -7/ev/+1 | 183(20) | 3e/6t ¹⁴ - 6 | 185(a)(1)-183(24) | -7/ev/+1, 14c | 183(20) | 183(20) | 185(a)(1)-183(24) |
| Projecting | yes | Projection over public sidewalk is limited and allowed in downtown only; attachment must be designed by engineer; clearance below must be 8 feet minimum | nsr | Projection over public sidewalk is limited and allowed in downtown only; attachment must be designed by engineer; clearance below must be 8 feet minimum | nsr | 183(3),(25),(26) | nsr | 183(3),(25),(26) | 183(3),(25),(26) | 185(a)(1)-183(24) |
| Public | yes | 182(a) | nsr | nsr | nsr | 183(3),(25),(26) | nsr | 183(3),(25),(26) | 183(3),(25),(26) | 185(a)(1)-183(24) |
| Pylon | yes | Projection over public ROW by Council permission; must be designed by engineer | yes | Projection over public ROW by Council permission; must be designed by engineer | nsr | 183(3),(25) | nsr | 183(3),(25) | 183(3),(25) | 185(a)(1)-183(24) |
| Real estate | no | 182(a)-183(24) | ev/+7 ¹⁵ | 183(22) | 3e ¹⁵ - 6 | 183(22) | ev/+7 ¹⁵ | 183(22) | 183(22) | 185(a)(1)-183(24) |
| Roof | n/a | 182(a)-183(24) | ev/+7 ¹⁵ | 183(22) | 184(a)(2) | 183(22) | ev/+7 ¹⁵ | 183(22) | 183(22) | 185(a)(1)-183(24) |
| Rotating/moving | yes | none | n/a | n/a | Not permitted | 183(9) | nsr | 183(9) | 183(9) | 185(a)(1)-183(24) |
| Temporary ^{20,26,44} | no | 183(24) | varies - 6 | 183(24) | varies - 6 | 183(24) | varies | 183(24) | varies | 183(24) |
| Transportable ^{25,26} | no | 5e ²⁹ - 6 | 182(a) | 14y ³⁰ | 182(a) | 183(17) ⁴⁴ | 14c/60y (90 IUP) | 183(17) ⁴⁴ | 183(17) ⁴⁴ | 185(a)(3)-183(24) |
| Utility box | yes | 182(a) | n/a | 184(c) | n/a | 185(a)(2) | n/a | 185(a)(2) | n/a | 185(a)(2) |
| Vehicular ³¹ | no | 182(a) | 14c/60y | 183(14) | n/a | 185(a)(2) | 14c/60y | 183(14) | 183(14) | 185(a)(2) |
| Window ¹⁷ | yes | 5e&20%g or 4l-n/a | n/a | 184(c) | n/a | 185(a)(2) | See business signs | 183(14) | 183(14) | 185(a)(2) |

| Abbreviations: | n/p - not permitted | n/a - not applicable | e - each sign | ev - event (with the number of days before (-) and after (+)) |
|----------------|--|--------------------------|---|---|
| | t - total signage on property | f - building facade area | c - consecutive days | y - total days in a calendar year |
| | fs - freestanding sign | fl - flat sign | g - individual window glass area | l - individual letters height |
| | et - each and total i.e. one sign permitted | | ul - unlimited | nsr - no specific requirements |
| | MCH - maximum calculated height (185(c)) | | PTDF - part of total depending on frontage (185(b)) | |
| | 1 - banners may be considered permanent if same size, installed in the same location, and replaced every 30 days or installed within a sign cabinet (183(16)). | | | |
| | 2 - additional sign surface area and/or higher signs may be permitted for larger sites (184(a)(5),(7),(11)) | | | |
| | 3 - flag sign size in residential districts may be increased to 24 SF for non-residential non-commercial uses (184(a)(9)) | | | |
| | 4 - sign surface area is considered at 50% value for signage surface area calculations (185(b)(2)) | | | |
| | 5 - freestanding flag signs may be 50% higher than otherwise permitted for other signs (185(c)) | | | |
| | 6 - flag and balloon signs may not project more than 6 feet above roof line of the nearest building (183(18),(19)); permanent flag height may be increased to 20 feet for multi-family districts and for non-residential uses (184(a)(9)) | | | |
| | 7 - US and Minnesota flags are exempt (182(a)) | | | |
| | 8 - this permit exception applies only to roof and wall mounted flags so height listed is above roof line (182(a)) | | | |
| | 9 - plus additional address sign under 1 SF (184(1)); address sign must always be installed if not present as a part of every sign permit (183(32)) | | | |
| | 10 - sign surface area may be increased to 32 SF and 10 feet high for dwelling group of 4 or more units and for manufactured home park and further increased for non-residential uses (184(a)(5),(6),(8),(b)) | | | |
| | 11 - political signs related to elections and installed within time frame specified in the State Statutes are not limited in size and height (183(13)) | | | |
| | 12 - Now Open signs may stay for 30 days after construction or remodeling completion or, in general, after new business opening (183(21)) | | | |
| | 13 - signs under 5 SF and 6 feet high and signs not requiring permits are not included in surface area calculations (185(b)(10)) | | | |
| | 14 - sign surface area may be increased to 12/24t SF for non-residential non-commercial properties (184(a)(12)) | | | |
| | 15 - next day after completed lease or rent transactions, except Apartment for Lease (not banners) signs, and after 75% of subdivision occupancy is achieved for subdivision development signs (183(22)) | | | |
| | 16 - subdivision development signs are limited to 2 signs 48 SF each (48e/96t) per subdivision (184(a)(3)); multiple family districts and non-residential uses allow for two such signs 24 SF each or 24e/48t (184(a)(2)) | | | |
| | 17 - windows signs covering between 20% and 80% of glass area are not permitted except neon signs and individual lettering; window signs covering over 80% must be considered flat signs (183(6)) | | | |
| | 18 - signs must be pre-printed or embroidered on canopy or awning material only (182(a)) | | | |
| | 19 - flashing, pulsating or quickly changing images are prohibited (183(2)) | | | |
| | 20 - temporary signs may not be placed on ROW except transportable advertisement signs under 6 SF in downtown or if approved by City Engineer; may not be illuminated, attached to trees, or placed on parking spaces or access drives; may not have moving parts; must be anchored or weighted down (183(3),(13),(24),(25)) | | | |
| | 21 - signs mounted above or below front vertical surfaces are prohibited, except flat signs on sloped surfaces, which are considered flat signs by definition (183(9)) | | | |
| | 22 - same size banner installed repeatedly in the same place may be regulated as a flat business sign if replaced every 30 days (183(16)) | | | |
| | 23 - bottom edge of all flags projecting more than 24 inches must be 8 feet minimum above ground (183(19)) | | | |
| | 24 - banners mounted on buildings must be considered flat signs for signage surface area calculations (185(b)(9)); banners placed within sign cabinets shall be considered permanent flat signs (183(16)) | | | |
| | 25 - transportable signs must be considered freestanding signs for signage surface area calculations (185(b)(9)); frequently reinstalled signs for repeated events may be regulated as permanent signs, with some conditions (183(17)) | | | |
| | 26 - temporary signs of the same type installed on the same property within a year are considered the same signs for determining the yearly term limitations (183(27)) | | | |
| | 27 - size limit is applicable to building mounted banners (185(a)(3)); temporary banners may be installed in addition to total property sign surface area limitations provided excess is less than 10% (185(b)(9)) | | | |
| | 28 - not more than two balloon signs are permitted on the property (185(a)(2)) | | | |
| | 29 - transportable advertisement signs under 5 SF do not have time limitations if removed nightly and never need permit (182(a), 183(17)) | | | |
| | 30 - transportable advertisements signs installed for less than 14 days in a calendar year do not need a permit regardless of size (182(a)) | | | |
| | 31 - vehicle must be street legal, operational, have current registration and placed on the paved surface of the private lot of advertised business; vehicles used for transportation are exempt (183(14)) | | | |
| | 32 - non-residential, multiple family, and manufactured home park only (184(a)(5),(6),(8)); height may be increased to 15 feet in multi-family districts and for non-residential uses (184(b)) | | | |
| | 33 - no sign may resemble official markers, include words like "stop" or "danger" unless in literal sense, or interfere with safety; owner must maintain all signs (183(4),(8)) | | | |
| | 34 - signs falling into multiple categories must meet all applicable requirements; signs within Heritage District shall meet additional requirements; signs with electrical connection must comply with NEC (183(28),(30),(31)) | | | |
| | 35 - if permit is required, it may not be issued unless an address sign is either present or will be installed with proposed sign (183(32)) | | | |
| | 36 - construction documents are required with permit application (182(b)) | | | |
| | 37 - multiple family districts and non-residential uses allow for two such signs 24 SF each or 24e/48t (184(a)(4)) | | | |
| | 38 - all temporary signs on site except those not requiring permit must be included in total area calc; all temporary signs area, without reductions, may not exceed 25% of PTDF (185(b)(9)) | | | |
| | 39 - balloon signs must be ground mounted and may not utilize cabling, tie-downs or tether lines (183(18)) | | | |
| | 40 - banners signs installed as real estate signs, private sales or event signs, or any other temporary sign category must meet size limit requirements for those signs; term limit is based on sign type (183(16),185(a)(3)) banners shall not be installed as freestanding signs for any purpose (183(16)); in industrial districts, help wanted banners may be placed on fences and for long time (183(9),(23)) | | | |
| | 41 - holiday signs may be installed for official holidays only (184(a)(10)) | | | |
| | 42 - any sign installed for two days or less doesn't need a permit (182(a)) | | | |
| | 43 - a sign installed as part of a permitted cluster does not need a permit (182(a)) | | | |
| | 44 - banners, transportable advertising signs, and temporary flags used as real estate, help wanted, or private sales and event signs must meet term limits based on the sign use (183(16),(17),(19)) | | | |

Item 12.



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| Presenter: | Ilya Gutman |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Introduction of the new Article VIII Residential Rental Code and Call for Public Hearing |
| Background Information: | <p>In the summer of 2021, the City received a complaint about a VRBO rental property in town. The current ordinance does not address short-term rentals, such as VRBO’s and AirBnB’s. At the Council meeting discussing the situation, staff received direction to develop an ordinance addressing the short-term rentals. However, at the Legislation and Ordinance Committee meeting discussing the first draft, it was suggested that short-term rentals should be handled like most other cities, which regulate them through a rental ordinance along with other rental properties.</p> <p>At the subsequent L&O meeting in December 2021, a draft rental ordinance was presented and discussed, receiving generally positive review. Staff presented the Ordinance to the Council in February 2022 and requested an authorization to set up a meeting with local landlords/property owners prior to finalizing the Ordinance and its implementation program.</p> <p>Two meetings, necessary to accommodate many rental properties and their owners in the City, took place at the end of March. There were close to 100 people attending who asked a lot of questions and shared their input. A list of proposed inspections was presented and discussed, and all questions and comments were documented and considered.</p> <p>At the L&O meeting on June 28, 2022, the final draft was presented and approved. However, at the W&M meeting on August 29, 2022, while discussing rental ordinance fee, a suggestion was made to have another meeting with property owners before presenting to the Council.</p> <p>Conversation was, again, separated into two meetings that took place at the end of October. The first meeting included mostly multiple family owners with attendance of about 25 people, who complained about high cost of the program, especially inspections. However, they offered a suggestion of, and expressed support for, a registration program backed by significant negative repercussions for Housing Code violations reported to the City by tenants. The second meeting was attended by about 20 people, mostly single-family houses owners, who voiced their strong agreement with the registration plan that was mentioned by staff.</p> <p>The City of Marshall is the only city among comparable cities (and one of very few cities of similar size in the State of Minnesota) that does not have a rental ordinance. It is home to a four-year college, which increases demand for rental properties, and with 44% of the population renting, Marshall is near the top of the list for such percentage in Minnesota. The City has a Housing Code that has been in place for several decades, and is enforced on a complaint basis only. However, many people are unaware of this code, on one hand, and the City is unaware of many rental properties, on the other hand.</p> |

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| | <p>The Rental Ordinance was generally based on similar ordinances from comparable cities, but it has been revised now to become a registration program only. Mandatory registration with a nominal one-time fee and no mandatory regular inspections will reduce owners' expenses. Registration process will require property owners to sign a statement that their properties meet current Housing Code. For multiple unit dwellings, owners will have to provide property sketch and the latest testing dates for sprinklers and fire extinguishers, if applicable. Valid complaints and concerns – the ones that are made about items covered by the Housing Code and which have been brought up to the owner/manager – will be investigated by staff during inspections. These inspections will review the entire unit for other violations though, and the owner will have to pay inspection fees for these inspections. Fines and revoking registration are possible in cases when cooperation is lacking, and rental units become non-compliant.</p> <p>The revised Ordinance will still absolve landlords of some responsibilities such as pest control in single family rentals. Additionally, short-term rentals are addressed as a separate section within this Ordinance. Staff would also recommend amending the ordinance by allowing renting to more than three unrelated adults, which would expand rental opportunities for college students living in single family houses.</p> <p>The license term is proposed to be two years considering that there are no required inspections and there are no fees, and the first term will start in 2023.</p> <p>At the meeting on November 22, 2022, Legislative and Ordinance Committee voted to recommend to City Council approving the new Article VIII Residential Rental Code.</p> <p>An ordinance summary, a Registration Certificate form and inspection lists are attached for reference.</p> |
| Fiscal Impact: | None. |
| Alternative/ Variations: | None recommended. |
| Recommendations: | Staff recommends that the Council introduce the new Article VIII Residential Rental Code and call for public hearing to be held on January 24, 2023. |

SUMMARY:

- All residential rental properties (each building – even if located on the same parcel - is counted as a separate rental property) must be registered with the City of Marshall, except properties that are licensed by the State or are City managed. Buildings with Section 8 units must register.
- All applications will be on-line and will require creating an account.
- The program term is two years for all properties with first term starting January 1, 2023.
- Unregistered properties will have to cease operations after July 1, 2023.
- One-time initial registration fee of \$50 per rental property must be paid at the time of registration; all renewals are free.
- Owners must sign a statement certifying that the building meets the minimum requirements of the Housing Code.
- All properties must have a person – owner or manager - responsible for registration renewals and maintenance and capable of responding to emergencies within an hour. All other complaints must be responded to within 48 hours of a complaint and generally addressed within 5 working days.
- Every rental property will be issued a Registration Certificate, which will have to be posted in the common space when there is one in the building, or in the units, next to electrical box or other conspicuous location, if there is no common space. This Registration Certificate will list the name of the owner and, if applicable, a manager, and the phone number to call in case of a problem, concern, or complaint. It will also include a time frame for response from the owner/manager.
- The City will respond to valid complaints only. A valid complaint is a complaint that brings up an item covered by the City Housing Code and made after the landlord or manager was notified prior to complaint and at least 48 hours passed with no response, or 5 working days passed with no action taken after an initial response to a complaint. A valid complaint will trigger an inspection.
- All inspections conducted due to a valid complaint will incur \$100 inspection fee. All inspections conducted in a dwelling unit due to a valid complaint will consider and review ALL items covered by the Housing Code, both in the affected unit and in the common space if any. All deficiencies found during such inspections will have to be promptly corrected within allocated time (one inspection to confirm corrections will be free).
- Not correcting all non-compliant items within allocated time after a complaint-triggered inspection and/or additional inspections resulting from the second valid complaints in the same building (even if in a different unit) may result in registration non-renewal, suspension and/or revocation.
- Failure to register or renew registration before expiration date may result in registration suspension and/or revocation.
- Tenants are prohibited from interfering with alarms.
- Having more than three unrelated tenants/renters in a single-family house will be permitted and, in most cases, will be limited by available parking considerations.

Chapter 18 – Buildings and Building Regulations

Article VIII – Residential Rental Code

Section 18-137 – Findings, purposes, scope, and administration.

(a) *Legislative finding.* It is hereby found that there exist and may in the future exist, within the City, residential rental premises, rooming units or parts thereof, and renter-occupied mobile homes which, by deficiencies in their structure, equipment, sanitation, maintenance, use or occupancy, affect or are likely to affect adversely the public health, including the physical, mental and social well-being of people, their safety, and general welfare. To correct and prevent the existence of such adverse conditions, to achieve and maintain such levels of residential environmental quality that will protect and promote public health, safety and general welfare, preserve property values and prevent blight, it is further found that the establishment and enforcement of minimum rental housing standards are required. It is further found that a municipal registration program is appropriate to effectively enforce residential rental unit maintenance standards and correct or prevent law violations, nuisances and other disturbances and disorders involving residential rental units within the City.

(b) *Purpose.* It is hereby declared that the purpose of this Article is to protect, preserve and promote the physical and mental health and social well-being of the people, to prevent and control the incidence of communicable diseases, to reduce environmental hazards to health, to regulate rental units for the purpose of maintaining adequate sanitation and public health, to maintain a quality of character and stability of rental housing, to prevent possible blight, to protect the safety of the people, and to promote the general welfare by legislation, which shall be applicable to all rental units, as defined herein, now in existence or hereafter constructed. It is hereby further declared that the purpose of this Article is to ensure that the quality of rental units is adequate for protection of public health, safety and general welfare; and to determine an adequate level of maintenance, the responsibilities of owners, operators and occupants of dwellings, and provision for the administration and enforcement thereof.

(c) *Scope.* The provisions of this Article shall apply uniformly to the construction, maintenance, use, and occupancy of all dwellings and rental units, inclusive of rental units in mixed-use structures, and to all renter-occupied mobile homes within the jurisdiction of the City, irrespective of when or under what code or codes such buildings or structures were originally constructed or rehabilitated. However, the provisions of this Article shall not apply to state or federally licensed facilities/units that are regularly inspected by the applicable agency, and to congregate living facilities.

(d) *Administration.* This Article shall be enforced by a Housing and Rental Ordinance administrator appointed by the City Administrator.

Section 18-138 – Definitions.

CITY. The City of Marshall or its representative.

DWELLING. Any building or other structure, including a manufactured home, which is wholly or partly used, or intended to be used, exclusively for living and sleeping by human occupants on a permanent basis. Consequently, hotels and motels are not considered dwellings.

OCCUPANT. Any person residing in a rental unit on a permanent or short-term basis.

PERMANENT BASIS. Any consecutive term 30 days or more or inconsecutive terms adding up to more than 30 days in a calendar year.

PROPERTY MANAGER. A natural person who is authorized by the rental unit owner to make decisions for the owner about rental, occupancy, and maintenance of the rental unit.

RENT or LEASE. The offering of a rental unit to a non-owner on a permanent basis, based on a written agreement covering applicable conditions, and with rent paid in money or labor, whereby non-payment of a periodic payment means the occupants may be evicted without the necessity of either a statutory mortgage foreclosure procedure, a statutory termination of contract for deed procedure or a statutory repossession procedure.

RENTAL UNIT. Any house, apartment, condominium, townhouse, manufactured home, or room or group of rooms constituting, or located within, a dwelling and intended for rent or lease to a person or a group of persons. Consequently, a room offered for rent or lease to a roomer or boarder is considered a rental unit.

SHORT-TERM RENT. The offering of a rental unit to a non-owner for a fixed period of time of less than 30 days, based on a written agreement covering applicable conditions. Examples of short-term rent are Bed and Breakfast and VRBO.

Other applicable terms are as defined in the State Building Code and City Zoning Ordinance.

Section 18-139 – Conflict of Ordinances; effect of partial invalidity.

(a) In any case where a provision of this Article is found to be in conflict with a provision of any zoning, building, fire safety or health ordinance or code of the City existing on the effective date of this section, or of any state or federal statute, rule or regulation, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail. In any case where a provision of this Article is found to be in conflict with a provision of any other ordinance or code of the City existing on the effective date of this section which establishes a lower standard for the promotion and protection of the health and safety of the people, the provisions of this Article shall be deemed to prevail to the extent allowed by the State and Federal law.

(b) If any division, paragraph, sentence, clause, or phrase of this Article should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Article, which shall remain in full force and effect; and to this end, the provisions of this section are hereby declared to be severable.

Section 18-140 – Registration requirements.

(a) No person or entity may hereafter allow to rent or lease their rental unit within the scope of this Article to another person or entity for occupancy unless the dwelling in which this rental unit is located is registered as required by this Article.

(b) Each dwelling containing rental units shall have separate registration, unless rental units within such dwelling have different property owners, in which case each rental unit shall be registered separately. When multiple dwellings containing rental units exist on one property, a separate registration shall be required for each dwelling.

(c) Each rental unit shall have an owner who is able to respond to urgent complaints within one hour and address them within 48 hours or a designated property manager who shall be able to provide the same response time to occupants' complaints and maintenance requests.

(d) Any person or entity desiring to rent or lease their residential rental unit(s) shall apply for registration by using website designed by the City for that purpose. The applicant must provide the following information:

- (1) Name, address, phone number, and e-mail address of the property owner.
- (2) Name, address, phone number, and e-mail address, of a designated property manager, if any.
- (3) The full street address of the rental property.
- (4) The number and types (number of bedrooms per unit) of rental units within the rental property.
- (5) For dwellings containing multiple rental units, a sketch of the property identifying all rental units by assigned number, and a sketch of the parking lot, unless all required parking is provided within enclosed attached garages or off-street parking is not required by Ordinance.
- (6) For dwellings containing common entry/space, fire sprinkler system, fire panel, and fire extinguishers' most recent testing dates, when applicable.
- (7) An acknowledgment that the applicant has conducted inspections of the dwelling and certify that the building is in full compliance with the requirements of the City of Marshall Housing Code.
- (8) An acknowledgment that the applicant has reviewed and understood the provisions of this Article, intends to abide by its provisions and will include reference to this Article in any written agreement used in renting the property.

Section 18-141 – Registration; renewal; terms.

(a) The initial registration of all existing rental properties shall be completed by June 30, 2023. Thereafter, all rental properties brought to the market shall be registered prior to occupancy.

(b) Upon receipt of a completed registration application and payment of the registration fees, the City shall issue a Registration Certificate for the specified property, except as provided in Section 18-147 Failure to grant registration.

(c) After obtaining the initial registration certification, rental property owners or their designated property managers will receive a renewal notice on or before November 1st of the expiration year (the second year of the term). Renewal application shall be completed no later than December 31st of such year. Failure of the City to deliver renewal application and/or failure of an owner or local property manager to receive a renewal application, does not excuse or waive the renewal requirement of this Article. Renewal applications shall contain all information as required by Section 18-140 Registration requirements.

(d) The Registration Certificate terms shall be two years with the first full term starting on January 1, 2023. Thereafter, all rental properties brought to the market shall have their first terms started at the beginning of the then-current term.

Section 18-142 – Transfer of property.

Every new owner of an existing rental property shall furnish to the City information as listed in Section 18-140 Registration requirements, subsection (d), items (1), (2), and (8) before taking possession of the rental property upon closing the transaction. No new registration application or fee is to be required of the new owner, provided that the previous owner has paid all applicable fees and has complied with all requirements of this Article and corrected any violations of health, zoning, fire or safety codes of the city or state law. If any change in the occupancy as originally registered is contemplated by the new owner, a new complete registration application will be required.

Section 18-143 – Posting of certificate.

Each registration holder must post the registration certificate, retain its copy on file, and be able to produce said copy upon demand. Registration certificate shall be posted in a conspicuous spot near the common front entry, such as a public corridor, hallway or lobby, for all dwellings with common front entry. In dwellings without common entry, a copy of the registration certificate shall be posted in each rental unit next to the unit's electrical panel or in other conspicuous location.

Section 18-144 – Fees; fines.

- (a) The council may, by resolution, establish fees for the filing of applications for dwelling registration, registration renewal, inspections, and other related activities. The fee shall be paid in full before the application shall be considered and shall not be refundable. No prorating for partial terms shall be permitted.
- (b) The council may, by resolution, establish fines for non-compliance with this Article, including, but not limited to, failure to apply for a registration or renewal and failure to comply with Section 18-145 Maintenance Standards, subsection (a). All unpaid fines may be assessed to the property owner.

Section 18-145 – Maintenance standards.

- (a) Every rental property shall be maintained by its owner in compliance with the current City Housing Code and relevant provisions of the City Ordinance and State Fire Code. Dwelling registration does not constitute certification of full compliance with such codes, standards, ordinances or statutes by the City, and is therefore just an acknowledgement of the completion of the registration process.
- (b) Each rental property shall limit tenant street parking to within the property width on the property side of the street, unless off-street parking is not required by the Ordinance.

(c) Responsibilities of occupants.

- (1) Every occupant of a rental unit shall not remove any smoke or CO detectors or remove the batteries powering the said detectors or render them inoperable in any other way; regular replacement of expired batteries or detectors is the responsibility of the owner.
- (2) Every occupant of a rental unit shall store and dispose of their rubbish, garbage, refuse and any other waste in accordance with their lease or rental agreement and the City Ordinance, and shall not accumulate any of the above on the property except within the garbage enclosure if provided on the premises.
- (3) Every occupant of a dwelling containing a single rental unit shall be responsible for the extermination of bed bugs, roaches, and other pests on the premises.

Section 18-146 – Inspections and investigations.

(a) No regular inspections of the dwellings or rental units are mandated under this Article. Full rental unit inspections shall be conducted in accordance with the current City Housing Code based on valid complaints only. A valid complaint is a complaint that brings up an item covered by the City Housing Code and made after the landlord or manager was notified prior to complaint and at least 48 hours passed with no response, or five working days passed with no action taken after an initial response to a complaint. The rental unit owner shall be given a reasonable time to correct violations and deficiencies. The City shall have the right to conduct additional inspections of all properties based on complaints of landlords, tenants, occupants, neighbors or other individuals.

(b) All persons authorized by the City to inspect dwellings shall have the authority to enter, with three days' notice to the registration holder or property manager, any rental unit or dwelling containing a rental unit, registered or required to be registered, for the purpose of enforcing this Article. All registration holders shall, as a condition of registration, consent to such entries for inspection without warrant, and agree to be present, in person or through property manager, during required inspections. All registration holders shall include, as a condition of any lease or rental agreement, that tenants or occupants agree to such entries for inspection without warrant. This provision does not limit or preclude any other right of entry authorized by law.

Section 18-147 – Failure to grant registration; revocation; suspension; failure to renew registration.

(a) The City reserves the right to not register a dwelling in case it does not comply with the requirements of this Article, has unresolved City Ordinance violations, or is a subject to unpaid taxes and assessments.

(b) Any registration issued under this Article is subject to the right, which is hereby expressly reserved by the City, to deny, suspend, revoke or not renew should the registration applicants and holders or their agents, employees, or representatives, directly or indirectly, provide false or misleading information on application, fail to pay appropriate fees, or fail to comply with the requirements of this Article in any other way, including, but not limited to, refusal to provide

access to premises for inspections or operate and maintain the dwelling or rental unit according to Section 18-145 Maintenance standards of this Article, any ordinance of the City, any special permit issued by the City, or the laws of the state. However, a registration shall not be denied, suspended, revoked or not renewed if the registration holder complies with a correction order or orders in a reasonably timely manner as determined by the City.

(c) The City shall notify, in writing, the applicant that registration application has been denied, or the registration holder that registration is about to be suspended, revoked or not renewed. The suspension, revocation or non-renewal shall occur 30 days after the date of the notification order, or at such later date as set out in the notification. Additionally, the revocation shall never occur until a 60-day minimal grace period of suspension expiration.

(d) Any applicant or registration holder, whose application for registration or renewal, respectively, is denied or whose registration is suspended or revoked, may request, and shall be granted, a hearing in the matter before the City Council. The request shall be made in writing and shall state the City action being appealed and the reason for appeal. The request shall be made within 14 days of the City action and the hearing shall be granted within 30 days of the request.

(e) As an alternative to suspension of the dwelling registration, in dwelling containing multiple rental units, the City may exclude a non-compliant rental unit from registration. The procedure for such exclusion shall be the same as for registration suspension.

Section 18-148 – Special conditions for short-term rental units.

(a) No additional occupancy in recreational vehicles, campers, tents, etc. shall be permitted. Off-street parking shall be provided as required by the parking Ordinance. No more than two guest parking on the street shall be permitted.

(b) Exterior appearance, landscaping, and lighting shall be compatible and blend with the neighborhood. No identification signs shall be permitted, except Bed and Breakfast facilities may have one four-square-foot sign mounted on a building near main entrance door.

(c) The property shall not be listed for sale at the time of initial application for registration or any renewals.

(d) If a short-term rental unit is located in a single-family residence or a duplex, the property lines shall be clearly marked with hedge line, fencing, corner posts, etc. If pets are permitted, the entire yard shall be fenced off with a solid fence.

(e) The facility shall comply with all health, fire, safety rules and other regulations of the state and the city, including current Housing Code and City Ordinance. This condition shall be confirmed by a City inspection prior to issuing a registration certificate.

(f) In Bed and Breakfast facilities, the owner shall operate and permanently occupy such facility, shall not operate other commercial enterprises, including food and beverage services to anyone other than registered guests, from such facility, and shall not permit or provide cooking equipment in guest bedrooms.

Section 18-149 – Conduct on registered premises.

(a) The registration holder shall be responsible for preventing repeat instances of disorderly conduct by tenants, occupants, members of their households and guests on the premises. For the purposes of this section, “disorderly conduct” means any offence involving public safety, public peace and order, and public moral as defined in Chapter 42 of the City Ordinance or violation of any State or Federal law of same nature, that generate police involvement.

(b) If more than three instances of disorderly conduct occur on the premises within twelve consecutive months, the registration holder may be issued a written warning. Another instance of a disorderly conduct within four months of a warning issuance or issuance of two warnings within any three-year time period may be a reason for registration suspension or revocation.

(c) No suspension or revocation shall be imposed where the instance of disorderly conduct on the premises occurred during the pendency of eviction proceedings (unlawful detainer) or within 30 days of notice given by the registration holder to a tenant to vacate the premises where the disorderly use was related to and occurring in the unit for which eviction proceedings were undertaken or notice to vacate was given. Eviction proceedings shall not be a bar to sanctions unless they are diligently pursued by the registration holder.

Section 18-150 – Interim housing.

In the event that the registration is denied, suspended, revoked, or not renewed or any rental unit is excluded from the registration, due to the relevant action or inaction of the dwelling owner or manager, all tenants or occupants of the dwelling or excluded rental unit shall be provided, at the owner’s expense, suitable interim housing similar to the existing living conditions. The owner shall provide such interim housing until the registration is granted or restored or until the end of the lease term, whichever is shorter.

Section 18-151 – Applicable laws.

Registration holders are subject to all of the ordinances of the City and state laws relating to rental dwellings and this Article shall not be construed or interpreted to supersede or limit any applicable ordinance or law.

Section 18-152 – Violations; injunctive relief.

(a) Nothing in this Article prevents the City from taking enforcement action under any of its fire, housing, zoning, health safety or other codes, ordinances and state laws for violations thereof, or to seek injunctive relief and criminal prosecution for violations of any ordinance, code or law. Nothing contained in this Article prevents the City from seeking injunctive relief against a property owner or designated property manager who fails to comply with the terms and conditions of this Article or to obtain an order closing such rental units until violations of this particular Article have been remedied by the property owner or designated property manager.

(b) Violation of this Article is a misdemeanor and each separate day on which a continuing violation occurs is a separate violation. All costs of prosecution for such misdemeanor will be assessed to the property owner.

(c) No provision of this Article designating the duties of any official or employee of the City shall be so construed as to make such official or employee liable for the penalty provided in this Section due to failure to perform such duty.



DWELLING REGISTRATION CERTIFICATE

Registration Certificate Number:

Building address:

Number of Rental Units in the Dwelling:

Owner's name:

Owner's address:

Manager's name:

Issue date:

Expiration date:

Regular maintenance request/complaint contact phone number:

(Regular maintenance request or any other complaint must be responded to within 48 hours and addressed within five working days)

Urgent maintenance request contact phone number:

(Urgent maintenance request must be responded to within 12 hours and addressed within 48 hours)

If you do not receive a response from the Owner/manager or the issue is not addressed within time frame as listed above, you may contact the City of Marshall Community Planning Department at 507-537-6773 for life safety and major livability issues covered by the City of Marshall Housing Code, which can be found at https://cms9files.revize.com/marshallmn/Document%20Center/Marshall_Housing_Code.pdf.

In case of medical or fire emergency call 911

This Certificate is issued in accordance with the City of Marshall Rental Registration Code and in recognition of this property owner's certifying that the building meets City of Marshall Housing Code and providing all required information to the City. This building has NOT been, and will NOT be, inspected by City staff. This registration does NOT constitute certification of full compliance of this dwelling with any code, standard, ordinance or statute, and is just an acknowledgement of the completion of the registration process.

This Certificate must be posted in the building's common space, when there is one in the building, near main entrance, or in each rental unit next to electrical box or in other conspicuous location, when there is no common space in the building.

Building Address: _____ Unit #: _____

Owner/Manager: _____ Inspector: _____

SUMMARY

In accordance with the provisions of the **City of Marshall Code of Ordinances Chapter 18, Article VIII**, inspection of the above property was completed and the following violations and/or deficiencies requiring corrective action were noted.

_____ Re-inspection is required. Contact the City of Marshall at (507) 537-6773 to schedule a re-inspection after all corrections have been completed. All corrections must be completed in _____ days from the date of this inspection.

Items marked below with an "X" have been found to be in violation of rental maintenance standards.

| |
|---|
| <p>Heat</p> <p>- Owner / Manager verifies that the heating requirements is operational*. _____ (Owner/manager's initials)</p> <p>*Units shall be capable of maintaining 68 degrees, in the winter.</p> |
| <p>Electrical</p> <p>1. Switches and outlets must have covers.</p> <p>2. No exposed wiring is present.</p> <p>3. Required lighting such as entry / stairs and bathrooms must work.</p> <p>4. Date of Electrical Inspection: _____ (Date on sticker in electrical panel)</p> |
| <p>Unit/Garage Separation – if applicable</p> <p>- The wall – and/or ceiling - between garage and living unit must have gypsum board on garage side.</p> |
| <p>Building Address Outside – if applicable</p> <p>- Four-inch minimum numbers height with contrasting colors.</p> |
| <p>Dryer</p> <p>- Owner / Manager verifies that the dryer vents are maintained, and properly vented to the outside of the building. _____ (Owner/manager's initials)</p> |
| <p>Doors & Windows</p> <p>1. Each bedroom must have an operable egress window* (compliance with current Building Code is not required).</p> <p>2. Each bathroom must have a door.</p> <p>3. Main entry/exit door(s) must operate freely.</p> <p>*Owner / Manager must open each required window and door to prove they are operational.</p> |
| <p>Proper Locking Devices</p> <p>- Unit main entry/exit door must be provided with hardware that allows locking from inside and free exiting without a key; the use of double-sided keyed deadbolts is prohibited on all doors.</p> |
| <p>Smoke Detectors Present and Operational</p> <p>1. Location of smoke detectors:</p> <p>A. In each bedroom or any room used for sleeping purposes.</p> <p>B. Outside of each bedroom within 10 feet (may serve more than one bedroom).</p> <p>C. Minimum of one unit per floor.</p> <p>2. Detectors must be located a minimum of 12" from walls/ceilings intersection corner and installed according to manufacturer's installation instructions.</p> <p>3. Owner / Manager verifies that detectors are less than 10 years old, and batteries are replaced yearly. _____ (Owner/manager's initials)</p> |
| <p>CO Detectors Present and Operational – if required</p> <p>1. A CO Detector is required within 10' of all bedrooms, if the building has either an attached garage or an appliance with combustible fuel source.</p> <p>2. If a bedroom has gas fueled appliance within, it must also have a CO Detector.</p> <p>3. Owner / Manager verifies that detectors are less than 10 years old, and batteries are replaced yearly. _____ (Owner/manager's initials)</p> |
| <p>Rental Unit is not Structurally Dangerous or Unfit for Occupancy</p> <p>- No visible structural failures, missing or unstable deck boards or guardrail, missing or unstable handrail, or other obvious imminent fire/life safety concerns.</p> |
| <p>No Pest Infestation</p> <p>- No visible signs of roaches, rodents, or bedbugs – visual review only.</p> <p>- Owner / Manager verifies that there are no pending related complaints. _____ (Owner/manager's initials)</p> |
| <p>Major Plumbing in Proper Working Order</p> <p>- Toilets must flush, tub/shower/kitchen sink must have hot water, water heater pressure relief valve must be installed per code.</p> |
| <p>No Water Leaks – Internal or External</p> <p>- No visible signs of water leaks from plumbing fixtures or from outside through roof, walls, or windows/doors.</p> |

Item 13.

Notes:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

I was present during above listed inspections, reviewed this inspection summary, and certify that I am responsible for all items listed above that required owner/manager's verifications and for correction of all marked non-compliant items.

Owner/Manager Signature: _____

Disclaimer: This Ordinance and Housing Code do not address mold & mildew, appliances, except as explicitly mentioned, and air conditioning. Therefore, the above items were not considered or reviewed during inspection



CITY OF MARSHALL

Building Common Area Inspection

Building Address: _____ Date: _____

Owner/Manager: _____ Time: _____

Inspector: _____

SUMMARY

In accordance with the provisions of the **City of Marshall Code of Ordinances Chapter 18, Article VIII**, inspection of the above property was completed and the following violations and/or deficiencies requiring corrective action were noted.

__Re-inspection is required. Contact the City of Marshall at (507) 537-6773 to schedule a re-inspection after all corrections have been completed. All corrections must be completed in __ days from the date of this inspection.

| Comply | Non-Comply | <u>Common Space Requirements:</u> |
|--------|------------|--|
| | | Building Address: 4-inch minimum height / contrasting color (MSFC 505.1) |
| | | Dumpsters: minimum (5) Feet from combustible walls, roof eaves, and openings (MSFC 304.3.3) |
| | | Knox Box Present /Keys Work (MSFC 506) |
| | | Fire Alarm Panel: tested annually – last inspection date _____ (MSFC 104 / 901 /907) |
| | | Manual Stations in Working Condition / Not Blocked (MSFC 108 / 907.4.2.6) |
| | | Fire Sprinklers: tested annually – last inspection date _____ (MSFC 104 / 901 / 903) |
| | | Means of egress: no obstructions - interior & exterior (MSFC 1031.3) |
| | | Emergency Lights in Working Condition (MSFC 108 / 1031) |
| | | Exit Signs with Battery Backup in Working Condition (MSFC 1013, 1031) |
| | | Exits: no blocked exits (MSFC 1028 / 806) |
| | | Hallway Smoke Detectors in Working Condition (MSFC 907) MN Stat. 299F.362 Sub 5 |
| | | Fire Extinguishers: tested and tagged - last inspection date _____ (MSFC 906) |
| | | Wall Integrity: no holes / fire stopping in place for rated assemblies (MSFC 701) |
| | | Proper Hardware / Locks on Egress Doors (MSFC 1010) |
| | | Self-Closing Doors: required in laundry room and mechanical room (MSFC 705) |
| | | Handrails on Stairs: present and structurally stable (MSFC 1011) |
| | | Dryers: cleaned and free of lint (MSFC 304.4) |
| | | No Storage in the Boiler Rm/Mechanical Rm/Electrical Rm/Shafts/Under overhangs (MSFC 315) |
| | | Storage Under Interior & Exterior Stairways (MSFC 1011): Not permitted unless in rated enclosure |

Notes:
 1. _____
 2. _____

I was present during above listed inspections, reviewed this inspection summary, and certify that I am responsible for correction of all marked non-compliant items.

Item 13. Owner/Manager Signature: _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | E.J. Moberg |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Call for a Public Hearing Regarding Authority to Transfer Unobligated Tax Increments |
| Background Information: | <p>As part of the omnibus tax bill enacted in July 2021, state statute 469.176 was amended, giving Minnesota communities temporary flexibility to use unobligated increment from existing tax increment districts to help stimulate private development that would not otherwise commence without the assistance before December 31, 2025.</p> <p>The bill states that municipalities may provide loans, interest rate subsidies, or assistance in any form (including an equity or similar investment in a private project) to private development, as long as it consists of new construction or substantial rehabilitation of buildings and ancillary facilities AND if doing so will create or retain jobs in the State (including construction jobs).</p> <p>What is unobligated increment? Unobligated increment includes: » Increment from any districts, regardless of when the request for certification was made, and unobligated as of the date of final enactment of the legislation, (July 1, 2021) » Increment not required for the payment of bonds, pay-as-you-go notes, interfund loans, binding contracts or other obligations during the six months following the transfer of the increment out of the district » Increment that is not improperly retained, received, spent, or transferred</p> <p>Authorities are required to develop a written spending plan that details the use of the unobligated increment and authorizes the transfer(s) (if a municipality does not have an authority, it can develop the plan), approve a resolution authorizing the transfer(s), and send a copy of the spending plan to the Office of the State Auditor. The municipality must then approve the spending plan after holding a public hearing. This requires publishing the hearing notice in a newspaper of general circulation in the municipality AND placing it on the municipality’s website at least 10 days, but not more than 30 days prior to the public hearing date.</p> <p>How long is this option available? The temporary authority to transfer the unobligated increment expires on December 31, 2022 and the transferred increment must be spent by December 31, 2025.</p> <p>The public hearing is proposed to be scheduled for Tuesday, December 27th at 5:30 pm.</p> |
| Fiscal Impact: | Pending |
| Alternative/ Variations: | None |

| | |
|-------------------------|--|
| Recommendations: | Call for public hearing regarding authority to transfer unobligated tax increments |
|-------------------------|--|

NOTICE OF PUBLIC HEARING
ON A PROPOSED SPENDING PLAN FOR
VARIOUS TAX INCREMENT FINANCING DISTRICTS

NOTICE IS HEREBY GIVEN that the City Council of the City of Marshall, Minnesota (the “City”) will hold a public hearing on Tuesday, December 27, 2022 at 5:30 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers in the City Hall at 344 West Main Street, in the City on a proposed Spending Plan for Tax Increment Financing (Redevelopment) District No. 1-1, Tax Increment Financing (Redevelopment) District No. 1-7, and Tax Increment Financing (Redevelopment) District No. 2-1 (the “Spending Plan”) to authorize expenditures of tax increments from the City’s Tax Increment Financing (Redevelopment) District No. 1-1, Tax Increment Financing (Redevelopment) district No. 1-7 and Tax Increment Financing (Redevelopment) District No. 2-1 to stimulate private development at one or more sites in the City in accordance with Minnesota Statutes, Section 469.176, subd. 4n.

A draft of the proposed Spending Plan is on file and available for public inspection at the office of the City Administrator at City Hall.

At the time and place fixed for the public hearing, the City Council of the City will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. Written comments will be considered if submitted at the above City office on or before the date of the hearing.

BY ORDER OF THE CITY COUNCIL OF THE
CITY OF MARSHALL

Publish by December 16, 2022



Statement of Position Temporary Transfer Authority (2021 Law)

Tax increment revenue may be spent only as permitted by the Tax Increment Financing Act (TIF Act).¹ In 2021, the Legislature enacted expanded, temporary authority to transfer unobligated tax increments for purposes of assisting private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create or retain jobs in the state.² Proposed amidst the COVID-19 pandemic, the enacted law is narrower than initially proposed and is similar to 2010 legislation that temporarily expanded the use of TIF with the aim of stimulating economic recovery after the Great Recession.³

Authority, Purposes

The new law temporarily permits a development authority to elect, by resolution, to transfer unobligated increment for certain specified purposes. The new law does not, however, override requirements to pay bonds to which increments are pledged.

Any transfer under this provision must be for the purpose of assisting private development that meets all of the following criteria:

1. it consists of the construction or substantial rehabilitation of buildings and ancillary facilities;
2. it creates or retains jobs in the state, including construction jobs; **and**
3. construction commences before December 31, 2025, and would not have commenced before that date without the assistance.⁴

Developments that would already commence construction prior to December 31, 2025, or those that do not add or retain jobs in the state, would not be permitted beneficiaries of the transfer.

Transfers must provide the assistance in one or both of the following ways:

1. by providing improvements, loans, interest rate subsidies, or assistance in any form to the private development; or

¹ The TIF Act is found at Minn. Stat. §§ 469.174 to 460.1794.

² Minn. Stat. § 469.176, subd. 4n, as enacted by 2021 Minn. Laws, 1st Spec. Sess., ch. 14, art. 9 sec. 1.

³ The 2021 enacted provision does not include transfers to the general fund, nor more-generalized support for businesses impacted by the pandemic, as was initially entertained. While similar to the 2010 Jobs Stimulus provision, additional details are included. For information about the 2010 provision, see the separate TIF Jobs Stimulus Program statement of position on our website.

⁴ Minn. Stat. § 469.176, subd. 4n(a).

Reviewed: September 2022

Drafted: September 2022

2. by making an equity or similar investment in a corporation, partnership, or limited liability company that the authority determines is necessary to make construction of a development financially feasible.⁵

In order to demonstrate compliance with the new provision, an authority may wish to include affirmation of the qualifications in the written resolution electing to make the transfer. The authority also should keep documentation that demonstrates that the development created or retained jobs in the state and that commencement of construction by December 31, 2025, depended on the transfer.

Approvals and Spending Plans

Prior to approving the use of this temporary transfer authority by resolution, a development authority must also create a written spending plan that authorizes the development authority to provide the assistance or make the investment that makes the development qualify.⁶ The plan must detail the use of transferred increment.⁷ The OSA recommends identifying planned expenditures using the same categories identified in TIF plans and TIF reporting (e.g., acquisition, site preparation, financing costs, etc.), except for a category for administrative expenses, because administrative expenses are not included in the permissible uses of the transferred increment in the new law.

The municipality (which may or not be the same as the development authority) must also approve the authority's spending plan after holding a public hearing.⁸ The municipality must publish notice of the hearing in a newspaper of general circulation in the municipality and on the municipality's public website at least ten days, but not more than 30 days, prior to the date of the hearing.⁹

An authority making a transfer under this authority must provide a copy of the spending plan approved and signed by the municipality to the Office of the State Auditor.¹⁰ Plans should be emailed to TIF@osa.state.mn.us as soon as possible after their approval.

Parameters and Limitations

The authority to transfer increments under this provision expires on December 31, 2022.¹¹ Amounts being transferred under this provision must be transferred from the fund or account in which tax increments are segregated and into a separate fund or account by December 31, 2022. Amounts must not be expended directly from the transferring TIF fund or account, and may not be spent after December 31, 2022, if they remain in the TIF district's fund or account at that time.¹² All transfers must be spent by December 31, 2025.¹³

⁵ *Id.*

⁶ Minn. Stat. § 469.176, subd. 4n(c).

⁷ *Id.*

⁸ *Id.* A city's housing and redevelopment authority or economic development authority, for example, may be the development authority while the city itself is the municipality.

⁹ *Id.*

¹⁰ Minn. Stat. § 469.176, subd. 4n(e).

¹¹ Minn. Stat. § 469.176, subd. 4n(f).

¹² Minn. Stat. § 469.177, subd. 5, requires an authority to segregate tax increment received with respect to any district in a special account or accounts on its official books and records. This authority allows transfers out of such accounts as opposed to expenditures from within these accounts.

¹³ Minn. Stat. § 469.176, subd. 4n(f).

Reviewed: September 2022

Drafted: September 2022

Transfers from a TIF district in calendar years 2021 and 2022 are limited to a maximum transfer equal to the excess of the district's unobligated increment.¹⁴ Under the provision, unobligated increment includes any increment not required for payment of obligations due during the six months following the transfer on outstanding bonds, binding contracts, and other outstanding financial obligations of the district to which the district's increment is pledged.¹⁵ Unobligated increment may include either in-district or out-district shares of tax increment.

This authority does not provide any exception to pay those obligations to which tax increment is pledged, and an authority should not transfer amounts that might impair their ability to make payments on those obligations.

Increment that is improperly retained, received, spent, or transferred is not eligible for transfer under this authority.¹⁶ Therefore, balances of tax increment should be carefully evaluated prior to making transfers. For example, excess increment calculated for 2019 that might remain in the TIF fund after it should have been returned by September 30, 2020, would not be eligible for transfer. Likewise, if a district receives tax increment after it should have decertified under the Six-Year Rule, such amounts of increment would also not be eligible for transfer.

Unspent Transfers

Increment not spent by December 31, 2025, must be returned to the fund(s) of the contributing TIF district(s).¹⁷ The distribution of returned amounts need not be proportional to the amount contributed, but the amount returned to each TIF district must not exceed the amount transferred from the district.

¹⁴ Minn. Stat. § 469.176, subd. 4n(b).

¹⁵ *Id.* Interfund loans are included in the definition of "bonds" in the TIF Act (*see* Minn. Stat. § 469.174, subd. 3), so payments on interfund loans should not be foregone to increase a transfer under this authority. Although the effective date indicates the change applies to increments "unobligated as of the date of final enactment," the provision itself identifies unobligated increments "for each calendar year" relative to increments required for payments "due during six months following the transfer."

¹⁶ Minn. Stat. § 469.176, subd. 4n(d).

¹⁷ Minn. Stat. § 469.176, subd. 4n(f).

Reviewed: September 2022

Drafted: September 2022

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Jim Marshall |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Acceptance of donations made to the MERIT Center for 2022 |
| Background Information: | The MERIT Center has received a \$4,000 donation from Southwest Healthcare Preparedness Coalition. This donation was to contribute to purchasing and installing video conferencing equipment in Classroom A to add remote training capability to the facility. |
| Fiscal Impact: | None |
| Alternative/ Variations: | None |
| Recommendations: | Adopt resolution formally accepting donation from Southwest Healthcare Preparedness Coalition to the MERIT Center in 2022. |

RESOLUTION NUMBER 22-094
ACCEPTING A DONATION TO THE CITY FOR THE MERIT CENTER

WHEREAS, the City of Marshall is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|---|---------------|
| Southwest Healthcare Preparedness Coalition | \$4000.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards purchasing and installing video conferencing equipment in MERIT Center Classroom A.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the Common Council of the City of Marshall, Minnesota this 13th day of December 2022.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Quentin Brunsvold |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | INFO/ACTION |
| Subject: | Acceptance of donations made to Marshall Fire Department for FY 2022 |
| Background Information: | <p>The Marshall Fire Department has received many generous donations over the past year to be publicly recognized.</p> <ol style="list-style-type: none"> 1. \$750 donation from MDU Resources Foundation (Great Plains Natural Gas) to be used toward a forcible entry door prop that will be purchased for the MERIT Center. 2. \$500 donation from Lake Marshall township that was used for equipment for the technical rescue team 3. \$4,000 donation that was used for the purchase of an Arizona Vortex (Artificial high directional tripod, bipod & monopod kit) used by the technical rescue team. 4. \$1,000 donation from Flint Hills Resources that were used as a scholarship to send 2 firefighters to live fire training at the Flint Hills Refinery in Rosemount, MN. 5. \$2,500 donation from Flint Hills Resources that will be used toward a forcible entry door prop that will be purchased for the MERIT center. 6. \$200 from Al & Deb Louwagie to be used toward a forcible entry door prop that will be purchased for the MERIT Center. <p>Total of all donations made to the Marshall Fire Dept.: \$8,950</p> <p>These donations will make a significant impact in how the Fire department tactically responds to incidents and will make our community, and our fire department safer and more efficient. We publicly thank these businesses and individuals for their contribution.</p> |
| Fiscal Impact: | None |
| Alternative/ Variations: | None |
| Recommendations: | Adopt resolutions formally accepting these generous donations to the Marshall Fire Dept. in 2022. |

RESOLUTION NUMBER 22-095
ACCEPTING A DONATION TO THE CITY FOR THE FIRE DEPARTMENT

WHEREAS, the City of Marshall is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|--------------------------|---------------|
| MDU Resources Foundation | \$750.00 |
| Flint Hills Resources | \$2,500.00 |
| Al & Deb Louwagie | \$200.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards a forcible entry door prop that will be purchased for the MERIT Center.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|------------------------|---------------|
| Lake Marshall Township | \$500.00 |
| Marshall Solar LLC | \$4,000.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the purchase of equipment for the technical rescue team.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|-----------------------|---------------|
| Flint Hills Resources | \$1000.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations were used as a scholarship to send two firefighters to live fire training at the Flint Hills Refinery in Rosemount, Minnesota.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the Common Council of the City of Marshall, Minnesota this 13th day of December 2022.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Preston Stensrud |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Acceptance of donations made to the Marshall Parks Department for 2022 |
| Background Information: | <p>The Parks Department has received \$40,144 in donations to go towards “Cultivating the Best in Play” initiative to install inclusive playground components to our parks.</p> <p>The Marshall Area Youth Baseball Association donated \$6,234.34 for concrete improvements and purchase of new sound system equipment for the baseball fields at Independence Park.</p> <p>\$13,000 from SMSU and the Marshall Baseball Association will be used towards the Legion Field improvements and conceptual designs.</p> <p>\$750.00 will be used for the purchase of an AED at Legion Field received from the Marshall Baseball Association.</p> <p>The Lawrence Moore Family, Marshall Lions Club, Dulas Family, and Shades of the Past Car Club each donated \$1,200.00 to purchase benches at Independence Park and Terrace 1872.</p> <p>Hisken Construction donated \$500.00 towards the installation of new light bollards at Independence Park.</p> <p>Various donors contributed to improvements at Memorial Park.</p> <p>The City of Marshall Parks Department would like to thank all the donors for their generosity and commitment to our community.</p> |
| Fiscal Impact: | None |
| Alternative/ Variations: | None |
| Recommendations: | Adopt resolution formally accepting donations to the Marshall Parks Department received in 2022. |

RESOLUTION NUMBER 22-096
ACCEPTING DONATIONS TO THE CITY OF MARSHALL PARKS DEPARTMENT

WHEREAS, the City of Marshall is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|--|---------------|
| VFW Post #742 | \$10,000.00 |
| Deutz Realty | \$500.00 |
| Sunrise Rotary | \$6,000.00 |
| Lockwood Motors | \$5,000.00 |
| Schnoor Family | \$7,644.00 |
| First Interstate BancSystem Foundation | \$2,500.00 |
| Big Stone Therapies | \$500.00 |
| Visit Marshall | \$3,000.00 |
| Marshall Hy-Vee | \$5,000.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards "Cultivating the Best in Play" initiative to install inclusive playground components in our parks.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|--|---------------|
| Marshall Area Youth Baseball Association | \$5,000.00 |
| Marshall Area Youth Baseball Association | \$1,234.34 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the concrete improvements and purchase of new sound system equipment for the baseball fields at Independence Park.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|-------------------------------|---------------|
| Marshall Baseball Association | \$10,000.00 |
| SMSU | \$3,000.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the Legion Field improvements and conceptual designs.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|-------------------------------|---------------|
| Marshall Baseball Association | \$750.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the purchase of an AED at Legion Field.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|-----------------------------|---------------|
| Lawrence Moore Family | \$1,200.00 |
| Marshall Lions Club | \$1,200.00 |
| Dulas Family | \$1,200.00 |
| Shades of the Past Car Club | \$1,200.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the purchase of benches at Independence Park and Terrace 1872.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|--------------------------|---------------|
| Hirken Construction Inc. | \$500.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the installation of new light bollards at Independence Park.

WHEREAS, the following donations were contributed towards continued improvements at Memorial Park to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| Various Donors | \$3,155.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards improvements at Memorial Park.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the Common Council of the City of Marshall, Minnesota this 13th day of December 2022.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Quentin Brunsvold |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Acceptance of donations made to the Marshall Fire Department Scholarship Fund |
| Background Information: | <p>The Marshall Fire Department Scholarship Trust Fund originated with an anonymous donation of \$3,000 on December 31, 1997. On January 20, 1998 the City Council accepted the donation and created criteria for awarding scholarship funds. Scholarships are awarded annually to applicants who have/had a parent active, retired, or deceased member of the Marshall Fire Department.</p> <p>In 2022 \$2,117.63 was graciously donated to continue the legacy of the trust fund.</p> |
| Fiscal Impact: | None |
| Alternative/ Variations: | None |
| Recommendations: | Adopt resolution formally accepting donations to the Marshall Fire Department Scholarship Fund received in 2022. |

RESOLUTION NUMBER 22-097
ACCEPTING A DONATION TO THE CITY FOR THE FIRE DEPARTMENT SCHOLARSHIP

WHEREAS, the City of Marshall is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|-----------------------------|---------------|
| Bret Beernaert & Jim Felton | \$617.63 |
| Steve Ritter | \$1,000.00 |
| Stanley Brewers | \$100.00 |
| Tim Desaer | \$100.00 |
| Karol Jacobson | \$300.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the fire department scholarship fund.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the Common Council of the City of Marshall, Minnesota this 13th day of December 2022.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Amanda Beckler |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Acceptance of donations made to the Marshall Community Services Department |
| Background Information: | <p>The Marshall Community Services Department received donations of \$916.00 each from Marshall Public Schools and SMSU toward the purchase and installation of cameras in the highway underpass between SMSU and the Marshall High School</p> <p>\$1000.00 in donations were received for movie licensing and screen at the annual drive-in movie event, Motors and Movies.</p> <p>\$50.00 was donated from State Farm, Becker towards supplies for the Haunted Tower event.</p> <p>\$2,375.00 was donated from multiple community members for the purchase of supplies and improvements to the City Band.</p> <p>\$500.00 from State Farm, Becker was donated for the use of flag football supplies.</p> |
| Fiscal Impact: | None |
| Alternative/ Variations: | None |
| Recommendations: | Adopt resolution formally accepting donations to the Marshall Community Services Department received in 2022. |

RESOLUTION NUMBER 22-104
ACCEPTING A DONATION TO THE CITY FOR COMMUNITY SERVICES

WHEREAS, the City of Marshall is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|-------------------------|---------------|
| Marshall Public Schools | \$916.00 |
| SMSU | \$916.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations were used towards cameras installed in the Walkway Tunnel under Hwy 23.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| Pulver Motor Service | \$250.00 |
| State Farm, Becker | \$200.00 |
| MN Lands and Homes | \$100.00 |
| R & G Construction | \$250.00 |
| Runnings | \$200.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations were used for the movie licensing and screen at the annual drive-in movie event, Motors and Movies.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| State Farm, Becker | \$50.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

This donation was used towards supplies for the Haunted Tower event.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------------|---------------|
| Multiple Community Members | \$2,375.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations will be used towards the purchase of supplies and improvements to the City Band.

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Amount</u> |
|----------------------|---------------|
| State Farm, Becker | \$500.00 |

WHEREAS, the terms or conditions of the donations, if any, are as follows:

These donations were used towards flag football supplies.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Passed by the Common Council of the City of Marshall, Minnesota this 13th day of December 2022.

Mayor

Attest:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|---|
| Presenter: | Steven Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Approval of a LG220 Raffle Permit for the Marshall Golf Club |
| Background Information: | The Marshall Golf Club is requesting the approval of city council to hold a raffle at the golf course at 800 Country Club Drive on May 6, 2023. |
| Fiscal Impact: | N/A |
| Alternative/ Variations: | |
| Recommendations: | To approve the LG220 Raffle Permit |

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Marshall Golf Club, Inc Previous Gambling Permit Number: [REDACTED]

Minnesota Tax ID Number, if any: [REDACTED] Federal Employer ID Number (FEIN), if any: [REDACTED]

Mailing Address: PO Box 502

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

Name of Chief Executive Officer (CEO): Jesse Thordson

CEO Daytime Phone: 507-828-1810 CEO Email: finance@marshallgolfclub.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Marshall Golf Club

Physical Address (do not use P.O. box): 800 Country Club Drive

Check one:

City: Marshall Zip: 56258 County: Lyon

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): May 6th 2023

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

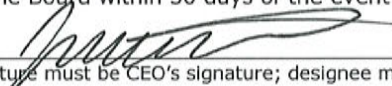
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: Dec 8-2022

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

Print Name: Jesse Thordson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|---|
| Presenter: | Steven Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Approval of a LG220 Raffle Permit for the Pheasants Forever Spring Banquet |
| Background Information: | Lyon County Pheasants Forever is requesting the approval of city council to hold a raffle and bingo at the Red Baron Arena at 1651 Victory Drive on April 1, 2023, for their annual spring banquet. |
| Fiscal Impact: | N/A |
| Alternative/ Variations: | |
| Recommendations: | To approve the LG220 Raffle Permit |

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lyon County Pheasants Forever Previous Gambling Permit Number: [REDACTED]

Minnesota Tax ID Number, if any: [REDACTED] Federal Employer ID Number (FEIN), if any: [REDACTED]

Mailing Address: PO Box 217

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

Name of Chief Executive Officer (CEO): Mark Radke

CEO Daytime Phone: 507 401-1312 CEO Email: mark.radke@schwans.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Red Baron Arena & Expo Center

Physical Address (do not use P.O. box): 1651 Victory Drive

Check one:

City: Marshall Zip: 56258 County: Lyon

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 1, 2023

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

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

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Mark Radke Date: 12-7-22
(Signature must be CEO's signature; designee may not sign)

Print Name: Mark Radke

| | |
|--|--|
| <p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p> | <p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p> |
|--|--|

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Jason Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Resolution Entering into Mn/Dot Agreement No. 1052108 Regarding Agency Delegated Contracting Process (DCP) Agreement. |
| Background Information: | <p>Attached is a copy of the agreement and the resolution authorizing entering into Mn/DOT Agreement No. 1052108 regarding Agency Delegated Contracting Process Agreement between the City of Marshall and Mn/DOT. This agreement supersedes Agreement No. 1029971 adopted by the City Council in 2017.</p> <p>The agreement allows Mn/DOT to act as the City’s agent in accepting federal aid. This agreement will remain in force and intended to cover any federally funded projects that the City of Marshall is awarded until revisions are needed to the agreement by Mn/DOT.</p> <p>Changes between the previous DCP agreement and the attached DCP agreement include:</p> <ul style="list-style-type: none"> - Updated CFDA to Assistance Listing Number (ALN) and DUNS to Unique Entity Identifier (UEI) - Addition of section 8.6 Electronic records and signatures - Addition of section 8.7 Certification - Addition of section 18.3 Title VI language/section - Addition of section 18.4 Buy America - Addition of section 18.1.11 referencing 2 CFR 200.216 <i>Prohibition on certain telecommunications and video surveillance services or equipment</i> - Addition of section 18.1.12 referencing 2 CFR 200. 322 <i>Domestic preference for procurements</i> <p>A copy of this agreement has been provided to the City Attorney for review and approval.</p> |
| Fiscal Impact: | None known. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the Council adopt RESOLUTION NUMBER 22-098, which is the “Resolution Authorizing Entering into Mn/DOT Agreement No. 1052108 Regarding Agency Delegated Contracting Process (DCP) Agreement,” contingent upon City Attorney review and approval. |

RESOLUTION NUMBER 22-098

**RESOLUTION AUTHORIZING ENTERING INTO
MN/DOT AGREEMENT NO. 1052108
REGARDING
AGENCY DELEGATED CONTRACTING PROCESS AGREEMENT**

BE IT RESOLVED BY THE CITY COUNCIL OF MARSHALL, MINNESOTA, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Marshall to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1052108", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Passed and adopted by the Council this 13th day of December 2022.

Mayor

ATTEST:

City Clerk

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



STATE OF MINNESOTA

AGENCY AGREEMENT

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This Agreement is entered into by and between City of Marshall (“Local Government”) and the State of Minnesota acting through its Commissioner of Transportation (“MnDOT”).

RECITALS

1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government’s agent in accepting federal funds on the Local Government’s behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration (“FHWA”) federal funds, hereinafter referred to as the “Project(s)”; and
2. This Agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Assistance Listing Number (ALN) is 20.205, 20.224, 20.933 or another Department of Transportation ALN as listed on SAM.gov and
 - 2.2. This project is for construction, not research and development.
 - 2.3. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement; Prior Agreement

- 1.1. **Effective Date.** This Agreement will be effective on the date that MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. This Agreement will remain effective until it is superseded or terminated pursuant to section 14.
- 1.2. **Prior Agreement.** This Agreement supersedes the prior agreement between the parties, MnDOT Contract Number 1029971.

2. Local Government’s Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds on its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website.
- 2.2. **Staffing.**
 - 2.2.1. The Local Government will furnish and assign a publicly employed and licensed engineer, (“Project Engineer”), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative, where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This

written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.

2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all federal-aid provisions supplied by MnDOT.

2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders and where the Local Government will receive the sealed bids.

2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.

2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.

2.3.6. The Local Government will receive and open bids.

2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises (DBEs), the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.

2.3.8. The Local Government must disclose in writing any potential conflict of interest to the Federal awarding agency or MnDOT in accordance with applicable FHWA policy.

2.4. **Contract Administration.**

2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction when the contract is awarded and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable

federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as identified in Section 18 of this Agreement.

- 2.4.2. The Project(s) will be constructed in accordance with the plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this Agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that are in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector, as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

2.5. Limitations.

- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. **Nondiscrimination.** It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate

for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. **Utilities.** The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities", which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s) and for reimbursement of eligible costs pursuant to the terms of this Agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the Project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this Agreement. The Local Government will make all books, records, and documents pertaining to the work hereunder available for a minimum of six years following the closing of the construction contract.

4. Time

4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

5. Payment

- 5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a Project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
- 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
- 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
- 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
- 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
- 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this Agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for failure to comply with any federal requirements including, but not limited to, 2 CFR Part 200. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further

agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each Project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award at least twenty-four months prior to the **end date** of the period of performance for each Project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
6. **Conditions of Payment.** All services provided by Local Government under this Agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.
7. **Authorized Representatives**
- 7.1. MnDOT's Authorized Representative is:
- Name: Kristine Elwood, or her successor.
- Title: State Aid Engineer
- Phone: 651-366-4831
- Email: Kristine.elwood@state.mn.us
- MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2. The Local Government's Authorized Representative is:
- Name: Jason Anderson or their successor.
- Title: Marshall City Engineer
- Phone: 507-537-6773
- Email: jason.anderson@ci.marshall.mn.us
- If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.
8. **Assignment Amendments, Waiver, and Agreement Complete**
- 8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 8.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 8.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 8.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the

Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement, or the application thereof, is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 8.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

12. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will

not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

- 13. Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. Termination by MnDOT.** MnDOT may terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and/or requiring the return of all or part of the funds already disbursed.
- 14.3. Termination for Insufficient Funding.** MnDOT may immediately terminate this Agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
- 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. Suspension.** MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
- 15. Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 16. Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

17. Discrimination Prohibited by Minnesota Statutes §181.59. The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

18. Federal Contract Clauses

- 18.1. Appendix II 2 CFR Part 200.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third-party contractors, as applicable. In addition, the Local Government shall have the same meaning as “Contractor” in the federal requirements listed below.
- 18.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- 18.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- 18.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 18.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision

- for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 18.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 18.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 18.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

18.1.10. Local Government will comply with 2 CFR § 200.323.

18.1.11. Local Government will comply with 2 CFR § 200.216.

18.1.12. Local Government will comply with 2 CFR § 200.322.

18.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.

18.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.

18.5. **Federal Funding Accountability and Transparency Act (FFATA)**

18.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 18.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 18.5.4. The Local Government will obtain a Unique Entity Identifier number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each Project.
- 18.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

City of Marshall

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Sharon Hanson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Authorize City Administrator to Negotiate the Purchase Agreement with Centerpointe Real Estate Group |
| Background Information: | <p>The City of Marshall owns a parcel of property approximately 30,000 square feet located at the northeast corner of Main & Boyer.</p> <p>CenterPointe Real Estate Group and the City entered into a Letter of Intent dated November 18, 2022 and the Letter of Intent specifically states that it is not intended to be contractual in nature or create any legal obligations and that the parties shall not be bound in any way until a formal agreement is executed between the parties.</p> <p>Staff is requesting that the City Council authorize the City Administrator to negotiate the purchase agreement with Centerpointe Real Estate Group.</p> <p>Pursuant to Section 12.05 of the Marshall Charter, the City Council would have final approval of sale of the property.</p> |
| Fiscal Impact: | N/A |
| Alternative/ Variations: | |
| Recommendations: | To approve the resolution authorizing the City Administrator to negotiate the purchase agreement with Centerpointe Real Estate Group. |

centerPointe

DEVELOPMENT GROUP

4014 N. Goldwater Blvd, Suite 204
Scottsdale, AZ 85251

Telephone: 602.538.3637
clint@centerpointe-dev.com

November 18, 2022

RE: Approximately 30,000 square feet of land located at the northeast corner of Main & Boyer – city owned property – in Marshall, MN with an APN of 27-605036-0

On behalf of CenterPointe Real Estate Group ("CenterPointe"), this letter is being delivered to you to outline the basis upon which CenterPointe will enter into a contract to purchase the above referenced Premises.

PREMISES: Approximately 30,000 square feet of land located at the northeast corner of Main & Boyer – city owned property – in Marshall, MN with an APN of 27-605036-0 as shown on the attached Exhibit A.

SELLER: City of Marshall, MN

BUYER: CenterPointe Real Estate Group, an Arizona limited liability Co. or TBD
4526 E. Calle Tuberia
Phoenix, AZ 85018
ATTN: J. Clint Jameson

PURCHASE PRICE: \$55,000

TERMS OF PURCHASE: Upon the mutual execution and delivery of a Purchase and Sale Agreement, Buyer shall, within fifteen (15) business days, deliver earnest money in the amount of \$1,000 (the "Deposit"), which shall be applicable to the Purchase Price, to Thomas Title & Escrow Company, 3100 McKinnon St, Suite 170, Dallas TX 75201 85251, ATTN: Stephanie Welch (the "Escrow Officer"). Buyer will deposit the balance of the Purchase Price with the above referenced title company on the day of Closing. The Deposit shall become non-refundable to Buyer upon expiration of Due Diligence Period as outlined below.

SELLER'S DUE DILIGENCE ITEMS: Within fifteen (15) business days following a fully executed Purchase and Sale Agreement between Buyer and Seller for the Premises, Seller shall deliver to Buyer all documents related to the Premises, including, but not limited to, a new title report and all back-up documents, reports, studies, inspections, leases, surveys and all other document and materials (the "Seller's Due Diligence Items").

DUE DILIGENCE PERIOD: Buyer shall have one hundred and twenty (120 days) following the receipt of all Seller's Due Diligence Items to complete Buyer's due diligence ("Due Diligence Period") with respect to the Premises, including without limitation, approval of the condition of title and survey matters, approval of environmental and soils condition and to create a new legal lot for the proposed Premises. If Buyer has not completed its inspections prior to the expiration of the Due Diligence Period, Buyer shall have the option for three (3) thirty (30) day extensions at a cost of \$500 per extension, which shall be applicable to the purchase price and shall be non-refundable.

centerPointe

DEVELOPMENT GROUP

TITLE INSURANCE: Within fifteen (15) business days following the execution and delivery of the fully executed Purchase and Sale Agreement to the Title Company, Seller and the Title Company shall cause a title commitment (the "Commitment") for an Owner's Policy of Title Insurance to be delivered to Buyer, accompanied by a copy of all instruments affecting title to the Premises as set forth and identified in the Commitment. Upon closing, Seller, at Seller's expense, is to furnish Buyer with a Standard Owner's Policy of Title Insurance issued by the Title Company.

HAZARDOUS SUBSTANCES: Seller shall provide Buyer with copies of any and all of Seller's environmental studies (Phase I & 2, geotechnical reports, and all AutoCAD files), within five (5) days from opening of escrow for Buyer's approval.

DOCUMENTATION: Buyer shall draft the Purchase and Sale Agreement within five (5) business days following the final execution of this Letter of Intent.

CLOSING: Closing shall occur sixty (60) days following the expiration of the Due Diligence Period.

ACCEPTANCE: This offer shall become null and void if not accepted by 5:00 p.m. MST on Friday November 18th, 2022

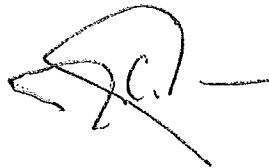
BROKERS: None

EXCLUSIVITY: Seller hereby agrees that it shall exclusively negotiate with Buyer until the signing of the Purchase and Sale Agreement, and, neither Seller nor its affiliates will in any way continue to market the Premises or enter into any Letter of Intent or Purchase and Sale Agreement with other potential interested parties until after the termination of this Letter of Intent or any executed Purchase and Sale Agreement between Buyer and Seller.

Notwithstanding anything to the contrary contained in this letter: (i) nothing in this letter is intended to be contractual in nature or create any legal obligation or rights; (ii) the parties shall not be bound in any way until a formal agreement shall entirely supersede this letter and all prior writings and negotiate to reach such a formal agreement, and if the parties engage in further negotiations, either party may discontinue negotiations at any time for any reason whatsoever without any liability to the other party.

Please execute and return a copy to my attention. The other is for your files.

Very truly yours,



centerPointe

DEVELOPMENT GROUP

J. Clint Jameson

Attachment:
CC: Snell & Wilmer
Andy Pidcock

AGREED AND ACCEPTED:

BUYER:

CENTERPOINTE REAL ESTATE GROUP, LLC
an Arizona limited liability company

Signed By: J. Clint Jameson
By: 9FC4898AA363456...
Title: Managing Member
Date: 11/18/2022

SELLER:

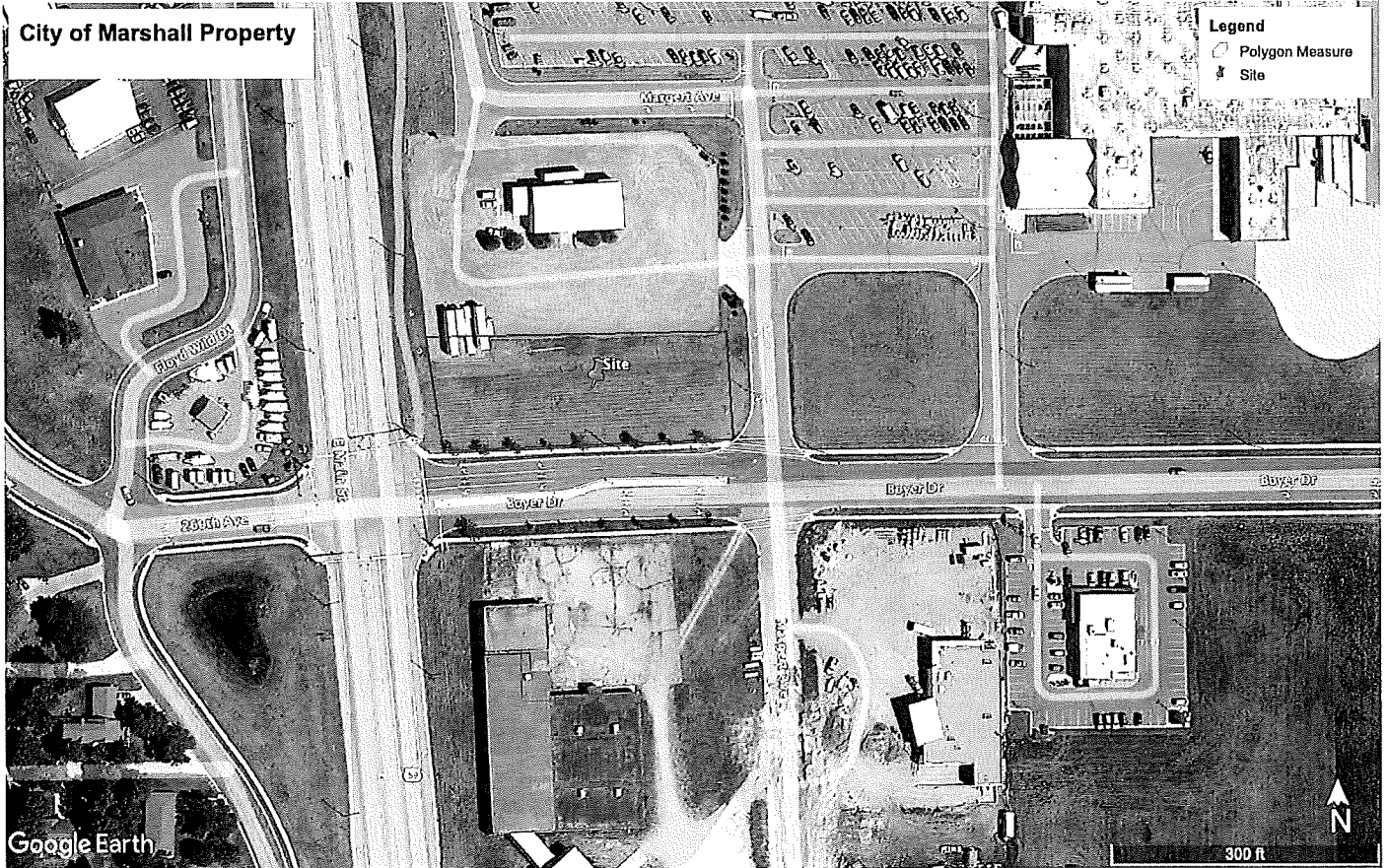
City of Marshall

By: [Signature]
Title: City Administrator
Date: 11-18-22

Exhibit A

centerPointe

DEVELOPMENT GROUP



RESOLUTION NUMBER 22-099

RESOLUTION AUTHORIZING CITY ADMINISTRATOR TO NEGOTIATE PURCHASE AGREEMENT WITH CENTERPOINTE REAL ESTATE GROUP, LLC FOR APPROXIMATELY 30,000 SQUARE FEET OF LAND AT NORTHEAST CORNER OF MAIN & BOYER, MARSHALL, MN

WHEREAS, City of Marshall (the "City") is the owner of property described as approximately 30,000 square feet of land located at the northeast corner of Main & Boyer, PID 27-605036-0 (the "Property"); and

WHEREAS, CenterPointe Real Estate Group and the City entered into a Letter of Intent dated November 18, 2022; and

WHEREAS, the Letter of Intent specifically states that it is not intended to be contractual in nature or create any legal obligations and that the parties shall not be bound in any way until a formal agreement is executed between the parties; and

WHEREAS, the Letter of Intent anticipates the parties to negotiate a purchase agreement for the purchase of the Property.; and

WHEREAS, pursuant to Section 12.05 of the Marshall Charter, the City Council would have final approval of sale of the property;

NOW, THEREFORE, BE IT RESOLVED by the City Council that the City Administrator is hereby authorized to negotiate a purchase agreement with CenterPointe Real Estate, with review by the City Attorney and with the stipulation that final approval of the agreement will be subject to City Council approval.

This Resolution shall become effective upon its passage and without publication.

Passed by the Common Council of the City of Marshall, Minnesota this 13th day of December 2022.

Mayor

Attest:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|---|
| Presenter: | E.J. Moberg |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider Resolution Authorizing Transfer of Funds from the General Fund (101) to Capital Projects Fund (401) |
| Background Information: | This resolution is a housekeeping item to authorize the transfer of up to \$120,000 for the Terrace 1872 plaza project. |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | Approve resolution authorizing transfer of funds from Fund 101 to Capital Projects Fund 401 |

RESOLUTION NUMBER 22-100

RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM FUND 101 TO CAPITAL
PROJECT FUND 401

WHEREAS, the City Council approved the 5 Year Capital Improvement Plan (CIP), December 14, 2021, which included construction of the community space next to City Hall; and

WHEREAS, the amount in the CIP for the project within the community space next to City Hall was \$120,000; and

WHEREAS, the City Council named the community space next to City Hall as Terrace 1872; and

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Marshall authorizes the transfer up to \$120,000 from the general fund reserves into the capital project fund 401 to finance the Terrace 1872 project.

Passed and adopted by the City Council this 13th day of December 2022.

Robert J. Byrnes
Mayor of the City of Marshall

ATTEST:

Steven Anderson
City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Karla Drown |
| Meeting Date: | Tuesday, December 13, 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: 11/25/2022 - 12/13/2022

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------|---|--------------|--------------|-----------------|----------------|------------|
| Bank Code: AP-REG AP | | | | | | |
| 6128 | ACTION COMPANY LLC | 12/02/2022 | EFT | 0.00 | 589.00 | 11496 |
| 0578 | AMAZON CAPITAL SERVICES | 12/02/2022 | EFT | 0.00 | 257.54 | 11497 |
| 0581 | AMERICAN ENGINEERING TESTING, INC | 12/02/2022 | EFT | 0.00 | 100.00 | 11498 |
| 5837 | ANDERSON, JASON | 12/02/2022 | EFT | 0.00 | 80.00 | 11499 |
| 0630 | ARCTIC GLACIER | 12/02/2022 | Regular | 0.00 | 283.53 | 122092 |
| 0629 | ARNOLD MOTOR SUPPLY | 12/02/2022 | Regular | 0.00 | 7.24 | 122093 |
| 5702 | B & H PHOTO & ELECTRONICS CORP | 12/02/2022 | EFT | 0.00 | 2,037.62 | 11500 |
| 5327 | BAUMANN, ADAM | 12/02/2022 | EFT | 0.00 | 30.00 | 11501 |
| 0688 | BELLBOY CORPORATION | 12/02/2022 | EFT | 0.00 | 1,018.67 | 11502 |
| 0699 | BEVERAGE WHOLESALERS, INC. | 12/02/2022 | Regular | 0.00 | 38,822.60 | 122094 |
| 6909 | BLUE CROSS & BLUE SHEILD OF MN & BLUE PLU | 11/25/2022 | Bank Draft | 0.00 | 6,955.52 | DFT0002258 |
| 6909 | BLUE CROSS & BLUE SHEILD OF MN & BLUE PLU | 11/25/2022 | Bank Draft | 0.00 | 948.48 | DFT0002259 |
| 6909 | BLUE CROSS & BLUE SHEILD OF MN & BLUE PLU | 11/25/2022 | Bank Draft | 0.00 | 50,205.00 | DFT0002260 |
| 6909 | BLUE CROSS & BLUE SHEILD OF MN & BLUE PLU | 11/25/2022 | Bank Draft | 0.00 | 3,347.00 | DFT0002261 |
| 6909 | BLUE CROSS & BLUE SHEILD OF MN & BLUE PLU | 12/01/2022 | Bank Draft | 0.00 | 10,488.02 | DFT0002280 |
| 0724 | BOLTON & MENK INC | 12/02/2022 | EFT | 0.00 | 21,219.21 | 11503 |
| 4457 | BREAKTHRU BEVERAGE MINNESOTA WINE & SPIR | 12/02/2022 | Regular | 0.00 | 4,896.05 | 122096 |
| 3568 | BRUNSVOLD, QUENTIN | 12/02/2022 | EFT | 0.00 | 30.00 | 11504 |
| 0378 | BUYSE, JASON | 12/02/2022 | EFT | 0.00 | 30.00 | 11505 |
| 0380 | CALLENS, DAVID | 12/02/2022 | EFT | 0.00 | 30.00 | 11506 |
| 6791 | CAPITAL ONE | 12/02/2022 | Regular | 0.00 | 153.24 | 122097 |
| 0799 | CARLOS CREEK WINERY, INC | 12/02/2022 | Regular | 0.00 | 684.00 | 122098 |
| 0815 | CATTOOR OIL COMPANY, INC | 12/02/2022 | EFT | 0.00 | 56.65 | 11507 |
| 0818 | CAUWELS, ROGER | 12/02/2022 | EFT | 0.00 | 30.00 | 11508 |
| 7127 | CIVICPLUS, LLC | 12/02/2022 | Regular | 0.00 | 4,830.00 | 122099 |
| 0384 | COUDRON, DEAN | 12/02/2022 | EFT | 0.00 | 30.00 | 11509 |
| 3819 | DACOTA PAPER CO | 12/02/2022 | EFT | 0.00 | 98.29 | 11510 |
| 7077 | DAVID R. CANTU | 11/25/2022 | Bank Draft | 0.00 | 8,595.86 | DFT0002268 |
| 7077 | DAVID R. CANTU | 11/25/2022 | Bank Draft | 0.00 | 6,896.26 | DFT0002273 |
| 7077 | DAVID R. CANTU | 12/01/2022 | Bank Draft | 0.00 | 312.52 | DFT0002282 |
| 7077 | DAVID R. CANTU | 12/06/2022 | Bank Draft | 0.00 | 687.54 | DFT0002287 |
| 0966 | DELTA DENTAL OF MINNESOTA | 11/25/2022 | Bank Draft | 0.00 | 5,259.00 | DFT0002270 |
| 0966 | DELTA DENTAL OF MINNESOTA | 12/01/2022 | Bank Draft | 0.00 | 1,183.36 | DFT0002281 |
| 6472 | DEUTZ, LAUREN | 12/02/2022 | EFT | 0.00 | 80.00 | 11511 |
| 5731 | DOLL DISTRIBUTING LLC | 12/02/2022 | EFT | 0.00 | 20,139.85 | 11512 |
| 1061 | EMERGENCY APPARATUS MAINTENANCE INC | 12/02/2022 | EFT | 0.00 | 1,717.09 | 11513 |
| 1090 | FASTENAL COMPANY | 12/02/2022 | EFT | 0.00 | 812.63 | 11514 |
| 1158 | GALLS INC | 12/02/2022 | EFT | 0.00 | 532.51 | 11515 |
| 6478 | GOPHER STATE ONE CALL | 12/02/2022 | EFT | 0.00 | 205.20 | 11516 |
| 6127 | GRANDVIEW VALLEY WINERY, INC | 12/02/2022 | Regular | 0.00 | 1,596.00 | 122100 |
| 1208 | GREAT PLAINS NATURAL GAS COMPANY | 12/05/2022 | Bank Draft | 0.00 | 10,749.18 | DFT0002286 |
| 6269 | HANSON, SHARON | 12/02/2022 | EFT | 0.00 | 255.99 | 11517 |
| 1256 | HAWKINS INC | 12/02/2022 | EFT | 0.00 | 18,449.82 | 11518 |
| 7130 | HENNEN, MARJORIE | 12/02/2022 | Regular | 0.00 | 500.00 | 122101 |
| 5515 | HOFFMANN, RYAN | 12/02/2022 | EFT | 0.00 | 30.00 | 11519 |
| 1311 | HYVEE FOOD STORES INC | 12/02/2022 | Regular | 0.00 | 14.95 | 122102 |
| 6536 | INNOVATIVE OFFICE SOLUTIONS, LLC | 12/02/2022 | EFT | 0.00 | 29.23 | 11520 |
| 1358 | INTERNAL REVENUE SERVICE | 11/25/2022 | Bank Draft | 0.00 | 63.70 | DFT0002254 |
| 1358 | INTERNAL REVENUE SERVICE | 11/25/2022 | Bank Draft | 0.00 | 296.50 | DFT0002255 |
| 1358 | INTERNAL REVENUE SERVICE | 11/25/2022 | Bank Draft | 0.00 | 14.90 | DFT0002256 |
| 1358 | INTERNAL REVENUE SERVICE | 11/25/2022 | Bank Draft | 0.00 | 27,066.18 | DFT0002274 |
| 1358 | INTERNAL REVENUE SERVICE | 11/25/2022 | Bank Draft | 0.00 | 25,597.13 | DFT0002275 |
| 1358 | INTERNAL REVENUE SERVICE | 11/25/2022 | Bank Draft | 0.00 | 8,572.88 | DFT0002276 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 12/02/2022 | EFT | 0.00 | 12,439.38 | 11522 |

Council Check Report

Date Range: 11/25/2022 - 12/13/2022

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|------------|
| 2036 | JOHNSON BROTHERS LIQUOR COMPANY | 12/02/2022 | EFT | 0.00 | 13,201.70 | 11524 |
| 2605 | JOHNSON BROTHERS LIQUOR COMPANY | 12/02/2022 | EFT | 0.00 | 121.90 | 11521 |
| 5447 | JOHNSON BROTHERS LIQUOR COMPANY | 12/02/2022 | EFT | 0.00 | 248.65 | 11523 |
| 1400 | JOHNSON CONTROLS INC | 12/02/2022 | Regular | 0.00 | 415.36 | 122103 |
| 7129 | KENDELL DOORS & HARDWARE, LLC | 12/02/2022 | Regular | 0.00 | 226.20 | 122104 |
| 5095 | KIBBLE EQUIPMENT LLC | 12/02/2022 | EFT | 0.00 | 1,145.34 | 11525 |
| 0450 | KOPITSKI, JASON | 12/02/2022 | EFT | 0.00 | 30.00 | 11526 |
| 5377 | KRUK, CHRISTOPHER | 12/02/2022 | EFT | 0.00 | 30.00 | 11527 |
| 6792 | LANDRUM AND BROWN, INC | 12/02/2022 | Regular | 0.00 | 250.00 | 122105 |
| 6183 | LEE, JERRED | 12/02/2022 | EFT | 0.00 | 30.00 | 11528 |
| 1508 | LOCKWOOD MOTORS INC | 12/02/2022 | EFT | 0.00 | 112.91 | 11529 |
| 7126 | LOTHRINGER, PETER | 12/02/2022 | Regular | 0.00 | 200.00 | 122106 |
| 6323 | LUTHER, ERIC | 12/02/2022 | EFT | 0.00 | 30.00 | 11530 |
| 3816 | LUTHERAN SOCIAL SERVICES | 12/02/2022 | Regular | 0.00 | 23.80 | 122107 |
| 1531 | LYON COUNTY AUDITOR-TREASURER | 12/02/2022 | EFT | 0.00 | 1,065.30 | 11531 |
| 1548 | LYON COUNTY LANDFILL | 12/02/2022 | EFT | 0.00 | 126.57 | 11532 |
| 1575 | MAILBOXES & PARCEL DEPOT | 12/02/2022 | EFT | 0.00 | 516.06 | 11533 |
| 1604 | MARSHALL AREA CHAMBER OF COMMERCE | 12/02/2022 | EFT | 0.00 | 75.00 | 11534 |
| 1616 | MARSHALL CONVENTION & VISITORS BUREAU | 12/02/2022 | EFT | 0.00 | 7,000.00 | 11535 |
| 5813 | MARSHALL LUMBER CO | 12/02/2022 | EFT | 0.00 | 95.50 | 11536 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 12/02/2022 | EFT | 0.00 | 2,072.17 | 11537 |
| 1635 | MARSHALL NORTHWEST PIPE FITTINGS INC | 12/02/2022 | EFT | 0.00 | 82.28 | 11538 |
| 0460 | MARSHALL, JAMES | 12/02/2022 | EFT | 0.00 | 80.00 | 11539 |
| 6025 | MELLENTIN, CODY | 12/02/2022 | EFT | 0.00 | 30.00 | 11540 |
| 4980 | MENARDS INC | 12/02/2022 | EFT | 0.00 | 216.19 | 11541 |
| 3971 | MEULEBROECK, ANDY | 12/02/2022 | EFT | 0.00 | 30.00 | 11542 |
| 1818 | MINNESOTA DEPARTMENT OF REVENUE | 11/25/2022 | Bank Draft | 0.00 | 153.77 | DFT0002257 |
| 1818 | MINNESOTA DEPARTMENT OF REVENUE | 11/25/2022 | Bank Draft | 0.00 | 12,104.02 | DFT0002277 |
| 3669 | MINNESOTA STATE RETIREMENT SYSTEM | 11/25/2022 | Bank Draft | 0.00 | 8,912.51 | DFT0002271 |
| 1839 | MINNESOTA VALLEY TESTING LABS INC | 12/02/2022 | EFT | 0.00 | 157.60 | 11543 |
| 1754 | MN CHIEFS OF POLICE ASSOCIATION | 12/02/2022 | EFT | 0.00 | 434.00 | 11544 |
| 1757 | MN CHILD SUPPORT PAYMENT CENTER | 11/25/2022 | Bank Draft | 0.00 | 386.70 | DFT0002265 |
| 1757 | MN CHILD SUPPORT PAYMENT CENTER | 11/25/2022 | Bank Draft | 0.00 | 222.88 | DFT0002266 |
| 1757 | MN CHILD SUPPORT PAYMENT CENTER | 11/25/2022 | Bank Draft | 0.00 | 546.74 | DFT0002267 |
| 6955 | MOBERG, E.J. | 12/02/2022 | EFT | 0.00 | 80.00 | 11545 |
| 1864 | MONTES ELECTRIC INC | 12/02/2022 | Regular | 0.00 | 400.43 | 122108 |
| 6398 | MORRELL MANUFACTURING | 12/02/2022 | EFT | 0.00 | 1,194.00 | 11546 |
| 1877 | MOTION INDUSTRIES INC | 12/02/2022 | EFT | 0.00 | 103.32 | 11547 |
| 2512 | NATIONWIDE RETIREMENT | 11/25/2022 | Bank Draft | 0.00 | 375.00 | DFT0002252 |
| 2512 | NATIONWIDE RETIREMENT | 11/25/2022 | Bank Draft | 0.00 | 1,280.70 | DFT0002253 |
| 2512 | NATIONWIDE RETIREMENT | 11/25/2022 | Bank Draft | 0.00 | 150.00 | DFT0002262 |
| 1938 | NEWMAN SIGNS | 12/02/2022 | EFT | 0.00 | 755.44 | 11548 |
| 1945 | NORM'S GTC | 12/02/2022 | Regular | 0.00 | 275.13 | 122109 |
| 1946 | NORTH CENTRAL LABS | 12/02/2022 | EFT | 0.00 | 830.96 | 11549 |
| 5891 | ONE OFFICE SOLUTION | 12/02/2022 | EFT | 0.00 | 64.22 | 11550 |
| 5117 | PARSONS, DAVE | 12/02/2022 | EFT | 0.00 | 25.00 | 11551 |
| 1243 | PATZERS INC | 12/02/2022 | EFT | 0.00 | 68.97 | 11552 |
| 2019 | PAUSTIS WINE COMPANY | 12/02/2022 | EFT | 0.00 | 2,598.33 | 11553 |
| 2026 | PEPSI COLA BOTTLING OF PIPESTONE MN INC | 12/02/2022 | EFT | 0.00 | 48.00 | 11554 |
| 2028 | PERA OF MINNESOTA REG | 11/25/2022 | Bank Draft | 0.00 | 57,337.44 | DFT0002269 |
| 2044 | PITNEY BOWES INC | 12/02/2022 | Bank Draft | 0.00 | 540.49 | DFT0002285 |
| 2049 | PLUNKETTS PEST CONTROL INC | 12/02/2022 | EFT | 0.00 | 43.97 | 11555 |
| 0477 | PRZYBILLA, SCOTT | 12/02/2022 | EFT | 0.00 | 186.41 | 11556 |
| 6166 | PULVER MOTOR SVC, LLC | 12/02/2022 | EFT | 0.00 | 160.00 | 11557 |
| 2096 | QUARNSTROM & DOERING, PA | 12/02/2022 | EFT | 0.00 | 11,369.41 | 11558 |
| 4826 | RIEKE, BENJAMIN | 12/02/2022 | EFT | 0.00 | 30.00 | 11559 |
| 5732 | RITE | 12/02/2022 | EFT | 0.00 | 496.94 | 11560 |
| 0707 | ROADSIDE DEVELOPERS INC | 12/02/2022 | Regular | 0.00 | 938.72 | 122110 |
| 0481 | ROKEH, JASON | 12/02/2022 | EFT | 0.00 | 30.00 | 11561 |
| 5867 | ROUND LAKE VINEYARDS & WINERY | 12/02/2022 | EFT | 0.00 | 405.50 | 11562 |
| 2201 | RUNNING SUPPLY, INC | 12/02/2022 | EFT | 0.00 | 191.98 | 11563 |

Council Check Report

Date Range: 11/25/2022 - 12/13/2022

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-----------------------------------|--------------|--------------|-----------------|----------------|------------|
| 5556 | SANDGREN, KAYLYNN | 12/02/2022 | EFT | 0.00 | 30.00 | 11564 |
| 2232 | SCHNAIBLE, MASON | 12/02/2022 | EFT | 0.00 | 172.50 | 11565 |
| 4502 | SCHREURS, JODI | 12/02/2022 | Regular | 0.00 | 34.50 | 122111 |
| 6735 | SMALL LOT COOP, LLC | 12/02/2022 | Regular | 0.00 | 1,733.76 | 122112 |
| 4855 | SOUTHERN GLAZER'S | 12/02/2022 | EFT | 0.00 | 12,898.34 | 11566 |
| 2311 | SOUTHWEST GLASS CENTER, INC | 12/02/2022 | EFT | 0.00 | 353.00 | 11567 |
| 3022 | SOUTHWEST HEALTH & HUMAN SERVICES | 12/02/2022 | Regular | 0.00 | 781.00 | 122113 |
| 5922 | SRF CONSULTING GROUP, INC. | 12/02/2022 | EFT | 0.00 | 2,324.70 | 11568 |
| 0491 | ST AUBIN, GREGORY | 12/02/2022 | EFT | 0.00 | 30.00 | 11569 |
| 6368 | STEFFEN, LEE | 12/02/2022 | EFT | 0.00 | 167.56 | 11570 |
| 3808 | STELTER, GEOFFREY | 12/02/2022 | EFT | 0.00 | 30.00 | 11571 |
| 4134 | STENSRUD, PRESTON | 12/02/2022 | EFT | 0.00 | 180.00 | 11572 |
| 0495 | SWANSON, GREGG | 12/02/2022 | EFT | 0.00 | 30.00 | 11573 |
| 2395 | SWEDE'S SERVICE CENTER | 12/02/2022 | Regular | 0.00 | 193.62 | 122114 |
| 7128 | SWENSON, DONNA | 12/02/2022 | Regular | 0.00 | 60.00 | 122115 |
| 6277 | TALKING WATERS BREWING CO, LLC | 12/02/2022 | EFT | 0.00 | 1,035.00 | 11574 |
| 1366 | TELEDYNE ISCO INC | 12/02/2022 | EFT | 0.00 | 1,078.56 | 11575 |
| 0875 | THE COMPUTER MAN INC | 12/02/2022 | EFT | 0.00 | 1,146.50 | 11576 |
| 2428 | TITAN MACHINERY | 12/02/2022 | EFT | 0.00 | 126.02 | 11577 |
| 3342 | TRUEDSON, SCOTT | 12/02/2022 | EFT | 0.00 | 30.00 | 11578 |
| 3875 | TYLER TECHNOLOGIES | 12/02/2022 | Regular | 0.00 | 29,515.32 | 122116 |
| 3443 | VALIC DEFERRED COMP | 11/25/2022 | Bank Draft | 0.00 | 941.61 | DFT0002263 |
| 3443 | VALIC DEFERRED COMP | 11/25/2022 | Bank Draft | 0.00 | 1,405.77 | DFT0002264 |
| 6092 | VANDERMILLEN, SCOTT | 12/02/2022 | EFT | 0.00 | 80.00 | 11579 |
| 0512 | VANLEEUEWE, SARA J. | 12/02/2022 | EFT | 0.00 | 70.00 | 11580 |
| 2538 | VIKING COCA COLA BOTTLING CO. | 12/02/2022 | EFT | 0.00 | 383.90 | 11581 |
| 4594 | VINOCOPIA INC | 12/02/2022 | EFT | 0.00 | 324.75 | 11582 |
| 6085 | VOYA - INVESTORS CHOICE | 11/25/2022 | Bank Draft | 0.00 | 1,734.21 | DFT0002272 |
| 2599 | WINE COMPANY | 12/02/2022 | EFT | 0.00 | 574.00 | 11583 |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 47 | 24 | 0.00 | 86,835.45 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 32 | 32 | 0.00 | 253,330.87 |
| EFT's | 144 | 88 | 0.00 | 147,007.13 |
| | 223 | 144 | 0.00 | 487,173.45 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 47 | 24 | 0.00 | 86,835.45 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 32 | 32 | 0.00 | 253,330.87 |
| EFT's | 144 | 88 | 0.00 | 147,007.13 |
| | 223 | 144 | 0.00 | 487,173.45 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-------------------|
| 999 | POOLED CASH FUND | 11/2022 | 229,369.76 |
| 999 | POOLED CASH FUND | 12/2022 | 257,803.69 |
| | | | 487,173.45 |

CITY OF MARSHALL, MINNESOTA
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
 12/13/2022

| 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: | PERCENT COMPLETE |
|--------------|-----------------|------------|--|--------------------------------|----------------------|-------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|-------------------|------------------|------------------|
| 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 | | - | - | 100.00% |
| 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 | - | 100.00% |
| 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 | - | - | 100.00% |
| 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 | - | - | 100.00% |
| PK-001 | 401-45200-55130 | 8/25/2021 | Independence Park Trail Replacement | A & C Excavating, LLC | 375,659.10 | (3,923.49) | 371,735.61 | | | 109,320.20 | 262,415.41 | - | - | 100.00% |
| 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 | | | | 228,120.84 | - | - | 100.00% |
| 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 | - | - | 100.00% |
| 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 | | | | 619,416.96 | 32,523.82 | (80,445.98) | 114.08% |
| ST-003 | 480-43300-55170 | 2/8/2022 | 1st/Greeley/Williams Reconstruction | R & G Construction Co. | 1,647,498.69 | 13,331.08 | 1,660,829.77 | | | 1,552,533.29 | 81,712.28 | 26,584.20 | - | 98.40% |
| ST-001 | 101-43300-53425 | 2/22/2022 | Chip Seals | Pearson Bros., Inc. | 222,455.10 | (15,453.10) | 207,002.00 | | | | 207,002.00 | - | - | 100.00% |
| ST-004 | 480-43300-55170 | 2/22/2022 | Halbur Road Reconstruction | Duininck, Inc | 1,142,009.72 | 41,873.66 | 1,183,883.38 | | | 1,068,756.45 | 56,250.36 | 58,876.57 | - | 95.03% |
| ST-006 (Z79) | 495-43300-55130 | 5/10/2022 | School Pedestrian Crossing Improvements | Duininck, Inc | 480,250.35 | | 480,250.35 | | | 282,681.21 | 94,001.55 | 19,825.41 | 83,742.18 | 82.56% |
| ST-005 | 480-43300-55170 | 5/24/2022 | Rose Parking Lot Reconstruction | R & G Construction Co. | 140,177.51 | 19,600.57 | 159,778.08 | | | 159,778.08 | - | - | - | 100.00% |
| ST-023 | 480-43300-55170 | 5/24/2022 | W. Lyon St.(College to 1st) Reconstruction | R & G Construction Co. | 409,645.10 | (6,814.85) | 402,830.25 | | | 402,830.25 | - | - | - | 100.00% |
| ST-024 | 480-43300-55170 | 7/12/2022 | Baldwin Parking Lot Reconstruction | R & G Construction Co. | 159,515.77 | (1,866.53) | 157,649.24 | | | 157,649.24 | - | - | - | 100.00% |
| | | | | | <u>27,282,585.14</u> | <u>799,544.82</u> | <u>28,082,129.96</u> | <u>4,099,265.87</u> | <u>9,958,646.10</u> | <u>8,510,402.34</u> | <u>94,001.55</u> | <u>202,133.87</u> | <u>88,756.97</u> | |

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | Karla Drown |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Resolution Approving the changes for the 2023 Fee Schedule |
| Background Information: | <p>Attached are the proposed changes for the 2023 Fee Schedule. The Ways & Means Committee reviewed these changes to the Fee Schedule at their meeting on November 15, 2022. Ways & Means Committee is recommending these items be moved to Council for discussion and approval for the changes/updates to the 2023 Fee Schedule.</p> <p>The recommended changes are shown in the redlined document as attached.</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | Approving Resolution for specific fees to be charged by the City of Marshall. |



MARSHALL
CULTIVATING THE BEST IN US

2023 FEE SCHEDULE

Approved 12-13-2022

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Finance charge: 1.5% per month on unpaid balance of City bills after 30 days from date of 1st billing

ASSESSING DEPARTMENT

| | <u>Fee/Charge</u> | |
|--------------------------|--------------------------|------------|
| Copies | \$ 0.25 | Per Side |
| Sales Summary | \$ 10.00 | Each |
| Apartment List | \$ 15.00 | |
| Ownership Searches | \$ 4.00 | Per Parcel |
| Yearly Subscription Rate | \$ 75.00 | |

CLERK

| | <u>Fee/Charge</u> | |
|---|--|------------------------|
| Brewer Tap Room | \$ 500.00 | Annual |
| Club License | \$ 275.00 | Annual |
| Consumption & Display | \$ 130.00 | Annual |
| | \$ 25.00 | 1 Day |
| Growlers License | \$ - | Annual |
| On-Sale Liquor License | \$ 3,000.00 | Annual |
| Financial Background (on-sale liquor) | Charged at rate of 3rd Party Vendor | |
| Off-Sale 3.2% Malt Liquor | \$ 90.00 | Annual |
| On-Sale 3.2% Malt Liquor | \$ 250.00 | Annual |
| Sunday Liquor | \$ 200.00 | Annual |
| Temporary On-Sale Liquor | \$ 30.00 | Per Day |
| Temporary On-Sale 3.2% Malt Liquor | \$ 30.00 | Per Day |
| | \$ 50.00 | Month |
| Tobacco License | \$ 150.00 | Annual |
| Wine License | \$ 600.00 | Annual |
| Dangerous Animals | \$ 150.00 | Annual |
| Dog or Cat License | \$ - | Annual |
| Replacement of tag | \$ 1.00 | |
| Pick-up (Animal at large) | \$ 10.00 | |
| Board | \$ 10.00 | Per Day |
| Animal at Large | \$ 90.00 | |
| No City License | \$ 90.00 | |
| Rabies Vaccination not current | | Court |
| Disturbing the Peace | | Court |
| Garbage & Refuse Haulers | \$ 160.00 | Annual |
| Special Vehicle Permit | \$ 35.00 | Annual |
| Non-profits Exempt (must provide certification) | | |
| Taxicabs | \$ 100.00 | Annual |
| | \$ 25.00 | Per Additional Vehicle |
| Transient Merchant | \$ 30.00 | Per Month |
| | \$ 160.00 | Semiannual |
| | \$ 315.00 | Annual |
| Mobile Food Units/Food Carts | \$ 150.00 | Annual |
| Refunding of License Fee | 20% of fee up to a maximum of \$100.00 | |

ADMINISTRATION & HUMAN RESOURCES

Copies ~~(40 pages or more)~~ **Fee/Charge**
\$ 0.25 Per Side
Administrative Fee for Retiree Insurance (Health/Dental) 2% of total cost to the City

City Hall Conference Room Rental
Half Day (4 hours or less) \$ 25.00
Full Day (4 hours or more) \$ 50.00
After 4:30 PM \$ 50.00 Plus \$20/Per Hour (One hour charge minimum)

FINANCE

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

COMMUNITY SERVICES

Fee/Charge **Deposit**
Shelter Rent \$50 ~~\$ 25.00~~ \$50 \$25.00
Park Gazebo Rent \$30 ~~\$ 25.00~~ \$30 \$25.00
Band Shell Rent \$200 ~~\$ 150.00~~ Per Day \$100 \$50.00
Moving Liberty Park Benches for Events \$ 100.00
Collapsible Picnic Tables (Min:6/Max:50) \$15 ~~\$ 10.00~~ Per Table/Per Day

Tents 20 x 20 \$250 ~~\$ 200.00~~ Weekend \$250 \$200.00
\$200 ~~\$ 100.00~~ Per Day \$200 \$200.00
Tents 20 x 30 \$250 ~~\$ 200.00~~ Weekend \$250 \$200.00
\$200 ~~\$ 100.00~~ Per Day \$200 \$200.00

Channel Parkway Complex \$ 100.00 Per Day \$100.00
\$ 150.00 2 Days \$100.00
Amateur Sports Complex \$ 250.00 Per Day \$100.00
\$ 200.00 2 Days \$100.00
One Ballfield \$80 ~~\$ 75.00~~ Per Day \$100.00
Independence Park Youth Ballfields \$80 ~~\$ 50.00~~ Per Day/ONE Field/No Lights \$100.00
(2 Fields: 1 Lighted & 1 Not Lighted) \$100 ~~\$ 75.00~~ Per Day/One Field/Lighted \$100.00
\$ 125.00 Per Day/Two Fields/One Field Lighted
American Legion Field Ballfield \$200 ~~\$ 150.00~~ Per Day/Without Lights \$100.00
\$250 ~~\$ 200.00~~ Per Day/With Lights \$100.00
Legion Field Park Youth Ballfields \$50 ~~\$ 25.00~~ Per Day \$50.00
Justice Park Youth Baseball/Softball Field \$50 ~~\$ 25.00~~ Per Day \$50.00

Marshall Aquatic Center (Minimum 25 pec) \$125 ~~\$ 100.00~~ Per Hour &
\$5 ~~\$ 3.00~~ Per Person

Concessions Trailer \$ 300.00 Per Day ServSafe Manager Certification required
Vandalism Clean-up/Repairs \$ 55.00 Per Hour/Per Staff

Stage Rental

| | <u>Fee/Charge</u> | |
|---|----------------------|----------|
| Damage Deposit | \$ 500.00 | |
| Call-Back | \$55 \$ 50.00 | Per Hour |
| | | |
| Basic Unit; 24x20 ft., set-up and take down | | |
| Marshall non-profit business or agency | \$ 250.00 | |
| Marshall for profit business or agency | \$ 350.00 | |
| All others | \$ 600.00 | |

| | | |
|---|-------------|--|
| Basic Unit; <u>plus additional</u> 16x4 ft., set-up and take down | | |
| Marshall non-profit business or agency | \$ 350.00 | |
| Marshall for profit business or agency | \$ 500.00 | |
| All others | \$ 1,200.00 | |

Studio 1 TV

| | <u>Fee/Charge</u> | |
|---|----------------------|--------------|
| DVD | \$15 \$ 11.00 | Includes Tax |
| CD | \$5 \$ 3.00 | |
| CD w/Printed Cover | \$10 \$ 5.00 | |
| | | |
| Filming w/Certification | \$ 50.00 | Per Day |
| Editing w/Certification | \$15 \$ 10.00 | Per Hour |
| Certification Training | \$ 100.00 | |
| Student (high school & full-time post secor | \$30 \$ 25.00 | Per Hour |

Park Land Development

| | <u>Fee/Charge</u> | |
|---|-------------------|---|
| For any residential or commercial subdivision of property after March 10, 2009, upon initial sale | | |
| Residential Lot | \$ 500.00 | Per Lot |
| Commercial Lot | | 2% Of gross unimproved value per commercial lot |

Telecommunication

| | <u>Fee/Charge</u> | |
|--------------------------|-------------------|---|
| Application & Permit fee | \$ 1,500.00 | Plus |
| | \$ 2.00 | Per Lineal Foot from point of initiation to point of termination for the use of City owned right-of-way |

Adult Community Center

| | <u>Fee/Charge</u> | <u>Deposit</u> |
|---|-------------------|-------------------------|
| Oak & Wildflower Rooms | \$ 30.00 | |
| Prairie Winds Dining Area | \$ 35.00 | Per Hour \$80.00 |
| Kitchen | \$ 40.00 | Per Hour/Serving Only |
| | | |
| Meeting Room (24 chairs only or 16 with tables) | \$ _____ | Per Hour Groups A , B |
| | \$ 20.00 | Per Hour Group C |
| Dining Hall (140 chairs with tables) | \$ _____ | Per Hour Groups A , B |
| | \$ 30.00 | Per Hour Groups A , B** |
| | \$ 75.00 | Per Hour Group C |

The kitchen is not available for use. This applies to all caterers and renters.
(This includes the refrigerator, stove, freezer, sink, dishwashers, etc.)

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

~~Group A: Seniors/City of Marshall sponsored events.~~

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

~~Group B: Local public agencies and non-profit organizations.~~

~~Group C: Private/Commercial/State of Minnesota Groups~~

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

** Meeting after regular scheduled hours (after 4:00 p.m.)

Rentals will be made as follows based on space availability:

1. Senior Center Programs/Activities
2. Marshall Area Senior Citizens, Inc. Members (receive a \$5/hr. discount)
3. Seniors (age 55 & older)
4. All others

Red Baron Arena and Expo Center

| | <u>Fee/Charge</u> | |
|------------------------------|----------------------|--------------------|
| Video Board usage for events | \$ 300.00 | Per Event |
| Plus Staff time | \$30 \$ 25.00 | Per Hour Per Staff |

Skate Sharpening \$ 5.00

Ice Rink

| | <u>Fee/Charge</u> | |
|---|-------------------|---------------|
| Open Rate | \$ 150.00 | Per Hour |
| 10 or more hours booked at one time | \$ 130.00 | Per Hour |
| 30 or more hours booked at one time | \$ 120.00 | Per Hour |
| Marshall Community Services | \$ 75.00 | Per Hour |
| Marshall High School | \$ 75.00 | Per Hour |
| (Marshall High School will not be charged ice time during high school games or tournaments) | | |
| Southwest Figure Skating Club | \$ 75.00 | Per Hour |
| Marshall Area Hockey Association (MAHA) | | Per Agreement |
| Off season (June 1–August 31)(Saturday and Sunday) | \$ 80.00 | Per Hour |
| Ice Painting Equipment | \$ 250.00 | Per Day |

Expo/Meeting Room

| | <u>Fee/Charge</u> | |
|---|----------------------|--------------------|
| Full day expo floor rental | \$ 1,250.00 | Per Day |
| Expo floor rental (April 1 - October 1) | \$ 80.00 | Per Hour |
| Event SETUP | \$55 \$ 50.00 | Per Hour after 5pm |
| Event CLOSURE | \$55 \$ 50.00 | Per Hour after 5pm |
| Club Room | \$ 400.00 | Per Day or Event |
| | \$ 80.00 | Per Hour |
| Meeting Room | \$ 200.00 | Per Day |
| | \$ 30.00 | Per Hour |

FIRE DEPARTMENT

| | <u>Fee/Charge</u> |
|--|-------------------|
| Fire/Rescue Calls (Outside city limits)* | \$ 1,000.00 |
| Fire/Rescue Calls (Within city limit)* | \$ 750.00 |

*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Department Association

| | | |
|--|----|--|
| Mutual Aid Agreement | | |
| Hazardous Materials Trailer | \$ | 750.00 Plus supplies & materials used |
| Pumping Fuel or Gas (48 hours to pick up) | \$ | 1.00 Per Gallon in and out (48 hours to pick up)** |
| **If not picked up within 48 hours, owner will be assessed cost of Hazardous waste disposal contractor to dispose of waste | | |
| Natural Gas line hits | \$ | 750.00 Per Call |
| Automatic fire alarm activation*** | \$ | 750.00 Per Call |
| *** (3rd call and after, within 72 hour period OR 3 business days, until functional) | | |
| Education Trailer (to all departments) | \$ | 150.00 Per Day |
| Fire Chief's call for service (officer's pages) | \$ | 100.00 Per Hour |

Calls that are caused by negligence, or lasting longer than 5 hours on scene*, will be billed out on cost basis of equipment and manpower:

*After 5 hours on scene, incident billing will follow the Southwest/West Central Fire Dept. Association Mutual Aid Agreement for all departments that were called for mutual aid.

| <u>Fire Equipment</u> | <u>Fee/Charge</u> | |
|--|-------------------|---|
| Rescue Truck | \$ | 125.00 Per Hour |
| 1500 GPM Engine | \$ | 295.00 Per Hour |
| 1000 GPM Engine | \$ | 200.00 Per Hour |
| Ladder Truck | \$ | 750.00 For Initial First Hour |
| | \$ | 250.00 Per Hour thereafter |
| Tanker | \$ | 160.00 Per Hour |
| Grass Rig | \$ | 125.00 Per Hour |
| Haz-Mat Trailer | \$ | 125.00 Per Hour |
| Water Auger with Engine or Tanker | \$ | 150.00 Per Hour |
| UTV | \$ | 85.00 Per Hour |
| Each firefighter responding to the call for service | \$ | 17.50 Per Hour \$25 |
| Mileage to organizations outside the Southwest/West Central Fire Department Mutual Aid | \$ | 1.75 Per Mile |

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

Supplies: (Billed out at cost incurred)

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

PUBLIC SAFETY DEPARTMENT

| | <u>Fee/Charge</u> | |
|----------------|-------------------|---|
| Police Records | \$ | 0.25 Per Sheet of six pages or more Per Side |

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

| <u>Parking Violations</u> | | <u>Fee/Charge</u> | <u>After 10 Days</u> |
|---------------------------|----|-------------------|---------------------------|
| Prohibited Parking | \$ | 20.00 | 15.00 \$ 30.00 |
| Double Parking | \$ | 20.00 | 15.00 \$ 30.00 |
| Blocking Driveway | \$ | 20.00 | 15.00 \$ 30.00 |
| No Parking Zone | \$ | 20.00 | 15.00 \$ 30.00 |
| Blocking Alley | \$ | 20.00 | 15.00 \$ 30.00 |
| Parking in Alley | \$ | 20.00 | 15.00 \$ 30.00 |

MERIT CENTER

| <u>Classroom</u> | Room A or B | Room A or B | Room A & B | Room A & B |
|--------------------------|---------------------|---------------------|---------------------|----------------------|
| | <u>1/2 Day</u> | <u>Full Day</u> | <u>1/2 Day</u> | <u>Full Day</u> |
| Public Safety | 10.00 \$ | 10.00 \$ | 20.00 \$ | 20.00 \$ |
| Government/Non-Profit | 30.00 \$ | 50.00 \$ | 45.00 \$ | 75.00 \$ |
| Public Safety/Non-Profit | \$ 30.00 | \$ 50.00 | \$ 50.00 | \$ 75.00 |
| Business | 50.00 \$ | 75.00 \$ | 75.00 \$ | 100.00 \$ |
| | \$ 75.00 | \$ 100.00 | \$ 100.00 | \$ 125.00 |

| <u>Props & Simulators</u> | <u>Fee/Charge</u> |
|-------------------------------|-----------------------------------|
| Public Safety | 35.00 Per Item Per Day |
| Government/Non-Profit | 36.00 Per Item Per Day |
| Public Safety/ Non-Profit | \$ 35.00 Per Item Per Day |
| Business | \$ 50.00 Per Item Per Day |

| <u>Driving Course</u> | <u>1/2 Day</u> | <u>1/2 Day Hourly</u> | <u>Full Day</u> | <u>Full Day Hourly</u> |
|-----------------------|----------------|-----------------------|-----------------|------------------------|
| Government/Non-Profit | \$ 120.00 | \$ 20.00 | \$ 200.00 | \$ 35.00 |
| Business | \$ 200.00 | \$ 30.00 | \$ 300.00 | \$ 50.00 |

Rate Categories

Public Safety: training of police, fire, ambulance, hazardous material teams, etc.

Non-Profit: training for entities such as civic, charitable, service clubs, government organizations, etc.

Business: training for private individuals, organizations, and businesses of any kind.

* Marshall Community Services Drivers Education Program Fees and Rates set by separate agreement.

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

PUBLIC WORKS DEPARTMENTS

Airport

Fee/Charge

Hangar Rent **Hangar Rates Effective April 1, 2023**

Base Rates

| | | | |
|---|---------------|--------------------|----------------------|
| 1708 & 1710 units; 1044 sq. ft. | \$ | 130.00 | Per Month |
| 1712 units; 1235 sq. ft. | \$ | 160.00 | Per Month |
| Single Engine | \$ | 80.00 | Per Month |
| Twin Engine | \$ | 100.00 | Per Month |
| Winch; if available and desired in hangar | \$ | 10.00 | Per Month |
| Electric service for Heater | 10.00 | \$ 5.00 | Per Month |
| Full Enclosed | \$ | 25.00 | Per Month |

Hangar 1708

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

Hangar 1710

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

Hangar 1712

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

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

| | | | |
|---------------------------------------|--------|----------------------|----------|
| Oshkosh/FWD 24' Snow Plow with Batwii | 150.00 | \$ 130.00 | Per Hour |
| Oshkosh Blower | 150.00 | \$ 130.00 | Per Hour |
| Oshkosh Airport Runway Broom (18-ft.) | 150.00 | \$ 130.00 | Per Hour |
| Dump Truck | 125.00 | \$ 115.00 | Per Hour |
| Skid Loader | 125.00 | \$ 110.00 | Per Hour |

Building Inspection

Fee/Charge

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

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

Building/Plumbing/Sign Permit Application

Fee/Charge

| | | | |
|------------------------|----------------|-------|---|
| <u>Total Valuation</u> | | | |
| \$1.00 - \$500.00 | Up to \$500.00 | 22.00 | \$ 21.00 |
| \$501.00 - \$2,000.00 | | 22.00 | \$ 21.00 First \$500 + |
| | | 3.40 | \$ 3.25 Each Add'l \$100 or fraction thereof |

| | | | |
|-------------------------------|----------|------------------------|---|
| \$2,001.00 - \$25,000.00 | 73.00 | \$ 69.75 | First \$2,000 + |
| | 12.50 | \$ 12.00 | Each Add 'l \$1,000 or fraction thereof |
| \$25,001.00 - \$50,000.00 | 360.50 | \$ 345.75 | First \$25,000+ |
| | 8.90 | \$ 8.50 | Each Add 'l \$1,000 or fraction thereof |
| \$50,001.00 - \$100,000.00 | 583.00 | \$ 558.25 | First \$50,000+ |
| | 6.80 | \$ 6.50 | Each Add 'l \$1,000 or fraction thereof |
| \$100,001.00 - \$500,000.00 | 923.00 | \$ 883.25 | First \$100,000+ |
| | 5.25 | \$ 5.00 | Each Add 'l \$1,000 or fraction thereof |
| \$500,001.00 - \$1,000,000.00 | 3,023.00 | \$ 2,883.25 | First \$500,000+ |
| | 4.75 | \$ 4.50 | Each Add 'l \$1000 or fraction thereof |
| \$1,000,001.00 and up | 5,398.00 | \$ 5,133.25 | First \$1,000,000+ |
| | 3.70 | \$ 3.50 | Each Add 'l \$1000 or fraction thereof |

Community Planning Department staff reserves the right to establish construction valuation based on the Building Permit Valuation Policy (See Appendix C)

Minimum Permit Valuation \$ 100.00

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

| | |
|--|--------------------------------------|
| First Violation | 25% of building permit fee OR |
| | \$ 50.00 whichever is greater |
| Consecutive Violations | 50% of building permit fee OR |
| | \$ 100.00 whichever is greater |
| Second Re-inspection of the same item | \$ 50.00 |
| Valid Complaint Based Rental Inspection | \$ 100.00 |
| Copy of Prior Permit or Certificate of Occupancy | \$ 5.00 |
| Demolition Permit | 35% of calculated fees |
| Plan Review | |
| Commercial Projects | 65% of building permit fee |
| New one & two Family Dwelling | 35% of building permit fee |

WWTF Sanitary Sewer Connection Permit Application

| Nominal Size of Sanitary Sewer Pipe | Connect + (WWTF) | Inspection = (Bldg. Insp.) | Total |
|-------------------------------------|---------------------|-------------------------------|-------------|
| Exiting the Building | | | |
| 4" | 200.00 | 50.00 | \$ 250.00 |
| 6" | 575.00 | 50.00 | \$ 625.00 |
| > 6" | 2,000.00 | 50.00 | \$ 2,050.00 |

Planning Commission Action Request Application

| | <u>Fee/Charge</u> | <u>Escrow</u> |
|--|-------------------|---------------|
| Escrow will be used for direct costs incurred by the City of Marshall. The difference will be refunded if OVER \$5 or billed if OVER \$50. | | |
| Variance Adjustment Permit | \$ 300.00 | \$ 300.00 |
| Conditional Use Permit | \$ 300.00 | \$ 300.00 |
| Interim Use Permit | \$ 300.00 | \$ 300.00 |
| Vacation of Zoning Permit | \$ 100.00 | |
| Map Amendment (Rezoning) Application | \$ 300.00 | \$ 300.00 |

Subdivision Platting

| | | | | |
|--|----|-------------------|-----------------------------|--------------------------------|
| Preliminary Plat | \$ | 70.00 | Per Acre (\$225.00 Minimum) | +Direct Costs |
| | | <u>Fee/Charge</u> | <u>Escrow</u> | |
| | | | \$ 300.00 | |
| Final Plat | \$ | 50.00 | Per Acre (\$75.00 Minimum) | +Direct Costs |
| | | | \$ 300.00 | (if Separate from Preliminary) |
| Planned Unit Development (PUD) (excludes platting fee) | \$ | 200.00 | Per Acre | + Direct Costs |
| Base Map Updating (whichever is greater) | \$ | 5.00 | Per Lot | |
| | \$ | 15.00 | Per Acre | |
| Zoning Letter | \$ | 25.00 | | |

Direct costs include but are not limited to:

- 1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

Engineering

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

Overweight Load Permit

| | | | | |
|------------------------------|----|--------|-------------|--|
| Single Trip | \$ | 50.00 | Per Vehicle | |
| Annual from application date | | | | |
| <= 6 Axles/90,000 lbs. | \$ | 300.00 | Per Vehicle | |
| > 6 Axles/90,000 lbs. | \$ | 500.00 | Per Vehicle | |

| | | | | |
|---|----|--------|----|--------|
| Annexation Application | \$ | 200.00 | \$ | 200.00 |
| Vacation of Public Rights of Way/Public Easements Application | \$ | 200.00 | \$ | 200.00 |

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

Direct costs include but are not limited to:

- 1) Administration Fee \$10; 2) Publications; 3) Postage; 4) Recording (Excludes Staff Cost); 5) Parcel Search

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

| | | | | |
|--|----|-------------------|----------------------|----------|
| | | <u>Fee/Charge</u> | | |
| Small Scale Copies (8½ x 11, 8½ x 14, 11 x 17) | \$ | 0.25 | Per Sheet | Per Side |
| Small Scale Plots/Prints (8½ x 11, 8½ x 14, 11 x 17) | \$ | 0.60 | Per Sheet | |
| Large Scale (18 x 24 and larger) | \$ | 3.00 | Per Square Foot | |

Aerial Photo Printing (No charge if under \$5)

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

City Right of Way Permits

| | | | | |
|--|----|-------------------|--------------|--|
| | | <u>Fee/Charge</u> | | |
| Deposit is refundable less costs for repair- Billed extra if direct costs exceed deposit | | | | |
| Utility Companies-Post Yearly | \$ | 5,000.00 | Bond | |
| Excavation in Row Permit | \$ | 400.00 | Deposit plus | |

| | | | |
|--|----|--------|---------------------------------------|
| | \$ | 50.00 | Inspection |
| Driveway Permit | \$ | 300.00 | Deposit plus |
| | \$ | 50.00 | Inspection |
| Sidewalk Permit | \$ | 50.00 | Inspection |
| Investigation Fee (when work is started prior to obtaining Permit) | \$ | 50.00 | |
| City Sidewalk Cost Participation | \$ | 2.50 | Per Square Foot (Not to exceed \$750) |

Special Projects

| | | | |
|--|----|--------|-------------------------------------|
| Standard Engineering for Special Assessment Projects | | 16% | (Construction Cost + Contingencies) |
| Engineer (Registered) | \$ | 200.00 | Per Hour |
| Assistant Engineer | \$ | 160.00 | Per Hour |
| Senior Engineering/Specialist | \$ | 140.00 | Per Hour |
| Engineering Technician/Specialist | \$ | 100.00 | Per Hour |
| Building Official | \$ | 140.00 | Per Hour |
| Building Inspector | \$ | 100.00 | Per Hour |
| Administrative Assistant | \$ | 100.00 | Per Hour |
| Office Assistant/Receptionist | \$ | 85.00 | Per Hour |
| GPS Survey | \$ | 150.00 | Per Hour |

Watermain Tapping & Water Meters (Refer to Marshall Municipal Utilities for application and fees.)
 (Equipment hourly rate/not including operator). Add \$30.00/hour for operator.

Storm Sewer Connection Permits

| (Inside Diameter of Sewer Service Pipe Entering the Building) | Connect + | Inspection = | Total |
|---|-----------|--------------|-----------|
| 4" Gravity | 100.00 | 30.00 | \$ 130.00 |
| 6" Gravity | 120.00 | 30.00 | \$ 150.00 |
| 8" Gravity | 200.00 | 60.00 | \$ 260.00 |
| 10" Gravity | 360.00 | 60.00 | \$ 420.00 |
| 12" or > Gravity | 500.00 | 90.00 | \$ 590.00 |
| 1 1/2" Force | 100.00 | 30.00 | \$ 130.00 |
| 2" Force | 120.00 | 30.00 | \$ 150.00 |
| 3" Force | 140.00 | 60.00 | \$ 200.00 |
| 4" Force | 160.00 | 60.00 | \$ 220.00 |

Municipal Separate Storm Sewer System (MS4)

Surface Water Management MS4 Construction Plan Review

Drainage/Land Disturbance Application

| | <u>Fee/Charge</u> |
|--|-----------------------------|
| Site more than 2,000 sq. ft. and less than 5,000 sq. ft. | \$ 35.00 50.00 |
| Site 5,000 sq. ft. to one (1) acre | \$ 100.00 150.00 |
| Site one (1) acre to five (5) acres | \$ 200.00 300.00 |
| Site greater than five (5) acres | \$ 300.00 500.00 |

Administrative Fines for Violations of City Code Chapter 30 Environment

Administrative Offense

Fee/Charge

Illicit Discharges and Connections

| | |
|--|-------------|
| Illicit Discharge to Storm water System (Minor) | \$ 50.00 |
| Illicit Discharge to Storm water System (Major) | \$ 1,000.00 |
| Illicit Connection to Storm water System (Minor) | \$ 30.00 |
| Illicit Connection to Storm water System (Major) | \$ 1,000.00 |
| Failure to Report a Spill | \$ 300.00 |
| Failure to Cleanup a Spill | \$ 300.00 |
| Failure to Respond to a Notice of Violation | \$ 100.00 |

Construction Site Erosion/Sediment Control Violations

| | |
|---|-------------|
| Site Dewatering | \$ 200.00 |
| Waste and Material Disposal | \$ 100.00 |
| Tracking (Minor) | \$ 100.00 |
| Tracking (Major) | \$ 500.00 |
| Drain Inlet Protection | \$ 100.00 |
| Site Erosion Control (Minor) | \$ 500.00 |
| Site Erosion Control (Major) | \$ 1,000.00 |
| Failure to Provide/Maintain Concrete Washout Facility | \$ 200.00 |
| Failure to Respond to a Notice of Violation | \$ 100.00 |
| Failure to Conduct/Document Site inspections | \$ 100.00 |
| Failure to Maintain SWPPP/Inspection Documents | \$ 100.00 |

Post Construction Structural Storm water BMP Violations

| | |
|---|-------------|
| Failure to Perform Proper Maintenance (Minor) | \$ 500.00 |
| Failure to Perform Proper Maintenance (Major) | \$ 1,000.00 |
| Unauthorized Removal or Alterations to BMPs (Minor) | \$ 500.00 |
| Unauthorized Removal or Alterations to BMPs (Major) | \$ 1,000.00 |
| Failure to Submit/Maintain Maintenance Records | \$ 100.00 |

SURFACE WATER MANAGEMENT UTILITY

Fee/Charge

| | | |
|--|----------|---------------------|
| Minimum fee or below, whichever is greater | \$ 5.80 | Per Month |
| Single Family Residential (Classification 1) Flat rate | \$ 5.80 | Household Per Month |
| Two-Family Residential (Classification 2) | \$ 24.49 | Per Acre Per Month |
| Manufactured Housing (Classification 3) | \$ 34.69 | Per Acre Per Month |
| Industrial, Multi-Family, Railroad Right-of-Way (Classification 4) | \$ 42.09 | Per Acre Per Month |
| Commercial/Office/Parking (Classification 5) | \$ 53.95 | Per Acre Per Month |
| Vacant (Classification 7) | \$ 2.94 | Per Acre Per Month |
| Agricultural (Classification 8) | \$ 0.74 | Per Acre Per Month |
| *Five-Year Rate Projections (See Appendix A) | | |

Street

Fee/Charge

| | | |
|---------------------------------------|------------------------------------|------|
| Weed/Mowing/Snow/Nuisance Enforcement | \$ 50.00 + Direct Costs | \$55 |
|---------------------------------------|------------------------------------|------|

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

*(Equipment hourly rate/not including operator). Generally we will use City employees. Add ~~\$50.00~~ **\$55.00**/hour for operator.

| | | | | |
|--|--------|----|-------------------|-----------------|
| *Elgin Sweeper | 125.00 | \$ | 105.00 | Per Hour |
| *Cat/John Deere Front-End Loader | 125.00 | \$ | 95.00 | Per Hour |
| *Tractor-Loader Backhoe | 125.00 | \$ | 85.00 | Per Hour |
| *Motor Grader | 125.00 | \$ | 95.00 | Per Hour |
| *Cat Loader w/Snow-Go Blower | 150.00 | \$ | 115.00 | Per Hour |
| *Truck with Vactor (Catch Basin Cleaning | 125.00 | \$ | 80.00 | Per Hour |
| *Truck with Snowplow | 125.00 | \$ | 80.00 | Per Hour |
| *Skid Loader | 125.00 | \$ | 70.00 | Per Hour |
| *Dump Truck | 125.00 | \$ | 75.00 | Per Hour |
| *Boom Truck | 125.00 | \$ | 75.00 | Per Hour |
| *1-Ton | | \$ | 70.00 | Per Hour |
| *Pick Up | | \$ | 60.00 | Per Hour |
| Brush Chipper | | \$ | 70.00 | Per Hour |
| Portable Pumps | | \$ | 60.00 | Per Hour |
| Barricades - Type II | | \$ | 5.00 | Per Day |
| Barricades - Type III | | \$ | 10.00 | Per Day |
| Traffic Control Devices (12 Cones) | | \$ | 5.00 | Per Day Minimum |
| Operator | 55.00 | \$ | 50.00 | Per Hour |

WASTEWATER

| | <u>Fee/Charge</u> | |
|--|-------------------|-----------------------------|
| Residential/Commercial (includes \$1.00 Phosphorus Surcharge | \$ | 23.10 Per Month Base Charge |
| Violation under Sec. 78-73, Marshall Code of Ordinance | \$ | 50.00 Monthly Surcharge |
| Violation under Sec. 78-74, Marshall Code of Ordinance | \$ | 100.00 Monthly Surcharge |
| Domestic | \$ | 4.55 Per 1,000 Gallons |
| Industrial | \$ | 2.91 Per 1,000 Gallons |
| (Surcharge by strength as follows): | | |
| Excess CBOD | \$ | 317.89 Per 1,000 Pounds |
| Excess Suspended Solids | \$ | 317.70 Per 1,000 Pounds |
| Excess Phosphorus (industrial) | \$ | 3.50 Per Pound |
| *Five-Year Rate Projections (See Appendix B) | | |

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

| | <u>Fee/Charge</u> |
|--|-------------------|
| Failure to meet Preliminary Treatment Requirements | \$ 500.00 |

* The City has the right to charge and assess violators for all costs to the City for damages from any discharge or other action in violation of the City ordinance or in violation of a permit issued by the City, including all attorney's fees, court costs, sampling and monitoring expenses, and other expenses associated with enforcement of this section. Administrative fines or other enforcement actions are not considered to be payment of these costs.

When distinguishing between a Major violation and a Minor violation the following considerations shall be used:

1. Potential critical impact on public health or the environment.
2. Potential danger to human life or safety.
3. Continuing nature of violation.
4. Cost of restitution, repair, or remediation exceeds \$1,000.00.

5. Knowing performance of unpermitted activities.

Existence of one or more of the above criteria supports a finding of a Major violation. Enforcement officials must specifically describe the conditions observed to support this determination.

The administrative fine imposed for a second or subsequent violation of the same type by the same person or entity within a 24-month period may double the amount of the previous fine up to a maximum of \$1,000.00

| Call-Out | <u>Fee/Charge</u> | |
|---------------------------|--|-------------------------------------|
| During Business Hours | 55.00 | \$ 50.00 Per Hour |
| After Business Hours | 125.00 | \$ 120.00 Per Hour |
| Biosolids Application | \$50.00 to \$100.00 | Per Acre |
| | Sliding rate based on cost of fertilizer and nutrient quality of biosolids | |
| Porta Potty Waste/Septage | \$ 51.00 | Per 1,000 Gallons plus \$25.00/load |
| Leachate | \$ 4.59 | Per 1,000 Gallons plus \$25.00/load |

Equipment Rental

Fee/Charge

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

*(Equipment hourly rate/not including operator.)

| | | |
|-------------------------------------|-----------|-------------------------------|
| Operator | 55.00 | \$ 50.00 Per Hour |
| *Skid Loader | 125.00 | \$ 70.00 Per Hour |
| *Water Truck 3,000 Gal. | 125.00 | \$ 60.00 Per Hour |
| *Dump Truck | 125.00 | \$ 75.00 Per Hour |
| *Semi Tractor Tanker Trailers | 125.00 | \$ 100.00 Per Hour |
| *Pickup | \$ 60.00 | Per Hour |
| *Crane Truck | 125.00 | \$ 75.00 Per Hour |
| Jet Vac Truck | \$ 150.00 | Per Hour With Operator |
| Sludge Applicator Vac/Pressure Sys. | \$ 150.00 | Per Hour With Operator |
| Sewer Camera | \$ 150.00 | Per Hour With Operator |
| 6" Portable Pumps | \$ 60.00 | Per Hour |
| 6" Hose 100' | \$ 30.00 | Per Day |
| Mileage | \$ 1.50 | Per Mile Includes Operator |

Laboratory Testing Services

Fee/Charge

(Minnesota Pollution Control Agency Permit #0022179)

| | |
|------------------|----------|
| CBOD | \$ 24.00 |
| TSS | \$ 12.00 |
| Ph | \$ 6.00 |
| Ammonia | \$ 20.00 |
| Total Phosphorus | \$ 16.00 |
| Fecal Coliform | \$ 19.00 |
| Chlorides | \$ 15.00 |
| Dissolved Oxygen | \$ 10.00 |

Sump Pump Connections

Fee/Charge

| | | | |
|--|----|--------|-----------------------|
| Place seal on valve preventing discharge into sanitary sewer system | \$ | 25.00 | Service Charge |
| Breaking seal on valve to allow discharge to flow into sanitary sewer system | \$ | 25.00 | Service Charge |
| Discharge fee when seal is broken on valve | \$ | 25.00 | November 1 - March 31 |
| Unpermitted discharge fee | \$ | 300.00 | |

Special Assessment For Street Reconstruction

Fee/Charge

Detailed calculation procedures for special assessments are found in the Special Assessment Policy.

The annual assumptions used in those calculations are as follows:

| | | | |
|--|----|----------|-------------|
| 1. Standard assessment amount per residential parcel | \$ | 5,850.00 | |
| 2. Frontage feet for average residential parcel | | 77 | Lineal Foot |
| 3. Area of average residential parcel | | 12,000 | Square Feet |
| 4. Standard street width | | 36 | Feet |
| 5. Standard street load rating | | 7 | Ton |

Interest Rate

| | | |
|---------------------|-------|-------------------------|
| Projects Bonded | 2.00% | Plus Bond Interest Rate |
| Projects Not Bonded | 2.50% | |

ECONOMIC DEVELOPMENT DEPARTMENT

Fee/Charge

| | | | |
|--|----|--------|-----------------------------------|
| (Government and Non-profit only) | | | |
| Advertising Kiosk Space (as per agreement) | \$ | 250.00 | Per Year; 7/1-6/30 (may pro rate) |

SURFACE WATER UTILITY PROJECTIONS

Appendix A

| | | 0.00% | | | | | |
|--|------------------|-----------|-------------|-------------|-----------|-----------|-----------|
| Projected Surface Water Rate Adjustment | Projected Change | | 0.75% | 1.00% | 1.00% | 1.00% | 1.00% |
| | 2024-2028 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| | growth in volume | | | | | | |
| Operating Revenues | 0.00% | 1,287,488 | 1,297,144 | 1,310,116 | 1,323,217 | 1,336,449 | 1,349,813 |
| Operating Expenses | | | | | | | |
| Salaries and benefits | 3.00% | - | - | - | - | - | - |
| Supplies | 3.00% | 15,375 | 15,836 | 16,311 | 16,801 | 17,305 | 17,824 |
| Equipment Repair & Maintenance | 3.00% | 15,000 | 15,450 | 15,914 | 16,391 | 16,883 | 17,389 |
| Other Repairs and Maintenance | 5.00% | 25,500 | 26,775 | 28,114 | 29,519 | 30,995 | 32,545 |
| Other services and charges | 3.00% | 350,296 | 360,805 | 371,629 | 382,778 | 394,261 | 406,089 |
| Insurance | 3.00% | 5,951 | 6,130 | 6,313 | 6,503 | 6,698 | 6,899 |
| Utilities | 5.00% | 23,310 | 24,476 | 25,699 | 26,984 | 28,333 | 29,750 |
| Depreciation - Existing | | 655,561 | 622,783 | 591,644 | 562,062 | 533,959 | 507,261 |
| Depreciation - New | | | 22,840 | 53,299 | 85,973 | 104,225 | 128,996 |
| Total Operating Expenses | | 1,090,993 | 1,095,094 | 1,108,924 | 1,127,011 | 1,132,659 | 1,146,753 |
| Operating Income (Loss) | | 196,495 | 202,050 | 201,192 | 196,206 | 203,790 | 203,060 |
| Nonoperating Revenues (Expenses) | | | | | | | |
| Interest | 0.50% | 26,665 | 7,660 | 7,614 | 7,399 | 4,689 | 4,835 |
| Refunds and reimbursements | | - | - | - | - | - | - |
| Rents | | - | - | - | - | - | - |
| Gain/(loss) on disposal of assets | | - | - | - | - | - | - |
| Interest Expense - existing debt | | (78,772) | (64,797) | (50,750) | (39,416) | (28,327) | (19,315) |
| Interest Expense - new debt | | - | - | (27,413) | (60,247) | (56,951) | (70,267) |
| Total Nonoperating Revenues (Expenses) | | (52,107) | (57,137) | (70,549) | (92,264) | (80,588) | (84,748) |
| Income (Loss) Before Transfers | | 144,389 | 144,913 | 130,643 | 103,942 | 123,202 | 118,313 |
| Transfers | | | | | | | |
| Transfers In | | - | - | - | - | - | - |
| Transfers (Out) | 0.00% | - | - | - | - | - | - |
| Total Transfers | | - | - | - | - | - | - |
| Net Income (Loss) | | 144,389 | 144,913 | 130,643 | 103,942 | 123,202 | 118,313 |
| Beginning Cash & Investments | | 2,179,295 | 1,531,950 | 1,522,868 | 1,479,707 | 937,813 | 966,945 |
| Net Income | | 144,389 | 144,913 | 130,643 | 103,942 | 123,202 | 118,313 |
| Depreciation | | 655,561 | 645,623 | 644,943 | 648,035 | 638,184 | 636,257 |
| Acquisition and Construction of Assets | | (885,202) | (1,138,781) | (1,205,205) | (772,563) | (943,139) | (426,750) |
| Proceeds from Long-Term Debt | | - | 913,781 | 980,205 | - | 743,139 | - |
| Principal Payments on Long-Term Debt - New | | - | - | (49,131) | (101,404) | (104,700) | (175,200) |
| Principal Payments on Long-Term Debt - Existing | | (562,093) | (574,617) | (544,617) | (419,903) | (427,553) | (331,205) |
| Ending Cash & Investment Balance | | 1,531,950 | 1,522,868 | 1,479,707 | 937,813 | 966,945 | 788,360 |
| Minimum Cash & Investment Balance | | | | | | | |
| Designated for Capital Improvements - Beginning | | 353,394 | 330,572 | 324,092 | 314,300 | 304,281 | 320,292 |
| Annual Capital Reserve Funding (1/3 Deprec.) | 1/3 | 177,178 | 218,520 | 215,208 | 214,981 | 216,012 | 212,728 |
| Capital Reserve Used for Improvements/Expansion | | (200,000) | (225,000) | (225,000) | (225,000) | (200,000) | (225,000) |
| Adjustment to Capital Reserve | | - | - | - | - | - | - |
| Designated for Capital Improvements - Ending | | 330,572 | 324,092 | 314,300 | 304,281 | 320,292 | 308,020 |
| Designated for Revenue Bonds (following yrs DS) | | 639,414 | 671,911 | 620,970 | 617,531 | 595,988 | 466,045 |
| Net Operating Cash | | 561,964 | 526,865 | 544,437 | 16,002 | 50,665 | 14,295 |
| Unassigned Operating Reserve (25% of Oper. Exp.) | | 273,774 | 277,231 | 281,753 | 283,165 | 286,688 | 286,688 |
| Recommended Minimum Operating Cash | | 273,774 | 277,231 | 281,753 | 283,165 | 286,688 | 286,688 |
| Amount Over (Under) Goal | | 288,190 | 249,634 | 262,685 | (267,163) | (236,023) | (272,393) |

WASTEWATER UTILITY PROJECTIONS

| | | 2.00% | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Projected Wastewater Rate Adjustment | Projected Change | | 1.00% | 1.00% | 1.00% | 1.00% | 1.00% |
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| | growth in volume | | | | | | |
| Operating Revenues | | | | | | | |
| Surcharge Revenues | 0.00% | - | - | - | - | - | - |
| Utility Sewer Charges | 0.00% | 5,422,349 | 5,476,572 | 5,531,338 | 5,586,651 | 5,642,518 | 5,698,943 |
| Pretreatment Charges | 0.00% | - | - | - | - | - | - |
| Other Services and Charges | 0.00% | 42,400 | 42,400 | 42,400 | 42,400 | 42,400 | 42,400 |
| Total Operating Revenues | | 5,464,749 | 5,518,972 | 5,573,738 | 5,629,051 | 5,684,918 | 5,741,343 |
| Operating Expenses | | | | | | | |
| Salaries and benefits | 3.00% | 1,256,294 | 1,293,983 | 1,332,802 | 1,372,786 | 1,413,970 | 1,456,389 |
| Supplies | 4.00% | 443,175 | 460,902 | 479,338 | 498,512 | 518,452 | 539,190 |
| Repair and maintenance | 4.00% | 202,600 | 210,704 | 219,132 | 227,897 | 237,013 | 246,494 |
| Other services and charges | 2.50% | 587,542 | 602,231 | 617,286 | 632,718 | 648,536 | 664,750 |
| Insurance | 1.00% | 60,301 | 60,904 | 61,513 | 62,128 | 62,749 | 63,377 |
| Utilities | 5.00% | 333,954 | 350,652 | 368,184 | 386,593 | 405,923 | 426,219 |
| Depreciation-Existing | | 1,758,208 | 1,670,298 | 1,586,783 | 1,507,444 | 1,432,071 | 1,360,468 |
| Depreciation-New | | | 37,440 | 114,853 | 171,728 | 251,472 | 323,178 |
| Total Operating Expenses | | 4,642,074 | 4,687,113 | 4,779,892 | 4,859,807 | 4,970,188 | 5,080,065 |
| Operating Income | | 822,675 | 831,859 | 793,846 | 769,244 | 714,730 | 661,278 |
| Non-Operating Revenue (Expenses) | | | | | | | |
| Special Assessments | | - | - | - | - | - | - |
| Other income (expense) | | - | - | - | - | - | - |
| Investment earnings (loss) | 1.10% | 17,221 | 74,626 | 57,249 | 65,537 | 67,551 | 49,558 |
| Refunds and reimbursements | | 19,492 | 19,492 | 19,492 | 19,492 | 19,492 | 19,492 |
| Rents | | 14,809 | 14,809 | 14,809 | 14,809 | 14,809 | 14,809 |
| Gain (Loss) on Disposal of Assets - Net | | - | - | - | - | - | - |
| Bond (discount) premium amortization | | - | - | - | - | - | - |
| Bond issuance costs | | - | - | - | - | - | - |
| Interest Expense - existing debt | | (242,371) | (208,615) | (177,725) | (151,431) | (127,480) | (109,117) |
| Interest Expense - new debt | | | - | - | (55,570) | (113,564) | (103,314) |
| Total Non-Operating Revenues | | (190,850) | (99,689) | (86,175) | (107,164) | (139,192) | (128,573) |
| Income (Loss) Before Transfers | | 631,825 | 732,171 | 707,670 | 662,080 | 575,537 | 532,705 |
| Operating Transfers | | | | | | | |
| Transfers In | | - | - | - | - | - | - |
| Transfers Out | | (12,600) | - | - | - | - | - |
| Total Operating Transfers | | (12,600) | - | - | - | - | - |
| Net Income (Loss) | | 619,225 | 732,171 | 707,670 | 662,080 | 575,537 | 532,705 |
| Beginning Cash & Investments | | 7,189,021 | 6,784,164 | 5,204,456 | 5,957,864 | 6,140,989 | 4,505,251 |
| Net Income | | 619,225 | 732,171 | 707,670 | 662,080 | 575,537 | 532,705 |
| Depreciation | | 1,758,208 | 1,707,738 | 1,701,636 | 1,679,172 | 1,683,543 | 1,683,646 |
| Acquisition and Construction of Assets | | (1,125,200) | (2,324,399) | (1,645,392) | (2,394,310) | (2,153,177) | (1,686,528) |
| Proceeds from Long-Term Debt | | - | - | 1,587,711 | 1,792,310 | - | 1,184,528 |
| Principal Payments on Long-Term Debt - New | | - | - | - | (135,339) | (292,854) | (303,104) |
| Principal Payments on Long-Term Debt - Existing | | (1,657,090) | (1,695,217) | (1,598,217) | (1,420,788) | (1,448,788) | (961,788) |
| Ending Cash & Investment Balance | | 6,784,164 | 5,204,456 | 5,957,864 | 6,140,989 | 4,505,251 | 4,954,709 |
| Minimum Cash Balance | | | | | | | |
| Designated for Capital Improvements - Beginning | | 3,437,902 | 3,004,922 | 1,308,722 | 1,877,968 | 2,145,180 | 853,727 |
| Annual Capital Reserve Funding (1/3 Deprec.) | 1/3 | 574,380 | 586,069 | 569,246 | 567,212 | 559,724 | 561,181 |
| Capital Reserve Used for Improvements/Expansion | | (1,007,360) | (2,282,269) | - | (300,000) | (1,851,177) | (200,000) |
| Adjustment to Capital Reserve | | | | | | | |
| Designated for Capital Improvements - Ending | | 3,004,922 | 1,308,722 | 1,877,968 | 2,145,180 | 853,727 | 1,214,908 |
| Designated for Revenue Bonds (following yrs DS) | | 1,903,832 | 1,775,942 | 1,763,128 | 1,982,686 | 1,477,323 | 1,472,347 |
| Net Operating Cash | | 1,875,410 | 2,119,792 | 2,316,769 | 2,013,123 | 2,174,200 | 2,267,454 |
| Unassigned Operating Reserve (40% of Oper. Exp.) | | 1,874,845 | 1,911,957 | 1,943,923 | 1,988,075 | 2,032,026 | 2,032,026 |
| Recommended Minimum Operating Cash | | 1,874,845 | 1,911,957 | 1,943,923 | 1,988,075 | 2,032,026 | 2,032,026 |
| Amount Over (Under) Goal | | 565 | 207,835 | 372,846 | 25,048 | 142,174 | 235,428 |

Community Planning Department Building Permit Valuation Policy

The Community Planning Department reserves the right to set valuations based on the below costs.

Residential Construction (single family through four-plex, wood framed)

New houses^a, additions, and remodelings Minimum valuation

| | |
|--|-------------|
| Finished floor - main | \$95 per SF |
| Finished floor – 2 nd and above | \$65 per SF |
| Finished basement/half-basement | \$55 per SF |
| Semi-finished basement (wall studs, underfloor plumbing) | \$35 per SF |
| Unfinished basement (fully open, mid-bearing allowed) | \$25 per SF |
| 3-season porch | \$60 per SF |
| Open/screened porch | \$30 per SF |
| Roof over patio (patio not included) | \$10 per SF |
| Attached finished garage | \$35 per SF |
| Attached unfinished garage | \$30 per SF |
| Finishing full basement from unfinished | \$25 per SF |
| Finishing full basement from semi-finished | \$15 per SF |

Accessory buildings^e

| | |
|-----------------|-------------|
| Detached garage | \$30 per SF |
| Storage shed | \$25 per SF |
| Open gazebo | \$20 per SF |

Others

| | | |
|--|------|------------------------------|
| Attached deck (wood) ^b | \$24 | \$20 per SF |
| Reroof (asphalt and metal) ^c | | \$300 per square |
| Residing (vinyl and wood) ^d | | \$250 per square |
| Window replacement (except bay and picture windows) ^e | | \$700 per window |
| Single exterior door (w/o sidelight) replacement ^e | | \$700 per door |
| Overhead garage door | | \$800 single, \$1,500 double |

Notes:

- a. Houses with full height brick or stone veneer on any wall – add 25%
- b. Non-wood decks – add 50%
- c. Wood roofs – add 100%
- d. Engineered wood and fiber-cement siding - add 50%; metal siding and EIFS - add 100%
- e. Bay and picture windows, doors with sidelights, patio doors, and double doors – add 100%
- f. All areas used for valuation calculations shall be gross areas.
- g. Plan review fees shall be reduced to 25% of the permit fee for similar houses per MSBC.

Commercial construction

For new buildings and additions follow 2014 Minnesota Department of Labor and Industry construction valuation data per square foot based on occupancy and type of construction.

RESOLUTION NUMBER 22-101

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

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

NOW THEREFORE, BE IT RESOLVED, the 2023 fee schedule is hereby approved for the designated services of the City of Marshall and shall be effective January 1, 2023, unless specifically stated otherwise within the 2023 fee schedule.

FURTHER BE IT RESOLVED, the Wastewater and Surface Water Rates are projections for 2024-2028.

Passed and adopted by the City Council this 13th day of December 2022.

Robert J. Byrnes
Mayor

ATTEST:

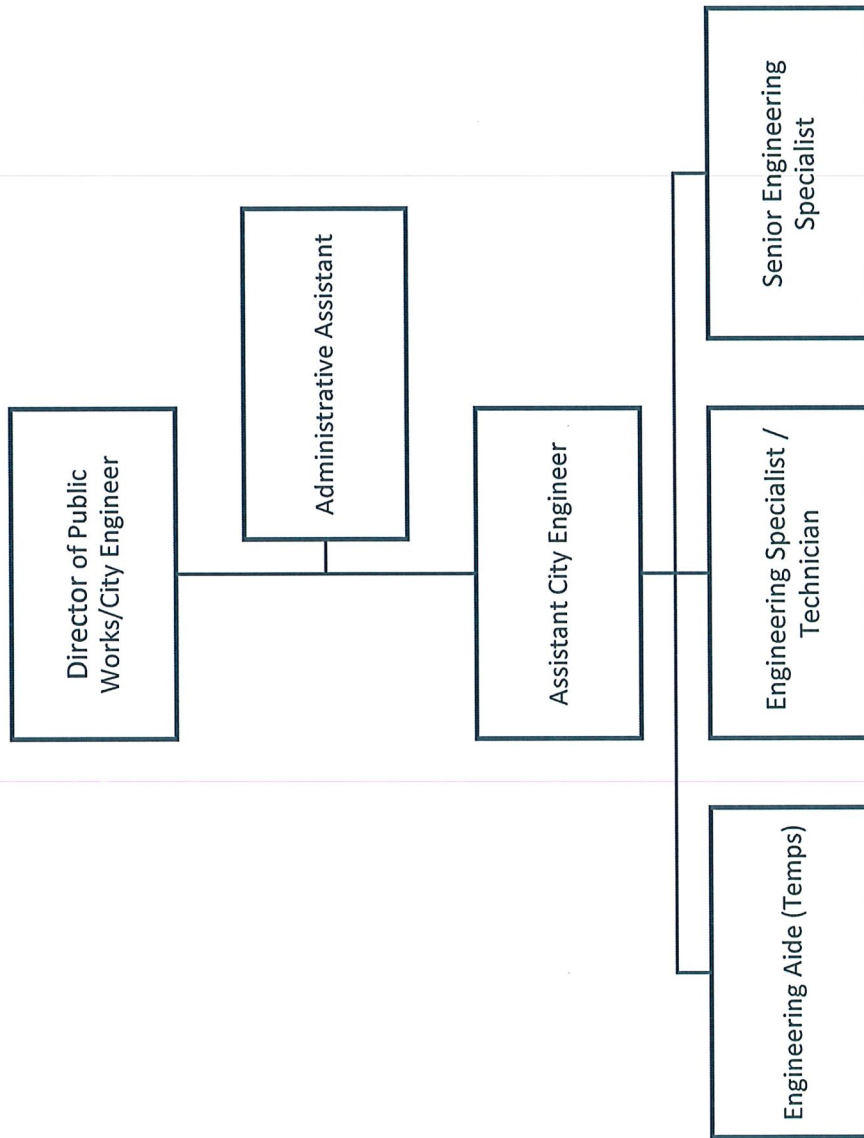
Steven Anderson
City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

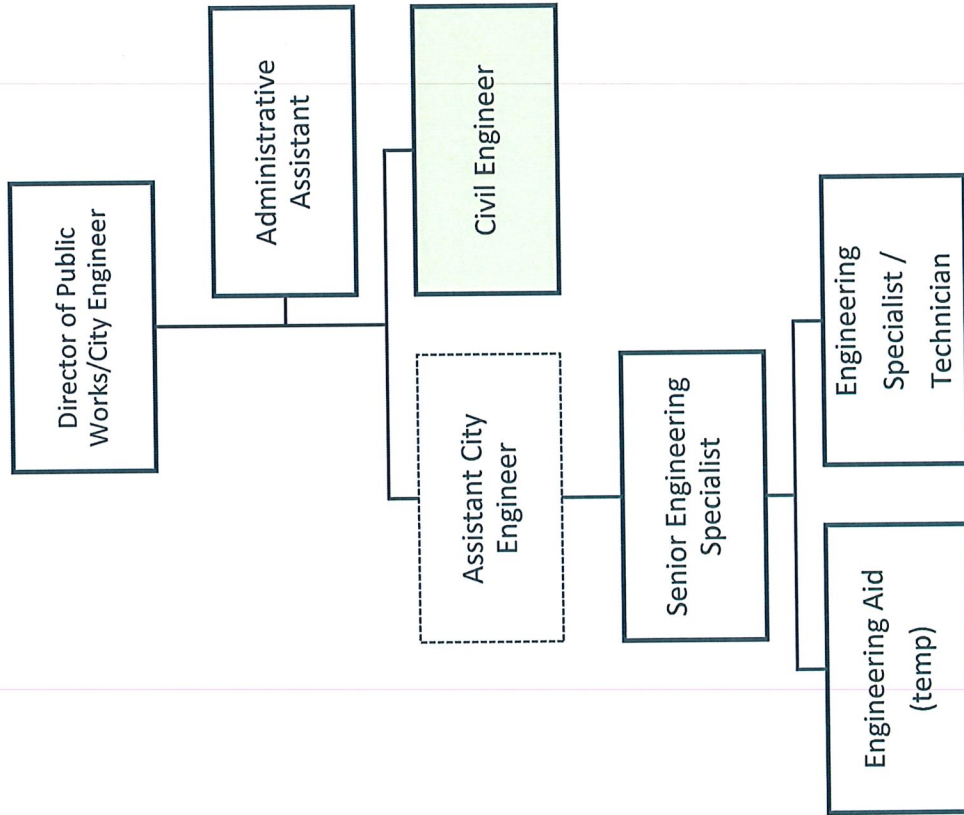
| Presenter: | Sheila Dubs and Jason Anderson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------------------------------|--------|--------|--------|--------|--------|--------|--------|--|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|--|--|--|--|--|--|--|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Meeting Date: | Tuesday, December 13, 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category: | NEW BUSINESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type: | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject: | Consider approval of a Civil Engineer for the Engineering Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Background Information: | <p>City staff are proposing the addition of a Civil Engineer position for the Engineering Department. Unfortunately, recruitment efforts have not been successful in trying to replace our former Assistant City Engineer, who resigned in July, 2022. Staff are proposing to hire a Civil Engineer in lieu of an Assistant City Engineer. The Civil Engineer would report to the Director of Public Works/City Engineer.</p> <p>The Civil Engineer job description is written to be more entry-level; it would require a Bachelor’s degree, but no prior work experience in Engineering to qualify for the position. Our goal would be to hire and train a candidate that desires to become licensed as a professional engineer. Once a PE licensure of obtained, the candidate would be qualified to be promoted to our existing Assistant City Engineer position. The qualifications necessary to obtain PE licensure in MN is prescribed in MN Statute: https://www.revisor.mn.gov/rules/1800.2500/</p> <p>The newly developed Civil Engineer job description was evaluated by Gallagher, resulting in a DBM rating of C41. The job description is attached. The corresponding 2022 wage range for C41 is shown below. The 2023 wage range would increase by 3% consistent with the general wage increase approved by the Council for non-union employees.</p> <table border="1"> <thead> <tr> <th colspan="10">Civil Engineer 2022 Wage Schedule</th> </tr> <tr> <th>Step A</th> <th>Step B</th> <th>Step C</th> <th>Step D</th> <th>Step E</th> <th>Step F</th> <th>Step G</th> <th>Step H</th> <th>Step I</th> <th>Step J</th> </tr> </thead> <tbody> <tr> <td>33.76</td> <td>34.87</td> <td>35.99</td> <td>37.11</td> <td>38.22</td> <td>39.33</td> <td>40.73</td> <td>42.12</td> <td>43.51</td> <td>44.90</td> </tr> </tbody> </table> <p>For comparative purposes, the chart below reflects the Assistant City Engineer (DBM C44) pay range:</p> <table border="1"> <thead> <tr> <th colspan="10">Assistant City Engineer 2022 Wage Schedule</th> </tr> <tr> <th>Step A</th> <th>Step B</th> <th>Step C</th> <th>Step D</th> <th>Step E</th> <th>Step F</th> <th>Step G</th> <th>Step H</th> <th>Step I</th> <th>Step J</th> </tr> </thead> <tbody> <tr> <td>39.50</td> <td>40.81</td> <td>42.12</td> <td>43.41</td> <td>44.72</td> <td>46.02</td> <td>47.65</td> <td>49.29</td> <td>50.91</td> <td>52.54</td> </tr> </tbody> </table> <p>Current and proposed organizational charts are attached.</p> <p>If approved by the Council, HR will keep the Assistant City Engineer position posted, and will initiate recruitment for the Civil Engineer position immediately. Both positions would be closed once 1 of the positions is filled, either the Assistant City Engineer or the Civil Engineer.</p> <p>Additional background: Staff are currently in discussions with the AFSCME union on a related restructure proposal of the Engineering Department that would result in transitioning the supervisory responsibilities that were held by the former Assistant City Engineer to the Senior</p> | Civil Engineer 2022 Wage Schedule | | | | | | | | | | Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H | Step I | Step J | 33.76 | 34.87 | 35.99 | 37.11 | 38.22 | 39.33 | 40.73 | 42.12 | 43.51 | 44.90 | Assistant City Engineer 2022 Wage Schedule | | | | | | | | | | Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H | Step I | Step J | 39.50 | 40.81 | 42.12 | 43.41 | 44.72 | 46.02 | 47.65 | 49.29 | 50.91 | 52.54 |
| Civil Engineer 2022 Wage Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H | Step I | Step J | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33.76 | 34.87 | 35.99 | 37.11 | 38.22 | 39.33 | 40.73 | 42.12 | 43.51 | 44.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assistant City Engineer 2022 Wage Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Step A | Step B | Step C | Step D | Step E | Step F | Step G | Step H | Step I | Step J | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39.50 | 40.81 | 42.12 | 43.41 | 44.72 | 46.02 | 47.65 | 49.29 | 50.91 | 52.54 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|-------------------------------------|--|
| | Engineering Specialist. This would provide for more immediate lines of communication, project coordination, and work direction. The Personnel Committee has reviewed the proposal and approved for Staff to initiate discussions with the union. If agreement is reached, Staff will be bringing this restructure proposal to the Council. |
| Fiscal Impact: | |
| Alternative/ Variations: | None recommended |
| Recommendations: | That the Council approve amendment to the Engineering organizational chart and the Civil Engineer pay range be added to the Wage Schedule. |

Organizational Chart—ENGINEERING-CURRENT



Organizational Chart—ENGINEERING-Proposed



CITY OF MARSHALL
Job Description

| | |
|--|---------------------|
| POSITION TITLE: Assistant City Engineer | DATE: April 2021 |
| DIVISION: Public Works/Engineering | FLSA STATUS: Exempt |
| ACCOUNTABLE TO: Director of Public Works/City Engineer | UNION STATUS: NA |
| | DBM: C44 |

SUMMARY OF POSITION

This position manages and oversees the programs and activities of the Engineering personnel; administer and manage city right of way permits, review and approve project plans, develop project specifications and bids, direct project inspection activities, contribute to the development and coordinate implementation of the City's capital improvement programs, assist the Director of Public Works/City Engineer with Public Works Division operations management and provides highly responsible and complex administrative support to the Director of Public Works/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage and direct all Engineering personnel, contracted staff, and their activities.
 - a. Establish division goals and regularly monitor their implementation.
 - b. Provide oversight, planning, and direction for staff, and coaches and provides training for assigned employees.
 - c. Enforce City and Departmental policies and work rules.
 - d. Conduct employee performance evaluations and provide for training of employees. Evaluate and recommend employee training opportunities.
 - e. Research equipment, work processes, and procedures that improve staff performance.
 - f. Assist in hiring of permanent and temporary employees within the Department.
 - g. Establish and maintain a work environment to motivate employees and develop and maintain a proper level of employee discipline. Monitor employee performance and recommend discipline as necessary.
2. Provide management responsibility for all services and activities of the Engineering Department including capital improvements implementation, construction projects and inspections, plan review and contractual agreements.
 - a. Plan, manage, coordinate and oversee engineering design, contract administration, and construction oversight for capital improvement and maintenance projects, with emphasis on water and storm water utility projects. Review and evaluate work products, methods and procedures. Evaluate work progress and methods in order to ensure maximum efficiency. Ensure compliance with any additional requirements for State or Federal Aid funded projects.
 - b. Provide MnDOT with information concerning annual certification of mileage, annual bridge inspection, and annual needs information on State Aid streets.
 - c. Coordinate contracted services relating to assigned work areas, including consulting, oversight, and project review with designers and contractors.
 - d. Develop, review, and approve plans, specifications, designs and related documents, reports and studies for City projects. Allocate resources necessary to oversee and ensure conformance with City requirements.
 - e. Prepare applications and exhibits for various Financial Aid solicitations.
 - f. Perform contract administration and project management using project management software. .
 - g. Oversee preparation of special assessment calculations, special assessments, and other detailed financial summaries.
 - h. Prepare reports for Director, City Administrator, and City Council as requested.
 - i. Manage review and approval of plans and specifications that require permitting from or coordination with the City. Allocate resources necessary to oversee and ensure conformance with City requirements.
 - j. Provide outreach to project stakeholders relating to improvement projects through the use of effective communications and meetings.
3. Manage the development and implementation of the Engineering Departments' goals, objectives, policies, and procedures, and allocate resources to meet appropriate service levels.
 - a. Manage the development and implementation of the City's Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
 - b. Assist in developing operating and capital budgets, and maintain assigned work areas within established budgets.
 - c. Approve purchases and payroll within assigned work areas.
 - d. Evaluate needs for new facilities and equipment.
 - e. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and reporting relationships. Identify opportunities for improvement, and direct the implementation of changes to meet goals and objectives.

4. Provide responsible staff assistance to the Director of Public Works.
 - a. Prepare and present staff reports and other necessary correspondence.
 - b. Assist in developing, revising, and implementing Department programs, policies, and procedures.
 - c. Contributes in developing the City's Capital Improvement Program.
 - d. Coordinate service delivery with Public Works maintenance divisions and other City departments. Confers with City staff and advises on construction, maintenance, and repair of infrastructure.
 - e. Provide innovative thinking and emphasizes the use of cost effective ideas to improve the productivity, safety, and performance of Public Works divisions.
 - f. Serve as liaison for the Engineering Department with other Public Works Departments, City departments, City Commissions, Marshall Municipal Utilities, outside agencies, and other stakeholders.
 - g. Provide information and support to others and coordinate work with other Departments and Divisions, other government agencies, contractors, and other stakeholders.
 - h. Respond to complaints, requests for service, and requests for information. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of concerns.
 - i. Negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
 - j. Assume the duties of the Director of Public Works/City Engineer in his/her absence.
5. Perform other duties as assigned.
6. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Contributes to coordination activities with Community Services, Public Safety, and other City departments through regular meetings and consultations.
2. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
3. Report on work activities with the City Council and applicable Commissions as may be required.
4. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
5. Perform other duties and assumes other responsibilities that are apparent or assigned.

MINIMUM QUALIFICATIONS

1. Possession of an active Professional Engineer License issued by the State of Minnesota in the Civil Engineering discipline or licensure from another state offering documented reciprocity, and five years of increasingly responsible professional civil engineering, project management, construction management, and/or infrastructure management experience.
2. Excellent technical reasoning and problem solving skills.
3. Ability to communicate effectively both orally and in written form.
4. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
5. Possess a valid Driver's License with a good driving history.
6. Successfully complete and pass a thorough criminal background check and reference check process.

DESIRABLE QUALIFICATIONS

1. Three years of supervisory responsibility of a technical and administrative staff.
2. Two years of experience in construction supervision and project management.
3. Experience in the use of computer-aided design software and extensions for civil engineering design.
4. Experience in the use of software for engineering design (e.g. hydraulic modeling software).
5. Experience in formal plan review.
6. Possession of specialty design certificates (e.g. Construction SWPPP) obtained through formal training.
7. Active involvement in professional organizations associated with the Engineering or Public Works fields.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating,

- permitting, engineering design, construction, and project budgeting and administration.
2. Relevant technical standards and resources and their application, including those developed by FHWA, AASHTO, MN/DOT, AWWA, CEAM, GLUMRB, EPA, and MPCA.
 3. Public works operations including:
 - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
 - b. Systems for water distribution, sanitary sewer collection, stormwater drainage, and stormwater treatment and associated maintenance procedures.
 - c. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
 4. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
 5. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 6. Modern and complex principles and practices of program development and administration.
 7. Principles and practices of project management.
 8. Knowledge of the MnDOT Delegated Contract Process (DCP) for administration of Public Works construction projects that are fully or partially funded by State and Federal grants. Knowledge of State and Federal Aid requirements and process.
 9. Principles and techniques of construction cost analysis and estimates.
 10. Principles of business and technical letter writing and report preparation.
 11. Engineering and business tools, including computerized equipment and software.
 12. English usage, spelling, grammar and punctuation.
 13. Thorough understanding of personnel rules and regulations including principles of supervision, training and performance evaluation.
 14. Knowledge of teaching methods and ability to coach and mentor employees.
 15. Principles and practices of effective customer service and communication.

Skilled in:

1. Analysis, engineering design, project management, and project administration of infrastructure maintenance and improvement projects including utilities, drainage, stormwater management, roadways, signage, and facilities.
2. Technical reasoning and alternatives analysis.
3. Good decision making and judgment.
4. Application of supervisory and employee motivation techniques.
5. Communication of technical ideas to a wide variety of audiences.
6. Providing effective customer service.
7. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

Ability to:

1. Manage the operations of a modern engineering services division.
2. Monitor and oversee multiple complex projects.
3. Coordinate and manage the work of professional and technical personnel.
4. Develop, review and document specifications for capital improvement projects.
5. Administer engineering and construction contracts.
6. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
7. Provide administrative and professional leadership and direction for the Engineering Department.
8. Select, supervise, train and evaluate staff.
9. Prepare clear and concise technical reports.
10. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. Research, analyze and evaluate new service delivery methods, procedures and techniques to improve efficiency, safety, and service.
12. Operate various types of field equipment and instrumentation, and office equipment including computers and engineering-related software.
13. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
16. Deal with difficult situations and to bring positive resolutions to conflict.
17. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.

18. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, analyze and review complex specifications and plans, and demonstrate intellectual capabilities
19. Maintain physical condition to meet the activity requirements of the position.

SUPERVISION EXERCISED

Supervision of Engineering staff, including Senior Engineering Specialist, Engineering Specialists, Engineering Technicians, and Engineering Aides.

SUPERVISION RECEIVED

General to limited supervision by the Director of Public Works/City Engineer.

PUBLIC CONTACTS

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

CITY OF MARSHALL Job Description

| | |
|--|---------------------|
| POSITION TITLE: Civil Engineer | DATE: October 2022 |
| DIVISION: Public Works/Engineering | FLSA STATUS: Exempt |
| ACCOUNTABLE TO: Director of Public Works/City Engineer | UNION STATUS: NA |
| | DBM: C41 |

SUMMARY OF POSITION

The primary objective of this position is to coordinate various aspects of project development and construction activities associated with public improvement projects, development review, and right-of-way management. This position is responsible to ensure conformance with City specifications, ordinances, and applicable state and federal laws. This position will regularly collaborate with other City departments, outside agencies, developers, consultants, contractors, and other engineers in the implementation of City projects. This position will provide responsible and complex administrative support to the Director of Public Works/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with preparing, designing, and coordinating preliminary and final design for municipal capital improvement and infrastructure projects as assigned, including the preparation of feasibility reports, cost estimates, plans, specifications, advertisements for bids, contracts, acquisition of deeds and easements, project delivery (both developer and city led projects), construction management, detailed contract administration, as-built record plans, and project archiving.
2. Reviews construction plans and specifications for developer-installed public improvements including grading, drainage and erosion control, streets, sidewalks and trails, sanitary sewer, water distribution, and storm sewer for conformance with City standards, specifications, and policies.
3. Assist with overseeing contract construction activities and perform field inspections on public roadway, sanitary sewer, storm sewer and water main construction and reconstruction projects, ensuring that the contractor conforms to specifications and plans. Work closely with developers, engineers, contractors, and property owners to address unique or unanticipated field issues.
4. Coordinate contracted services relating to assigned work area, including consulting, oversight, and project review with designers and contractors. Perform project management and contract administration using available software.
5. Responsible for field inspection and verification of compliance with construction documents for all active construction and reconstruction projects and grading permits.
6. Assist with the preparation of special assessment calculations, special assessments, and other detailed financial summaries.
7. Manage the Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
8. Represent the City at preconstruction, construction progress, and neighborhood meetings. Perform outreach to project stakeholders as needed or requested.
9. Serve as a liaison for the Engineering department with other city departments/staff, Marshall Municipal Utilities, City boards/commissions, outside agencies, and other stakeholders.
10. Collect and organize data and prepare reports to meet the Municipal State Aid and MnDOT reporting requirements (i.e., certification of mileage, annual bridge inspection, needs information, traffic volumes, etc.).
11. Under the direction of the Director of Public Works/City Engineer, assist in coordinating the assignment of personnel to provide the most efficient and effective operations with respect to seasonal demands and other variations in workload. Allocate resources as necessary to oversee and ensure conformance with City requirements.
12. Provides technical engineering advice and assistance to other city divisions, including mapping, drawing, and surveying.
13. Respond to requests for information, requests for service, and complaints relating to grading and drainage, existing and proposed public improvements, construction projects, and other related engineering work. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of issues.
14. Review and promptly resolve unanticipated and/or unique problems encountered; negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
15. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and equipment. Identify opportunities for improvement.
16. Prepare applications and exhibits for various financial aid solicitations, permits, and grants.
17. Prepare reports for the Director of Public Works/City Engineer, City Administrator, and City Council, as requested.
18. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
19. Provide responsible staff assistance to the Director of Public Works/City Engineer.

20. Contribute in the preparation and updating of the City's Capital Improvement Program.
21. Assist in developing operating and capital budgets.
22. Perform other duties as assigned or apparent.
23. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
2. Report on work activities with the City Council and applicable Commissions as may be required.

MINIMUM QUALIFICATIONS

1. Bachelors' degree in Civil Engineering, or closely related field, from an accredited engineering degree program.
2. Fundamentals of Engineering (FE) Certificate.
3. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
4. Possess a valid driver's license.

DESIRABLE QUALIFICATIONS

1. Work experience in municipal engineering.
2. Experience in the use of computer-aided design software and extensions for civil engineering design.
3. Experience with ESRI ArcMap.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating, permitting, engineering design, construction, and project budgeting and administration.
2. Public works operations including:
 - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
 - b. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
3. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
4. Principles and practices of project management.
5. Principles and techniques of construction cost analysis and estimates.
6. Principles of business and technical letter writing and report preparation.
7. Engineering and business tools, including computerized equipment and software.

Skilled in:

1. Technical reasoning, problem-solving, and alternatives analysis.
2. Good decision-making and judgment.
3. Communication of technical ideas to a wide variety of audiences.
4. Providing effective customer service.
5. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

Ability to:

1. Develop, review and document specifications for capital improvement projects.
2. Administer engineering and construction contracts.
3. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
4. Prepare clear and concise technical reports.
5. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
6. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
7. Deal with difficult situations and to bring positive resolutions to conflict.
8. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.

9. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, and analyze and review complex specifications and plans.
10. Establish and maintain effective working relationships with coworkers, supervisors, and the public.
11. Communicate professionally and effectively, rendering prompt and courteous service, both orally and in writing.
12. Represent the organization to other agencies staff and citizens with a courteous, helpful, accurate, and business-like attitude in all forms of contact.
13. Read and comply with City and departmental policies and procedures.
14. Use safe working practices and recognize hazards or unsafe conditions in daily work.

SUPERVISION EXERCISED

No supervisory duties.

Under Supervisory direction, this position provides work direction to and coordination of engineering staff.

SUPERVISION RECEIVED

General to limited supervision by the Director of Public Works/City Engineer.

PUBLIC CONTACTS

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

See attached Physical Requirements and Working Conditions form.

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| Presenter: | Jason Anderson | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|---|--------|---------|---------------------------|-------------------------------------|--------------------------|----------------------------------|---------------------------|----------------------------------|---------------------------|-----------------------------------|----------------------------|----------------------------------|-----------------------|------------------------------------|-------------------------|-----|--------------|-----------------------------|----------------------------|-----|-----------------|-----------------------------|--------------------------|------------------------------|---------------------------|---------------------------------|---------------------|------------------------------|
| Meeting Date: | Tuesday, December 13, 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category: | NEW BUSINESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type: | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject: | Project ST-002-2022: Bituminous Overlay on Various City Streets - Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request (No. 3). | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Background Information: | <p>This project consisted of street milling and overlay on various city streets. Attached is the plan cover sheet that identifies each street that received a mill and overlay treatment.</p> <p>Streets included:</p> <table border="1"> <thead> <tr> <th>Street</th> <th>From-To</th> </tr> </thead> <tbody> <tr> <td>Westwood Drive (Mill All)</td> <td>Country Club Drive to County Road 7</td> </tr> <tr> <td>Ridgeway Road (Mill All)</td> <td>Westwood Drive to Englewood Road</td> </tr> <tr> <td>Englewood Road (Mill All)</td> <td>Pinehurst Road to South dead end</td> </tr> <tr> <td>Pinehurst Road (Mill All)</td> <td>Cumberland Road to South dead end</td> </tr> <tr> <td>Cumberland Road (Mill All)</td> <td>Westwood Drive to South dead end</td> </tr> <tr> <td>Adobe Road (Mill All)</td> <td>East Lyon Street to Parkside Drive</td> </tr> <tr> <td>Adobe Circle (Mill All)</td> <td>All</td> </tr> <tr> <td>Adobe Circle</td> <td>Leveling for island removal</td> </tr> <tr> <td>Prospect Circle (Mill All)</td> <td>All</td> </tr> <tr> <td>Prospect Circle</td> <td>Leveling for island removal</td> </tr> <tr> <td>Prospect Road (Mill All)</td> <td>Adobe Road to Parkside Drive</td> </tr> <tr> <td>Carlson Street (Mill All)</td> <td>Parkside Drive to Jewett Street</td> </tr> <tr> <td>Erie Ave (Mill All)</td> <td>North of Erie Street (CR 33)</td> </tr> </tbody> </table> <p>The items on Change Order No. 3 (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. 3) in the amount of \$32,523.82.</p> | Street | From-To | Westwood Drive (Mill All) | Country Club Drive to County Road 7 | Ridgeway Road (Mill All) | Westwood Drive to Englewood Road | Englewood Road (Mill All) | Pinehurst Road to South dead end | Pinehurst Road (Mill All) | Cumberland Road to South dead end | Cumberland Road (Mill All) | Westwood Drive to South dead end | Adobe Road (Mill All) | East Lyon Street to Parkside Drive | Adobe Circle (Mill All) | All | Adobe Circle | Leveling for island removal | Prospect Circle (Mill All) | All | Prospect Circle | Leveling for island removal | Prospect Road (Mill All) | Adobe Road to Parkside Drive | Carlson Street (Mill All) | Parkside Drive to Jewett Street | Erie Ave (Mill All) | North of Erie Street (CR 33) |
| Street | From-To | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Westwood Drive (Mill All) | Country Club Drive to County Road 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ridgeway Road (Mill All) | Westwood Drive to Englewood Road | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Englewood Road (Mill All) | Pinehurst Road to South dead end | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pinehurst Road (Mill All) | Cumberland Road to South dead end | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cumberland Road (Mill All) | Westwood Drive to South dead end | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adobe Road (Mill All) | East Lyon Street to Parkside Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adobe Circle (Mill All) | All | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adobe Circle | Leveling for island removal | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prospect Circle (Mill All) | All | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prospect Circle | Leveling for island removal | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prospect Road (Mill All) | Adobe Road to Parkside Drive | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carlson Street (Mill All) | Parkside Drive to Jewett Street | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Erie Ave (Mill All) | North of Erie Street (CR 33) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fiscal Impact: | <p>The 2022 capital budget included \$685,000 for this work as follows: \$625,000 in the Public Improvement Fund and \$60,000 in the Wastewater Fund for the Wastewater Plant road mill and overlay. The Wastewater portion of the project was \$56,531.26.</p> <p>Change Order No. 3 (Final) results in a contract increase in the amount of \$78,981.68, and the final contract amount was \$650,476.48. The original contract amount was \$560,573.35.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternative/ Variations: | No alternative actions recommended. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|-------------------------|--|
| Recommendations: | that the Council approve Change Order No. 3 (Final), resulting in a contract increase in the amount of \$78,981.68 and acknowledge Final Pay Request (No.3) in the amount of \$32,523.82 for the above-referenced project to Duininck, Inc. of Prinsburg, Minnesota. |
|-------------------------|--|

State Of Minnesota City of Marshall, Minnesota Project Number ST-002-2022

Construction Plans Bituminous Mill and Overlay Project with ADA Improvements

LEGEND

| | |
|---------------------------|--|
| ALIGNMENT STATIONS | |
| GAS LINE | |
| COMMUNICATION LINE | |
| FIBER LINE | |
| UNDERGROUND POWER | |
| STREET LIGHT | |
| EXISTING CATCH BASIN | |
| EXISTING STORM MANHOLE | |
| EXISTING SANITARY MANHOLE | |
| EXISTING HYDRANT | |
| EXISTING WATER VALVE | |
| NEW CATCH BASIN | |
| NEW HYDRANT | |
| NEW WATER VALVE | |
| NEW SANITARY MANHOLE | |
| NEW STORM MANHOLE | |
| BENCHMARK TOP NUT HYDRANT | |

INDEX

| SHEET NO. | DESCRIPTION |
|-----------|------------------------------|
| 1 | Title Sheet |
| 2 | Estimated Quantity Sheet |
| 3 | ADA Quantity Sheet |
| 4 | General/ADA Notes Sheet |
| 5 | Detail Sheet |
| 6 | ADA Improvement Sheet |
| 7-12 | Pedestrian Curb Ramp Details |
| 13-16 | Driveway & Sidewalk Details |

SPECIFICATION REFERENCE

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE CITY OF MARSHALL STANDARD SPECIFICATIONS AND SPECIAL PROVISIONS.

PROJECT LENGTH

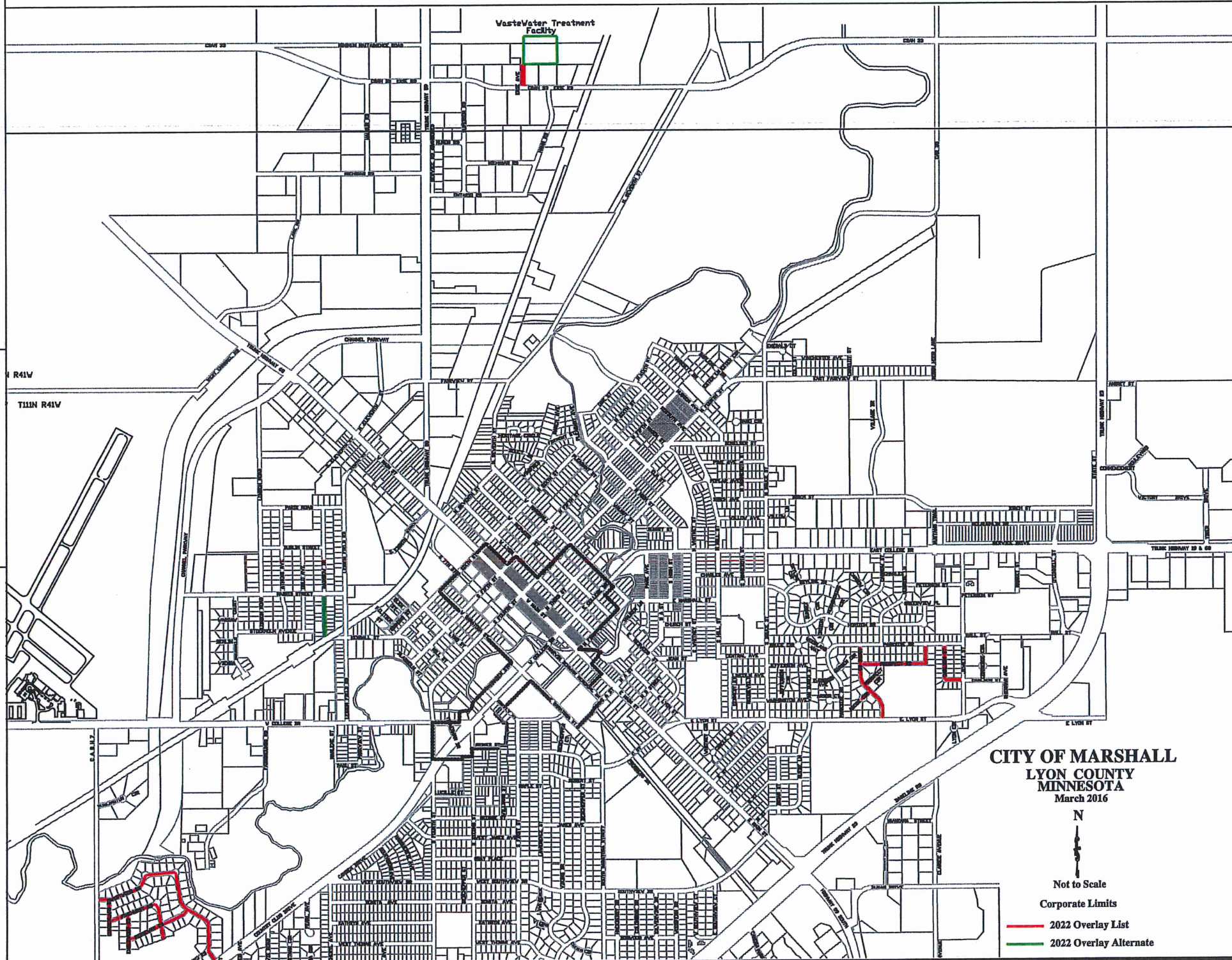
| | |
|------|-------|
| FEET | MILES |
| FEET | MILES |
| FEET | MILES |
| FEET | MILES |
| FEET | MILES |

DESIGN DATA

DESIGN SPEED 30 MPH
STOPPING SIGHT DISTANCE BASED ON
3.5' HEIGHT OF EYE
0.5' HEIGHT OF OBJECT

SCALES

| | |
|----------------|--------|
| PLAN | 1"=50' |
| PROFILE | 1"=5' |
| INDEX MAP | 1"=50' |
| GENERAL LAYOUT | 1"=50' |



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

Jan Adm
APPROVED: CITY ENGINEER, MARSHALL MINNESOTA
DATE: 1-12-2022
REG NO 53322

CITY OF MARSHALL
LYON COUNTY
MINNESOTA
March 2016

N

Not to Scale
Corporate Limits
2022 Overlay List
2022 Overlay Alternate

| |
|------------------------|
| DESIGNED BY: _____ |
| DRAWN BY: _____ JAR |
| APPROVED BY: _____ JRA |

| DATE | REVISIONS | INT. |
|------|-----------|------|
| | | |
| | | |
| | | |

MARSHALL

ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

2022 Mill and Overlay Project
TITLE SHEET

| | |
|---------------------------------|----------------------|
| CITY PROJECT NO. ST-002-2022 | DATE 1/11/2022 |
| STATE AID PROJECT NO. | SHEET NO. 1 OF 16 |



**STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER**

Rev. February 2018

| | | | | | |
|-----------|--|-----------------|-----|------------------|---|
| SP/SAP(s) | | MN Project No.: | N/A | Change Order No. | 3 |
|-----------|--|-----------------|-----|------------------|---|

| | | | | | |
|-------------------------------------|--|-------------------|-------------|--|--|
| Project Location | Various Locations | | | | |
| Local Agency | City of Marshall Public Works | Local Project No. | ST-002-2022 | | |
| Contractor | Duininck, Inc. | Contract No. | ST-002-2022 | | |
| Address/City/State/Zip | 408 6th Street P.O. Box 208 / Prinsburg / MN / 56281 | | | | |
| Total Change Order Amount \$ | \$78,981.68 | | | | |

Final Reconciling Change Order

| Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i> | | | | | |
|--|---|----------|------------|--------------------|---------------------|
| Item No. | Description | Unit | Unit Price | + or - Quantity | + or - Amount \$ |
| 2104.50 3/00315 | REMOVE CURB & GUTTER | L F | \$9.10 | -74 | (\$673.40) |
| 2104.51 8/00190 | REMOVE PAVEMENT | S F | \$3.20 | 128.26 | \$410.43 |
| 2232.50 4/00040 | MILL BITUMINOUS SURFACE (1.5") | S Y | \$1.46 | 7713 | \$11,260.98 |
| 2301.50 4/00070 | CONCRETE PAVEMENT 7.0" | S Y | \$88.40 | 0.24 | \$21.22 |
| 2360.60 4 | TYPE SP 9.5 BIT MIXTURE FOR PATCHING | S Y | \$65.00 | -16.6 | (\$1,079.00) |
| 2360.60 9 | TYPE SP 9.5 WEARING COURSE MIX (3,B) | TON | \$83.60 | 947 | \$79,169.20 |
| 2504.60 2/00032 | ADJUST GATE VALVE & BOX | EAC H | \$340.00 | -5 | (\$1,700.00) |
| 2506.50 2/06020 | ADJUST FRAME & RING CASTING | EAC H | \$510.00 | -13 | (\$6,630.00) |
| 2521.51 8/00040 | 4" CONCRETE WALK | S F | \$10.10 | -17 | (\$171.70) |
| 2521.51 8/00060 | 6" CONCRETE WALK | S F | \$12.90 | 102.26 | \$1,319.15 |
| 2531.50 3/02315 | CONCRETE CURB & GUTTER DESIGN B618 | L F | \$39.80 | -74 | (\$2,945.20) |
| Net Change this Change Order | | | | | \$78,981.68 |

| | |
|--|---|
| Due to this change, the contract time: <i>(check one)</i> | |
| <input type="checkbox"/> Is NOT changed | <input type="checkbox"/> May be revised as provided in MnDOT Specification 1806 |



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

| | | | | | |
|-----------|--|-----------------|-----|------------------|---|
| SP/SAP(s) | | MN Project No.: | N/A | Change Order No. | 3 |
|-----------|--|-----------------|-----|------------------|---|

| | |
|--|---|
| Number of Working Days Affected by this Contract Change: | Number of Calendar Days Affected by this Contract Change: |
|--|---|

Approved by Project Engineer: *Jason Anderson*
 Print Name: *Jason Anderson*

Date: *12/7/2022*
 Phone:

Approved by Contractor: Duininc, Inc.

Date: Dec 6, 2022

Signature: 

Print Name: Kristopher Duininc

Contract Number: ST-002-2022
Pay Request Number: 3

| Project Number | Project Description |
|----------------|--|
| ST-002-2022 | 2022 Mill & Overlay and ADA Improvements Project |

| | |
|---|--|
| Contractor: Duinick, Inc. 408 6th Street Prinsburg, MN 56281 | Vendor Number: 01-1020 Up To Date: 09/15/2022 |
|---|--|


| Contract Amount | | Funds Encumbered | |
|-------------------|--------------|------------------|--------------|
| Original Contract | \$560,573.35 | Original | \$560,573.35 |
| Contract Changes | \$89,903.13 | Additional | N/A |
| Revised Contract | \$650,476.48 | Total | \$560,573.35 |

| Work Certified To Date | |
|------------------------|--------------|
| Base Bid Items | \$639,555.03 |
| Contract Changes | \$10,921.45 |
| Material On Hand | \$0.00 |
| Total | \$650,476.48 |

| 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 | \$650,476.48 | \$0.00 | \$617,952.66 | \$32,523.82 | \$650,476.48 |
| 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
Jason Anderson
County/City/Project Engineer
12/07/2022
Date

Approved By Duinick, Inc.

Kristopher Duinick (Dec 6, 2022 15:14 CST)
Contractor
Dec 6, 2022
Date

| Payment Summary | | | | |
|-----------------|------------|----------------------------|-----------------------------|-------------------------|
| No. | Up To Date | Work Certified Per Request | Amount Retained Per Request | Amount Paid Per Request |
| 1 | 2022-07-25 | \$160,369.34 | \$8,018.47 | \$152,350.87 |
| 2 | 2022-08-12 | \$490,107.14 | \$24,505.35 | \$465,601.79 |
| 3 | 2022-09-15 | \$0.00 | (\$32,523.82) | \$32,523.82 |

| 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 |
|-----------------------|-------------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| ADA Improvements | | \$98,489.17 | \$0.00 | \$93,564.72 | \$4,924.45 | \$98,489.17 |
| Overlay | | \$551,987.31 | \$0.00 | \$524,387.94 | \$27,599.37 | \$551,987.31 |

| Accounting Number | Funding Source | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
|-------------------|------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| 495 | Local / Other[1] | \$32,523.82 | \$650,476.48 | \$560,573.35 | \$650,476.48 |

| 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 | 2104.503/00315 | REMOVE CURB & GUTTER | L F | \$9.10 | 1046 | 0 | \$0.00 | 1046 | \$9,518.60 |
| Base Bid | 2 | 2104.518/00190 | REMOVE PAVEMENT | S F | \$3.20 | 800.26 | 0 | \$0.00 | 800.26 | \$2,560.83 |
| Base Bid | 3 | 2232.504/00040 | MILL BITUMINOUS SURFACE (1.5") | S Y | \$1.46 | 53201 | 0 | \$0.00 | 53201 | \$77,673.46 |
| Base Bid | 4 | 2360.604 | TYPE SP 9.5 BIT MIXTURE FOR PATCHING | S Y | \$65.00 | 232.4 | 0 | \$0.00 | 232.4 | \$15,106.00 |
| Base Bid | 5 | 2360.609 | TYPE SP 9.5 WEARING COURSE MIX (3,B) | TON | \$83.60 | 5484 | 0 | \$0.00 | 5484 | \$458,462.40 |
| Base Bid | 6 | 2301.504/00070 | CONCRETE PAVEMENT 7.0" | S Y | \$88.40 | 23.57 | 0 | \$0.00 | 23.57 | \$2,083.59 |
| Base Bid | 7 | 2504.602/00032 | ADJUST GATE VALVE & BOX | EACH | \$340.00 | 7 | 0 | \$0.00 | 7 | \$2,380.00 |
| Base Bid | 8 | 2506.502/06020 | ADJUST FRAME & RING CASTING | EACH | \$510.00 | 5 | 0 | \$0.00 | 5 | \$2,550.00 |
| Base Bid | 9 | 2521.518/00040 | 4" CONCRETE WALK | S F | \$10.10 | 208 | 0 | \$0.00 | 208 | \$2,100.80 |
| Base Bid | 10 | 2521.518/00060 | 6" CONCRETE WALK | S F | \$12.90 | 308.26 | 0 | \$0.00 | 308.26 | \$3,976.55 |
| Base Bid | 11 | 2531.503/02315 | CONCRETE CURB & GUTTER DESIGN B618 | L F | \$39.80 | 1046 | 0 | \$0.00 | 1046 | \$41,630.80 |
| Base Bid | 12 | 2531.618/00010 | TRUNCATED DOMES | S F | \$54.50 | 36 | 0 | \$0.00 | 36 | \$1,962.00 |
| Base Bid | 13 | 2575.602/000700 | SITE RESTORATION | EACH | \$575.00 | 34 | 0 | \$0.00 | 34 | \$19,550.00 |

| 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 Totals: | | | | | | | | \$0.00 | | | \$639,555.03 |

| Project Category Totals | | | |
|-------------------------|----------|---------------------|----------------|
| Project | Category | Amount This Request | Amount To Date |
| ST-002-2022 | | \$0.00 | \$639,555.03 |

| Contract Change Item Status | | | | | | | | | | | |
|--------------------------------|-----|------|---|------------|-------------------|-----------------|-----------------------------|-----------------------|---------------------|------------------|----------------|
| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
| ST-002-2022 | CO1 | 14 | 2021.501/00010 MOBILIZATION (LS) | \$1,000.00 | 1 | \$1,000.00 | ITM | \$0.00 | \$0.00 | 1 | \$1,000.00 |
| ST-002-2022 | CO2 | 15 | 2504.502 SET CATCH BASIN GRATE (EACH) | \$55.00 | 5 | \$275.00 | ITM | \$0.00 | \$0.00 | 5 | \$275.00 |
| ST-002-2022 | CO2 | 16 | 2360.609 TYPE SP 9.5 WEARING COURSE MIX (3,B) (TON) | \$205.00 | 33 | \$6,765.00 | ITM | \$0.00 | \$0.00 | 33 | \$6,765.00 |
| ST-002-2022 | CO2 | 17 | 2232.504/00040 MILL BITUMINOUS SURFACE (1.5") (S Y) | \$8.45 | 341 | \$2,881.45 | ITM | \$0.00 | \$0.00 | 341 | \$2,881.45 |
| ST-002-2022 | CO3 | 1 | 2104.503/00315 REMOVE CURB & GUTTER (L F) | \$9.10 | -74 | (\$673.40) | ADJ | | | | |
| ST-002-2022 | CO3 | 2 | 2104.518/00190 REMOVE PAVEMENT (S F) | \$3.20 | 128.26 | \$410.43 | ADJ | | | | |
| ST-002-2022 | CO3 | 3 | 2232.504/00040 MILL BITUMINOUS SURFACE (1.5") (S Y) | \$1.46 | 7713 | \$11,260.98 | ADJ | | | | |
| ST-002-2022 | CO3 | 4 | 2360.604 TYPE SP 9.5 BIT MIXTURE FOR PATCHING (S Y) | \$65.00 | -16.6 | (\$1,079.00) | ADJ | | | | |
| ST-002-2022 | CO3 | 5 | 2360.609 TYPE SP 9.5 WEARING COURSE MIX (3,B) (TON) | \$83.60 | 947 | \$79,169.20 | ADJ | | | | |
| ST-002-2022 | CO3 | 6 | 2301.504/00070 CONCRETE PAVEMENT 7.0" (S Y) | \$88.40 | 0.24 | \$21.22 | ADJ | | | | |
| ST-002-2022 | CO3 | 7 | 2504.602/00032 ADJUST GATE VALVE & BOX (EACH) | \$340.00 | -5 | (\$1,700.00) | ADJ | | | | |
| ST-002-2022 | CO3 | 8 | 2506.502/06020 ADJUST FRAME & RING CASTING (EACH) | \$510.00 | -13 | (\$6,630.00) | ADJ | | | | |
| ST-002-2022 | CO3 | 9 | 2521.518/00040 4" CONCRETE WALK (S F) | \$10.10 | -17 | (\$171.70) | ADJ | | | | |
| ST-002-2022 | CO3 | 10 | 2521.518/00060 6" CONCRETE WALK (S F) | \$12.90 | 102.26 | \$1,319.15 | ADJ | | | | |
| ST-002-2022 | CO3 | 11 | 2531.503/02315 CONCRETE CURB & GUTTER DESIGN B618 (L F) | \$39.80 | -74 | (\$2,945.20) | ADJ | | | | |
| Contract Change Totals: | | | | | | | | | \$0.00 | | \$10,921.45 |

| Contract Change Totals | | | |
|------------------------|--|----------------|-------------|
| Number | Description | Effective Date | Amount |
| 1 | Additional mobilization for milling subcontractor for the addition of Thomas alternative street. | 05/12/2022 | \$1,000.00 |
| 2 | Addition of mill and overlay areas in "pull-off" sections of the WWTF facility. Addition of catch basin grate setting by Musch in the Westwood neighborhood. | 07/13/2022 | \$9,921.45 |
| 3 | Final Reconciling Change Order | 09/15/2022 | \$78,981.68 |

| Material On Hand Additions | | | | | |
|----------------------------|------|-------------|------|-------|----------|
| Line | Item | Description | Date | Added | Comments |
| | | | | | |

| Material On Hand Balance | | | | | | |
|--------------------------|------|-------------|------|-------|------|-----------|
| Line | Item | Description | Date | Added | Used | Remaining |
| | | | | | | |

| | |
|-----------------------|---------------------|
| Contract Total | \$650,476.48 |
|-----------------------|---------------------|

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Jason Anderson |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Project ST-003: South 1 st Street/Greeley Reconstruction Project - Consider Change Order No. 3 (Final) and Acknowledgement of Final Pay Request (No. 9). |
| Background Information: | <p>This project consisted of: reconstruction and utility replacement on South 1st Street from George Street to Greeley Street, on Greeley Street from West College Drive to Saratoga Street, and on Williams Street from Maple Street to George Street; sanitary sewer, watermain, and storm sewer will be replaced. This project also included new curb & gutter, new 5-ft. sidewalk on one or both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.</p> <p>The items on the attached Change Order No. 3 (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. 9) in the amount of \$88,969.76.</p> |
| Fiscal Impact: | Change Order No. 3 (Final) results in a contract decrease in the amount of (\$19,326.72). Final Pay request No. 9 in the amount of \$88,969.76 results in a total contract amount of \$1,641,503.05, a net decrease of (\$5,995.64) from the original contract amount of \$1,647,498.69. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the Council approve Change Order No. 3 (Final) resulting in contract decrease in the amount of (\$19,326.72) and acknowledge Final Pay Request No. 9 in the amount of \$88,969.76 for the above-referenced project to R&G Construction Co. of Marshall, Minnesota. |



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

| | | | | | |
|-----------|--|-----------------|-----|------------------|---|
| SP/SAP(s) | | MN Project No.: | N/A | Change Order No. | 3 |
|-----------|--|-----------------|-----|------------------|---|

| | | | | | |
|-------------------------------------|---|-------------------|--------|--|--|
| Project Location | S. 1st St (Greeley St to George St), Greeley St (College Dr to Saratoga St) and Williams St | | | | |
| Local Agency | City of Marshall Public Works | Local Project No. | ST-003 | | |
| Contractor | R and G Construction Co. | Contract No. | ST-003 | | |
| Address/City/State/Zip | 2694 County Road 6 / Marshall / MN / 56258 | | | | |
| Total Change Order Amount \$ | (\$19,326.72) | | | | |

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 \$ |
| 2104.50 3/00205 | SAWING BIT PAVEMENT (FULL DEPTH) | L F | \$2.00 | 41 | \$82.00 |
| 2104.50 3/00315 | REMOVE CURB & GUTTER | L F | \$3.00 | 87 | \$261.00 |
| 2112.60 4/00010 | SUBGRADE PREPARATION | S Y | \$0.50 | -1777 | (\$888.50) |
| 2123.51 0 | EXPLORATORY DIGGING | HOU R | \$250.00 | -8.5 | (\$2,125.00) |
| 2360.60 9 | TYPE SP 9.5 WEARING COURSE MIX (3,C) | TON | \$103.00 | 91.57 | \$9,431.71 |
| 2451.50 9/00060 | AGGREGATE FOUNDATION | TON | \$0.01 | -50 | (\$0.50) |
| 2502.50 3/09060 | 6" PERF PVC PIPE DRAIN | L F | \$16.00 | -1770.2 | (\$28,323.20) |
| 2503.60 2/13402 | 8"X4" PVC WYE | EAC H | \$425.00 | 1 | \$425.00 |
| 2503.60 3 | 15" RC PIPE SEWER CLASS III | L F | \$62.00 | 1.1 | \$68.20 |
| 2503.60 3 | 18" RC PIPE SEWER CLASS III | L F | \$64.00 | -0.3 | (\$19.20) |
| 2503.60 3 | 28" SPAN RC PIPE-ARCH SEWER CL IIA | L F | \$122.00 | -0.7 | (\$85.40) |
| 2503.60 3/21004 | 4" PVC PIPE SEWER | L F | \$35.00 | 107 | \$3,745.00 |
| 2503.60 3/21008 | 8" PVC PIPE SEWER | L F | \$53.00 | -3.6 | (\$190.80) |
| 2503.60 3/21010 | 10" PVC PIPE SEWER | L F | \$61.00 | -7.4 | (\$451.40) |



| | | | | | |
|-----------|--|-----------------|-----|------------------|---|
| SP/SAP(s) | | MN Project No.: | N/A | Change Order No. | 3 |
|-----------|--|-----------------|-----|------------------|---|

| | | | | | |
|-------------------------------------|---|-----------|------------|-------|----------------------|
| 2504.60 2/00006 | 1" WATER SERVICE (COMPLETE) | EAC H | \$1,950.00 | 1 | \$1,950.00 |
| 2504.60 2/00202 | 4" SLEEVE | EAC H | \$450.00 | -3 | (\$1,350.00) |
| 2504.60 2/00203 | 6" SLEEVE | EAC H | \$550.00 | -3 | (\$1,650.00) |
| 2504.60 2/00341 | 8" PIPE BEND 22.5 DEGREE | EAC H | \$715.00 | 1 | \$715.00 |
| 2504.60 3/02004 | 4" PVC WATERMAIN | L F | \$60.00 | 4.6 | \$276.00 |
| 2504.60 3/02006 | 6" PVC WATERMAIN | L F | \$50.00 | -9.1 | (\$455.00) |
| 2504.60 3/02008 | 8" PVC WATERMAIN | L F | \$62.00 | 1.25 | \$77.50 |
| 2506.50 3/02420 | CONST DRAINAGE STRUCTURE DES 48-4020 | L F | \$560.00 | 0.2 | \$112.00 |
| 2506.50 3/03620 | CONST DRAINAGE STRUCTURE DES 72-4020 | L F | \$1,250.00 | 0.4 | \$500.00 |
| 2506.60 3/60040 | 48" DIA. SANITARY SEWER MANHOLE | LIN FT | \$565.00 | -0.35 | (\$197.75) |
| 2521.51 8/00040 | 4" CONCRETE WALK | S F | \$4.35 | 293.5 | \$1,276.73 |
| 2521.51 8/00060 | 6" CONCRETE WALK | S F | \$7.80 | -103 | (\$803.40) |
| 2531.50 3/02315 | CONCRETE CURB & GUTTER DESIGN B618 | L F | \$16.97 | 87 | \$1,476.39 |
| 2531.50 4/00060 | 6" CONCRETE DRIVEWAY PAVEMENT | S Y | \$57.75 | -5.53 | (\$319.36) |
| 2531.60 4/60106 | 7" CONCRETE VALLEY GUTTER | SQ YD | \$74.00 | 2.99 | \$221.26 |
| 2531.61 8/00010 | TRUNCATED DOMES | S F | \$65.00 | 17 | \$1,105.00 |
| 2571.52 4/12200 | DECIDUOUS TREE 2" CAL B&B | TRE E | \$795.00 | -5 | (\$3,975.00) |
| 2573.50 1/00025 | STABILIZED CONSTRUCTION EXIT | LS | \$500.00 | -1 | (\$500.00) |
| 2574.50 7/00104 | BOULEVARD TOPSOIL BORROW | C Y | \$15.00 | 99 | \$1,485.00 |
| 2575.62 3 | RAPID STABILIZATION METHOD 3 | MGA L | \$150.00 | -8 | (\$1,200.00) |
| Net Change this Change Order | | | | | (\$19,326.72) |



| | | | | | |
|-----------|--|-----------------|-----|------------------|---|
| SP/SAP(s) | | MN Project No.: | N/A | Change Order No. | 3 |
|-----------|--|-----------------|-----|------------------|---|

Due to this change, the contract time: (check one)

Is NOT changed 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: |
|--|---|

Approved by Project Engineer: Jason Anderson Date: 12/8/2022
 Print Name: Jason Anderson Phone:

Approved by Contractor: R&G Construction Co. Date: 12/8/2022

Signature:

Printed Name: Scott Mathiowetz

Contract Number: ST-003
 Pay Request Number: 9

| Project Number | Project Description |
|----------------|---|
| ST-003 | S. 1st St/Greeley St/Williams St Reconstruction |

| | |
|---|--|
| Contractor: R and G Construction Co. 2694 County Road 6 Marshall, MN 56258 | Vendor Number: 01-2112 Up To Date: 12/08/2022 |
|---|--|


| Contract Amount | | Funds Encumbered | |
|-------------------|----------------|------------------|----------------|
| Original Contract | \$1,647,498.69 | Original | \$1,647,498.69 |
| Contract Changes | (\$5,995.64) | Additional | N/A |
| Revised Contract | \$1,641,503.05 | Total | \$1,647,498.69 |

| Work Certified To Date | |
|------------------------|----------------|
| Base Bid Items | \$1,628,171.97 |
| Contract Changes | \$13,331.08 |
| Material On Hand | \$0.00 |
| Total | \$1,641,503.05 |

| Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|-----------------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| \$7,257.48 | \$1,641,503.05 | \$0.00 | \$1,552,533.29 | \$88,969.76 | \$1,641,503.05 |
| 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
Jason Anderson
 County/City/Project Engineer
 12/08/2022
 Date

Approved By R and G Construction Co.

 Contractor
 Scott Mathibowatz
 Date 12/8/2022

| Payment Summary | | | | |
|-----------------|------------|----------------------------|-----------------------------|-------------------------|
| No. | Up To Date | Work Certified Per Request | Amount Retained Per Request | Amount Paid Per Request |
| 1 | 2022-04-26 | \$4,900.00 | \$245.00 | \$4,655.00 |
| 2 | 2022-05-20 | \$181,763.91 | \$9,088.20 | \$172,675.71 |
| 3 | 2022-07-19 | \$138,292.00 | \$6,914.60 | \$131,377.40 |
| 4 | 2022-07-27 | \$0.00 | \$0.00 | \$0.00 |
| 5 | 2022-08-12 | \$309,758.50 | \$15,487.92 | \$294,270.58 |
| 6 | 2022-09-14 | \$512,589.50 | \$25,629.48 | \$486,960.02 |
| 7 | 2022-10-11 | \$289,842.18 | \$14,492.10 | \$275,350.08 |
| 8 | 2022-11-01 | \$197,099.48 | \$9,854.98 | \$187,244.50 |
| 9 | 2022-12-08 | \$7,257.48 | (\$81,712.28) | \$88,969.76 |

| 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 |
|-----------------------|-------------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| Sanitary Sewer | | \$257,864.55 | \$0.00 | \$244,258.83 | \$13,605.72 | \$257,864.55 |
| Storm Sewer | | \$74,966.60 | \$0.00 | \$71,218.27 | \$3,748.33 | \$74,966.60 |
| Street | | \$945,637.40 | \$0.00 | \$892,173.42 | \$53,463.98 | \$945,637.40 |
| Watermain | | \$363,034.50 | \$0.00 | \$344,882.77 | \$18,151.73 | \$363,034.50 |

| Accounting Number | Funding Source | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
|-------------------|----------------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| 480 | Local Agency Bonds Applied | \$88,969.76 | \$1,641,503.05 | \$1,647,498.69 | \$1,641,503.05 |

| 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 | 2021.501/00010 | MOBILIZATION (P) | LS | \$33,000.00 | 1 | 0 | \$0.00 | 1 | \$33,000.00 |
| Base Bid | 2 | 2101.524/00040 | CLEARING | TREE | \$350.00 | 14 | 0 | \$0.00 | 14 | \$4,900.00 |
| Base Bid | 3 | 2101.524/00050 | GRUBBING | TREE | \$350.00 | 14 | 0 | \$0.00 | 14 | \$4,900.00 |
| Base Bid | 4 | 2104.502/00780 | REMOVE MANHOLE | EACH | \$300.00 | 9 | 0 | \$0.00 | 9 | \$2,700.00 |
| Base Bid | 5 | 2104.502/00790 | REMOVE CATCH BASIN | EACH | \$250.00 | 5 | 0 | \$0.00 | 5 | \$1,250.00 |
| Base Bid | 6 | 2104.502/00880 | REMOVE HYDRANT | EACH | \$350.00 | 4 | 0 | \$0.00 | 4 | \$1,400.00 |
| Base Bid | 7 | 2104.503/00195 | SAWING CONCRETE PAVEMENT (FULL DEPTH) | L F | \$3.50 | 677 | 0 | \$0.00 | 677 | \$2,369.50 |
| Base Bid | 8 | 2104.503/00205 | SAWING BIT PAVEMENT (FULL DEPTH) | L F | \$2.00 | 423 | 0 | \$0.00 | 423 | \$846.00 |
| Base Bid | 9 | 2104.503/00315 | REMOVE CURB & GUTTER | L F | \$3.00 | 5085 | 0 | \$0.00 | 5085 | \$15,255.00 |
| Base Bid | 10 | 2104.504/00090 | REMOVE CONCRETE PAVEMENT | S Y | \$8.00 | 795 | 0 | \$0.00 | 795 | \$6,360.00 |

| 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 | 11 | 2104.504/00130 | REMOVE BITUMINOUS SURFACING | S Y | \$2.50 | 11480 | 0 | \$0.00 | 11480 | \$28,700.00 |
| Base Bid | 12 | 2104.518/00080 | REMOVE SIDEWALK | S F | \$1.00 | 13378 | 0 | \$0.00 | 13378 | \$13,378.00 |
| Base Bid | 13 | 2106.607 | COMMON EXCAVATION (P) | CU YD | \$14.00 | 4722 | 0 | \$0.00 | 4722 | \$66,108.00 |
| Base Bid | 14 | 2108.504 | GEOTEXTILE FABRIC TYPE 5 | S Y | \$1.50 | 12980 | 0 | \$0.00 | 12980 | \$19,470.00 |
| Base Bid | 15 | 2112.604/00010 | SUBGRADE PREPARATION | S Y | \$0.50 | 10845 | 0 | \$0.00 | 10845 | \$5,422.50 |
| Base Bid | 16 | 2123.510 | EXPLORATORY DIGGING | HOURL | \$250.00 | 6.5 | 3 | \$750.00 | 6.5 | \$1,625.00 |
| Base Bid | 17 | 2211.607 | AGGREGATE BASE (CV) CLASS 5 (P) | CU YD | \$27.00 | 4332 | 0 | \$0.00 | 4332 | \$116,964.00 |
| Base Bid | 18 | 2360.609 | TYPE SP 9.5 WEARING COURSE MIX (3,C) | TON | \$103.00 | 2811.57 | 0 | \$0.00 | 2811.57 | \$289,591.71 |
| Base Bid | 19 | 2451.509/00060 | AGGREGATE FOUNDATION | TON | \$0.01 | 0 | 0 | \$0.00 | 0 | \$0.00 |
| Base Bid | 20 | 2502.503/096060 | 6" PERF PVC PIPE DRAIN | L F | \$16.00 | 4285.8 | 0 | \$0.00 | 4285.8 | \$68,572.80 |
| Base Bid | 21 | 2503.602/13402 | 8"X4" PVC WYE | EACH | \$425.00 | 32 | 0 | \$0.00 | 32 | \$13,600.00 |
| Base Bid | 22 | 2503.602/13502 | 10"X4" PVC WYE | EACH | \$600.00 | 7 | 0 | \$0.00 | 7 | \$4,200.00 |
| Base Bid | 23 | 2503.602/13503 | 10"X6" PVC WYE | EACH | \$650.00 | 1 | 0 | \$0.00 | 1 | \$650.00 |
| Base Bid | 24 | 2503.603/21004 | 4" PVC PIPE SEWER | L F | \$35.00 | 1290 | 0 | \$0.00 | 1290 | \$45,150.00 |
| Base Bid | 25 | 2503.603/21006 | 6" PVC PIPE SEWER | L F | \$51.50 | 35 | 0 | \$0.00 | 35 | \$1,802.50 |
| Base Bid | 26 | 2503.603/21008 | 8" PVC PIPE SEWER | L F | \$53.00 | 1552.4 | 0 | \$0.00 | 1552.4 | \$82,277.20 |
| Base Bid | 27 | 2503.603/21010 | 10" PVC PIPE SEWER | L F | \$61.00 | 810.6 | 0 | \$0.00 | 810.6 | \$49,446.60 |
| Base Bid | 28 | 2503.603/21012 | 12" PVC PIPE SEWER | L F | \$73.00 | 308 | 0 | \$0.00 | 308 | \$22,484.00 |
| Base Bid | 29 | 2503.603 | 15" RC PIPE SEWER CLASS III | L F | \$62.00 | 103.1 | 0 | \$0.00 | 103.1 | \$6,392.20 |
| Base Bid | 30 | 2503.603 | 18" RC PIPE SEWER CLASS III | L F | \$64.00 | 30.7 | 0 | \$0.00 | 30.7 | \$1,964.80 |
| Base Bid | 31 | 2503.603 | 28" SPAN RC PIPE-ARCH SEWER CL IIA | L F | \$122.00 | 141.3 | 0 | \$0.00 | 141.3 | \$17,238.60 |
| Base Bid | 32 | 2504.602/00006 | 1" WATER SERVICE (COMPLETE) | EACH | \$1,950.00 | 52 | 0 | \$0.00 | 52 | \$101,400.00 |

| 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 | 33 | 2504.602/00020 | HYDRANT | EACH | \$4,900.00 | 6 | 0 | \$0.00 | 6 | \$29,400.00 |
| Base Bid | 34 | 2504.602/00051 | 6"X4" REDUCER | EACH | \$425.00 | 3 | 0 | \$0.00 | 3 | \$1,275.00 |
| Base Bid | 35 | 2504.602/00052 | 8"X4" REDUCER | EACH | \$475.00 | 1 | 0 | \$0.00 | 1 | \$475.00 |
| Base Bid | 36 | 2504.602/00053 | 8"X6" REDUCER | EACH | \$500.00 | 1 | 0 | \$0.00 | 1 | \$500.00 |
| Base Bid | 37 | 2504.602/00106 | 6" PIPE PLUG | EACH | \$400.00 | 2 | 0 | \$0.00 | 2 | \$800.00 |
| Base Bid | 38 | 2504.602/00108 | 8" PIPE PLUG | EACH | \$500.00 | 1 | 0 | \$0.00 | 1 | \$500.00 |
| Base Bid | 39 | 2504.602/00202 | 4" SLEEVE | EACH | \$450.00 | 1 | 0 | \$0.00 | 1 | \$450.00 |
| Base Bid | 40 | 2504.602/00203 | 6" SLEEVE | EACH | \$550.00 | 1 | 0 | \$0.00 | 1 | \$550.00 |
| Base Bid | 41 | 2504.602/00322 | 4" PIPE BEND 45 DEGREE | EACH | \$550.00 | 4 | 0 | \$0.00 | 4 | \$2,200.00 |
| Base Bid | 42 | 2504.602/00341 | 8" PIPE BEND 22.5 DEGREE | EACH | \$715.00 | 2 | 0 | \$0.00 | 2 | \$1,430.00 |
| Base Bid | 43 | 2504.602/00342 | 8" PIPE BEND 45 DEGREE | EACH | \$725.00 | 2 | 0 | \$0.00 | 2 | \$1,450.00 |
| Base Bid | 44 | 2504.602/00533 | 6"X6" TEE FITTING | EACH | \$750.00 | 8 | 0 | \$0.00 | 8 | \$6,000.00 |
| Base Bid | 45 | 2504.602/00543 | 8"X6" TEE FITTING | EACH | \$850.00 | 4 | 0 | \$0.00 | 4 | \$3,400.00 |
| Base Bid | 46 | 2504.602/00544 | 8"X8" TEE FITTING | EACH | \$950.00 | 1 | 0 | \$0.00 | 1 | \$950.00 |
| Base Bid | 47 | 2504.602/00806 | 6" GATE VALVE & BOX | EACH | \$2,000.00 | 15 | 0 | \$0.00 | 15 | \$30,000.00 |
| Base Bid | 48 | 2504.602/00808 | 8" GATE VALVE & BOX | EACH | \$2,600.00 | 1 | 0 | \$0.00 | 1 | \$2,600.00 |
| Base Bid | 49 | 2504.603/02004 | 4" PVC WATERMAIN | L F | \$60.00 | 34.6 | 0 | \$0.00 | 34.6 | \$2,076.00 |
| Base Bid | 50 | 2504.603/02006 | 6" PVC WATERMAIN | L F | \$50.00 | 2172.9 | 0 | \$0.00 | 2172.9 | \$108,645.00 |
| Base Bid | 51 | 2504.603/02008 | 8" PVC WATERMAIN | L F | \$62.00 | 1089.25 | 0 | \$0.00 | 1089.25 | \$67,533.50 |
| Base Bid | 52 | 2506.502/00010 | CONST DRAINAGE STRUCTURE DESIGN A | EACH | \$3,050.00 | 8 | 0 | \$0.00 | 8 | \$24,400.00 |
| Base Bid | 53 | 2506.502/06020 | ADJUST FRAME & RING CASTING | EACH | \$500.00 | 2 | 0 | \$0.00 | 2 | \$1,000.00 |
| Base Bid | 54 | 2506.503/02420 | CONST DRAINAGE STRUCTURE DES 48-4020 | L F | \$560.00 | 6.6 | 0 | \$0.00 | 6.6 | \$3,696.00 |

| 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 | 55 | 2506.503/03620 | CONST DRAINAGE STRUCTURE DES 72-4020 | L F | \$1,250.00 | 15.3 | 0 | \$0.00 | 15.3 | \$19,125.00 |
| Base Bid | 56 | 2506.603/60040 | 48" DIA. SANITARY SEWER MANHOLE | LIN FT | \$565.00 | 55.45 | 0 | \$0.00 | 55.45 | \$31,329.25 |
| Base Bid | 57 | 2521.518/00040 | 4" CONCRETE WALK | S F | \$4.35 | 13757.5 | 0 | \$0.00 | 13757.5 | \$59,845.13 |
| Base Bid | 58 | 2521.518/00060 | 6" CONCRETE WALK | S F | \$7.80 | 3292 | 0 | \$0.00 | 3292 | \$25,677.60 |
| Base Bid | 59 | 2531.503/02315 | CONCRETE CURB & GUTTER DESIGN B618 | L F | \$16.97 | 5095 | 0 | \$0.00 | 5095 | \$86,462.15 |
| Base Bid | 60 | 2531.504/00060 | 6" CONCRETE DRIVEWAY PAVEMENT | S Y | \$57.75 | 825.57 | 16.32 | \$942.48 | 825.57 | \$47,676.67 |
| Base Bid | 61 | 2531.604/60106 | 7" CONCRETE VALLEY GUTTER | SQ YD | \$74.00 | 61.99 | 0 | \$0.00 | 61.99 | \$4,587.26 |
| Base Bid | 62 | 2531.618/00010 | TRUNCATED DOMES | S F | \$65.00 | 98 | 0 | \$0.00 | 98 | \$6,370.00 |
| Base Bid | 63 | 2563.601/00010 | TRAFFIC CONTROL | LS | \$6,400.00 | 1 | 0 | \$0.00 | 1 | \$6,400.00 |
| Base Bid | 64 | 2571.524/12200 | DECIDUOUS TREE 2" CAL B&B | TREE | \$795.00 | 7 | 7 | \$5,565.00 | 7 | \$5,565.00 |
| Base Bid | 65 | 2573.501/00025 | STABILIZED CONSTRUCTION EXIT | LS | \$500.00 | 0 | 0 | \$0.00 | 0 | \$0.00 |
| Base Bid | 66 | 2573.502/00110 | STORM DRAIN INLET PROTECTION | EACH | \$100.00 | 12 | 0 | \$0.00 | 12 | \$1,200.00 |
| Base Bid | 67 | 2574.507/00104 | BOULEVARD TOPSOIL BORROW | C Y | \$15.00 | 459 | 0 | \$0.00 | 459 | \$6,885.00 |
| Base Bid | 68 | 2575.601 | TURF ESTABLISHMENT | LS | \$8,300.00 | 1 | 0 | \$0.00 | 1 | \$8,300.00 |
| Base Bid | 69 | 2575.623 | RAPID STABILIZATION METHOD 3 | MGAL | \$150.00 | 0 | 0 | \$0.00 | 0 | \$0.00 |
| Base Bid Totals: | | | | | | | | \$7,257.48 | | \$1,628,171.97 |

| Project Category Totals | | | |
|-------------------------|----------|---------------------|----------------|
| Project | Category | Amount This Request | Amount To Date |
| ST-003 | | \$7,257.48 | \$1,628,171.97 |

| Contract Change Item Status | | | | | | | | | | | |
|-----------------------------|-----|------|---|------------|-------------------|-----------------|-----------------------------|-----------------------|---------------------|------------------|----------------|
| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
| ST-003 | CO1 | 70 | 2506.602 ADJUST SANITARY SEWER MANHOLE (EACH) | \$2,500.00 | 1 | \$2,500.00 | ITM | \$0.00 | \$0.00 | 1 | \$2,500.00 |

| Contract Change Item Status | | | | | | | | | | | |
|-----------------------------|-----|------|---|------------|-------------------|-----------------|-----------------------------|-----------------------|---------------------|------------------|----------------|
| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
| ST-003 | CO2 | 71 | 2502.503 6" PERF PVC PIPE DRAIN (L F) | \$6.89 | 1572 | \$10,831.08 | ITM | \$0.00 | \$0.00 | 1572 | \$10,831.08 |
| ST-003 | CO3 | 8 | 2104.503/00205 SAWING BIT PAVEMENT (FULL DEPTH) (L F) | \$2.00 | 41 | \$82.00 | ADJ | | | | |
| ST-003 | CO3 | 9 | 2104.503/00315 REMOVE CURB & GUTTER (L F) | \$3.00 | 87 | \$261.00 | ADJ | | | | |
| ST-003 | CO3 | 15 | 2112.604/00010 SUBGRADE PREPARATION (S Y) | \$0.50 | -1777 | (\$888.50) | ADJ | | | | |
| ST-003 | CO3 | 16 | 2123.510 EXPLORATORY DIGGING (HOUR) | \$250.00 | -8.5 | (\$2,125.00) | ADJ | | | | |
| ST-003 | CO3 | 18 | 2360.609 TYPE SP 9.5 WEARING COURSE MIX (3,C) (TON) | \$103.00 | 91.57 | \$9,431.71 | ADJ | | | | |
| ST-003 | CO3 | 19 | 2451.509/00060 AGGREGATE FOUNDATION (TON) | \$0.01 | -50 | (\$0.50) | ADJ | | | | |
| ST-003 | CO3 | 20 | 2502.503/09060 6" PERF PVC PIPE DRAIN (L F) | \$16.00 | -1770.2 | (\$28,323.20) | ADJ | | | | |
| ST-003 | CO3 | 21 | 2503.602/13402 8"X4" PVC WYE (EACH) | \$425.00 | 1 | \$425.00 | ADJ | | | | |
| ST-003 | CO3 | 24 | 2503.603/21004 4" PVC PIPE SEWER (L F) | \$35.00 | 107 | \$3,745.00 | ADJ | | | | |
| ST-003 | CO3 | 26 | 2503.603/21008 8" PVC PIPE SEWER (L F) | \$53.00 | -3.6 | (\$190.80) | ADJ | | | | |
| ST-003 | CO3 | 27 | 2503.603/21010 10" PVC PIPE SEWER (L F) | \$61.00 | -7.4 | (\$451.40) | ADJ | | | | |
| ST-003 | CO3 | 29 | 2503.603 15" RC PIPE SEWER CLASS III (L F) | \$62.00 | 1.1 | \$68.20 | ADJ | | | | |
| ST-003 | CO3 | 30 | 2503.603 18" RC PIPE SEWER CLASS III (L F) | \$64.00 | -0.3 | (\$19.20) | ADJ | | | | |
| ST-003 | CO3 | 31 | 2503.603 28" SPAN RC PIPE-ARCH SEWER CL IIA (L F) | \$122.00 | -0.7 | (\$85.40) | ADJ | | | | |
| ST-003 | CO3 | 32 | 2504.602/00006 1" WATER SERVICE (COMPLETE) (EACH) | \$1,950.00 | 1 | \$1,950.00 | ADJ | | | | |
| ST-003 | CO3 | 39 | 2504.602/00202 4" SLEEVE (EACH) | \$450.00 | -3 | (\$1,350.00) | ADJ | | | | |
| ST-003 | CO3 | 40 | 2504.602/00203 6" SLEEVE (EACH) | \$550.00 | -3 | (\$1,650.00) | ADJ | | | | |
| ST-003 | CO3 | 42 | 2504.602/00341 8" PIPE BEND 22.5 DEGREE (EACH) | \$715.00 | 1 | \$715.00 | ADJ | | | | |
| ST-003 | CO3 | 49 | 2504.603/02004 4" PVC WATERMAIN (L F) | \$60.00 | 4.6 | \$276.00 | ADJ | | | | |
| ST-003 | CO3 | 50 | 2504.603/02006 6" PVC WATERMAIN (L F) | \$50.00 | -9.1 | (\$455.00) | ADJ | | | | |
| ST-003 | CO3 | 51 | 2504.603/02008 8" PVC WATERMAIN (L F) | \$62.00 | 1.25 | \$77.50 | ADJ | | | | |

| Contract Change Item Status | | | | | | | | | | | |
|--------------------------------|-----|------|---|------------|-------------------|-----------------|-----------------------------|-----------------------|---------------------|------------------|--------------------|
| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
| ST-003 | CO3 | 54 | 2506.503/02420 CONST DRAINAGE STRUCTURE DES 48-4020 (L F) | \$560.00 | 0.2 | \$112.00 | ADJ | | | | |
| ST-003 | CO3 | 55 | 2506.503/03620 CONST DRAINAGE STRUCTURE DES 72-4020 (L F) | \$1,250.00 | 0.4 | \$500.00 | ADJ | | | | |
| ST-003 | CO3 | 56 | 2506.603/60040 48" DIA. SANITARY SEWER MANHOLE (LIN FT) | \$565.00 | -0.35 | (\$197.75) | ADJ | | | | |
| ST-003 | CO3 | 57 | 2521.518/00040 4" CONCRETE WALK (S F) | \$4.35 | 293.5 | \$1,276.73 | ADJ | | | | |
| ST-003 | CO3 | 58 | 2521.518/00060 6" CONCRETE WALK (S F) | \$7.80 | -103 | (\$803.40) | ADJ | | | | |
| ST-003 | CO3 | 59 | 2531.503/02315 CONCRETE CURB & GUTTER DESIGN B618 (L F) | \$16.97 | 87 | \$1,476.39 | ADJ | | | | |
| ST-003 | CO3 | 60 | 2531.504/00060 6" CONCRETE DRIVEWAY PAVEMENT (S Y) | \$57.75 | -5.53 | (\$319.36) | ADJ | | | | |
| ST-003 | CO3 | 61 | 2531.604/60106 7" CONCRETE VALLEY GUTTER (SQ YD) | \$74.00 | 2.99 | \$221.26 | ADJ | | | | |
| ST-003 | CO3 | 62 | 2531.618/00010 TRUNCATED DOMES (S F) | \$65.00 | 17 | \$1,105.00 | ADJ | | | | |
| ST-003 | CO3 | 64 | 2571.524/12200 DECIDUOUS TREE 2" CAL B&B (TREE) | \$795.00 | -5 | (\$3,975.00) | ADJ | | | | |
| ST-003 | CO3 | 65 | 2573.501/00025 STABILIZED CONSTRUCTION EXIT (LS) | \$500.00 | -1 | (\$500.00) | ADJ | | | | |
| ST-003 | CO3 | 67 | 2574.507/00104 BOULEVARD TOPSOIL BORROW (C Y) | \$15.00 | 99 | \$1,485.00 | ADJ | | | | |
| ST-003 | CO3 | 69 | 2575.623 RAPID STABILIZATION METHOD 3 (MGAL) | \$150.00 | -8 | (\$1,200.00) | ADJ | | | | |
| Contract Change Totals: | | | | | | | | | \$0.00 | | \$13,331.08 |

| Contract Change Totals | | | |
|------------------------|---|----------------|---------------|
| Number | Description | Effective Date | Amount |
| 1 | Adjustment of sanitary sewer manhole at the intersection of S. 1st Street and DeSchepper Street | 03/28/2022 | \$2,500.00 |
| 2 | Due to project change, 6" tile was not installed. City paid invoice price and took possession of pipe to be used on a future project. | 10/19/2022 | \$10,831.08 |
| 3 | Final Reconciling Change Order | 11/29/2022 | (\$19,326.72) |

| Material On Hand Additions | | | | | |
|----------------------------|------|-------------|------|-------|----------|
| Line | Item | Description | Date | Added | Comments |
| | | | | | |

| Material On Hand Balance | | | | | | |
|--------------------------|------|-------------|------|-------|------|-----------|
| Line | Item | Description | Date | Added | Used | Remaining |
| | | | | | | |

| | | | | | | |
|----|--------------------|-----------------------|------------|----------------|--------------|----------------|
| 28 | 2503.603/21 012 | 12" PVC PIPE SEWER | 2022-05-20 | 270 L F \$0.00 | 0 L F \$0.00 | 270 L F \$0.00 |
|----|--------------------|-----------------------|------------|----------------|--------------|----------------|

| | | | | | | |
|-----------------------|--|--|--|--|--|-----------------------|
| Contract Total | | | | | | \$1,641,503.05 |
|-----------------------|--|--|--|--|--|-----------------------|

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Approve Agreement for Legislative Services with Flaherty and Hood |
| Background Information: | <p>Council support for extension of the sales tax will mean upcoming legislative meetings, information sharing and tracking of the legislative process. A proposal for legislative services will provide for professional expertise in this legislative area.</p> <p>Since the first day of session is January 3, 2023 it is recommended that we proceed with this services contract prior to the start of session.</p> |
| Fiscal Impact: | \$19,000 |
| Alternative/ Variations: | Do not proceed with the agreement |
| Recommendations: | Approve Agreement for Legislative Services with Flaherty and Hood |

November 21, 2022

Sharon Hanson
City Administrator
City of Marshall
344 West Main St.
Marshall, MN 56258

VIA EMAIL

Ms. Hanson,

Thank you for your inquiry regarding legislative services for the 2023 legislative session. We enjoyed working with you last session. This letter serves as both proposal and agreement for Flaherty & Hood, P.A. to provide services related to the City of Marshall's request to the legislature to authorize a local option sales tax during the 2023 session.

Given our previous work on behalf of the City of Marshall, Flaherty & Hood is well positioned to assist the city in seeking a local option sales tax authorization from the legislature. Additionally, Flaherty & Hood has deep experience working on local sales tax issues for communities across the state. Over the years we have worked with the cities of Rochester, Mankato, North Mankato, Waite Park, Cloquet, Oakdale, and the six St. Cloud area cities that have a joint sales tax, among others. There are very few firms with as much experience in local option sales taxes, food and beverage taxes, and lodging taxes as Flaherty & Hood.

Scope of Services

In order to successfully secure passage of your local option sales tax, Flaherty & Hood staff will assist the City of Marshall with the following legislative activities:

- Developing and executing a legislative strategy
- Drafting necessary legislation and amendments
- Securing bill authors
- Direct lobbying of committee chairs, key legislators, and the Walz Administration
- Creation of handouts and other materials for committee hearings
- Monitoring progress of the omnibus tax bill through the legislative process
- Coordinating testimony at legislative hearings

Project Management and Costs

Senior Lobbyist Marty Seifert will have day to day responsibility for advancing Marshall's sales tax project and will be assisted by firm members Erik Simonson and Bradley Peterson. Mr. Peterson will have ultimate responsibility for service delivery on behalf of the Firm. Other staff will be available to assist as needed.

Total fee for service would be \$19,000. This is a flat rate fee that will be billed in two increments of \$9,500 with the first invoice in February 2023 and the second in April 2023.

As our current contract for services runs through December 21, 2022 the term of this agreement will commence on January 1, 2023. Either party may terminate this agreement with written notice to the other

party. Should a termination occur the City of Marshall will be responsible for any invoices sent to the City at the time of the termination.

By entering into this agreement, the City understands that Flaherty & Hood, P.A. represents other cities seeking provisions in the Omnibus Tax Bill. Flaherty & Hood advocates for each client's interest strenuously on its own merits. We do not believe that there is any conflict between our representation of Marshall and other cities that may be seeking a local option sales tax. If we believe a conflict has arisen, we will immediately be in touch with both clients and seek to resolve the conflict to the satisfaction of both parties.

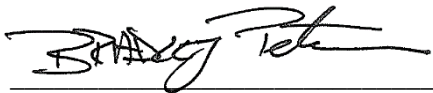
Conclusion

Flaherty & Hood, P.A. is pleased to provide legislative services to the City of Marshall for the 2023 session and we are confident that we can have a significant impact in advancing your interests.

If the proposal contained in this letter meets your approval, please sign and return one copy to Flaherty & Hood, P.A. and retain a copy for your records.

Very truly yours,

FLAHERTY & HOOD, P.A.

By: 

Bradley Peterson, Shareholder Attorney

Accepted By: _____
Robert Byrnes, Mayor

Sharon Hanson, City Administrator

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | E.J. Moberg |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Resolution Adopting Tax Levy for 2023 |
| Background Information: | <p>Minnesota Statute § 412.711 addresses the Consideration of Budget; Tax Levy and states, in part: “The council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund.”</p> <p>At the August 23rd council work session, staff proposed a property tax levy increase of 13.20%. The main contributing factors for this increase were increased personnel and health insurance costs, inflation and an increase in debt related levies from 2022 to 2023.</p> <p>Staff continued to work to reduce increase for the preliminary levy that that was set on September 13th. The 2023 preliminary levy was set at \$8,249,818, which was an increase of 9.04% from the 2022 levy.</p> <p>Staff recommends the final 2023 levy be set at \$8,178,954, which is an increase of 8.10% from the 2022 levy.</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | Approve resolution adopting tax levy for 2023 |

CITY OF MARSHALL, MINNESOTA
TAX LEVY COMPARISON

| | PAYABLE 2019 | PAYABLE 2020 | PAYABLE 2021 | PAYABLE 2022 | PAYABLE 2023 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund Levy (101) | \$ 4,541,788 | \$ 4,778,647 | \$ 4,957,530 | \$ 5,240,384 | \$ 5,790,175 |
| Capital Equipment Levy (401) | \$ 400,000 | \$ 400,000 | \$ 400,000 | \$ 300,000 | \$ 150,000 |
| Street Improvement Levy (495) | \$ - | \$ 250,000 | \$ 275,000 | \$ 350,000 | \$ 350,000 |
| Economic Development Authority (208) | \$ 125,000 | \$ 135,000 | \$ 135,000 | \$ 150,000 | \$ 173,486 |
| Special Levy (Debt Service) | | | | | |
| 321 2010A G.O. Capital Improvement Bonds | \$ 51,854 | \$ 43,257 | \$ 53,467 | \$ 45,000 | \$ 46,983 |
| 325 2015A G.O. CIP Bonds | \$ 55,361 | \$ 54,416 | \$ 53,471 | \$ 52,526 | \$ 51,463 |
| 359 2015B G.O. Public Improvement Bonds | \$ 51,814 | \$ 51,305 | \$ 50,796 | \$ 50,287 | \$ 53,874 |
| 360 2016B G.O. Equipment Certificates | \$ 156,030 | \$ 158,340 | \$ 155,295 | \$ - | \$ - |
| 360 2016B G.O. Public Improvement Bonds | \$ 107,338 | \$ 106,520 | \$ 105,703 | \$ 110,136 | \$ 109,215 |
| 362 2017A G.O. Public Improvement Bonds | \$ 95,970 | \$ 85,101 | \$ 83,157 | \$ 89,952 | \$ 87,103 |
| 362 2017A G.O. Equipment Certificates | \$ 40,425 | \$ 39,690 | \$ 38,955 | \$ 37,853 | \$ - |
| 369 2011B G.O. Public Improvement Bonds | \$ 21,489 | \$ 19,871 | \$ 19,509 | \$ 29,116 | \$ 31,520 |
| 371 2012A G.O. Public Improvement Bonds | \$ 89,003 | \$ - | \$ - | \$ - | \$ - |
| 372 2013A G.O. Equipment Certificates | \$ 112,809 | \$ - | \$ - | \$ - | \$ - |
| 372 2013A G.O. Public Improvement Bonds | \$ 78,718 | \$ - | \$ - | \$ - | \$ - |
| 373 2014C G.O. Public Improvement Bonds | \$ 140,491 | \$ 75,000 | \$ - | \$ - | \$ - |
| 374 2015A G.O. Street Reconstruction Bonds | \$ 94,054 | \$ 92,794 | \$ 96,784 | \$ 95,419 | \$ 93,883 |
| 375 2018A G.O. Public Improvement Bonds | \$ 111,450 | \$ 100,000 | \$ 100,000 | \$ 95,000 | \$ 84,074 |
| 376 2016C G.O. Public Improvement Bonds | \$ 64,646 | \$ 60,160 | \$ 60,894 | \$ 56,243 | \$ 63,830 |
| 377 2017B G.O. Public Improvement Bonds | \$ 52,523 | \$ 43,281 | \$ 42,546 | \$ 41,940 | \$ 41,333 |
| 378 2020B G.O. Public Improvement Bonds | \$ - | \$ 50,000 | \$ 98,028 | \$ 94,156 | \$ 95,178 |
| 394 2020A G.O. Capital Improvement Bond | \$ 137,815 | \$ 250,000 | \$ 239,103 | \$ 237,791 | \$ 235,953 |
| 379 2021A G.O. Public Improvement Bond | \$ - | \$ - | \$ - | \$ 155,946 | \$ 152,344 |
| 380 2022A G.O. Public Improvement Bond | | | | \$ - | \$ 198,540 |
| subtotal | \$ 1,461,790 | \$ 1,229,735 | \$ 1,197,708 | \$ 1,191,365 | \$ 1,345,293 |
| Special Levy Tax Abatement (Debt Service) | | | | | |
| 369 2011B Tax Abatement (Country Club Dr.) | \$ 67,919 | \$ 66,791 | \$ 70,833 | \$ 69,389 | \$ 55,000 |
| 376 2016C G.O. Tax Abatement (Parkway) | \$ 128,974 | \$ 130,940 | \$ 132,936 | \$ 134,962 | \$ 130,000 |
| 362 2017A G.O. Tax Abatement (Carr Estates) | \$ 35,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| 375 2018A G.O. Tax Abatement (Justice Park) | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 30,000 |
| 378 2020B G.O. Tax Abatement (Freedom Park) | \$ - | \$ - | \$ 20,000 | \$ 25,000 | \$ 25,000 |
| 379 2021A G.O. Tax Abatement (Patriot Park) | \$ - | \$ - | \$ - | \$ 40,000 | \$ 45,000 |
| 380 2022A G.O. Tax Abatement (parking lots) | | | | \$ - | \$ 45,000 |
| subtotal | \$ 256,893 | \$ 262,731 | \$ 288,769 | \$ 334,351 | \$ 370,000 |
| Total - - all funds | \$ 6,785,471 | \$ 7,056,113 | \$ 7,254,007 | \$ 7,566,100 | \$ 8,178,954 |
| Approved final levy | \$ 6,785,471 | \$ 7,056,113 | \$ 7,254,007 | \$ 7,566,100 | |
| difference | \$ - | \$ - | \$ - | \$ - | \$ 8,178,954 |
| | 6.43% | 3.99% | 2.80% | 4.30% | 8.10% |

RESOLUTION NUMBER 22- 102
RESOLUTION APPROVING 2023 TAX LEVY

BE IT RESOLVED by the City Council of the City of Marshall, County of Lyon, Minnesota, that the following sums of money be levied for the current year, collectable in 2023, upon the taxable property in the City of Marshall for the following purposes:

| <u>Description</u> | <u>Amount (\$)</u> |
|---|---------------------|
| General Fund (101) | \$ 5,790,175 |
| Capital Equipment Fund (401) | 150,000 |
| Street Improvement Fund (495) | 350,000 |
| Economic Development Authority Fund (208) | 173,486 |
| Special Levy (Debt Service Funds) | |
| 321 2010A G.O. Capital Improvement Bonds | \$ 46,983 |
| 325 2015A G.O. Capital Improvement Bonds | 51,463 |
| 359 2015B G.O. Public Improvement Bonds | 53,874 |
| 360 2016B G.O. Public Improvement Bonds | 109,215 |
| 362 2017A G.O. Public Improvement Bonds | 87,103 |
| 369 2011B G.O. Public Improvement Bonds | 31,520 |
| 374 2015A G.O. Street Reconstruction Bonds | 93,883 |
| 375 2018A G.O. Public Improvement Bonds | 84,074 |
| 376 2016C G.O. Public Improvement Bonds | 63,830 |
| 377 2017B G.O. Public Improvement Bonds | 41,333 |
| 378 2020B G.O. Public Improvement Bonds | 95,178 |
| 394 2020A G.O. Capital Improvement Bonds | 235,953 |
| 379 2021A G.O. Public Improvement Bonds | 152,344 |
| 380 2022A G.O. Public Improvement Bonds | 198,540 |
| Total Debt Service Funds | 1,345,293 |
| Special Levy Tax Abatement (Debt Service Funds) | |
| 369 2011B Tax Abatement (Country Club Dr.) | \$ 55,000 |
| 376 2016C G.O. Tax Abatement (Parkway) | 130,000 |
| 362 2017A G.O. Tax Abatement (Carr Estates) | 40,000 |
| 375 2018 G.O. Tax Abatement (Justice Park) | 30,000 |
| 378 2020B G.O. Tax Abatement (Freedom Park) | 25,000 |
| 379 2021A G.O. Tax Abatement (Patriot Park) | 45,000 |
| 380 2022A G.O. Tax Abatement (parking lots) | 45,000 |
| Total Tax Abatement Debt Service Funds | 370,000 |
| TOTAL LEVY | \$ 8,178,954 |

The City Clerk is hereby instructed to transmit a copy of this resolution to the Lyon County Auditor/Treasurer.

Passed and adopted by the Common Council this 13th day of December 2022.

THE COMMON COUNCIL

Robert Byrnes, Mayor

ATTEST

Steven Anderson, City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | E.J. Moberg |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Resolution Adopting 2023 Budget |
| Background Information: | For Council’s review and approval, attached is the 2023 proposed final budget for all funds (excluding bonding capital items). Also included in the council packet is a fund summary. |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | Approve resolution adopting 2023 budget |

Group Summary

Fund: 101 - GENERAL FUND

Department: 00000 - GENERAL GOVERNMENT

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget 2022 FINAL | Comparison 1 Budget 2023 FINAL | Comparison 1 to Parent Budget Increase / (Decrease) | % |
|--|------------------------|------------------------|---------------------------------------|--------------------------------|---|--|----------------|
| Revenue | | | | | | | |
| 31 - TAXES | 5,218,715.87 | 5,647,826.37 | 3,341,261.70 | 5,852,425.19 | 6,525,175.00 | 672,749.81 | 11.50 |
| 33 - INTERGOVERNMENTAL | 3,087,478.53 | 2,646,617.07 | 2,070,514.28 | 3,380,556.00 | 2,706,253.00 | (674,303.00) | (19.95) |
| 34 - CHARGES FOR SERVICES | 539,752.00 | 562,410.00 | 580,801.00 | 574,476.00 | 599,140.00 | 24,664.00 | 4.29 |
| 36 - MISCELLANEOUS | 948,157.00 | 843,335.54 | 672,048.84 | 843,544.00 | 948,950.00 | 105,406.00 | 12.50 |
| Total Revenue: | 9,794,103.40 | 9,700,188.98 | 6,664,625.82 | 10,651,001.19 | 10,779,518.00 | 128,516.81 | 1.21 |
| Expense | | | | | | | |
| 52 - EMPLOYEE BENEFITS | - | - | 2,636.95 | - | - | - | - |
| 53 - PURCHASED SERVICES | 70,587.53 | 78,074.31 | 74,462.41 | 59,112.00 | 37,113.00 | (21,999.00) | (37.22) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 21,343.18 | 5,488.68 | 4,460.67 | 5,980.00 | 5,630.00 | (350.00) | (5.85) |
| 55 - CAPITAL | - | 328,275.47 | - | - | - | - | - |
| 58 - OTHER EXPENDITURES | 163,064.22 | 167,327.35 | 182,566.71 | 912,191.00 | 225,750.00 | (686,441.00) | (75.25) |
| Total Expense: | 254,994.93 | 579,165.81 | 264,126.74 | 977,283.00 | 268,493.00 | (708,790.00) | (72.53) |
| Total Department: 00000 - GENERAL GOVERNMENT: | 9,539,108.47 | 9,121,023.17 | 6,400,499.08 | 9,673,718.19 | 10,511,025.00 | 837,306.81 | 8.66 |

Department: 41100 - MAYOR & COUNCIL

| | | | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | - | - | 17,811.00 | - | - | - | - |
| 36 - MISCELLANEOUS | - | 897.22 | 15,767.79 | - | - | - | - |
| Total Revenue: | - | 897.22 | 33,578.79 | - | - | - | - |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 42,817.62 | 51,291.91 | 54,314.36 | 51,249.78 | 52,789.00 | 1,539.22 | 3.00 |
| 52 - EMPLOYEE BENEFITS | 6,866.50 | 7,112.88 | 4,278.18 | 7,943.40 | 5,812.00 | (2,131.40) | (26.83) |
| 53 - PURCHASED SERVICES | 5,391.03 | 5,123.86 | 2,662.23 | 3,023.00 | 3,023.00 | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 14,244.65 | 9,053.07 | 14,232.03 | 13,500.00 | 15,500.00 | 2,000.00 | 14.81 |
| 58 - OTHER EXPENDITURES | 79,495.00 | 69,329.57 | 121,478.14 | 128,074.00 | 119,924.91 | (8,149.09) | (6.36) |
| Total Expense: | 148,814.80 | 141,911.29 | 196,964.94 | 203,790.18 | 197,048.91 | (6,741.27) | (3.31) |
| Total Department: 41100 - MAYOR & COUNCIL: | (148,814.80) | (141,014.07) | (163,386.15) | (203,790.18) | (197,048.91) | 6,741.27 | (3.31) |

Department: 41200 - CABLE COMMISSION

| | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|----------------|
| Revenue | | | | | | | |
| 32 - LICENSES & PERMITS | 2,640.00 | - | - | 400.00 | - | (400.00) | (100.00) |
| 34 - CHARGES FOR SERVICES | 171.24 | 170.00 | 88.00 | - | 300.00 | 300.00 | - |
| 36 - MISCELLANEOUS | 1,312.11 | 1,050.00 | - | - | - | - | - |
| Total Revenue: | 4,123.35 | 1,220.00 | 88.00 | 400.00 | 300.00 | (100.00) | (25.00) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 121,374.78 | 132,079.19 | 135,850.92 | 139,233.71 | 150,853.00 | 11,619.29 | 8.35 |
| 52 - EMPLOYEE BENEFITS | 44,174.62 | 46,496.82 | 52,311.44 | 57,852.31 | 62,444.00 | 4,591.69 | 7.94 |
| 53 - PURCHASED SERVICES | 6,716.53 | 4,211.94 | 8,377.75 | 13,620.00 | 12,820.00 | (800.00) | (5.87) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 10,055.97 | 9,138.25 | 5,437.52 | 5,900.00 | 7,050.00 | 1,150.00 | 19.49 |
| 58 - OTHER EXPENDITURES | 3,284.34 | 1,474.20 | 1,532.42 | 1,250.00 | 1,710.00 | 460.00 | 36.80 |
| Total Expense: | 185,606.24 | 193,400.40 | 203,510.05 | 217,856.02 | 234,877.00 | 17,020.98 | 7.81 |
| Total Department: 41200 - CABLE COMMISSION: | (181,482.89) | (192,180.40) | (203,422.05) | (217,456.02) | (234,577.00) | (17,120.98) | 7.87 |

Department: 41300 - CITY ADMINISTRATION

| | | | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|----------|-------|
| Revenue | | | | | | | |
| Item 32. LICENSES & PERMITS | 11,725.00 | 65,990.00 | 43,740.00 | 53,370.00 | 61,640.00 | 8,270.00 | 15.50 |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 36 - MISCELLANEOUS | 3,946.00 | 1,000.00 | 45.00 | 3,000.00 | - | (3,000.00) | (100.00) |
| Total Revenue: | 15,671.00 | 66,990.00 | 43,785.00 | 56,370.00 | 61,640.00 | 5,270.00 | 9.35 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 365,373.49 | 365,439.37 | 362,712.14 | 377,798.06 | 419,910.00 | 42,111.94 | 11.15 |
| 52 - EMPLOYEE BENEFITS | 125,829.55 | 129,954.25 | 104,734.62 | 126,690.46 | 123,774.00 | (2,916.46) | (2.30) |
| 53 - PURCHASED SERVICES | 19,620.98 | 55,037.63 | 194,085.63 | 41,275.50 | 62,975.50 | 21,700.00 | 52.57 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 11,085.87 | 3,567.34 | 8,400.70 | 17,100.00 | 5,000.00 | (12,100.00) | (70.76) |
| 58 - OTHER EXPENDITURES | 31,053.63 | 1,295.74 | 4,310.94 | 1,928.00 | 2,437.00 | 509.00 | 26.40 |
| Total Expense: | 552,963.52 | 555,294.33 | 674,244.03 | 564,792.02 | 614,096.50 | 49,304.48 | 8.73 |
| Total Department: 41300 - CITY ADMINISTRATION: | (537,292.52) | (488,304.33) | (630,459.03) | (508,422.02) | (552,456.50) | (44,034.48) | 8.66 |
| Department: 41400 - FINANCE | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 600.00 | 760.00 | 540.00 | 1,300.00 | 500.00 | (800.00) | (61.54) |
| 35 - FINES & FORFEITURES | - | 780.34 | - | - | - | - | - |
| 36 - MISCELLANEOUS | 30.00 | 125.00 | 3.62 | 500.00 | 150.00 | (350.00) | (70.00) |
| Total Revenue: | 630.00 | 1,665.34 | 543.62 | 1,800.00 | 650.00 | (1,150.00) | (63.89) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 254,045.77 | 285,027.89 | 250,253.16 | 280,529.78 | 291,786.00 | 11,256.22 | 4.01 |
| 52 - EMPLOYEE BENEFITS | 103,936.98 | 105,693.98 | 91,921.87 | 93,025.38 | 111,132.00 | 18,106.62 | 19.46 |
| 53 - PURCHASED SERVICES | 45,804.46 | 46,501.68 | 77,057.90 | 52,111.00 | 60,898.00 | 8,787.00 | 16.86 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 21,058.76 | 5,442.02 | 5,574.52 | 6,750.00 | 7,350.00 | 600.00 | 8.89 |
| 58 - OTHER EXPENDITURES | 329.99 | 524.70 | 1,171.60 | 330.00 | 1,300.00 | 970.00 | 293.94 |
| Total Expense: | 425,175.96 | 443,190.27 | 425,979.05 | 432,746.16 | 472,466.00 | 39,719.84 | 9.18 |
| Total Department: 41400 - FINANCE: | (424,545.96) | (441,524.93) | (425,435.43) | (430,946.16) | (471,816.00) | (40,869.84) | 9.48 |
| Department: 41500 - ASSESSING | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 25.00 | 93.50 | 290.00 | 100.00 | 100.00 | - | - |
| 36 - MISCELLANEOUS | - | 125.00 | - | - | - | - | - |
| Total Revenue: | 25.00 | 218.50 | 290.00 | 100.00 | 100.00 | - | - |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 223,393.74 | 234,538.91 | 226,881.77 | 237,748.72 | 252,284.00 | 14,535.28 | 6.11 |
| 52 - EMPLOYEE BENEFITS | 96,866.23 | 100,631.42 | 88,562.40 | 97,462.01 | 101,810.00 | 4,347.99 | 4.46 |
| 53 - PURCHASED SERVICES | 14,432.35 | 12,529.93 | 27,333.38 | 29,219.00 | 21,469.00 | (7,750.00) | (26.52) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 436.03 | 731.64 | 1,214.84 | 2,950.00 | 1,700.00 | (1,250.00) | (42.37) |
| 58 - OTHER EXPENDITURES | 1,960.23 | 1,300.40 | 1,563.28 | 1,640.00 | 1,585.00 | (55.00) | (3.35) |
| Total Expense: | 337,088.58 | 349,732.30 | 345,555.67 | 369,019.73 | 378,848.00 | 9,828.27 | 2.66 |
| Total Department: 41500 - ASSESSING: | (337,063.58) | (349,513.80) | (345,265.67) | (368,919.73) | (378,748.00) | (9,828.27) | 2.66 |
| Department: 41600 - LEGAL | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 133,518.64 | 130,682.60 | 136,670.18 | 136,614.00 | 136,614.00 | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 139.56 | 27.87 | 35.37 | 300.00 | 300.00 | - | - |
| 58 - OTHER EXPENDITURES | 180.00 | 430.00 | 780.00 | 430.00 | 780.00 | 350.00 | 81.40 |
| Total Expense: | 133,838.20 | 131,140.47 | 137,485.55 | 137,344.00 | 137,694.00 | 350.00 | 0.25 |
| Total Department: 41600 - LEGAL: | 133,838.20 | 131,140.47 | 137,485.55 | 137,344.00 | 137,694.00 | 350.00 | 0.25 |
| Department: 41700 - BUILDING MAINTENANCE | | | | | | | |
| Revenue | | | | | | | |
| CHARGES FOR SERVICES | 28,624.82 | 29,914.69 | 48,478.36 | 53,500.00 | 42,000.00 | (11,500.00) | (21.50) |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Total Revenue: | 28,624.82 | 29,914.69 | 48,478.36 | 53,500.00 | 42,000.00 | (11,500.00) | (21.50) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 134,358.20 | 135,420.13 | 152,716.10 | 154,106.36 | 176,214.00 | 22,107.64 | 14.35 |
| 52 - EMPLOYEE BENEFITS | 62,054.01 | 53,452.13 | 64,138.21 | 78,418.66 | 76,126.00 | (2,292.66) | (2.92) |
| 53 - PURCHASED SERVICES | 19,733.53 | 23,352.95 | 49,657.76 | 62,662.00 | 40,706.40 | (21,955.60) | (35.04) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 11,591.29 | 12,719.46 | 12,642.80 | 11,450.00 | 9,650.00 | (1,800.00) | (15.72) |
| 58 - OTHER EXPENDITURES | 155.00 | 110.00 | 158.25 | 200.00 | 169.00 | (31.00) | (15.50) |
| 59 - OTHER FINANCING USES | - | - | 6,635.00 | 6,635.00 | 10,680.00 | 4,045.00 | 60.96 |
| Total Expense: | 227,892.03 | 225,054.67 | 285,948.12 | 313,472.02 | 313,545.40 | 73.38 | 0.02 |
| Total Department: 41700 - BUILDING MAINTENANCE: | (199,267.21) | (195,139.98) | (237,469.76) | (259,972.02) | (271,545.40) | (11,573.38) | 4.45 |
| Department: 41750 - ADULT COMMUNITY CENTER | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 5,658.73 | 7,397.12 | 3,991.30 | 3,500.00 | 3,500.00 | - | - |
| 34 - CHARGES FOR SERVICES | 7,687.16 | 8,560.92 | 13,568.71 | 16,000.00 | 13,000.00 | (3,000.00) | (18.75) |
| Total Revenue: | 13,345.89 | 15,958.04 | 17,560.01 | 19,500.00 | 16,500.00 | (3,000.00) | (15.38) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 63,120.05 | 96,937.52 | 146,531.85 | 106,863.02 | 91,643.00 | (15,220.02) | (14.24) |
| 52 - EMPLOYEE BENEFITS | 32,453.80 | 37,555.09 | 31,787.32 | 39,030.15 | 36,871.00 | (2,159.15) | (5.53) |
| 53 - PURCHASED SERVICES | 13,971.58 | 15,829.90 | 22,574.75 | 18,844.00 | 25,102.20 | 6,258.20 | 33.21 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 3,697.41 | 4,422.68 | 6,035.33 | 11,800.00 | 9,300.00 | (2,500.00) | (21.19) |
| 58 - OTHER EXPENDITURES | 355.68 | 330.72 | 495.60 | 400.00 | 450.00 | 50.00 | 12.50 |
| Total Expense: | 113,598.52 | 155,075.91 | 207,424.85 | 176,937.17 | 163,366.20 | (13,570.97) | (7.67) |
| Total Department: 41750 - ADULT COMMUNITY CENTER: | (100,252.63) | (139,117.87) | (189,864.84) | (157,437.17) | (146,866.20) | 10,570.97 | (6.71) |
| Department: 41800 - INFORMATION TECHNOLOGY | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 | 7,000.00 | - | - |
| 36 - MISCELLANEOUS | - | 2,805.00 | - | - | - | - | - |
| Total Revenue: | 7,000.00 | 9,805.00 | 7,000.00 | 7,000.00 | 7,000.00 | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 68,013.56 | 64,041.41 | 76,720.09 | 80,800.00 | 96,600.00 | 15,800.00 | 19.55 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 22,256.89 | 19,379.20 | 27,701.53 | 30,500.00 | 29,421.00 | (1,079.00) | (3.54) |
| 58 - OTHER EXPENDITURES | 34,497.10 | 40,201.87 | 53,621.65 | 37,560.00 | 40,460.00 | 2,900.00 | 7.72 |
| Total Expense: | 124,767.55 | 123,622.48 | 158,043.27 | 148,860.00 | 166,481.00 | 17,621.00 | 11.84 |
| Total Department: 41800 - INFORMATION TECHNOLOGY: | (117,767.55) | (113,817.48) | (151,043.27) | (141,860.00) | (159,481.00) | (17,621.00) | 12.42 |
| Department: 42100 - POLICE ADMINISTRATION | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 236,362.55 | 240,784.28 | 257,555.75 | 239,200.00 | 251,500.00 | 12,300.00 | 5.14 |
| 34 - CHARGES FOR SERVICES | 64,903.88 | 40,532.12 | 67,444.12 | 65,400.00 | 65,400.00 | - | - |
| 35 - FINES & FORFEITURES | 74,975.60 | 70,032.30 | 79,104.62 | 110,500.00 | 110,500.00 | - | - |
| 36 - MISCELLANEOUS | 99,163.20 | 118,143.47 | 119,258.65 | 102,000.00 | 102,000.00 | - | - |
| 39 - OTHER FINANCING REVENUE | 146,666.74 | 160,000.08 | 160,000.08 | 160,000.00 | 160,000.00 | - | - |
| Total Revenue: | 622,071.97 | 629,492.25 | 683,363.22 | 677,100.00 | 689,400.00 | 12,300.00 | 1.82 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 1,950,748.07 | 2,039,324.04 | 2,083,315.85 | 2,129,695.08 | 2,283,969.00 | 154,273.92 | 7.24 |
| 52 - EMPLOYEE BENEFITS | 840,613.89 | 908,626.43 | 874,976.32 | 927,842.52 | 976,667.00 | 48,824.48 | 5.26 |
| 53 - PURCHASED SERVICES | 251,190.73 | 281,697.42 | 250,132.31 | 333,861.00 | 339,711.00 | 5,850.00 | 1.75 |
| SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 56,806.33 | 79,599.86 | 58,742.56 | 94,369.00 | 97,369.00 | 3,000.00 | 3.18 |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|-----------------------|------------------------|----------------------------------|-----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 58 - OTHER EXPENDITURES | 46,009.96 | 54,328.01 | 44,796.19 | 53,217.00 | 53,217.00 | - | - |
| 59 - OTHER FINANCING USES | - | - | 14,344.00 | 14,344.00 | 30,150.00 | 15,806.00 | 110.19 |
| Total Expense: | 3,145,368.98 | 3,363,575.76 | 3,326,307.23 | 3,553,328.60 | 3,781,083.00 | 227,754.40 | 6.41 |
| Total Department: 42100 - POLICE ADMINISTRATION: | (2,523,297.01) | (2,734,083.51) | (2,642,944.01) | (2,876,228.60) | (3,091,683.00) | (215,454.40) | 7.49 |
| Department: 42200 - CHEMICAL ASSESSMENT TEAM | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 59,954.60 | 85,804.65 | 48,159.02 | 60,000.00 | 60,000.00 | - | - |
| 36 - MISCELLANEOUS | 2,162.25 | - | - | - | - | - | - |
| Total Revenue: | 62,116.85 | 85,804.65 | 48,159.02 | 60,000.00 | 60,000.00 | - | - |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 17,021.53 | 38,869.11 | 24,817.83 | 22,852.00 | 25,000.00 | 2,148.00 | 9.40 |
| 52 - EMPLOYEE BENEFITS | 2,689.74 | 1,573.61 | 11,780.16 | 2,259.00 | 2,252.00 | (7.00) | (0.31) |
| 53 - PURCHASED SERVICES | 20,879.08 | 41,653.34 | 16,071.37 | 18,496.00 | 19,239.00 | 743.00 | 4.02 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 13,092.61 | 10,075.26 | 5,483.05 | 16,562.00 | 13,389.00 | (3,173.00) | (19.16) |
| 58 - OTHER EXPENDITURES | - | 162.00 | 330.00 | 120.00 | 120.00 | - | - |
| Total Expense: | 53,682.96 | 92,333.32 | 58,482.41 | 60,289.00 | 60,000.00 | (289.00) | (0.48) |
| Total Department: 42200 - CHEMICAL ASSESSMENT TEAM: | 8,433.89 | (6,528.67) | (10,323.39) | (289.00) | - | 289.00 | (100.00) |
| Department: 42300 - EMERGENCY MANAGEMENT SYSTEMS | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 19,316.83 | - | - | - | - | - | - |
| Total Revenue: | 19,316.83 | - | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 22,576.29 | 7,820.17 | 7,688.24 | 19,424.00 | 19,424.00 | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 6,766.83 | - | - | 500.00 | - | (500.00) | (100.00) |
| 58 - OTHER EXPENDITURES | 315.00 | 500.00 | - | 145.00 | 145.00 | - | - |
| Total Expense: | 29,658.12 | 8,320.17 | 7,688.24 | 20,069.00 | 19,569.00 | (500.00) | (2.49) |
| I Department: 42300 - EMERGENCY MANAGEMENT SYSTEMS: | (10,341.29) | (8,320.17) | (7,688.24) | (20,069.00) | (19,569.00) | 500.00 | (2.49) |
| Department: 42400 - FIRE SERVICES | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 137,305.03 | 136,119.54 | 144,290.77 | 113,324.65 | 114,000.00 | 675.35 | 0.60 |
| 34 - CHARGES FOR SERVICES | 80,061.96 | 126,830.99 | 110,480.21 | 125,630.00 | 135,630.00 | 10,000.00 | 7.96 |
| 36 - MISCELLANEOUS | 2,863.00 | 24,425.96 | 9,527.07 | 2,000.00 | 2,000.00 | - | - |
| Total Revenue: | 220,229.99 | 287,376.49 | 264,298.05 | 240,954.65 | 251,630.00 | 10,675.35 | 4.43 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 226,642.61 | 211,487.40 | 234,173.91 | 207,000.00 | 230,000.00 | 23,000.00 | 11.11 |
| 52 - EMPLOYEE BENEFITS | 18,168.52 | 18,989.23 | 26,795.13 | 18,251.00 | 20,538.00 | 2,287.00 | 12.53 |
| 53 - PURCHASED SERVICES | 266,366.67 | 250,838.77 | 265,624.00 | 267,913.00 | 261,300.70 | (6,612.30) | (2.47) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 65,198.30 | 74,358.31 | 49,597.48 | 61,700.00 | 68,000.00 | 6,300.00 | 10.21 |
| 58 - OTHER EXPENDITURES | 113,395.78 | 125,241.77 | 130,818.07 | 113,000.00 | 113,100.00 | 100.00 | 0.09 |
| Total Expense: | 689,771.88 | 680,915.48 | 707,008.59 | 667,864.00 | 692,938.70 | 25,074.70 | 3.75 |
| Total Department: 42400 - FIRE SERVICES: | (469,541.89) | (393,538.99) | (442,710.54) | (426,909.35) | (441,308.70) | (14,399.35) | 3.37 |
| Department: 42500 - ANIMAL IMPOUNDMENT | | | | | | | |
| Revenue | | | | | | | |
| 35 - FINES & FORFEITURES | 2,145.00 | 2,435.62 | 1,420.00 | 2,400.00 | 2,400.00 | - | - |
| Total Revenue: | 2,145.00 | 2,435.62 | 1,420.00 | 2,400.00 | 2,400.00 | - | - |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|---------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 51 - SALARIES & WAGES | 19,522.65 | 20,099.12 | 18,866.68 | 3,500.00 | 22,760.00 | 19,260.00 | 550.29 |
| 52 - EMPLOYEE BENEFITS | 8,922.73 | 10,168.28 | 7,923.51 | 1,183.92 | 11,853.00 | 10,669.08 | 901.17 |
| 53 - PURCHASED SERVICES | 4,116.83 | 4,139.91 | 4,280.07 | 11,597.00 | 9,020.82 | (2,576.18) | (22.21) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 772.00 | 441.07 | 257.34 | 1,200.00 | 1,200.00 | - | - |
| Total Expense: | 33,334.21 | 34,848.38 | 31,327.60 | 17,480.92 | 44,833.82 | 27,352.90 | 156.47 |
| Total Department: 42500 - ANIMAL IMPOUNDMENT: | (31,189.21) | (32,412.76) | (29,907.60) | (15,080.92) | (42,433.82) | (27,352.90) | 181.37 |
| Department: 43100 - ENGINEERING | | | | | | | |
| Revenue | | | | | | | |
| 32 - LICENSES & PERMITS | 46,600.60 | 55,250.00 | 66,630.00 | 40,000.00 | 47,000.00 | 7,000.00 | 17.50 |
| 33 - INTERGOVERNMENTAL | 13,800.00 | 9,200.00 | 6,422.09 | - | - | - | - |
| 34 - CHARGES FOR SERVICES | 555,500.22 | 405,123.29 | 47,808.97 | 817,383.00 | 745,000.00 | (72,383.00) | (8.86) |
| 36 - MISCELLANEOUS | 40.00 | - | 19,323.83 | - | - | - | - |
| Total Revenue: | 615,940.82 | 469,573.29 | 140,184.89 | 857,383.00 | 792,000.00 | (65,383.00) | (7.63) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 648,954.76 | 547,431.64 | 509,198.03 | 631,876.22 | 616,722.00 | (15,154.22) | (2.40) |
| 52 - EMPLOYEE BENEFITS | 214,735.39 | 216,716.81 | 187,896.37 | 220,996.54 | 206,407.00 | (14,589.54) | (6.60) |
| 53 - PURCHASED SERVICES | 27,883.85 | 43,083.51 | 29,469.86 | 38,151.00 | 60,401.00 | 22,250.00 | 58.32 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 33,971.13 | 30,557.30 | 26,855.76 | 36,325.00 | 31,500.00 | (4,825.00) | (13.28) |
| 55 - CAPITAL | - | - | 60,048.59 | - | - | - | - |
| 58 - OTHER EXPENDITURES | 2,280.81 | 1,447.50 | 1,376.97 | 1,487.00 | 1,300.00 | (187.00) | (12.58) |
| 59 - OTHER FINANCING USES | - | - | 6,228.00 | 6,228.00 | 7,200.00 | 972.00 | 15.61 |
| Total Expense: | 927,825.94 | 839,236.76 | 821,073.58 | 935,063.76 | 923,530.00 | (11,533.76) | (1.23) |
| Total Department: 43100 - ENGINEERING: | (311,885.12) | (369,663.47) | (680,888.69) | (77,680.76) | (131,530.00) | (53,849.24) | 69.32 |
| Department: 43200 - COMMUNITY PLANNING | | | | | | | |
| Revenue | | | | | | | |
| 32 - LICENSES & PERMITS | 190,513.77 | 276,966.20 | 189,170.63 | 256,000.00 | 272,600.00 | 16,600.00 | 6.48 |
| 34 - CHARGES FOR SERVICES | 75.00 | 631.35 | 157.75 | - | - | - | - |
| 36 - MISCELLANEOUS | - | - | 4.53 | - | - | - | - |
| Total Revenue: | 190,588.77 | 277,597.55 | 189,332.91 | 256,000.00 | 272,600.00 | 16,600.00 | 6.48 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 311,902.54 | 325,835.73 | 312,931.44 | 300,671.32 | 360,222.00 | 59,550.68 | 19.81 |
| 52 - EMPLOYEE BENEFITS | 132,916.15 | 137,914.57 | 122,676.84 | 129,168.33 | 147,412.00 | 18,243.67 | 14.12 |
| 53 - PURCHASED SERVICES | 8,765.78 | 4,710.88 | 5,888.35 | 12,749.00 | 11,949.00 | (800.00) | (6.28) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 21,160.12 | 9,812.86 | 15,218.97 | 16,000.00 | 19,300.00 | 3,300.00 | 20.63 |
| 58 - OTHER EXPENDITURES | 21,667.12 | 24,681.40 | 27,393.98 | 14,000.00 | 15,100.00 | 1,100.00 | 7.86 |
| Total Expense: | 496,411.71 | 502,955.44 | 484,109.58 | 472,588.65 | 553,983.00 | 81,394.35 | 17.22 |
| Total Department: 43200 - COMMUNITY PLANNING: | (305,822.94) | (225,357.89) | (294,776.67) | (216,588.65) | (281,383.00) | (64,794.35) | 29.92 |
| Department: 43300 - STREET ADMINISTRATION | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 33,008.01 | 37,141.38 | 36,235.01 | 39,675.00 | 37,675.00 | (2,000.00) | (5.04) |
| 34 - CHARGES FOR SERVICES | - | - | 1,298.75 | - | 6,000.00 | 6,000.00 | - |
| 36 - MISCELLANEOUS | 33,944.67 | 37,640.47 | 137,514.59 | 30,000.00 | 30,000.00 | - | - |
| Total Revenue: | 66,952.68 | 74,781.85 | 175,048.35 | 69,675.00 | 73,675.00 | 4,000.00 | 5.74 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 558,363.61 | 585,019.89 | 547,424.44 | 563,711.14 | 623,394.00 | 59,682.86 | 10.59 |
| 52 - EMPLOYEE BENEFITS | 270,766.27 | 266,880.57 | 229,782.55 | 266,980.22 | 284,877.00 | 17,896.78 | 6.70 |
| 53 - PURCHASED SERVICES | 489,266.82 | 412,624.59 | 530,954.63 | 494,252.00 | 513,592.00 | 19,340.00 | 3.91 |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|-----------------------|------------------------|----------------------------------|---------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 65,444.65 | 64,114.23 | 71,537.58 | 70,800.00 | 72,100.00 | 1,300.00 | 1.84 |
| 55 - CAPITAL | - | - | 18,414.35 | - | - | - | - |
| 58 - OTHER EXPENDITURES | 694.25 | 1,338.51 | 580.72 | 6,880.00 | 650.00 | (6,230.00) | (90.55) |
| 59 - OTHER FINANCING USES | - | - | 4,866.00 | 4,866.00 | 19,590.00 | 14,724.00 | 302.59 |
| Total Expense: | 1,384,535.60 | 1,329,977.79 | 1,403,560.27 | 1,407,489.36 | 1,514,203.00 | 106,713.64 | 7.58 |
| Total Department: 43300 - STREET ADMINISTRATION: | (1,317,582.92) | (1,255,195.94) | (1,228,511.92) | (1,337,814.36) | (1,440,528.00) | (102,713.64) | 7.68 |
| Department: 43302 - STREET LIGHTING | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 277,315.56 | 277,315.56 | 254,205.93 | 277,316.00 | 277,522.00 | 206.00 | 0.07 |
| Total Expense: | 277,315.56 | 277,315.56 | 254,205.93 | 277,316.00 | 277,522.00 | 206.00 | 0.07 |
| Total Department: 43302 - STREET LIGHTING: | 277,315.56 | 277,315.56 | 254,205.93 | 277,316.00 | 277,522.00 | 206.00 | 0.07 |
| Department: 43400 - AIRPORT | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 81,963.18 | 191,649.93 | 16,524.07 | 128,107.00 | 678,107.00 | 550,000.00 | 429.33 |
| 34 - CHARGES FOR SERVICES | 169,800.17 | 166,980.58 | 169,457.47 | 157,070.00 | 167,354.00 | 10,284.00 | 6.55 |
| 36 - MISCELLANEOUS | 609.35 | 220.82 | 60.27 | - | 100.00 | 100.00 | - |
| Total Revenue: | 252,372.70 | 358,851.33 | 186,041.81 | 285,177.00 | 845,561.00 | 560,384.00 | 196.50 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 195,984.76 | 201,792.60 | 211,416.56 | 265,129.04 | 225,840.00 | (39,289.04) | (14.82) |
| 52 - EMPLOYEE BENEFITS | 88,449.55 | 88,057.02 | 88,281.38 | 107,902.12 | 100,542.00 | (7,360.12) | (6.82) |
| 53 - PURCHASED SERVICES | 167,442.02 | 230,311.64 | 230,048.91 | 282,630.00 | 887,845.72 | 605,215.72 | 214.14 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 40,562.79 | 39,291.68 | 46,433.19 | 38,900.00 | 49,325.00 | 10,425.00 | 26.80 |
| 55 - CAPITAL | - | - | 14,679.00 | - | - | - | - |
| 58 - OTHER EXPENDITURES | 8,256.84 | 7,685.44 | 8,472.80 | 8,910.00 | 8,960.00 | 50.00 | 0.56 |
| 59 - OTHER FINANCING USES | - | - | 13,060.00 | 13,060.00 | 15,600.00 | 2,540.00 | 19.45 |
| Total Expense: | 500,695.96 | 567,138.38 | 612,391.84 | 716,531.16 | 1,288,112.72 | 571,581.56 | 79.77 |
| Total Department: 43400 - AIRPORT: | (248,323.26) | (208,287.05) | (426,350.03) | (431,354.16) | (442,551.72) | (11,197.56) | 2.60 |
| Department: 45100 - COMMUNITY SERVICE ADMIN | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 71,002.06 | 84,781.70 | 84,514.06 | 84,000.00 | 86,500.00 | 2,500.00 | 2.98 |
| 34 - CHARGES FOR SERVICES | 3,275.00 | 3,496.13 | 3,262.50 | 5,000.00 | 5,000.00 | - | - |
| 36 - MISCELLANEOUS | 24,132.86 | 1,060.00 | 2,003.00 | 2,500.00 | 2,500.00 | - | - |
| Total Revenue: | 98,409.92 | 89,337.83 | 89,779.56 | 91,500.00 | 94,000.00 | 2,500.00 | 2.73 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 233,234.01 | 252,379.27 | 226,048.61 | 250,747.47 | 226,680.00 | (24,067.47) | (9.60) |
| 52 - EMPLOYEE BENEFITS | 79,238.29 | 78,338.92 | 61,365.51 | 72,203.28 | 79,336.00 | 7,132.72 | 9.88 |
| 53 - PURCHASED SERVICES | 7,688.06 | 7,063.82 | 18,350.82 | 16,917.00 | 18,817.00 | 1,900.00 | 11.23 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 22,048.55 | 19,610.78 | 20,971.09 | 25,200.00 | 26,700.00 | 1,500.00 | 5.95 |
| 58 - OTHER EXPENDITURES | 8,366.76 | 11,053.54 | 11,457.25 | 12,770.00 | 13,750.00 | 980.00 | 7.67 |
| 59 - OTHER FINANCING USES | - | - | 4,337.00 | 4,337.00 | 3,000.00 | (1,337.00) | (30.83) |
| Total Expense: | 350,575.67 | 368,446.33 | 342,530.28 | 382,174.75 | 368,283.00 | (13,891.75) | (3.63) |
| Total Department: 45100 - COMMUNITY SERVICE ADMIN: | (252,165.75) | (279,108.50) | (252,750.72) | (290,674.75) | (274,283.00) | 16,391.75 | (5.64) |
| Department: 45150 - AFTER SCHOOL PROGRAMS | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | - | - | 17,600.00 | - | - | - | - |
| Total Revenue: | - | - | 17,600.00 | - | - | - | - |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 51 - SALARIES & WAGES | 2,823.25 | 4,299.67 | 6,212.45 | 6,000.00 | 8,000.00 | 2,000.00 | 33.33 |
| 52 - EMPLOYEE BENEFITS | 633.40 | 659.97 | 700.60 | 1,544.15 | 1,606.00 | 61.85 | 4.01 |
| 53 - PURCHASED SERVICES | - | 17,000.00 | 8,500.00 | 8,500.00 | - | (8,500.00) | (100.00) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 496.89 | 2,498.12 | 17,711.11 | - | 4,000.00 | 4,000.00 | - |
| Total Expense: | 3,953.54 | 24,457.76 | 33,124.16 | 16,044.15 | 13,606.00 | (2,438.15) | (15.20) |
| Total Department: 45150 - AFTER SCHOOL PROGRAMS: | (3,953.54) | (24,457.76) | (15,524.16) | (16,044.15) | (13,606.00) | 2,438.15 | (15.20) |
| Department: 45200 - PARKS | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | - | 7,760.50 | 24,913.73 | 16,500.00 | 26,500.00 | 10,000.00 | 60.61 |
| 36 - MISCELLANEOUS | 17,359.23 | 39,196.21 | 41,051.75 | 25,000.00 | 20,000.00 | (5,000.00) | (20.00) |
| Total Revenue: | 17,359.23 | 46,956.71 | 65,965.48 | 41,500.00 | 46,500.00 | 5,000.00 | 12.05 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 311,265.38 | 345,581.85 | 324,945.44 | 377,642.02 | 389,062.00 | 11,419.98 | 3.02 |
| 52 - EMPLOYEE BENEFITS | 91,736.28 | 98,406.70 | 109,223.73 | 106,927.86 | 141,048.00 | 34,120.14 | 31.91 |
| 53 - PURCHASED SERVICES | 291,311.26 | 269,323.44 | 377,161.59 | 316,796.00 | 335,739.90 | 18,943.90 | 5.98 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 87,133.32 | 97,488.89 | 88,735.67 | 100,400.00 | 105,700.00 | 5,300.00 | 5.28 |
| 58 - OTHER EXPENDITURES | 378.75 | 4,186.10 | 4,914.50 | 3,000.00 | 2,500.00 | (500.00) | (16.67) |
| 59 - OTHER FINANCING USES | - | - | 4,302.00 | 4,302.00 | 10,500.00 | 6,198.00 | 144.07 |
| Total Expense: | 781,824.99 | 814,986.98 | 909,282.93 | 909,067.88 | 984,549.90 | 75,482.02 | 8.30 |
| Total Department: 45200 - PARKS: | (764,465.76) | (768,030.27) | (843,317.45) | (867,567.88) | (938,049.90) | (70,482.02) | 8.12 |
| Department: 45300 - AQUATIC CENTER | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 16,484.50 | 92,500.20 | 95,342.35 | 111,000.00 | 111,000.00 | - | - |
| 37 - PROPRIETARY OPERATING | - | 1,432.48 | 195.86 | - | - | - | - |
| Total Revenue: | 16,484.50 | 93,932.68 | 95,538.21 | 111,000.00 | 111,000.00 | - | - |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 64,218.52 | 80,094.66 | 79,473.29 | 90,000.00 | 90,000.00 | - | - |
| 52 - EMPLOYEE BENEFITS | 8,599.36 | 8,273.59 | 9,804.10 | 12,497.99 | 11,345.00 | (1,152.99) | (9.23) |
| 53 - PURCHASED SERVICES | 39,648.03 | 69,585.35 | 70,687.13 | 70,192.00 | 78,042.85 | 7,850.85 | 11.18 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 28,091.18 | 59,384.67 | 51,754.96 | 59,500.00 | 66,840.00 | 7,340.00 | 12.34 |
| 58 - OTHER EXPENDITURES | 20.00 | 2,816.79 | 1,823.49 | 2,000.00 | 2,000.00 | - | - |
| Total Expense: | 140,577.09 | 220,155.06 | 213,542.97 | 234,189.99 | 248,227.85 | 14,037.86 | 5.99 |
| Total Department: 45300 - AQUATIC CENTER: | (124,092.59) | (126,222.38) | (118,004.76) | (123,189.99) | (137,227.85) | (14,037.86) | 11.40 |
| Department: 45400 - BAND | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | - | - | 4,309.08 | 6,000.00 | - | (6,000.00) | (100.00) |
| 36 - MISCELLANEOUS | - | - | 2,375.00 | - | 1,000.00 | 1,000.00 | - |
| Total Revenue: | - | - | 6,684.08 | 6,000.00 | 1,000.00 | (5,000.00) | (83.33) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | - | - | 7,543.50 | 11,000.00 | 6,000.00 | (5,000.00) | (45.45) |
| 52 - EMPLOYEE BENEFITS | 314.00 | (4.00) | 765.49 | 1,364.53 | 692.00 | (672.53) | (49.29) |
| 53 - PURCHASED SERVICES | 143.00 | 16.00 | 21.00 | 12.00 | 12.00 | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | - | - | 288.17 | 500.00 | 700.00 | 200.00 | 40.00 |
| Total Expense: | 457.00 | 12.00 | 8,618.16 | 12,876.53 | 7,404.00 | (5,472.53) | (42.50) |
| Total Department: 45400 - BAND: | (457.00) | (12.00) | (1,934.08) | (6,876.53) | (6,404.00) | 472.53 | (6.87) |
| Department: 45500 - LIBRARY | | | | | | | |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 58 - OTHER EXPENDITURES | 655,134.00 | 669,799.00 | 696,559.00 | 696,559.00 | 720,625.00 | 24,066.00 | 3.45 |
| Total Expense: | 655,134.00 | 669,799.00 | 696,559.00 | 696,559.00 | 720,625.00 | 24,066.00 | 3.45 |
| Total Department: 45500 - LIBRARY: | 655,134.00 | 669,799.00 | 696,559.00 | 696,559.00 | 720,625.00 | 24,066.00 | 3.45 |
| Department: 45600 - COMMUNITY EDUCATION | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 51,162.25 | 46,278.00 | 36,528.75 | 125,000.00 | 95,000.00 | (30,000.00) | (24.00) |
| 36 - MISCELLANEOUS | - | 450.00 | 1,050.00 | - | 1,000.00 | 1,000.00 | - |
| Total Revenue: | 51,162.25 | 46,728.00 | 37,578.75 | 125,000.00 | 96,000.00 | (29,000.00) | (23.20) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 77,626.97 | 75,118.19 | 74,376.50 | 129,630.27 | 97,990.00 | (31,640.27) | (24.41) |
| 52 - EMPLOYEE BENEFITS | 16,091.44 | 14,514.43 | 16,332.51 | 20,249.96 | 21,598.00 | 1,348.04 | 6.66 |
| 53 - PURCHASED SERVICES | 5,355.09 | 4,788.69 | 12,337.10 | 18,680.00 | 19,120.00 | 440.00 | 2.36 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPITAL) | 19,519.21 | 19,234.55 | 18,077.12 | 18,800.00 | 19,160.00 | 360.00 | 1.91 |
| 58 - OTHER EXPENDITURES | 910.46 | 230.96 | 120.00 | 1,000.00 | 1,000.00 | - | - |
| Total Expense: | 119,503.17 | 113,886.82 | 121,243.23 | 188,360.23 | 158,868.00 | (29,492.23) | (15.66) |
| Total Department: 45600 - COMMUNITY EDUCATION: | (68,340.92) | (67,158.82) | (83,664.48) | (63,360.23) | (62,868.00) | 492.23 | (0.78) |
| Department: 45700 - RECREATION | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 5,450.00 | - | - | - | - | - | - |
| 34 - CHARGES FOR SERVICES | 93,205.95 | 223,507.52 | 242,333.24 | 210,000.00 | 200,000.00 | (10,000.00) | (4.76) |
| 36 - MISCELLANEOUS | - | 5,000.00 | 684.40 | - | 2,000.00 | 2,000.00 | - |
| Total Revenue: | 98,655.95 | 228,507.52 | 243,017.64 | 210,000.00 | 202,000.00 | (8,000.00) | (3.81) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 87,198.65 | 128,912.49 | 155,131.82 | 148,398.61 | 145,244.00 | (3,154.61) | (2.13) |
| 52 - EMPLOYEE BENEFITS | 26,528.15 | 19,700.18 | 24,746.70 | 22,804.95 | 30,605.00 | 7,800.05 | 34.20 |
| 53 - PURCHASED SERVICES | 17,239.50 | 30,297.10 | 38,893.87 | 24,480.00 | 26,120.00 | 1,640.00 | 6.70 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPITAL) | 11,963.16 | 33,940.03 | 36,804.35 | 40,000.00 | 38,000.00 | (2,000.00) | (5.00) |
| 58 - OTHER EXPENDITURES | 130.00 | 1,038.17 | 178.42 | 1,400.00 | 1,250.00 | (150.00) | (10.71) |
| Total Expense: | 143,059.46 | 213,887.97 | 255,755.16 | 237,083.56 | 241,219.00 | 4,135.44 | 1.74 |
| Total Department: 45700 - RECREATION: | (44,403.51) | 14,619.55 | (12,737.52) | (27,083.56) | (39,219.00) | (12,135.44) | 44.81 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 300,000.00 | 300,000.00 | 375,000.00 | 375,000.00 | 400,000.00 | 25,000.00 | 6.67 |
| Total Revenue: | 300,000.00 | 300,000.00 | 375,000.00 | 375,000.00 | 400,000.00 | 25,000.00 | 6.67 |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | 100,000.00 | 250,000.00 | - | - | - | - | - |
| Total Expense: | 100,000.00 | 250,000.00 | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 200,000.00 | 50,000.00 | 375,000.00 | 375,000.00 | 400,000.00 | 25,000.00 | 6.67 |
| Total Fund: 101 - GENERAL FUND: | 158,904.75 | (451,603.35) | (3,751,131.86) | (148,116.00) | - | 148,116.00 | (100.00) |
| Fund: 103 - MUNICIPAL STATE AID | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 4,717.80 | 4,332.41 | 2,713.39 | 3,415.00 | 4,678.74 | 1,263.74 | 37.01 |
| Total Revenue: | 4,717.80 | 4,332.41 | 2,713.39 | 3,415.00 | 4,678.74 | 1,263.74 | 37.01 |
| Total Department: 00000 - GENERAL GOVERNMENT: | 4,717.80 | 4,332.41 | 2,713.39 | 3,415.00 | 4,678.74 | 1,263.74 | 37.01 |
| Department: 43300 - STREET ADMINISTRATION | | | | | | | |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|-------------------|------------------------|----------------------------------|--------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 50.00 | 23,738.88 | - | - | - | - | - |
| Total Expense: | 50.00 | 23,738.88 | - | - | - | - | - |
| Total Department: 43300 - STREET ADMINISTRATION: | 50.00 | 23,738.88 | - | - | - | - | - |
| Total Fund: 103 - MUNICIPAL STATE AID: | 4,667.80 | (19,406.47) | 2,713.39 | 3,415.00 | 4,678.74 | 1,263.74 | 37.01 |
| Fund: 106 - PROP/GEN LIABILITY INS | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 16,983.43 | 44,028.07 | 826.74 | 689.00 | 1,022.72 | 333.72 | 48.44 |
| Total Revenue: | 16,983.43 | 44,028.07 | 826.74 | 689.00 | 1,022.72 | 333.72 | 48.44 |
| Total Department: 00000 - GENERAL GOVERNMENT: | 16,983.43 | 44,028.07 | 826.74 | 689.00 | 1,022.72 | 333.72 | 48.44 |
| Department: 41100 - MAYOR & COUNCIL | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | - | - | - | - | - |
| Total Expense: | - | - | - | - | - | - | - |
| Total Department: 41100 - MAYOR & COUNCIL: | - | - | - | - | - | - | - |
| Department: 41700 - BUILDING MAINTENANCE | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 195.00 | - | - | - | - | - | - |
| Total Revenue: | 195.00 | - | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 1,195.00 | 1,465.50 | - | - | 160.00 | 160.00 | - |
| Total Expense: | 1,195.00 | 1,465.50 | - | - | 160.00 | 160.00 | - |
| Total Department: 41700 - BUILDING MAINTENANCE: | (1,000.00) | (1,465.50) | - | - | (160.00) | (160.00) | - |
| Department: 41750 - ADULT COMMUNITY CENTER | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | - | 130.00 | 221.00 | 91.00 | 70.00 |
| Total Expense: | - | - | - | 130.00 | 221.00 | 91.00 | 70.00 |
| Total Department: 41750 - ADULT COMMUNITY CENTER: | - | - | - | 130.00 | 221.00 | 91.00 | 70.00 |
| Department: 42100 - POLICE ADMINISTRATION | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 933.78 | 3,469.25 | 3,839.16 | - | - | - | - |
| Total Revenue: | 933.78 | 3,469.25 | 3,839.16 | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 2,266.78 | 5,457.01 | 4,839.16 | 1,820.00 | 2,988.00 | 1,168.00 | 64.18 |
| Total Expense: | 2,266.78 | 5,457.01 | 4,839.16 | 1,820.00 | 2,988.00 | 1,168.00 | 64.18 |
| Total Department: 42100 - POLICE ADMINISTRATION: | (1,333.00) | (1,987.76) | (1,000.00) | (1,820.00) | (2,988.00) | (1,168.00) | 64.18 |
| Department: 42200 - CHEMICAL ASSESSMENT TEAM | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 12,000.00 | - | - | - | - | - | - |
| Total Revenue: | 12,000.00 | - | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 12,000.00 | - | 1,109.51 | - | - | - | - |
| Total Expense: | 12,000.00 | - | 1,109.51 | - | - | - | - |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|-------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Total Department: 42200 - CHEMICAL ASSESSMENT TEAM: | - | - | (1,109.51) | - | - | - | - |
| Department: 42400 - FIRE SERVICES | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 5,152.23 | 1,225.75 | - | - | - | - | - |
| Total Revenue: | 5,152.23 | 1,225.75 | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 5,384.82 | - | - | 2,423.00 | 3,601.00 | 1,178.00 | 48.62 |
| Total Expense: | 5,384.82 | - | - | 2,423.00 | 3,601.00 | 1,178.00 | 48.62 |
| Total Department: 42400 - FIRE SERVICES: | (232.59) | 1,225.75 | - | (2,423.00) | (3,601.00) | (1,178.00) | 48.62 |
| Department: 43100 - ENGINEERING | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | - | 638.00 | 1,078.00 | 440.00 | 68.97 |
| Total Expense: | - | - | - | 638.00 | 1,078.00 | 440.00 | 68.97 |
| Total Department: 43100 - ENGINEERING: | - | - | - | 638.00 | 1,078.00 | 440.00 | 68.97 |
| Department: 43200 - COMMUNITY PLANNING | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 394.76 | - | - | - | - | - | - |
| Total Revenue: | 394.76 | - | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | - | 253.00 | 435.00 | 182.00 | 71.94 |
| Total Expense: | - | - | - | 253.00 | 435.00 | 182.00 | 71.94 |
| Total Department: 43200 - COMMUNITY PLANNING: | 394.76 | - | - | (253.00) | (435.00) | (182.00) | 71.94 |
| Department: 43300 - STREET ADMINISTRATION | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | 1,964.42 | 8,658.00 | 9,328.00 | 670.00 | 7.74 |
| Total Expense: | - | - | 1,964.42 | 8,658.00 | 9,328.00 | 670.00 | 7.74 |
| Total Department: 43300 - STREET ADMINISTRATION: | - | - | 1,964.42 | 8,658.00 | 9,328.00 | 670.00 | 7.74 |
| Department: 43400 - AIRPORT | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | - | 5,302.00 | 6,151.00 | 849.00 | 16.01 |
| Total Expense: | - | - | - | 5,302.00 | 6,151.00 | 849.00 | 16.01 |
| Total Department: 43400 - AIRPORT: | - | - | - | 5,302.00 | 6,151.00 | 849.00 | 16.01 |
| Department: 45200 - PARKS | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 1,230.26 | 3,988.66 | - | - | - | - | - |
| Total Revenue: | 1,230.26 | 3,988.66 | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 2,230.26 | 7,360.48 | 4,810.48 | 5,468.00 | 1,038.00 | (4,430.00) | (81.02) |
| Total Expense: | 2,230.26 | 7,360.48 | 4,810.48 | 5,468.00 | 1,038.00 | (4,430.00) | (81.02) |
| Total Department: 45200 - PARKS: | (1,000.00) | (3,371.82) | (4,810.48) | (5,468.00) | (1,038.00) | 4,430.00 | (81.02) |
| Department: 45300 - AQUATIC CENTER | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | - | 308.00 | - | (308.00) | (100.00) |
| Total Expense: | - | - | - | 308.00 | - | (308.00) | (100.00) |
| Total Department: 45300 - AQUATIC CENTER: | - | - | - | 308.00 | - | (308.00) | (100.00) |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|--------------------|------------------------|----------------------------------|---------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Department: 45700 - RECREATION | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | - | - | 302.96 | - | - | - | - |
| Total Revenue: | - | - | 302.96 | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | 302.96 | - | - | - | - |
| Total Expense: | - | - | 302.96 | - | - | - | - |
| Total Department: 45700 - RECREATION: | - | - | - | - | - | - | - |
| Total Fund: 106 - PROP/GEN LIABILITY INS: | 13,812.60 | 38,428.74 | (8,057.67) | (24,311.00) | (23,977.28) | 333.72 | (1.37) |
| Fund: 204 - ECONOMIC DEVELOPMENT AUTH | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORIT | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 5,128.38 | 4,230.20 | 2,692.77 | 3,196.00 | 4,568.00 | 1,372.00 | 42.93 |
| Total Revenue: | 5,128.38 | 4,230.20 | 2,692.77 | 3,196.00 | 4,568.00 | 1,372.00 | 42.93 |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | 5,128.38 | 4,230.20 | 2,692.77 | 3,196.00 | 4,568.00 | 1,372.00 | 42.93 |
| Total Fund: 204 - ECONOMIC DEVELOPMENT AUTH: | 5,128.38 | 4,230.20 | 2,692.77 | 3,196.00 | 4,568.00 | 1,372.00 | 42.93 |
| Fund: 205 - PARKWAY HOUSING FUND | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORIT | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 186.68 | 425.00 | 7,210.89 | 331.00 | 459.00 | 128.00 | 38.67 |
| Total Revenue: | 186.68 | 425.00 | 7,210.89 | 331.00 | 459.00 | 128.00 | 38.67 |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | 186.68 | 425.00 | 7,210.89 | 331.00 | 459.00 | 128.00 | 38.67 |
| Total Fund: 205 - PARKWAY HOUSING FUND: | 186.68 | 425.00 | 7,210.89 | 331.00 | 459.00 | 128.00 | 38.67 |
| Fund: 206 - PARKWAY ADDITION II | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORIT | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 522.14 | 630.64 | 452.32 | 502.00 | 681.00 | 179.00 | 35.66 |
| 39 - OTHER FINANCING REVENUE | 35,319.28 | 9,201.36 | 17,500.00 | - | - | - | - |
| Total Revenue: | 35,841.42 | 9,832.00 | 17,952.32 | 502.00 | 681.00 | 179.00 | 35.66 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 12,334.67 | 1,701.80 | 2,746.25 | - | - | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPITAL) | 92.63 | 92.63 | 256.51 | - | - | - | - |
| 58 - OTHER EXPENDITURES | - | 4.00 | - | - | - | - | - |
| Total Expense: | 12,427.30 | 1,798.43 | 3,002.76 | - | - | - | - |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | 23,414.12 | 8,033.57 | 14,949.56 | 502.00 | 681.00 | 179.00 | 35.66 |
| Total Fund: 206 - PARKWAY ADDITION II: | 23,414.12 | 8,033.57 | 14,949.56 | 502.00 | 681.00 | 179.00 | 35.66 |
| Fund: 207 - PARKWAY ADDITION III & IV | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORIT | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | - | 6,918.20 | 6,185.60 | 6,185.60 | 6,185.60 | - | - |
| 36 - MISCELLANEOUS | 650.77 | 2,733.56 | 2,027.68 | 1,303.00 | 2,952.00 | 1,649.00 | 126.55 |
| 39 - OTHER FINANCING REVENUE | - | (9,126.11) | 4,177.38 | - | - | - | - |
| Total Revenue: | 650.77 | 525.65 | 12,390.66 | 7,488.60 | 9,137.60 | 1,649.00 | 22.02 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 207.72 | 6,927.11 | 198.33 | 214.00 | 218.00 | 4.00 | 1.87 |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|-------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | - | 484.80 | - | - | - | - | - |
| 58 - OTHER EXPENDITURES | 4,242.00 | 5,222.00 | 3,220.00 | 4,242.00 | 3,500.00 | (742.00) | (17.49) |
| Total Expense: | 4,449.72 | 12,633.91 | 3,418.33 | 4,456.00 | 3,718.00 | (738.00) | (16.56) |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | (3,798.95) | (12,108.26) | 8,972.33 | 3,032.60 | 5,419.60 | 2,387.00 | 78.71 |
| Total Fund: 207 - PARKWAY ADDITION III & IV: | (3,798.95) | (12,108.26) | 8,972.33 | 3,032.60 | 5,419.60 | 2,387.00 | 78.71 |
| Fund: 208 - EDA ADMINISTRATION | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 134,062.89 | 138,312.47 | 76,806.40 | 150,000.00 | 173,486.00 | 23,486.00 | 15.66 |
| 33 - INTERGOVERNMENTAL | 543,631.43 | - | - | - | - | - | - |
| 34 - CHARGES FOR SERVICES | - | 2,750.00 | 300.00 | 3,500.00 | 2,500.00 | (1,000.00) | (28.57) |
| 36 - MISCELLANEOUS | 3,714.67 | 5,729.26 | 335.55 | 638.00 | 720.00 | 82.00 | 12.85 |
| Total Revenue: | 681,408.99 | 146,791.73 | 77,441.95 | 154,138.00 | 176,706.00 | 22,568.00 | 14.64 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 56,607.48 | 74,636.09 | 90,188.11 | 93,854.46 | 107,657.00 | 13,802.54 | 14.71 |
| 52 - EMPLOYEE BENEFITS | 10,280.99 | 32,863.74 | 31,683.16 | 35,052.81 | 40,887.00 | 5,834.19 | 16.64 |
| 53 - PURCHASED SERVICES | 35,857.82 | 30,936.30 | 6,899.22 | 15,137.00 | 12,962.00 | (2,175.00) | (14.37) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 2,447.68 | 1,705.66 | 3,374.58 | 2,900.00 | 5,400.00 | 2,500.00 | 86.21 |
| 58 - OTHER EXPENDITURES | 540,549.64 | 8,874.03 | 4,018.00 | 9,650.00 | 9,800.00 | 150.00 | 1.55 |
| Total Expense: | 645,743.61 | 149,015.82 | 136,163.07 | 156,594.27 | 176,706.00 | 20,111.73 | 12.84 |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | 35,665.38 | (2,224.09) | (58,721.12) | (2,456.27) | - | 2,456.27 | (100.00) |
| Total Fund: 208 - EDA ADMINISTRATION: | 35,665.38 | (2,224.09) | (58,721.12) | (2,456.27) | - | 2,456.27 | (100.00) |
| Fund: 213 - FEDERAL EDA CRIF | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 376.84 | 406.78 | 264.54 | 317.00 | 439.00 | 122.00 | 38.49 |
| Total Revenue: | 376.84 | 406.78 | 264.54 | 317.00 | 439.00 | 122.00 | 38.49 |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | 376.84 | 406.78 | 264.54 | 317.00 | 439.00 | 122.00 | 38.49 |
| Total Fund: 213 - FEDERAL EDA CRIF: | 376.84 | 406.78 | 264.54 | 317.00 | 439.00 | 122.00 | 38.49 |
| Fund: 214 - EDA REVOLVING FUND | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 2,296.92 | 187,458.90 | 170,921.95 | 183,908.00 | 182,202.00 | (1,706.00) | (0.93) |
| Total Revenue: | 2,296.92 | 187,458.90 | 170,921.95 | 183,908.00 | 182,202.00 | (1,706.00) | (0.93) |
| Expense | | | | | | | |
| 58 - OTHER EXPENDITURES | 18,192.65 | 53,808.88 | 58,609.56 | - | - | - | - |
| Total Expense: | 18,192.65 | 53,808.88 | 58,609.56 | - | - | - | - |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | (15,895.73) | 133,650.02 | 112,312.39 | 183,908.00 | 182,202.00 | (1,706.00) | (0.93) |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 100,000.00 | - | - | - | - | - | - |
| Total Revenue: | 100,000.00 | - | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 100,000.00 | - | - | - | - | - | - |
| Total Fund: 214 - EDA REVOLVING FUND: | 84,104.27 | 133,650.02 | 112,312.39 | 183,908.00 | 182,202.00 | (1,706.00) | (0.93) |

SM CITIES DEVELOPMENT REVOLVING PROGRAM

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|-------------------|------------------------|----------------------------------|----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 887.58 | 695.23 | 456.48 | 507.00 | 751.00 | 244.00 | 48.13 |
| Total Revenue: | 887.58 | 695.23 | 456.48 | 507.00 | 751.00 | 244.00 | 48.13 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 70.00 | 100.00 | - | - | - | - |
| 58 - OTHER EXPENDITURES | 70.64 | 26.44 | 1.03 | - | - | - | - |
| Total Expense: | 70.64 | 96.44 | 101.03 | - | - | - | - |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | 816.94 | 598.79 | 355.45 | 507.00 | 751.00 | 244.00 | 48.13 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | 61,000.00 | - | - | - | - | - | - |
| Total Expense: | 61,000.00 | - | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 61,000.00 | - | - | - | - | - | - |
| Fund: 220 - SM CITIES DEVELOPMENT REVOLVING PROGRAM: | (60,183.06) | 598.79 | 355.45 | 507.00 | 751.00 | 244.00 | 48.13 |
| Fund: 221 - 2018 SM CITIES DEVELOPMENT PROGRAM | | | | | | | |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 125,208.85 | 267,802.49 | 199,336.41 | - | - | - | - |
| 36 - MISCELLANEOUS | 1,824.07 | 20,241.16 | 765.80 | 225.00 | 997.00 | 772.00 | 343.11 |
| Total Revenue: | 127,032.92 | 288,043.65 | 200,102.21 | 225.00 | 997.00 | 772.00 | 343.11 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 300,237.90 | 4,872.40 | 5,893.00 | - | - | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPITAL) | - | - | 92.63 | - | - | - | - |
| 58 - OTHER EXPENDITURES | 125,770.85 | 265,349.97 | 199,421.89 | - | - | - | - |
| Total Expense: | 426,008.75 | 270,222.37 | 205,407.52 | - | - | - | - |
| Department: 46300 - ECONOMIC DEVELOPMENT AUTHORITY: | (298,975.83) | 17,821.28 | (5,305.31) | 225.00 | 997.00 | 772.00 | 343.11 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 61,000.00 | - | - | - | - | - | - |
| Total Revenue: | 61,000.00 | - | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 61,000.00 | - | - | - | - | - | - |
| Total Fund: 221 - 2018 SM CITIES DEVELOPMENT PROGRAM: | (237,975.83) | 17,821.28 | (5,305.31) | 225.00 | 997.00 | 772.00 | 343.11 |
| Fund: 230 - TAX INCREMENT FINANCING | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 361,522.51 | 336,891.46 | 182,340.35 | 360,000.00 | 178,750.00 | (181,250.00) | (50.35) |
| 36 - MISCELLANEOUS | (16,376.03) | 34,388.68 | 18,000.76 | 21,707.00 | 27,958.00 | 6,251.00 | 28.80 |
| Total Revenue: | 345,146.48 | 371,280.14 | 200,341.11 | 381,707.00 | 206,708.00 | (174,999.00) | (45.85) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 618,425.40 | 13,455.84 | 35,061.76 | 6,890.00 | 23,023.00 | 16,133.00 | 234.15 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPITAL) | 256.50 | 636.50 | 698.25 | 300.00 | 750.00 | 450.00 | 150.00 |
| 58 - OTHER EXPENDITURES | 96,571.08 | 380,709.90 | 113,370.57 | 65,000.00 | 112,500.00 | 47,500.00 | 73.08 |
| Total Expense: | 715,252.98 | 394,802.24 | 149,130.58 | 72,190.00 | 136,273.00 | 64,083.00 | 88.77 |
| Total Department: 00000 - GENERAL GOVERNMENT: | (370,106.50) | (23,522.10) | 51,210.53 | 309,517.00 | 70,435.00 | (239,082.00) | (77.24) |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Department: 49900 - TRANSFERS | | | | | | | |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | 361,669.75 | 205,025.63 | 205,813.00 | 205,814.00 | 200,761.00 | (5,053.00) | (2.46) |
| Total Expense: | 361,669.75 | 205,025.63 | 205,813.00 | 205,814.00 | 200,761.00 | (5,053.00) | (2.46) |
| Total Department: 49900 - TRANSFERS: | 361,669.75 | 205,025.63 | 205,813.00 | 205,814.00 | 200,761.00 | (5,053.00) | (2.46) |
| Total Fund: 230 - TAX INCREMENT FINANCING: | (731,776.25) | (228,547.73) | (154,602.47) | 103,703.00 | (130,326.00) | (234,029.00) | (225.67) |
| Fund: 240 - COMM ED DRIVER'S TRAINING | | | | | | | |
| Department: 45600 - COMMUNITY EDUCATION | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 58,240.00 | 62,280.00 | 76,135.00 | 48,250.00 | 60,000.00 | 11,750.00 | 24.35 |
| 36 - MISCELLANEOUS | 737.73 | 650.25 | 501.00 | 601.00 | 702.00 | 101.00 | 16.81 |
| Total Revenue: | 58,977.73 | 62,930.25 | 76,636.00 | 48,851.00 | 60,702.00 | 11,851.00 | 24.26 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 52,540.71 | 59,081.05 | 49,072.69 | 45,500.00 | 44,000.00 | (1,500.00) | (3.30) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 5,622.81 | 4,816.46 | 3,128.91 | 17,000.00 | 15,000.00 | (2,000.00) | (11.76) |
| 58 - OTHER EXPENDITURES | 1,195.00 | 1,617.50 | 2,155.00 | 1,000.00 | 1,675.00 | 675.00 | 67.50 |
| Total Expense: | 59,358.52 | 65,515.01 | 54,356.60 | 63,500.00 | 60,675.00 | (2,825.00) | (4.45) |
| Total Department: 45600 - COMMUNITY EDUCATION: | (380.79) | (2,584.76) | 22,279.40 | (14,649.00) | 27.00 | 14,676.00 | (100.18) |
| Total Fund: 240 - COMM ED DRIVER'S TRAINING: | (380.79) | (2,584.76) | 22,279.40 | (14,649.00) | 27.00 | 14,676.00 | (100.18) |
| Fund: 256 - SALES/LODGING TAX | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 2,008,464.31 | 2,421,905.71 | 2,004,899.88 | 2,117,000.00 | 2,120,000.00 | 3,000.00 | 0.14 |
| 36 - MISCELLANEOUS | 15,917.44 | 15,276.75 | 9,189.59 | 10,377.00 | 16,498.00 | 6,121.00 | 58.99 |
| Total Revenue: | 2,024,381.75 | 2,437,182.46 | 2,014,089.47 | 2,127,377.00 | 2,136,498.00 | 9,121.00 | 0.43 |
| Expense | | | | | | | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 721.50 | - | 811.30 | - | 1,000.00 | 1,000.00 | - |
| Total Expense: | 721.50 | - | 811.30 | - | 1,000.00 | 1,000.00 | - |
| Total Department: 00000 - GENERAL GOVERNMENT: | 2,023,660.25 | 2,437,182.46 | 2,013,278.17 | 2,127,377.00 | 2,135,498.00 | 8,121.00 | 0.38 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | 2,233,192.00 | 2,230,594.00 | 2,545,385.00 | 2,545,385.00 | 2,267,844.00 | (277,541.00) | (10.90) |
| Total Expense: | 2,233,192.00 | 2,230,594.00 | 2,545,385.00 | 2,545,385.00 | 2,267,844.00 | (277,541.00) | (10.90) |
| Total Department: 49900 - TRANSFERS: | 2,233,192.00 | 2,230,594.00 | 2,545,385.00 | 2,545,385.00 | 2,267,844.00 | (277,541.00) | (10.90) |
| Total Fund: 256 - SALES/LODGING TAX: | (209,531.75) | 206,588.46 | (532,106.83) | (418,008.00) | (132,346.00) | 285,662.00 | (68.34) |
| Fund: 258 - ASC ARENA | | | | | | | |
| Department: 45900 - AMATEUR SPORTS CENTER | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 4,004.48 | - | - | - | - | - | - |
| 34 - CHARGES FOR SERVICES | 181,540.49 | 177,793.55 | 186,887.50 | 170,000.00 | 185,700.00 | 15,700.00 | 9.24 |
| 36 - MISCELLANEOUS | 5,926.95 | 73,257.54 | 2,906.59 | 776.00 | 1,290.00 | 514.00 | 66.24 |
| Total Revenue: | 191,471.92 | 251,051.09 | 189,794.09 | 170,776.00 | 186,990.00 | 16,214.00 | 9.49 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 212,199.12 | 235,751.47 | 245,139.02 | 269,485.72 | 287,905.00 | 18,419.28 | 6.83 |
| 52 - EMPLOYEE BENEFITS | 105,548.18 | 98,199.38 | 93,591.16 | 99,411.59 | 110,292.00 | 10,880.41 | 10.94 |
| 53 - PURCHASED SERVICES | 366,135.83 | 315,127.69 | 375,697.72 | 352,128.00 | 380,204.00 | 28,076.00 | 7.97 |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 27,969.37 | 29,178.64 | 26,148.83 | 48,050.00 | 51,250.00 | 3,200.00 | 6.66 |
| 55 - CAPITAL | 156,704.80 | - | - | - | - | - | - |
| 58 - OTHER EXPENDITURES | 584.25 | 636.29 | 1,483.25 | 800.00 | 875.00 | 75.00 | 9.38 |
| Total Expense: | 869,141.55 | 678,893.47 | 742,059.98 | 769,875.31 | 830,526.00 | 60,650.69 | 7.88 |
| Total Department: 45900 - AMATEUR SPORTS CENTER: | (677,669.63) | (427,842.38) | (552,265.89) | (599,099.31) | (643,536.00) | (44,436.69) | 7.42 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 610,692.00 | 605,000.00 | 608,850.00 | 608,850.00 | 643,000.00 | 34,150.00 | 5.61 |
| Total Revenue: | 610,692.00 | 605,000.00 | 608,850.00 | 608,850.00 | 643,000.00 | 34,150.00 | 5.61 |
| Total Department: 49900 - TRANSFERS: | 610,692.00 | 605,000.00 | 608,850.00 | 608,850.00 | 643,000.00 | 34,150.00 | 5.61 |
| Total Fund: 258 - ASC ARENA: | (66,977.63) | 177,157.62 | 56,584.11 | 9,750.69 | (536.00) | (10,286.69) | (105.50) |
| Fund: 260 - MARSHALL INDUSTRIAL FOUND | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 34 - CHARGES FOR SERVICES | 8,855.00 | 8,855.00 | 8,855.00 | 8,855.00 | 8,855.00 | - | - |
| 36 - MISCELLANEOUS | 16,519.10 | 145,085.02 | 10,538.64 | 14,612.00 | 17,287.00 | 2,675.00 | 18.31 |
| 39 - OTHER FINANCING REVENUE | 18,870.00 | - | - | - | - | - | - |
| Total Revenue: | 44,244.10 | 153,940.02 | 19,393.64 | 23,467.00 | 26,142.00 | 2,675.00 | 11.40 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 15,522.13 | 2,433.34 | 3,555.77 | 2,433.00 | 2,457.33 | 24.33 | 1.00 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 85.50 | - | - | - | - | - | - |
| 58 - OTHER EXPENDITURES | 7,452.14 | 10,321.75 | 10,492.00 | 10,200.00 | 10,500.00 | 300.00 | 2.94 |
| Total Expense: | 23,059.77 | 12,755.09 | 14,047.77 | 12,633.00 | 12,957.33 | 324.33 | 2.57 |
| Total Department: 00000 - GENERAL GOVERNMENT: | 21,184.33 | 141,184.93 | 5,345.87 | 10,834.00 | 13,184.67 | 2,350.67 | 21.70 |
| Total Fund: 260 - MARSHALL INDUSTRIAL FOUND: | 21,184.33 | 141,184.93 | 5,345.87 | 10,834.00 | 13,184.67 | 2,350.67 | 21.70 |
| Fund: 270 - MERIT | | | | | | | |
| Department: 42600 - MERIT OPERATIONS | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 16,132.20 | 750.00 | 2,000.00 | - | - | - | - |
| 34 - CHARGES FOR SERVICES | 50,194.70 | 57,859.15 | 33,402.70 | 50,000.00 | 51,500.00 | 1,500.00 | 3.00 |
| 36 - MISCELLANEOUS | 3,029.04 | 6,577.81 | 5,683.33 | 1,380.00 | 2,282.00 | 902.00 | 65.36 |
| Total Revenue: | 69,355.94 | 65,186.96 | 41,086.03 | 51,380.00 | 53,782.00 | 2,402.00 | 4.67 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 57,127.70 | 73,123.00 | 70,392.28 | 83,831.54 | 81,024.00 | (2,807.54) | (3.35) |
| 52 - EMPLOYEE BENEFITS | 27,476.70 | 33,668.78 | 29,883.86 | 33,343.52 | 34,462.00 | 1,118.48 | 3.35 |
| 53 - PURCHASED SERVICES | 57,898.68 | 74,970.22 | 77,875.18 | 92,772.00 | 97,765.00 | 4,993.00 | 5.38 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 4,361.36 | 7,014.98 | 4,119.29 | 9,300.00 | 9,300.00 | - | - |
| 55 - CAPITAL | - | - | 8,039.21 | - | - | - | - |
| 58 - OTHER EXPENDITURES | 10.00 | 28.17 | 2,130.59 | 2,730.00 | 2,731.00 | 1.00 | 0.04 |
| Total Expense: | 146,874.44 | 188,805.15 | 192,440.41 | 221,977.06 | 225,282.00 | 3,304.94 | 1.49 |
| Total Department: 42600 - MERIT OPERATIONS: | (77,518.50) | (123,618.19) | (151,354.38) | (170,597.06) | (171,500.00) | (902.94) | 0.53 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 162,500.00 | 170,000.00 | 174,375.00 | 174,375.00 | 171,500.00 | (2,875.00) | (1.65) |
| Total Revenue: | 162,500.00 | 170,000.00 | 174,375.00 | 174,375.00 | 171,500.00 | (2,875.00) | (1.65) |
| Total Department: 49900 - TRANSFERS: | 162,500.00 | 170,000.00 | 174,375.00 | 174,375.00 | 171,500.00 | (2,875.00) | (1.65) |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|-----------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Total Fund: 270 - MERIT: | 84,981.50 | 46,381.81 | 23,020.62 | 3,777.94 | - | (3,777.94) | (100.00) |
| Fund: 280 - MARSHALL CAPSTONE ENDOWMENT FUND | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 70,898.09 | (13,406.10) | (143,930.56) | 8,000.00 | 10,000.00 | 2,000.00 | 25.00 |
| Total Revenue: | 70,898.09 | (13,406.10) | (143,930.56) | 8,000.00 | 10,000.00 | 2,000.00 | 25.00 |
| Total Department: 00000 - GENERAL GOVERNMENT: | 70,898.09 | (13,406.10) | (143,930.56) | 8,000.00 | 10,000.00 | 2,000.00 | 25.00 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | 11,346.44 | 39,362.99 | 32,708.99 | 40,000.00 | 40,000.00 | - | - |
| Total Expense: | 11,346.44 | 39,362.99 | 32,708.99 | 40,000.00 | 40,000.00 | - | - |
| Total Department: 49900 - TRANSFERS: | 11,346.44 | 39,362.99 | 32,708.99 | 40,000.00 | 40,000.00 | - | - |
| Total Fund: 280 - MARSHALL CAPSTONE ENDOWMENT FUND: | 59,551.65 | (52,769.09) | (176,639.55) | (32,000.00) | (30,000.00) | 2,000.00 | (6.25) |
| Fund: 321 - 2010A MRSHL LYON LIBRARY | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 43,052.97 | 54,684.02 | 23,098.55 | 45,000.00 | 46,983.00 | 1,983.00 | 4.41 |
| 36 - MISCELLANEOUS | 592.51 | 711.19 | 397.72 | 567.00 | 768.00 | 201.00 | 35.45 |
| Total Revenue: | 43,645.48 | 55,395.21 | 23,496.27 | 45,567.00 | 47,751.00 | 2,184.00 | 4.79 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 400.00 | - | 200.00 | 200.00 | - | - |
| 56 - DEBT SERVICE | 82,495.00 | 77,770.00 | 80,995.00 | 80,945.00 | 78,965.00 | (1,980.00) | (2.45) |
| Total Expense: | 82,495.00 | 78,170.00 | 80,995.00 | 81,145.00 | 79,165.00 | (1,980.00) | (2.44) |
| Total Department: 47000 - DEBT SERVICE: | (38,849.52) | (22,774.79) | (57,498.73) | (35,578.00) | (31,414.00) | 4,164.00 | (11.70) |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 41,346.44 | 39,362.99 | 32,708.99 | 40,000.00 | 40,000.00 | - | - |
| Total Revenue: | 41,346.44 | 39,362.99 | 32,708.99 | 40,000.00 | 40,000.00 | - | - |
| Total Department: 49900 - TRANSFERS: | 41,346.44 | 39,362.99 | 32,708.99 | 40,000.00 | 40,000.00 | - | - |
| Total Fund: 321 - 2010A MRSHL LYON LIBRARY: | 2,496.92 | 16,588.20 | (24,789.74) | 4,422.00 | 8,586.00 | 4,164.00 | 94.17 |
| Fund: 322 - 2014B SALES TAX | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | (336.68) | - | - | - | - | - | - |
| Total Revenue: | (336.68) | - | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 400.00 | - | 200.00 | 200.00 | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | - | 737.50 | - | - | - | - | - |
| 56 - DEBT SERVICE | 1,456,343.76 | 1,454,593.76 | 1,455,268.76 | 1,455,398.76 | 1,453,143.76 | (2,255.00) | (0.15) |
| Total Expense: | 1,456,343.76 | 1,455,731.26 | 1,455,268.76 | 1,455,598.76 | 1,453,343.76 | (2,255.00) | (0.15) |
| Total Department: 47000 - DEBT SERVICE: | (1,456,680.44) | (1,455,731.26) | (1,455,268.76) | (1,455,598.76) | (1,453,343.76) | 2,255.00 | (0.15) |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 2,689,045.97 | 1,455,594.00 | 1,762,160.00 | 1,762,160.00 | 1,453,344.00 | (308,816.00) | (17.52) |
| Total Revenue: | 2,689,045.97 | 1,455,594.00 | 1,762,160.00 | 1,762,160.00 | 1,453,344.00 | (308,816.00) | (17.52) |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Total Department: 49900 - TRANSFERS: | 2,689,045.97 | 1,455,594.00 | 1,762,160.00 | 1,762,160.00 | 1,453,344.00 | (308,816.00) | (17.52) |
| Total Fund: 322 - 2014B SALES TAX: | 1,232,365.53 | (137.26) | 306,891.24 | 306,561.24 | 0.24 | (306,561.00) | (100.00) |
| Fund: 325 - 2015A-CIP RALCO | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 54,081.11 | 54,951.76 | 26,958.45 | 52,526.00 | 51,463.00 | (1,063.00) | (2.02) |
| 36 - MISCELLANEOUS | 222.47 | 238.80 | 103.53 | 241.00 | 258.00 | 17.00 | 7.05 |
| Total Revenue: | 54,303.58 | 55,190.56 | 27,061.98 | 52,767.00 | 51,721.00 | (1,046.00) | (1.98) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 104.08 | - | 52.04 | 52.04 | - | - |
| 56 - DEBT SERVICE | 55,375.00 | 51,875.00 | 50,975.00 | 50,975.00 | 50,068.75 | (906.25) | (1.78) |
| Total Expense: | 55,375.00 | 51,979.08 | 50,975.00 | 51,027.04 | 50,120.79 | (906.25) | (1.78) |
| Total Department: 47000 - DEBT SERVICE: | (1,071.42) | 3,211.48 | (23,913.02) | 1,739.96 | 1,600.21 | (139.75) | (8.03) |
| Total Fund: 325 - 2015A-CIP RALCO: | (1,071.42) | 3,211.48 | (23,913.02) | 1,739.96 | 1,600.21 | (139.75) | (8.03) |
| Fund: 356 - 2021B GO STATE AID STREET BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | - | - | 330,066.67 | 330,066.67 | 291,300.00 | (38,766.67) | (11.75) |
| Total Revenue: | - | - | 330,066.67 | 330,066.67 | 291,300.00 | (38,766.67) | (11.75) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 200.00 | - | - | 200.00 | 200.00 | - |
| 56 - DEBT SERVICE | - | - | 330,566.67 | 330,566.67 | 291,800.00 | (38,766.67) | (11.73) |
| Total Expense: | - | 200.00 | 330,566.67 | 330,566.67 | 292,000.00 | (38,566.67) | (11.67) |
| Total Department: 47000 - DEBT SERVICE: | - | (200.00) | (500.00) | (500.00) | (700.00) | (200.00) | 40.00 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | - | - | 1,000.00 | 1,000.00 | 5,000.00 | 4,000.00 | 400.00 |
| Total Revenue: | - | - | 1,000.00 | 1,000.00 | 5,000.00 | 4,000.00 | 400.00 |
| Total Department: 49900 - TRANSFERS: | - | - | 1,000.00 | 1,000.00 | 5,000.00 | 4,000.00 | 400.00 |
| Total Fund: 356 - 2021B GO STATE AID STREET BOND: | - | (200.00) | 500.00 | 500.00 | 4,300.00 | 3,800.00 | 760.00 |
| Fund: 359 - 2015B PUBLIC IMPROVEMENTS | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 50,955.76 | 52,255.14 | 25,790.97 | 50,287.00 | 53,874.00 | 3,587.00 | 7.13 |
| 36 - MISCELLANEOUS | 67,308.82 | 108,721.28 | 32,863.79 | 41,066.00 | 45,470.00 | 4,404.00 | 10.72 |
| Total Revenue: | 118,264.58 | 160,976.42 | 58,654.76 | 91,353.00 | 99,344.00 | 7,991.00 | 8.75 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 204.00 | - | 102.00 | 102.00 | - | - |
| 56 - DEBT SERVICE | 129,662.00 | 124,285.00 | 121,018.00 | 120,985.00 | 117,168.00 | (3,817.00) | (3.15) |
| Total Expense: | 129,662.00 | 124,489.00 | 121,018.00 | 121,087.00 | 117,270.00 | (3,817.00) | (3.15) |
| Total Department: 47000 - DEBT SERVICE: | (11,397.42) | 36,487.42 | (62,363.24) | (29,734.00) | (17,926.00) | 11,808.00 | (39.71) |
| Total Fund: 359 - 2015B PUBLIC IMPROVEMENTS: | (11,397.42) | 36,487.42 | (62,363.24) | (29,734.00) | (17,926.00) | 11,808.00 | (39.71) |
| Fund: 360 - 2016B PUBLIC IMPROVEMENT | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-------------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 31 - TAXES | 263,218.02 | 268,004.37 | 56,838.54 | 110,136.00 | 109,215.00 | (921.00) | (0.84) |
| 36 - MISCELLANEOUS | 67,453.68 | 113,560.41 | 47,523.64 | 49,212.00 | 53,527.00 | 4,315.00 | 8.77 |
| Total Revenue: | 330,671.70 | 381,564.78 | 104,362.18 | 159,348.00 | 162,742.00 | 3,394.00 | 2.13 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 247.76 | - | 123.88 | 123.88 | - | - |
| 56 - DEBT SERVICE | 353,066.00 | 353,004.00 | 344,940.00 | 344,940.00 | 199,740.00 | (145,200.00) | (42.09) |
| Total Expense: | 353,066.00 | 353,251.76 | 344,940.00 | 345,063.88 | 199,863.88 | (145,200.00) | (42.08) |
| Total Department: 47000 - DEBT SERVICE: | (22,394.30) | 28,313.02 | (240,577.82) | (185,715.88) | (37,121.88) | 148,594.00 | (80.01) |
| Total Fund: 360 - 2016B PUBLIC IMPROVEMENT: | (22,394.30) | 28,313.02 | (240,577.82) | (185,715.88) | (37,121.88) | 148,594.00 | (80.01) |
| Fund: 362 - 2017A GO IMPROVE BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 163,575.76 | 165,491.31 | 85,858.81 | 167,805.00 | 127,103.00 | (40,702.00) | (24.26) |
| 36 - MISCELLANEOUS | 697.90 | 661.48 | 223.80 | 698.00 | 714.00 | 16.00 | 2.29 |
| Total Revenue: | 164,273.66 | 166,152.79 | 86,082.61 | 168,503.00 | 127,817.00 | (40,686.00) | (24.15) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 373.64 | - | 186.82 | 186.82 | - | - |
| 56 - DEBT SERVICE | 158,868.00 | 161,219.00 | 162,815.00 | 165,698.00 | 158,615.00 | (7,083.00) | (4.27) |
| Total Expense: | 158,868.00 | 161,592.64 | 162,815.00 | 165,884.82 | 158,801.82 | (7,083.00) | (4.27) |
| Total Department: 47000 - DEBT SERVICE: | 5,405.66 | 4,560.15 | (76,732.39) | 2,618.18 | (30,984.82) | (33,603.00) | (1,283.45) |
| Total Fund: 362 - 2017A GO IMPROVE BOND: | 5,405.66 | 4,560.15 | (76,732.39) | 2,618.18 | (30,984.82) | (33,603.00) | (1,283.45) |
| Fund: 369 - 2011B GO BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 86,176.75 | 92,824.94 | 50,524.65 | 98,505.00 | 86,520.00 | (11,985.00) | (12.17) |
| 36 - MISCELLANEOUS | 23,526.31 | 21,588.54 | (75.68) | 240.00 | 195.00 | (45.00) | (18.75) |
| Total Revenue: | 109,703.06 | 114,413.48 | 50,448.97 | 98,745.00 | 86,715.00 | (12,030.00) | (12.18) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 294.64 | - | 147.32 | 147.32 | - | - |
| 56 - DEBT SERVICE | 136,296.25 | 131,058.00 | 131,128.50 | 131,092.50 | 83,746.00 | (47,346.50) | (36.12) |
| Total Expense: | 136,296.25 | 131,352.64 | 131,128.50 | 131,239.82 | 83,893.32 | (47,346.50) | (36.08) |
| Total Department: 47000 - DEBT SERVICE: | (26,593.19) | (16,939.16) | (80,679.53) | (32,494.82) | 2,821.68 | 35,316.50 | (108.68) |
| Total Fund: 369 - 2011B GO BOND: | (26,593.19) | (16,939.16) | (80,679.53) | (32,494.82) | 2,821.68 | 35,316.50 | (108.68) |
| Fund: 370 - 2011A GO TAX INCR BONDS | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 0.57 | - | - | - | - | - | - |
| 36 - MISCELLANEOUS | 10,346.65 | 18,161.16 | 4,956.88 | 10,276.00 | 4,497.00 | (5,779.00) | (56.24) |
| Total Revenue: | 10,347.22 | 18,161.16 | 4,956.88 | 10,276.00 | 4,497.00 | (5,779.00) | (56.24) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 160.64 | - | 80.32 | 80.32 | - | - |
| 56 - DEBT SERVICE | 174,690.00 | 177,312.50 | 177,070.00 | 177,050.00 | 177,582.50 | 532.50 | 0.30 |
| Total Expense: | 174,690.00 | 177,473.14 | 177,070.00 | 177,130.32 | 177,662.82 | 532.50 | 0.30 |
| Total Department: 47000 - DEBT SERVICE: | (164,342.78) | (159,311.98) | (172,113.12) | (166,854.32) | (173,165.82) | (6,311.50) | 3.78 |

Department: 49900 - TRANSFERS

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 157,996.00 | - | - | - | - | - | - |
| Total Revenue: | 157,996.00 | - | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 157,996.00 | - | - | - | - | - | - |
| Total Fund: 370 - 2011A GO TAX INCR BONDS: | (6,346.78) | (159,311.98) | (172,113.12) | (166,854.32) | (173,165.82) | (6,311.50) | 3.78 |
| Fund: 371 - 2012A PUBLIC IMPROV | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 339.95 | 1,470.70 | 8.05 | - | - | - | - |
| 36 - MISCELLANEOUS | 171,727.79 | 299,202.52 | 74,900.59 | 135,667.00 | 101,247.00 | (34,420.00) | (25.37) |
| Total Revenue: | 172,067.74 | 300,673.22 | 74,908.64 | 135,667.00 | 101,247.00 | (34,420.00) | (25.37) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 239.00 | - | 119.50 | 119.50 | - | - |
| 56 - DEBT SERVICE | 254,215.00 | 244,565.00 | 83,455.00 | 83,425.00 | 85,145.00 | 1,720.00 | 2.06 |
| Total Expense: | 254,215.00 | 244,804.00 | 83,455.00 | 83,544.50 | 85,264.50 | 1,720.00 | 2.06 |
| Total Department: 47000 - DEBT SERVICE: | (82,147.26) | 55,869.22 | (8,546.36) | 52,122.50 | 15,982.50 | (36,140.00) | (69.34) |
| Total Fund: 371 - 2012A PUBLIC IMPROV: | (82,147.26) | 55,869.22 | (8,546.36) | 52,122.50 | 15,982.50 | (36,140.00) | (69.34) |
| Fund: 372 - 2013A PUBLIC IMPROV | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 694.01 | 2,527.37 | 17.36 | - | - | - | - |
| 36 - MISCELLANEOUS | 84,966.25 | 154,185.61 | 34,954.11 | 66,852.00 | 63,108.00 | (3,744.00) | (5.60) |
| Total Revenue: | 85,660.26 | 156,712.98 | 34,971.47 | 66,852.00 | 63,108.00 | (3,744.00) | (5.60) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 400.00 | - | 200.00 | 200.00 | - | - |
| 56 - DEBT SERVICE | 420,137.50 | 416,287.50 | 411,425.00 | 411,375.00 | 408,525.00 | (2,850.00) | (0.69) |
| Total Expense: | 420,137.50 | 416,687.50 | 411,425.00 | 411,575.00 | 408,725.00 | (2,850.00) | (0.69) |
| Total Department: 47000 - DEBT SERVICE: | (334,477.24) | (259,974.52) | (376,453.53) | (344,723.00) | (345,617.00) | (894.00) | 0.26 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 203,673.75 | 205,025.63 | 205,813.00 | 205,814.00 | 200,760.00 | (5,054.00) | (2.46) |
| Total Revenue: | 203,673.75 | 205,025.63 | 205,813.00 | 205,814.00 | 200,760.00 | (5,054.00) | (2.46) |
| Total Department: 49900 - TRANSFERS: | 203,673.75 | 205,025.63 | 205,813.00 | 205,814.00 | 200,760.00 | (5,054.00) | (2.46) |
| Total Fund: 372 - 2013A PUBLIC IMPROV: | (130,803.49) | (54,948.89) | (170,640.53) | (138,909.00) | (144,857.00) | (5,948.00) | 4.28 |
| Fund: 373 - 2014C WW DS | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 74,763.56 | 2,711.71 | (43.29) | - | - | - | - |
| 36 - MISCELLANEOUS | 228,500.25 | 177,244.79 | 52,028.59 | 69,483.00 | 75,816.00 | 6,333.00 | 9.11 |
| Total Revenue: | 303,263.81 | 179,956.50 | 51,985.30 | 69,483.00 | 75,816.00 | 6,333.00 | 9.11 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 1,000.00 | 231.72 | - | 115.86 | 115.86 | - | - |
| 56 - DEBT SERVICE | 263,025.00 | 243,475.00 | 238,002.00 | 237,975.00 | 236,327.00 | (1,648.00) | (0.69) |
| Total Expense: | 264,025.00 | 243,706.72 | 238,002.00 | 238,090.86 | 236,442.86 | (1,648.00) | (0.69) |
| Total Department: 47000 - DEBT SERVICE: | 39,238.81 | (63,750.22) | (186,016.70) | (168,607.86) | (160,626.86) | 7,981.00 | (4.73) |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|---------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 152.94 | - | - | - | - | - | - |
| Total Revenue: | 152.94 | - | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 152.94 | - | - | - | - | - | - |
| Total Fund: 373 - 2014C WW DS: | 39,391.75 | (63,750.22) | (186,016.70) | (168,607.86) | (160,626.86) | 7,981.00 | (4.73) |
| Fund: 374 - 2015A GO-23 PED BRIDGE | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 92,179.72 | 99,300.85 | 48,929.48 | 95,419.00 | 93,883.00 | (1,536.00) | (1.61) |
| 36 - MISCELLANEOUS | 5,885.41 | 5,537.36 | 3,543.86 | 4,436.00 | 5,980.00 | 1,544.00 | 34.81 |
| Total Revenue: | 98,065.13 | 104,838.21 | 52,473.34 | 99,855.00 | 99,863.00 | 8.00 | 0.01 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 295.92 | - | 147.96 | 147.96 | - | - |
| 56 - DEBT SERVICE | 88,975.00 | 87,775.00 | 91,525.00 | 91,525.00 | 90,143.75 | (1,381.25) | (1.51) |
| Total Expense: | 88,975.00 | 88,070.92 | 91,525.00 | 91,672.96 | 90,291.71 | (1,381.25) | (1.51) |
| Total Department: 47000 - DEBT SERVICE: | 9,090.13 | 16,767.29 | (39,051.66) | 8,182.04 | 9,571.29 | 1,389.25 | 16.98 |
| Total Fund: 374 - 2015A GO-23 PED BRIDGE: | 9,090.13 | 16,767.29 | (39,051.66) | 8,182.04 | 9,571.29 | 1,389.25 | 16.98 |
| Fund: 375 - 2018A GO BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 124,249.93 | 126,833.58 | 61,507.34 | 120,000.00 | 114,074.00 | (5,926.00) | (4.94) |
| 36 - MISCELLANEOUS | 70,205.87 | 112,933.45 | 32,885.95 | 48,001.00 | 56,318.00 | 8,317.00 | 17.33 |
| Total Revenue: | 194,455.80 | 239,767.03 | 94,393.29 | 168,001.00 | 170,392.00 | 2,391.00 | 1.42 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 608.74 | - | 130.10 | 130.10 | - | - |
| 56 - DEBT SERVICE | 264,776.81 | 247,714.04 | 240,760.09 | 240,710.09 | 244,447.21 | 3,737.12 | 1.55 |
| Total Expense: | 264,776.81 | 248,322.78 | 240,760.09 | 240,840.19 | 244,577.31 | 3,737.12 | 1.55 |
| Total Department: 47000 - DEBT SERVICE: | (70,321.01) | (8,555.75) | (146,366.80) | (72,839.19) | (74,185.31) | (1,346.12) | 1.85 |
| Total Fund: 375 - 2018A GO BOND: | (70,321.01) | (8,555.75) | (146,366.80) | (72,839.19) | (74,185.31) | (1,346.12) | 1.85 |
| Fund: 376 - 2016C TAX ABATEMENT | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 189,871.23 | 198,949.62 | 97,984.83 | 191,205.00 | 193,830.00 | 2,625.00 | 1.37 |
| 36 - MISCELLANEOUS | 379.36 | 421.24 | 124.07 | 606.00 | 455.00 | (151.00) | (24.92) |
| Total Revenue: | 190,250.59 | 199,370.86 | 98,108.90 | 191,811.00 | 194,285.00 | 2,474.00 | 1.29 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 200.00 | - | 200.00 | 200.00 | - | - |
| 56 - DEBT SERVICE | 183,650.00 | 184,350.00 | 183,850.00 | 183,850.00 | 181,350.00 | (2,500.00) | (1.36) |
| Total Expense: | 183,650.00 | 184,550.00 | 183,850.00 | 184,050.00 | 181,550.00 | (2,500.00) | (1.36) |
| Total Department: 47000 - DEBT SERVICE: | 6,600.59 | 14,820.86 | (85,741.10) | 7,761.00 | 12,735.00 | 4,974.00 | 64.09 |
| Total Fund: 376 - 2016C TAX ABATEMENT: | 6,600.59 | 14,820.86 | (85,741.10) | 7,761.00 | 12,735.00 | 4,974.00 | 64.09 |
| Fund: 377 - 2017B GO BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|--------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 31 - TAXES | 43,037.00 | 43,435.32 | 21,515.83 | 41,940.00 | 41,333.00 | (607.00) | (1.45) |
| 36 - MISCELLANEOUS | 4,772.41 | 3,815.98 | 2,370.86 | 3,400.00 | 4,121.00 | 721.00 | 21.21 |
| Total Revenue: | 47,809.41 | 47,251.30 | 23,886.69 | 45,340.00 | 45,454.00 | 114.00 | 0.25 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 148.54 | - | 148.54 | 148.54 | - | - |
| 56 - DEBT SERVICE | 517,105.00 | 334,855.00 | 91,856.25 | 94,336.25 | 91,278.75 | (3,057.50) | (3.24) |
| Total Expense: | 517,105.00 | 335,003.54 | 91,856.25 | 94,484.79 | 91,427.29 | (3,057.50) | (3.24) |
| Total Department: 47000 - DEBT SERVICE: | (469,295.59) | (287,752.24) | (67,969.56) | (49,144.79) | (45,973.29) | 3,171.50 | (6.45) |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | 672,552.55 | - | - | - | - | - | - |
| Total Revenue: | 672,552.55 | - | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | 672,552.55 | - | - | - | - | - | - |
| Total Fund: 377 - 2017B GO BOND: | 203,256.96 | (287,752.24) | (67,969.56) | (49,144.79) | (45,973.29) | 3,171.50 | (6.45) |
| Fund: 378 - 2020B GO BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 49,567.13 | 118,484.87 | 61,141.42 | 119,156.00 | 120,178.00 | 1,022.00 | 0.86 |
| 36 - MISCELLANEOUS | 184.97 | 44,992.21 | 6,138.08 | 10,670.00 | 10,578.00 | (92.00) | (0.86) |
| Total Revenue: | 49,752.10 | 163,477.08 | 67,279.50 | 129,826.00 | 130,756.00 | 930.00 | 0.72 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 63.52 | - | 63.52 | 63.52 | - | - |
| 56 - DEBT SERVICE | 272.00 | 16,809.58 | 126,505.48 | 126,505.48 | 129,220.03 | 2,714.55 | 2.15 |
| Total Expense: | 272.00 | 16,873.10 | 126,505.48 | 126,569.00 | 129,283.55 | 2,714.55 | 2.14 |
| Total Department: 47000 - DEBT SERVICE: | 49,480.10 | 146,603.98 | (59,225.98) | 3,257.00 | 1,472.45 | (1,784.55) | (54.79) |
| Total Fund: 378 - 2020B GO BOND: | 49,480.10 | 146,603.98 | (59,225.98) | 3,257.00 | 1,472.45 | (1,784.55) | (54.79) |
| Fund: 379 - 2021A GO BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | - | - | 99,983.06 | 195,946.00 | 197,344.00 | 1,398.00 | 0.71 |
| 36 - MISCELLANEOUS | - | - | 126,543.96 | - | 15,000.00 | 15,000.00 | - |
| Total Revenue: | - | - | 226,527.02 | 195,946.00 | 212,344.00 | 16,398.00 | 8.37 |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 136.34 | 256.00 | - | 136.34 | 136.34 | - |
| 56 - DEBT SERVICE | - | - | 31,057.54 | 30,822.54 | 213,295.50 | 182,472.96 | 592.01 |
| Total Expense: | - | 136.34 | 31,313.54 | 30,822.54 | 213,431.84 | 182,609.30 | 592.45 |
| Total Department: 47000 - DEBT SERVICE: | - | (136.34) | 195,213.48 | 165,123.46 | (1,087.84) | (166,211.30) | (100.66) |
| Total Fund: 379 - 2021A GO BOND: | - | (136.34) | 195,213.48 | 165,123.46 | (1,087.84) | (166,211.30) | (100.66) |
| Fund: 380 - 2022A GO BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | - | - | - | - | 243,540.00 | 243,540.00 | - |
| 39 - OTHER FINANCING REVENUE | - | - | 79,931.25 | - | - | - | - |
| Total Revenue: | - | - | 79,931.25 | - | 243,540.00 | 243,540.00 | - |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 53 - PURCHASED SERVICES | - | - | - | - | 200.00 | 200.00 | - |
| 56 - DEBT SERVICE | - | - | - | - | 139,156.25 | 139,156.25 | - |
| Total Expense: | - | - | - | - | 139,356.25 | 139,356.25 | - |
| Total Department: 47000 - DEBT SERVICE: | - | - | 79,931.25 | - | 104,183.75 | 104,183.75 | - |
| Total Fund: 380 - 2022A GO BOND: | - | - | 79,931.25 | - | 104,183.75 | 104,183.75 | - |
| Fund: 394 - 2020A CITY HALL CIP BOND | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 247,810.51 | 238,605.35 | 121,982.63 | 237,791.00 | 235,953.00 | (1,838.00) | (0.77) |
| 36 - MISCELLANEOUS | 464.54 | 1,874.45 | 673.53 | 1,533.00 | 1,708.00 | 175.00 | 11.42 |
| Total Revenue: | 248,275.05 | 240,479.80 | 122,656.16 | 239,324.00 | 237,661.00 | (1,663.00) | (0.69) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 400.00 | - | 200.00 | 200.00 | - | - |
| 56 - DEBT SERVICE | 83,820.38 | 250,068.78 | 412,568.78 | 413,068.76 | 411,568.76 | (1,500.00) | (0.36) |
| Total Expense: | 83,820.38 | 250,468.78 | 412,568.78 | 413,268.76 | 411,768.76 | (1,500.00) | (0.36) |
| Total Department: 47000 - DEBT SERVICE: | 164,454.67 | (9,988.98) | (289,912.62) | (173,944.76) | (174,107.76) | (163.00) | 0.09 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | - | 200,000.00 | 200,000.00 | 200,000.00 | 200,000.00 | - | - |
| Total Revenue: | - | 200,000.00 | 200,000.00 | 200,000.00 | 200,000.00 | - | - |
| Total Department: 49900 - TRANSFERS: | - | 200,000.00 | 200,000.00 | 200,000.00 | 200,000.00 | - | - |
| Total Fund: 394 - 2020A CITY HALL CIP BOND: | 164,454.67 | 190,011.02 | (89,912.62) | 26,055.24 | 25,892.24 | (163.00) | (0.63) |
| Fund: 399 - DEBT REVOLVING | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | - | 128,271.63 | (174.12) | - | - | - | - |
| 36 - MISCELLANEOUS | 1,240.39 | 2,032.02 | 1,464.18 | 1,733.00 | 2,194.00 | 461.00 | 26.60 |
| Total Revenue: | 1,240.39 | 130,303.65 | 1,290.06 | 1,733.00 | 2,194.00 | 461.00 | 26.60 |
| Total Department: 47000 - DEBT SERVICE: | 1,240.39 | 130,303.65 | 1,290.06 | 1,733.00 | 2,194.00 | 461.00 | 26.60 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | - | - | 1,000.00 | 1,000.00 | 5,000.00 | 4,000.00 | 400.00 |
| Total Expense: | - | - | 1,000.00 | 1,000.00 | 5,000.00 | 4,000.00 | 400.00 |
| Total Department: 49900 - TRANSFERS: | - | - | 1,000.00 | 1,000.00 | 5,000.00 | 4,000.00 | 400.00 |
| Total Fund: 399 - DEBT REVOLVING: | 1,240.39 | 130,303.65 | 290.06 | 733.00 | (2,806.00) | (3,539.00) | (482.81) |
| Fund: 401 - CAPITAL EQUIPMENT FUND | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 397,388.40 | 410,189.36 | 153,895.34 | 300,000.00 | 150,000.00 | (150,000.00) | (50.00) |
| 33 - INTERGOVERNMENTAL | 152,768.45 | - | - | - | - | - | - |
| 36 - MISCELLANEOUS | 6,757.98 | 11,692.88 | 9,840.70 | 10,072.00 | 12,628.00 | 2,556.00 | 25.38 |
| 39 - OTHER FINANCING REVENUE | 466,522.00 | 483,237.70 | 50,000.00 | - | - | - | - |
| Total Revenue: | 1,023,436.83 | 905,119.94 | 213,736.04 | 310,072.00 | 162,628.00 | (147,444.00) | (47.55) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | - | 1,154.60 | - | - | - | - |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|--------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 55 - CAPITAL | - | - | 72,344.63 | - | - | - | - |
| Total Expense: | - | - | 73,499.23 | - | - | - | - |
| Total Department: 00000 - GENERAL GOVERNMENT: | 1,023,436.83 | 905,119.94 | 140,236.81 | 310,072.00 | 162,628.00 | (147,444.00) | (47.55) |
| Department: 41200 - CABLE COMMISSION | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 38,230.08 | 28,765.05 | 16,329.00 | - | 18,140.00 | 18,140.00 | - |
| 33 - INTERGOVERNMENTAL | 13,840.00 | - | - | - | - | - | - |
| Total Revenue: | 52,070.08 | 28,765.05 | 16,329.00 | - | 18,140.00 | 18,140.00 | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 12,594.72 | 2,255.00 | - | - | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 11,113.32 | 2,803.07 | 3,090.00 | - | - | - | - |
| 55 - CAPITAL | 13,840.00 | 12,597.82 | 6,500.00 | - | - | - | - |
| Total Expense: | 24,953.32 | 27,995.61 | 11,845.00 | - | - | - | - |
| Total Department: 41200 - CABLE COMMISSION: | 27,116.76 | 769.44 | 4,484.00 | - | 18,140.00 | 18,140.00 | - |
| Department: 41750 - ADULT COMMUNITY CENTER | | | | | | | |
| Expense | | | | | | | |
| 55 - CAPITAL | - | - | - | - | - | - | - |
| Total Expense: | - | - | - | - | - | - | - |
| Total Department: 41750 - ADULT COMMUNITY CENTER: | - | - | - | - | - | - | - |
| Department: 42100 - POLICE ADMINISTRATION | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | - | 7,731.50 | - | - | - | - | - |
| Total Revenue: | - | 7,731.50 | - | - | - | - | - |
| Expense | | | | | | | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 10,865.26 | - | - | - | - | - | - |
| 55 - CAPITAL | 177,985.91 | - | - | - | - | - | - |
| Total Expense: | 188,851.17 | - | - | - | - | - | - |
| Total Department: 42100 - POLICE ADMINISTRATION: | (188,851.17) | 7,731.50 | - | - | - | - | - |
| Department: 42400 - FIRE SERVICES | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | 4,105.00 | - | - | - | - | - | - |
| Total Revenue: | 4,105.00 | - | - | - | - | - | - |
| Expense | | | | | | | |
| 55 - CAPITAL | 245,855.97 | 131,068.91 | - | 34,000.00 | - | (34,000.00) | (100.00) |
| Total Expense: | 245,855.97 | 131,068.91 | - | 34,000.00 | - | (34,000.00) | (100.00) |
| Total Department: 42400 - FIRE SERVICES: | (241,750.97) | (131,068.91) | - | (34,000.00) | - | 34,000.00 | (100.00) |
| Department: 42600 - MERIT OPERATIONS | | | | | | | |
| Expense | | | | | | | |
| 55 - CAPITAL | - | - | - | - | - | - | - |
| Total Expense: | - | - | - | - | - | - | - |
| Total Department: 42600 - MERIT OPERATIONS: | - | - | - | - | - | - | - |
| Department: 43100 - ENGINEERING | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | (1,514.05) | - | - | - | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 4,759.65 | - | - | - | - | - | - |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|-----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 55 - CAPITAL | 186,890.54 | - | 24,712.19 | 25,000.00 | - | (25,000.00) | (100.00) |
| Total Expense: | 191,650.19 | (1,514.05) | 24,712.19 | 25,000.00 | - | (25,000.00) | (100.00) |
| Total Department: 43100 - ENGINEERING: | 191,650.19 | (1,514.05) | 24,712.19 | 25,000.00 | - | (25,000.00) | (100.00) |
| Department: 43300 - STREET ADMINISTRATION | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | - | - | 50,510.00 | - | - | - | - |
| Total Revenue: | - | - | 50,510.00 | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 17,818.27 | - | 2,800.00 | - | - | - | - |
| 55 - CAPITAL | 280,756.00 | 496,406.03 | 324,575.00 | 102,500.00 | 125,000.00 | 22,500.00 | 21.95 |
| Total Expense: | 298,574.27 | 496,406.03 | 327,375.00 | 102,500.00 | 125,000.00 | 22,500.00 | 21.95 |
| Total Department: 43300 - STREET ADMINISTRATION: | (298,574.27) | (496,406.03) | (276,865.00) | (102,500.00) | (125,000.00) | (22,500.00) | 21.95 |
| Department: 43400 - AIRPORT | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 204,596.56 | - | - | - | - | - | - |
| Total Revenue: | 204,596.56 | - | - | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 46,255.80 | - | - | - | 8,000.00 | 8,000.00 | - |
| 55 - CAPITAL | 266,478.05 | - | 19,628.02 | 38,000.00 | 80,000.00 | 42,000.00 | 110.53 |
| Total Expense: | 312,733.85 | - | 19,628.02 | 38,000.00 | 88,000.00 | 50,000.00 | 131.58 |
| Total Department: 43400 - AIRPORT: | (108,137.29) | - | (19,628.02) | (38,000.00) | (88,000.00) | (50,000.00) | 131.58 |
| Department: 45200 - PARKS | | | | | | | |
| Revenue | | | | | | | |
| 36 - MISCELLANEOUS | - | 15,340.00 | - | - | - | - | - |
| 39 - OTHER FINANCING REVENUE | - | - | 12,500.00 | - | - | - | - |
| Total Revenue: | - | 15,340.00 | 12,500.00 | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 27,817.17 | - | - | - | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | - | 3,223.00 | - | - | - | - | - |
| 55 - CAPITAL | 79,698.50 | 194,327.99 | 307,185.71 | 93,500.00 | 142,000.00 | 48,500.00 | 51.87 |
| Total Expense: | 79,698.50 | 225,368.16 | 307,185.71 | 93,500.00 | 142,000.00 | 48,500.00 | 51.87 |
| Total Department: 45200 - PARKS: | (79,698.50) | (210,028.16) | (294,685.71) | (93,500.00) | (142,000.00) | (48,500.00) | 51.87 |
| Department: 45300 - AQUATIC CENTER | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 3,870.00 | - | - | - | - | - | - |
| Total Expense: | 3,870.00 | - | - | - | - | - | - |
| Total Department: 45300 - AQUATIC CENTER: | 3,870.00 | - | - | - | - | - | - |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Expense | | | | | | | |
| 58 - OTHER EXPENDITURES | 9,942.72 | 13,598.97 | - | - | - | - | - |
| Total Expense: | 9,942.72 | 13,598.97 | - | - | - | - | - |
| Total Department: 47000 - DEBT SERVICE: | 9,942.72 | 13,598.97 | - | - | - | - | - |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 95 - FINES & FORFEITURES | - | 394,442.60 | - | - | - | - | - |

| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | | | | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Total Revenue: | - | 394,442.60 | - | - | - | - | - |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | - | 183,000.00 | - | - | - | - | - |
| Total Expense: | - | 183,000.00 | - | - | - | - | - |
| Total Department: 49900 - TRANSFERS: | - | 211,442.60 | - | - | - | - | - |
| Total Fund: 401 - CAPITAL EQUIPMENT FUND: | (71,921.52) | 275,475.46 | (471,170.11) | 17,072.00 | (174,232.00) | (191,304.00) | (1,120.57) |
| Fund: 495 - PUBLIC IMPROVE REVOLVING | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 247,502.72 | 277,579.76 | 179,018.65 | 350,000.00 | 350,000.00 | - | - |
| 33 - INTERGOVERNMENTAL | 15,000.00 | 28,298.00 | 4,295.00 | - | - | - | - |
| 36 - MISCELLANEOUS | 115,930.97 | 247,575.71 | 49,577.13 | 29,164.00 | 90,625.41 | 61,461.41 | 210.74 |
| Total Revenue: | 378,433.69 | 553,453.47 | 232,890.78 | 379,164.00 | 440,625.41 | 61,461.41 | 16.21 |
| Total Department: 00000 - GENERAL GOVERNMENT: | 378,433.69 | 553,453.47 | 232,890.78 | 379,164.00 | 440,625.41 | 61,461.41 | 16.21 |
| Department: 43300 - STREET ADMINISTRATION | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | - | - | 73,000.00 | - | - | - | - |
| 36 - MISCELLANEOUS | 462.63 | 22,283.09 | 55,057.65 | - | - | - | - |
| Total Revenue: | 462.63 | 22,283.09 | 128,057.65 | - | - | - | - |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 9,034.78 | 42,236.42 | 3,834.78 | 903.00 | 829.00 | (74.00) | (8.19) |
| 55 - CAPITAL | 602,050.84 | 641,323.27 | 1,022,982.59 | 625,000.00 | 625,000.00 | - | - |
| 58 - OTHER EXPENDITURES | 3,198.00 | 600.00 | - | - | - | - | - |
| Total Expense: | 614,283.62 | 684,159.69 | 1,026,817.37 | 625,903.00 | 625,829.00 | (74.00) | (0.01) |
| Total Department: 43300 - STREET ADMINISTRATION: | (613,820.99) | (661,876.60) | (898,759.72) | (625,903.00) | (625,829.00) | 74.00 | (0.01) |
| Total Fund: 495 - PUBLIC IMPROVE REVOLVING: | (235,387.30) | (108,423.13) | (665,868.94) | (246,739.00) | (185,203.59) | 61,535.41 | (24.94) |
| Fund: 602 - WASTE WATER OPERATING | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 1,293.68 | - | 646.84 | 646.84 | - | - |
| 56 - DEBT SERVICE | 245,879.14 | 271,916.33 | 265,752.42 | 292,129.00 | 244,400.03 | (47,728.97) | (16.34) |
| Total Expense: | 245,879.14 | 273,210.01 | 265,752.42 | 292,775.84 | 245,046.87 | (47,728.97) | (16.30) |
| Total Department: 47000 - DEBT SERVICE: | 245,879.14 | 273,210.01 | 265,752.42 | 292,775.84 | 245,046.87 | (47,728.97) | (16.30) |
| Department: 49500 - WASTE WATER | | | | | | | |
| Revenue | | | | | | | |
| 32 - LICENSES & PERMITS | - | 50.00 | - | - | - | - | - |
| 33 - INTERGOVERNMENTAL | 6,195.11 | - | 27,974.00 | - | - | - | - |
| 34 - CHARGES FOR SERVICES | 15,282.00 | 14,808.60 | 14,808.60 | 14,808.60 | 14,808.60 | - | - |
| 36 - MISCELLANEOUS | 159,893.89 | 47,164.52 | (334,876.46) | 80,829.00 | 36,712.57 | (44,116.43) | (54.58) |
| 37 - PROPRIETARY OPERATING | 5,338,469.21 | 5,301,073.40 | 4,224,847.27 | 5,390,700.00 | 5,358,428.00 | (32,272.00) | (0.60) |
| 39 - OTHER FINANCING REVENUE | 52,915.81 | 43,615.77 | - | - | - | - | - |
| Total Revenue: | 5,572,756.02 | 5,406,712.29 | 3,932,753.41 | 5,486,337.60 | 5,409,949.17 | (76,388.43) | (1.39) |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 858,480.13 | 872,632.67 | 807,925.60 | 895,357.79 | 901,557.00 | 6,199.21 | 0.69 |
| 52 - EMPLOYEE BENEFITS | 288,523.90 | 408,012.24 | 315,900.17 | 359,129.82 | 367,049.00 | 7,919.18 | 2.21 |
| PURCHASED SERVICES | 1,888,943.82 | 1,787,089.15 | 959,790.66 | 1,087,160.00 | 1,111,436.25 | 24,276.25 | 2.23 |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 312,841.99 | 312,371.80 | 383,421.13 | 311,700.00 | 443,175.00 | 131,475.00 | 42.18 |
| 55 - CAPITAL | 1,707,186.12 | 1,834,251.30 | 109,243.27 | 1,723,140.00 | 1,758,208.00 | 35,068.00 | 2.04 |
| 58 - OTHER EXPENDITURES | 22,398.26 | 19,268.43 | 151,788.41 | 59,957.00 | 62,777.00 | 2,820.00 | 4.70 |
| 59 - OTHER FINANCING USES | - | - | 5,520.00 | 5,520.00 | 9,450.00 | 3,930.00 | 71.20 |
| Total Expense: | 5,078,374.22 | 5,233,625.59 | 2,733,589.24 | 4,441,964.61 | 4,653,652.25 | 211,687.64 | 4.77 |
| Total Department: 49500 - WASTE WATER: | 494,381.80 | 173,086.70 | 1,199,164.17 | 1,044,372.99 | 756,296.92 | (288,076.07) | (27.58) |
| Total Fund: 602 - WASTE WATER OPERATING: | 248,502.66 | (100,123.31) | 933,411.75 | 751,597.15 | 511,250.05 | (240,347.10) | (31.98) |
| Fund: 609 - LIQUOR | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Expense | | | | | | | |
| 56 - DEBT SERVICE | 66,153.75 | 61,383.54 | 56,555.00 | 56,555.00 | 50,835.00 | (5,720.00) | (10.11) |
| Total Expense: | 66,153.75 | 61,383.54 | 56,555.00 | 56,555.00 | 50,835.00 | (5,720.00) | (10.11) |
| Total Department: 47000 - DEBT SERVICE: | 66,153.75 | 61,383.54 | 56,555.00 | 56,555.00 | 50,835.00 | (5,720.00) | (10.11) |
| Department: 49700 - LIQUOR OPERATIONS | | | | | | | |
| Revenue | | | | | | | |
| 33 - INTERGOVERNMENTAL | 11,643.14 | 2,307.70 | 1,457.62 | 4,500.00 | 4,000.00 | (500.00) | (11.11) |
| 35 - FINES & FORFEITURES | 60.22 | 92.65 | 120.00 | - | - | - | - |
| 36 - MISCELLANEOUS | 19,638.27 | 39,533.35 | 15,220.35 | 16,990.00 | 23,265.48 | 6,275.48 | 36.94 |
| 37 - PROPRIETARY OPERATING | 6,860,251.24 | 6,725,678.31 | 6,393,397.68 | 6,436,000.00 | 6,860,072.00 | 424,072.00 | 6.59 |
| Total Revenue: | 6,891,592.87 | 6,767,612.01 | 6,410,195.65 | 6,457,490.00 | 6,887,337.48 | 429,847.48 | 6.66 |
| Expense | | | | | | | |
| 51 - SALARIES & WAGES | 353,683.28 | 368,704.65 | 377,206.33 | 367,497.65 | 429,731.00 | 62,233.35 | 16.93 |
| 52 - EMPLOYEE BENEFITS | 94,152.06 | 110,682.08 | 109,203.69 | 110,651.75 | 138,462.00 | 27,810.25 | 25.13 |
| 53 - PURCHASED SERVICES | 73,434.64 | 85,550.51 | 112,249.07 | 89,678.00 | 94,913.00 | 5,235.00 | 5.84 |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 143,018.64 | 116,717.03 | 96,200.97 | 100,300.00 | 113,000.00 | 12,700.00 | 12.66 |
| 55 - CAPITAL | 93,481.00 | 85,687.87 | 26,121.38 | 85,688.00 | 84,191.00 | (1,497.00) | (1.75) |
| 58 - OTHER EXPENDITURES | 96,799.58 | 130,247.92 | 98,278.91 | 104,045.00 | 106,045.00 | 2,000.00 | 1.92 |
| Total Expense: | 854,569.20 | 897,590.06 | 819,260.35 | 857,860.40 | 966,342.00 | 108,481.60 | 12.65 |
| Total Department: 49700 - LIQUOR OPERATIONS: | 6,037,023.67 | 5,870,021.95 | 5,590,935.30 | 5,599,629.60 | 5,920,995.48 | 321,365.88 | 5.74 |
| Department: 49701 - LIQUOR OPERATIONS | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 521.93 | 14,549.81 | - | - | - | - | - |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 4,923,147.31 | 4,849,781.39 | 4,683,501.32 | 4,629,501.00 | 4,923,855.00 | 294,354.00 | 6.36 |
| Total Expense: | 4,923,669.24 | 4,864,331.20 | 4,683,501.32 | 4,629,501.00 | 4,923,855.00 | 294,354.00 | 6.36 |
| Total Department: 49701 - LIQUOR OPERATIONS: | 4,923,669.24 | 4,864,331.20 | 4,683,501.32 | 4,629,501.00 | 4,923,855.00 | 294,354.00 | 6.36 |
| Department: 49900 - TRANSFERS | | | | | | | |
| Expense | | | | | | | |
| 59 - OTHER FINANCING USES | 300,000.00 | 894,442.60 | 575,000.00 | 575,000.00 | 600,000.00 | 25,000.00 | 4.35 |
| Total Expense: | 300,000.00 | 894,442.60 | 575,000.00 | 575,000.00 | 600,000.00 | 25,000.00 | 4.35 |
| Total Department: 49900 - TRANSFERS: | 300,000.00 | 894,442.60 | 575,000.00 | 575,000.00 | 600,000.00 | 25,000.00 | 4.35 |
| Total Fund: 609 - LIQUOR: | 747,200.68 | 49,864.61 | 275,878.98 | 338,573.60 | 346,305.48 | 7,731.88 | 2.28 |
| Fund: 630 - SURFACE WATER MGT UTILITY | | | | | | | |
| Department: 47000 - DEBT SERVICE | | | | | | | |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | - | 597.78 | - | 335.30 | 398.96 | 63.66 | 18.99 |
| DEBT SERVICE | 74,422.12 | 96,129.26 | 94,877.68 | 72,525.00 | 79,869.91 | 7,344.91 | 10.13 |

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|--|------------------------|------------------------|---------------------------------------|---------------------|------------------------|----------------------------------|----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| Total Expense: | 74,422.12 | 96,727.04 | 94,877.68 | 72,860.30 | 80,268.87 | 7,408.57 | 10.17 |
| Total Department: 47000 - DEBT SERVICE: | 74,422.12 | 96,727.04 | 94,877.68 | 72,860.30 | 80,268.87 | 7,408.57 | 10.17 |
| Department: 49600 - STORM WATER | | | | | | | |
| Revenue | | | | | | | |
| 31 - TAXES | 4.15 | 0.38 | - | - | - | - | - |
| 32 - LICENSES & PERMITS | 1,555.00 | 2,340.00 | 2,895.00 | 2,600.00 | 2,600.00 | - | - |
| 33 - INTERGOVERNMENTAL | 9,920.28 | - | - | - | - | - | - |
| 36 - MISCELLANEOUS | 37,699.42 | 163,726.97 | (15,175.17) | 32,721.00 | 26,665.45 | (6,055.55) | (18.51) |
| 37 - PROPRIETARY OPERATING | 1,221,961.93 | 1,258,041.67 | 954,937.69 | 1,284,888.00 | 1,284,888.00 | - | - |
| 39 - OTHER FINANCING REVENUE | 8,282.16 | 14,123.73 | - | - | - | - | - |
| Total Revenue: | 1,279,422.94 | 1,438,232.75 | 942,657.52 | 1,320,209.00 | 1,314,153.45 | (6,055.55) | (0.46) |
| Expense | | | | | | | |
| 53 - PURCHASED SERVICES | 438,627.83 | 419,643.17 | 427,100.06 | 409,065.00 | 408,392.77 | (672.23) | (0.16) |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | 4,669.89 | 4,695.41 | 8,522.62 | 13,875.00 | 15,375.00 | 1,500.00 | 10.81 |
| 55 - CAPITAL | 528,820.99 | 786,691.64 | 398,060.69 | 531,533.00 | 655,561.00 | 124,028.00 | 23.33 |
| 58 - OTHER EXPENDITURES | 41,171.03 | 23,068.17 | 45,341.12 | 8,800.00 | 8,800.00 | - | - |
| Total Expense: | 1,013,289.68 | 1,234,098.39 | 879,024.49 | 963,273.00 | 1,088,128.77 | 124,855.77 | 12.96 |
| Total Department: 49600 - STORM WATER: | 266,133.26 | 204,134.36 | 63,633.03 | 356,936.00 | 226,024.68 | (130,911.32) | (36.68) |
| Total Fund: 630 - SURFACE WATER MGT UTILITY: | 191,711.14 | 107,407.32 | (31,244.65) | 284,075.70 | 145,755.81 | (138,319.89) | (48.69) |
| Fund: 701 - CENTRAL FLEET | | | | | | | |
| Department: 00000 - GENERAL GOVERNMENT | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | - | - | 22,201.00 | - | - | - | - |
| Total Revenue: | - | - | 22,201.00 | - | - | - | - |
| Expense | | | | | | | |
| 54 - SUPPLIES & EQUIPMENT (NON-CAPTIAL) | - | - | 11,775.43 | - | 14,000.00 | 14,000.00 | - |
| 55 - CAPITAL | - | 1,191.62 | 41,730.69 | - | 41,750.00 | 41,750.00 | - |
| 58 - OTHER EXPENDITURES | - | 67.41 | 149.25 | - | 5,150.00 | 5,150.00 | - |
| Total Expense: | - | 1,259.03 | 53,655.37 | - | 60,900.00 | 60,900.00 | - |
| Total Department: 00000 - GENERAL GOVERNMENT: | - | (1,259.03) | (31,454.37) | - | (60,900.00) | (60,900.00) | - |
| Department: 49900 - TRANSFERS | | | | | | | |
| Revenue | | | | | | | |
| 39 - OTHER FINANCING REVENUE | - | 183,000.00 | 59,292.00 | 59,292.00 | 106,170.00 | 46,878.00 | 79.06 |
| Total Revenue: | - | 183,000.00 | 59,292.00 | 59,292.00 | 106,170.00 | 46,878.00 | 79.06 |
| Total Department: 49900 - TRANSFERS: | - | 183,000.00 | 59,292.00 | 59,292.00 | 106,170.00 | 46,878.00 | 79.06 |
| Total Fund: 701 - CENTRAL FLEET: | - | 181,740.97 | 27,837.63 | 59,292.00 | 45,270.00 | (14,022.00) | (23.65) |
| Report Total: | 1,424,167.53 | 463,409.82 | (5,312,832.97) | 622,606.17 | 83,778.02 | (538,828.15) | (86.54) |

Budget Comparison Report

| Fund | | | | | | | |
|---------------------------------|------------|--------------|----------------|--------------|-------------|------------|----------|
| 101 - GENERAL FUND | 158,904.75 | (451,603.35) | (3,751,131.86) | (148,116.00) | - | 148,116.00 | (100.00) |
| 103 - MUNICIPAL STATE AID | 4,667.80 | (19,406.47) | 2,713.39 | 3,415.00 | 4,678.74 | 1,263.74 | 37.01 |
| 106 - PROP/GEN LIABILITY INS | 13,812.60 | 38,428.74 | (8,057.67) | (24,311.00) | (23,977.28) | 333.72 | (1.37) |
| 204 - ECONOMIC DEVELOPMENT AUTH | 5,128.38 | 4,230.20 | 2,692.77 | 3,196.00 | 4,568.00 | 1,372.00 | 42.93 |
| 205 - PARKWAY HOUSING FUND | 186.68 | 425.00 | 7,210.89 | 331.00 | 459.00 | 128.00 | 38.67 |

Fund Summary

| | | | | Parent Budget | Comparison 1 Budget | Comparison 1 to Parent Budget | % |
|---------------------------------------|------------------------|------------------------|---------------------------------------|-------------------|------------------------|----------------------------------|----------------|
| | 2020 Total Activity | 2021 Total Activity | 2022 YTD Activity Through Dec 8 | 2022 FINAL | 2023 FINAL | Increase / (Decrease) | |
| 206 - PARKWAY ADDITION II | 23,414.12 | 8,033.57 | 14,949.56 | 502.00 | 681.00 | 179.00 | 35.66 |
| 207 - PARKWAY ADDITION III & IV | (3,798.95) | (12,108.26) | 8,972.33 | 3,032.60 | 5,419.60 | 2,387.00 | 78.71 |
| 208 - EDA ADMINISTRATION | 35,665.38 | (2,224.09) | (58,721.12) | (2,456.27) | - | 2,456.27 | (100.00) |
| 213 - FEDERAL EDA CRIF | 376.84 | 406.78 | 264.54 | 317.00 | 439.00 | 122.00 | 38.49 |
| 214 - EDA REVOLVING FUND | 84,104.27 | 133,650.02 | 112,312.39 | 183,908.00 | 182,202.00 | (1,706.00) | (0.93) |
| 220 - SM CITIES DEVELOPMENT REVOLVIN | (60,183.06) | 598.79 | 355.45 | 507.00 | 751.00 | 244.00 | 48.13 |
| 221 - 2018 SM CITIES DEVELOPMENT PROC | (237,975.83) | 17,821.28 | (5,305.31) | 225.00 | 997.00 | 772.00 | 343.11 |
| 230 - TAX INCREMENT FINANCING | (731,776.25) | (228,547.73) | (154,602.47) | 103,703.00 | (130,326.00) | (234,029.00) | (225.67) |
| 240 - COMM ED DRIVER'S TRAINING | (380.79) | (2,584.76) | 22,279.40 | (14,649.00) | 27.00 | 14,676.00 | (100.18) |
| 256 - SALES/LODGING TAX | (209,531.75) | 206,588.46 | (532,106.83) | (418,008.00) | (132,346.00) | 285,662.00 | (68.34) |
| 258 - ASC ARENA | (66,977.63) | 177,157.62 | 56,584.11 | 9,750.69 | (536.00) | (10,286.69) | (105.50) |
| 260 - MARSHALL INDUSTRIAL FOUN | 21,184.33 | 141,184.93 | 5,345.87 | 10,834.00 | 13,184.67 | 2,350.67 | 21.70 |
| 270 - MERIT | 84,981.50 | 46,381.81 | 23,020.62 | 3,777.94 | - | (3,777.94) | (100.00) |
| 280 - MARSHALL CAPSTONE ENDOWMENT | 59,551.65 | (52,769.09) | (176,639.55) | (32,000.00) | (30,000.00) | 2,000.00 | (6.25) |
| 321 - 2010A MRSHL LYON LIBRARY | 2,496.92 | 16,588.20 | (24,789.74) | 4,422.00 | 8,586.00 | 4,164.00 | 94.17 |
| 322 - 2014B SALES TAX | 1,232,365.53 | (137.26) | 306,891.24 | 306,561.24 | 0.24 | (306,561.00) | (100.00) |
| 325 - 2015A-CIP RALCO | (1,071.42) | 3,211.48 | (23,913.02) | 1,739.96 | 1,600.21 | (139.75) | (8.03) |
| 356 - 2021B GO STATE AID STREET BOND | - | (200.00) | 500.00 | 500.00 | 4,300.00 | 3,800.00 | 760.00 |
| 359 - 2015B PUBLIC IMPROVEMENTS | (11,397.42) | 36,487.42 | (62,363.24) | (29,734.00) | (17,926.00) | 11,808.00 | (39.71) |
| 360 - 2016B PUBLIC IMPROVEMENT | (22,394.30) | 28,313.02 | (240,577.82) | (185,715.88) | (37,121.88) | 148,594.00 | (80.01) |
| 362 - 2017A GO IMPROVE BOND | 5,405.66 | 4,560.15 | (76,732.39) | 2,618.18 | (30,984.82) | (33,603.00) | -1,283.45% |
| 369 - 2011B GO BOND | (26,593.19) | (16,939.16) | (80,679.53) | (32,494.82) | 2,821.68 | 35,316.50 | (108.68) |
| 370 - 2011A GO TAX INCR BONDS | (6,346.78) | (159,311.98) | (172,113.12) | (166,854.32) | (173,165.82) | (6,311.50) | 3.78 |
| 371 - 2012A PUBLIC IMPROV | (82,147.26) | 55,869.22 | (8,546.36) | 52,122.50 | 15,982.50 | (36,140.00) | (69.34) |
| 372 - 2013A PUBLIC IMPROV | (130,803.49) | (54,948.89) | (170,640.53) | (138,909.00) | (144,857.00) | (5,948.00) | 4.28 |
| 373 - 2014C WW DS | 39,391.75 | (63,750.22) | (186,016.70) | (168,607.86) | (160,626.86) | 7,981.00 | (4.73) |
| 374 - 2015A GO-23 PED BRIDGE | 9,090.13 | 16,767.29 | (39,051.66) | 8,182.04 | 9,571.29 | 1,389.25 | 16.98 |
| 375 - 2018A GO BOND | (70,321.01) | (8,555.75) | (146,366.80) | (72,839.19) | (74,185.31) | (1,346.12) | 1.85 |
| 376 - 2016C TAX ABATEMENT | 6,600.59 | 14,820.86 | (85,741.10) | 7,761.00 | 12,735.00 | 4,974.00 | 64.09 |
| 377 - 2017B GO BOND | 203,256.96 | (287,752.24) | (67,969.56) | (49,144.79) | (45,973.29) | 3,171.50 | (6.45) |
| 378 - 2020B GO BOND | 49,480.10 | 146,603.98 | (59,225.98) | 3,257.00 | 1,472.45 | (1,784.55) | (54.79) |
| 379 - 2021A GO BOND | - | (136.34) | 195,213.48 | 165,123.46 | (1,087.84) | (166,211.30) | (100.66) |
| 380 - 2022A GO BOND | - | - | 79,931.25 | - | 104,183.75 | 104,183.75 | - |
| 394 - 2020A CITY HALL CIP BOND | 164,454.67 | 190,011.02 | (89,912.62) | 26,055.24 | 25,892.24 | (163.00) | (0.63) |
| 399 - DEBT REVOLVING | 1,240.39 | 130,303.65 | 290.06 | 733.00 | (2,806.00) | (3,539.00) | (482.81) |
| 401 - CAPITAL EQUIPMENT FUND | (71,921.52) | 275,475.46 | (471,170.11) | 17,072.00 | (174,232.00) | (191,304.00) | -1,120.57% |
| 495 - PUBLIC IMPROVE REVOLVING | (235,387.30) | (108,423.13) | (665,868.94) | (246,739.00) | (185,203.59) | 61,535.41 | (24.94) |
| 602 - WASTE WATER OPERATING | 248,502.66 | (100,123.31) | 933,411.75 | 751,597.15 | 511,250.05 | (240,347.10) | (31.98) |
| 609 - LIQUOR | 747,200.68 | 49,864.61 | 275,878.98 | 338,573.60 | 346,305.48 | 7,731.88 | 2.28 |
| 630 - SURFACE WATER MGT UTILITY | 191,711.14 | 107,407.32 | (31,244.65) | 284,075.70 | 145,755.81 | (138,319.89) | (48.69) |
| 701 - CENTRAL FLEET | - | 181,740.97 | 27,837.63 | 59,292.00 | 45,270.00 | (14,022.00) | (23.65) |
| Report Total: | 1,424,167.53 | 463,409.82 | (5,312,832.97) | 622,606.17 | 83,778.02 | (538,828.15) | (86.54) |

RESOLUTION NUMBER 22-103

RESOLUTION ADOPTING A BUDGET FOR 2023

WHEREAS, the State of Minnesota Legislature requires the adoption of a proposed levy on or before September 30, 2022, and a final tax levy prior to December 28, 2022, and

WHEREAS, the City passed a preliminary levy on September 13, 2022; and

WHEREAS, the City did hold a levy and budget public input meeting at 6:00 P.M. on December 6, 2022 prior to the adoption of the final tax levy and budget, and

WHEREAS, it is the intent of the Marshall City Council to adopt a final levy and final budget for 2023

NOW THEREFORE, BE IT RESOLVED, that the final budget for the General Fund of the City of Marshall shall provide for revenues of \$14,845,474 and expenditures of \$14,845,474 of which the revenues will be supported with a tax levy of \$5,790,175; and

BE IT FURTHER RESOLVED, that the budgets be hereby adopted for all other funds.

Passed and adopted by the Common Council this 13th day of December 2022.

THE COMMON COUNCIL

Robert Byrnes, Mayor

ATTEST

Steven Anderson, City Clerk

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Presenter: | E.J. Moberg |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Approval of the 5 Year Capital Improvement Plan (CIP) |
| Background Information: | <p>Attached is the 5-year (2023 – 2027) Capital Improvement Plan (CIP). The 5-year CIP serves as a guide that lays out capital expenditures over the next 5 years by department as well as by the funding sources. The CIP is meant as a guide for Council and Management and does not give authorization for the projects until formally approved based on the City’s Purchasing Policy.</p> <p>The 5-year CIP is a fluid document that is updated on an annual basis. Some projects get pushed back to later years, some projects drop off and some projects move up in years depending on priorities. Ultimately, the funding is a major factor in determining which projects within the 5-year CIP get completed.</p> <p>Please note there are two changes from the draft versions seen previously:</p> <ul style="list-style-type: none"> - One is a change to the bonding estimate for a parking lot project that may also include a corresponding special assessment to the owner and a lease for continued city use. In recent versions the cost was under a different funding source (TIF). - The other change is \$997,600 shown on page two of the project listing under the category bonding – surface water revenue. Originally, the plan was to use surface water cash for the project(s), however cost estimates were updated and higher costs changed the recommendation to include with bonding as there is not sufficient cash available. <p>If there are any questions ahead of time or if the council would like to see further details regarding the 5-year CIP, please contact the Director of Administrative Services prior to the Council meeting.</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | Approve and adopt the 5 year Capital Improvement Plan |

City of Marshall, Minnesota
10-Year Capital Plan by Department
 2023 thru 2027

PROJECTS BY FUNDING SOURCE

| Source | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-----------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Bonding - Levy Impact | | | | | | | |
| Parking Lot Upgrade | Admin 5 | 250,000 | | | | | 250,000 |
| Acquisition of Property -Helena Chemical | AP-002 | 468,250 | | | | | 468,250 |
| Independence Park Bathrooms Upgrade | Bath 22 | 195,000 | | | | | 195,000 |
| Legion Field Bathrooms Upgrade | Bath 23 | | 170,000 | | | | 170,000 |
| Independence Park Back Bathroom Replacement | Bath 24 | | | 140,000 | | | 140,000 |
| Channel Parkway Bathroom Upgrade | Bath 25 | | | 75,000 | | | 75,000 |
| Victory Park Bathroom | Bath 27 | | | | | 150,000 | 150,000 |
| Aerial Truck Replacement | Fire 40 | | | 1,470,838 | | | 1,470,838 |
| Rehabilitation Trailer | Fire 47 | | | | | 225,000 | 225,000 |
| Justice Park Walk Bridge | Pk 16 | | 200,000 | | | | 200,000 |
| Ind Prk Main Picnic Pavilion | Pk 21 | | 250,000 | | | | 250,000 |
| Legion Field Dugout & Backstop Replacement | Pk 49 | 165,000 | | | | | 165,000 |
| Liberty Park Bandshell Replacement | PK 52 | | 400,000 | | | | 400,000 |
| Independence Park Back Parking Lot | Pk 58 | | 130,000 | | | | 130,000 |
| Legion Field Concessions & Viewing Area | Pk 60 | | | 335,000 | | | 335,000 |
| Patriot Park Back Parking Lot | Pk 63 | | | | 175,000 | | 175,000 |
| Amateur Sports Center Lighting Upgrade | Pk 90 | | 320,000 | | | | 320,000 |
| Amateur Sports Center Shelter & Storage-Ball Field | Pk 92 | 170,000 | | | | | 170,000 |
| W Lyon(College-N 5th)/N 3rd(W Redwd-Main)Addison | ST-009 | 1,787,100 | | | | | 1,787,100 |
| Lyon Circle Reconstruction | ST-010 | 67,537 | | | | | 67,537 |
| Cheryl Avenue Reconstruction-Eatros Addnt. 1 | ST-011 | | 247,405 | | | | 247,405 |
| S Hill/S MN/Charles Ave Reconstruction | ST-012 | | 454,861 | | | | 454,861 |
| Marlene/Paul/Parkview Dr Reconstruction | ST-013 | | | | 235,997 | | 235,997 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 635,019 | | | 635,019 |
| Brian St/G St Reconstruction | ST-016 | | | 227,143 | | | 227,143 |
| Hackberry Dr Reconstruction | ST-017 | | | 508,200 | | | 508,200 |
| Donita Ave/Thomas Ave Recon -Eatros Addnt. 2 | ST-019 | | | | 509,779 | | 509,779 |
| S 5th St (Saratoga-Main) Recon. | ST-020 | | 158,441 | | | | 158,441 |
| N.Hill St (College to Willow) Reconstruction | ST-026 | | | | 178,765 | | 178,765 |
| Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3 | ST-027 | | | | | 576,135 | 576,135 |
| S Hill St/Central/Roosevelt/Lincoln | ST-028 | | | | | 532,453 | 532,453 |
| Madrid Street Bridge Rail Repair | ST-030 | | | | | 150,000 | 150,000 |
| Bonding - Levy Impact Total | | 3,102,887 | 2,330,707 | 3,391,200 | 1,099,541 | 1,633,588 | 11,557,923 |

Bonding - Special Assessments

| | | | | | | | |
|--|--------|---------|---------|---------|---------|--|---------|
| W Lyon(College-N 5th)/N 3rd(W Redwd-Main)Addison | ST-009 | 460,000 | | | | | 460,000 |
| Lyon Circle Reconstruction | ST-010 | 55,258 | | | | | 55,258 |
| Cheryl Avenue Reconstruction-Eatros Addnt. 1 | ST-011 | | 302,384 | | | | 302,384 |
| S Hill/S MN/Charles Ave Reconstruction | ST-012 | | 390,706 | | | | 390,706 |
| Marlene/Paul/Parkview Dr Reconstruction | ST-013 | | | | 235,997 | | 235,997 |
| S 4th/Country Club Intersection Reconfiguration | ST-014 | | 183,497 | | | | 183,497 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 349,355 | | | 349,355 |
| Brian St/G St Reconstruction | ST-016 | | | 421,837 | | | 421,837 |

| Source | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-----------|------|---------|---------|---------|-----------|-----------|
| Hackberry Dr Reconstruction | ST-017 | | | 415,800 | | | 415,800 |
| Donita Ave/Thomas Ave Recon -Eatros Addnt. 2 | ST-019 | | | | 946,733 | | 946,733 |
| S 5th St (Saratoga-Main) Recon. | ST-020 | | 105,627 | | | | 105,627 |
| N.Hill St (College to Willow) Reconstruction | ST-026 | | | | 119,177 | | 119,177 |
| Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3 | ST-027 | | | | | 1,069,965 | 1,069,965 |
| S Hill St/Central/Roosevelt/Lincoln | ST-028 | | | | | 650,776 | 650,776 |
| E St. Reconstruction | ST-029 | | | | | 360,326 | 360,326 |

Bonding - Special Assessments Total

515,258 982,214 1,186,992 1,301,907 2,081,067 6,067,438

Bonding - Surface Water Revenue

| | | | | | | | |
|---|---------|--|---------|--|--|--|---------|
| Legion Field Road Stormwater Study: Phase 2 | SWM-002 | | 997,600 | | | | 997,600 |
|---|---------|--|---------|--|--|--|---------|

Bonding - Surface Water Revenue Total

997,600 997,600

Capital Equip. Fund Levy

| | | | | | | | |
|--|------------|--------|---------|--------|--------|--------|---------|
| Hangar 1622 Re-tin | Airport 30 | 80,000 | | | | | 80,000 |
| Heater Replacement Shop 1622 | Airport 31 | 8,000 | | | | | 8,000 |
| Memorial Park Bathroom Updates | Bath 26 | | | | 50,000 | | 50,000 |
| GPS | Eng 19 | | | 30,000 | | | 30,000 |
| Fire Station exterior door replacement | Fire 43 | | | | | 25,000 | 25,000 |
| Utility Vehicle (2008 Polaris Ranger) | Fire 50 | | | 21,000 | | | 21,000 |
| Refurbish Engine 364 | Fire 51 | | | | 50,000 | 50,000 | 100,000 |
| Utility Vehicle (2013 Case IH Scout) | Fire 52 | | 21,000 | | | | 21,000 |
| Card Reader Entry System | Fire 53 | | 30,000 | | | | 30,000 |
| Fire Chief Vehicle | Fire 54 | | | 75,000 | | | 75,000 |
| Confined Space Prop Improvement | MERIT 16 | | 300,000 | | | | 300,000 |
| Lawn Mower - Replacement Annual Trade-In Program 1 | Pk 08 | 5,000 | 5,000 | 5,000 | 5,000 | | 20,000 |
| Lawn Mower-Replacement Annual Trade-In Program 2 | Pk 09 | 5,000 | 5,000 | 5,000 | 5,000 | | 20,000 |
| Ball Pro Drag Machine | Pk 17 | 18,500 | | | | | 18,500 |
| Ball Pro Drag Machine | PK 18 | | 19,000 | | | | 19,000 |
| Ball Pro Drag Machine | PK 19 | | | 19,000 | | | 19,000 |
| Ball Pro Drag Machine | Pk 20 | | | | 19,500 | | 19,500 |
| Striping Mower | Pk 22 | | 32,500 | | | | 32,500 |
| Striping Mower | Pk 23 | | | 32,500 | | | 32,500 |
| 300 Gallon Sprayer with 24" Booms | Pk 42 | 58,500 | | | | | 58,500 |
| 60" Sweep Star | Pk 88 | | | 30,000 | | | 30,000 |
| Police Package Unmarked Sedan | Police 60 | | | 45,000 | | | 45,000 |
| Track Skidloader (Replace 2006 Mod) | Streets 27 | 60,000 | | | | | 60,000 |
| Steel Roller (Replace 1985 Model) | Streets 30 | | 40,000 | | | | 40,000 |
| Loader Backhoe (Replace 2007 Model) | Streets 32 | | 70,000 | | | | 70,000 |
| Stump Grinder | Streets 47 | 58,000 | | | | | 58,000 |
| Concrete Trailer | Streets 48 | 7,000 | | | | | 7,000 |

Capital Equip. Fund Levy Total

300,000 522,500 262,500 129,500 75,000 1,289,500

Capital Equipment Fund Reserve

| | | | | | | | |
|-----------------|-------|--|--------|--|--|--|--------|
| Wide Area Mower | Pk 62 | | 55,000 | | | | 55,000 |
|-----------------|-------|--|--------|--|--|--|--------|

Capital Equipment Fund Reserve Total

55,000 55,000

Federal Funds

| | | | | | | | |
|---------------------------------------|------------|--|--|---------|--|--|---------|
| Acquisition of Property -Gas Facility | Airport 10 | | | 135,000 | | | 135,000 |
|---------------------------------------|------------|--|--|---------|--|--|---------|

| Source | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|------------|------------------|------|------------------|------------------|------------------|------------------|
| Exhibit A Property Map Update (FAA required) | Airport 13 | 27,000 | | | | | 27,000 |
| Update Wildlife Management Plan | Airport 14 | 18,000 | | | | | 18,000 |
| Extend Runway 2/20 & Taxiway -Env/Planning | Airport 32 | 135,000 | | | | | 135,000 |
| Extend Runway & Taxiway 2/20 -Land Acquisition | Airport 33 | | | 450,000 | | | 450,000 |
| Extend Runway & Taxiway 2/20 -Engineering Design | Airport 34 | | | 240,300 | | | 240,300 |
| Extend Runway & Taxiway 2/20 -Construction | Airport 35 | | | | 2,700,000 | | 2,700,000 |
| Self-Propelled Runway Snowblower (Replace 1983) | Airport 51 | | | | 765,000 | | 765,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Site Prep | Airport 55 | 405,000 | | | | | 405,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Construction | Airport 56 | 730,620 | | | | | 730,620 |
| Re-mark Runways-Magnetic Declination Change | Airport 59 | | | 135,000 | | | 135,000 |
| Rehabilitate Runway 12/30 -Mill & Overlay | Airport 65 | | | 1,800,000 | | | 1,800,000 |
| Rehabilitate/Strengthen Runway 2/20 | Airport 66 | | | | 450,000 | | 450,000 |
| Rehabilitate Taxiway A - Mill & Overlay | Airport 72 | | | | | 1,080,000 | 1,080,000 |
| Federal Funds Total | | 1,315,620 | | 2,760,300 | 3,915,000 | 1,080,000 | 9,070,920 |

General Fund Budget

| | | | | | | | |
|---|------------|----------------|---------------|---------------|---------------|---------------|----------------|
| Exhibit A Property Map Update (FAA required) | Airport 13 | 3,000 | | | | | 3,000 |
| Update Wildlife Management Plan | Airport 14 | 2,000 | | | | | 2,000 |
| Extend Runway 2/20 & Taxiway -Env/Planning | Airport 32 | 15,000 | | | | | 15,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Site Prep | Airport 55 | 45,000 | | | | | 45,000 |
| LEC Building Repair & Maintenance | Police 61 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| LEC Roof Repairs | Police 62 | 25,000 | 25,000 | | | | 50,000 |
| General Fund Budget Total | | 115,000 | 50,000 | 25,000 | 25,000 | 25,000 | 240,000 |

General Fund Reserves

| | | | | | | | |
|------------------------------------|-----------|--|--|---------------|--|--|---------------|
| LEC Roof Repairs | Police 62 | | | 75,000 | | | 75,000 |
| General Fund Reserves Total | | | | 75,000 | | | 75,000 |

Grant

| | | | | | | | |
|----------------------|-------|---------------|---------------|---------------|---------------|--|---------------|
| Inclusive Playground | PK 25 | 15,000 | 15,000 | 15,000 | 15,000 | | 60,000 |
| Grant Total | | 15,000 | 15,000 | 15,000 | 15,000 | | 60,000 |

Legislative Sales Tax

| | | | | | | | |
|------------------------------------|---------|------------------|-------------------|--|--|--|-------------------|
| Pool Renovation/Replacement | Aqua 16 | | 16,000,000 | | | | 16,000,000 |
| YMCA | PK 24 | | 5,000,000 | | | | 5,000,000 |
| Soccer Fields | PK 26 | 2,600,000 | | | | | 2,600,000 |
| Legislative Sales Tax Total | | 2,600,000 | 21,000,000 | | | | 23,600,000 |

Levy Impact-Waiting St/Fed Funding -

| | | | | | | | |
|--|------------|--------|---------|---------|---------|--|---------|
| Acquisition of Property -Gas Facility | Airport 10 | | | 7,500 | | | 7,500 |
| New Corporate Hangar -Design/Site/Foundation | Airport 15 | | 150,000 | | | | 150,000 |
| New Corporate Hangar -Bldg.Construct (Hangar Loan) | Airport 16 | | | 300,000 | | | 300,000 |
| Tractor with Loader (mowing) | Airport 25 | 54,000 | | | | | 54,000 |
| Extend Runway & Taxiway 2/20 -Land Acquisition | Airport 33 | | | 25,000 | | | 25,000 |
| Extend Runway & Taxiway 2/20 -Engineering Design | Airport 34 | | | 13,350 | | | 13,350 |
| Extend Runway & Taxiway 2/20 -Construction | Airport 35 | | | | 150,000 | | 150,000 |
| Parking Lot Paving -East Airpark | Airport 39 | | | | 67,500 | | 67,500 |
| Airpark East Directional & Address Signage | Airport 47 | | | | 15,000 | | 15,000 |

| Source | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|-------------|----------------|----------------|----------------|----------------|---------------|------------------|
| Self-Propelled Runway Snowblower (Replace 1983) | Airport 51 | | | | 85,000 | | 85,000 |
| Skidloader (SRE) | Airport 54 | | 15,000 | | | | 15,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Construction | Airport 56 | 412,050 | | | | | 412,050 |
| Snowblower Attachment for Loader | Airport 58 | | 75,000 | | | | 75,000 |
| Re-mark Runways-Magnetic Declination Change | Airport 59 | | | 7,500 | | | 7,500 |
| Rehabilitate Runway 12/30 -Mill & Overlay | Airport 65 | | | 100,000 | | | 100,000 |
| Rehabilitate/Strengthen Runway 2/20 | Airport 66 | | | | 25,000 | | 25,000 |
| Fuel Farm Replacement | Airport 70 | | 240,000 | | | | 240,000 |
| Taxilane & Apron Pavement Rehabilitation | Airport 71 | | | | 240,000 | | 240,000 |
| Rehabilitate Taxiway A - Mill & Overlay | Airport 72 | | | | | 60,000 | 60,000 |
| Bituminous Crack Fill & Seal -Runway/Taxiway | AP-007-2024 | | 15,000 | | | | 15,000 |
| Levy Impact-Waiting St/Fed Funding - Airport Total | | 466,050 | 495,000 | 453,350 | 582,500 | 60,000 | 2,056,900 |

MMU

| | | | | | | | |
|--|--------|----------------|------------------|------------------|------------------|------------------|------------------|
| W Lyon(College-N 5th)/N 3rd(W Redwd-Main)Addison | ST-009 | 512,983 | | | | | 512,983 |
| Lyon Circle Reconstruction | ST-010 | 22,659 | | | | | 22,659 |
| Cheryl Avenue Reconstruction-Eatros Addnt. 1 | ST-011 | | 553,765 | | | | 553,765 |
| S Hill/S MN/Charles Ave Reconstruction | ST-012 | | 243,616 | | | | 243,616 |
| Marlene/Paul/Parkview Dr Reconstruction | ST-013 | | | | 397,011 | | 397,011 |
| S 4th/Country Club Intersection Reconfiguration | ST-014 | | 201,234 | | | | 201,234 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 481,930 | | | 481,930 |
| Brian St/G St Reconstruction | ST-016 | | | 294,310 | | | 294,310 |
| Hackberry Dr Reconstruction | ST-017 | | | 605,838 | | | 605,838 |
| Donita Ave/Thomas Ave Recon -Eatros Addnt. 2 | ST-019 | | | | 1,176,903 | | 1,176,903 |
| S 5th St (Saratoga-Main) Recon. | ST-020 | | 225,419 | | | | 225,419 |
| N.Hill St (College to Willow) Reconstruction | ST-026 | | | | 18,753 | | 18,753 |
| Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3 | ST-027 | | | | | 1,139,729 | 1,139,729 |
| S Hill St/Central/Roosevelt/Lincoln | ST-028 | | | | | 445,469 | 445,469 |
| E St. Reconstruction | ST-029 | | | | | 495,578 | 495,578 |
| MMU Total | | 535,642 | 1,224,034 | 1,382,078 | 1,592,667 | 2,080,776 | 6,815,197 |

Municipal State Aid

| | | | | | | | |
|---|--------|------------------|------------------|----------------|----------------|----------------|------------------|
| Channel Prkwy Pavement Replacement | ST-008 | 2,046,187 | | | | | 2,046,187 |
| S 4th/Country Club Intersection Reconfiguration | ST-014 | | 2,090,779 | | | | 2,090,779 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 647,369 | | | 647,369 |
| C St - Southview Trail | ST-018 | | | 117,889 | | | 117,889 |
| E. Lyon Street Trail Project | ST-025 | | | | 287,696 | | 287,696 |
| E St. Reconstruction | ST-029 | | | | | 240,217 | 240,217 |
| Municipal State Aid Total | | 2,046,187 | 2,090,779 | 765,258 | 287,696 | 240,217 | 5,430,137 |

Public Improvement Revolving

| | | | | | | | |
|---|--------|----------------|----------------|----------------|----------------|----------------|------------------|
| Street Mill & Overlays and ADA Improvements | ST-002 | 625,000 | 675,000 | 700,000 | 700,000 | 725,000 | 3,425,000 |
| Public Improvement Revolving Total | | 625,000 | 675,000 | 700,000 | 700,000 | 725,000 | 3,425,000 |

State Funds

| | | | | | | | |
|--|------------|---------|---------|---------|--|--|---------|
| Acquisition of Property -Gas Facility | Airport 10 | | | 7,500 | | | 7,500 |
| New Corporate Hangar -Design/Site/Foundation | Airport 15 | | 350,000 | | | | 350,000 |
| New Corporate Hangar -Bldg.Construct (Hangar Loan) | Airport 16 | | | 700,000 | | | 700,000 |
| Tractor with Loader (mowing) | Airport 25 | 126,000 | | | | | 126,000 |

| Source | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|--|-------------|------------------|------------------|----------------|----------------|---------------|------------------|
| Extend Runway & Taxiway 2/20 -Land Acquisition | Airport 33 | | | 25,000 | | | 25,000 |
| Extend Runway & Taxiway 2/20 -Engineering Design | Airport 34 | | | 13,350 | | | 13,350 |
| Extend Runway & Taxiway 2/20 -Construction | Airport 35 | | | | 150,000 | | 150,000 |
| Parking Lot Paving -East Airpark | Airport 39 | | | | 157,500 | | 157,500 |
| Airpark East Directional & Address Signage | Airport 47 | | | | 35,000 | | 35,000 |
| Skidloader (SRE) | Airport 54 | | 35,000 | | | | 35,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Construction | Airport 56 | 907,330 | | | | | 907,330 |
| Snowblower Attachment for Loader | Airport 58 | | 175,000 | | | | 175,000 |
| Re-mark Runways-Magnetic Declination Change | Airport 59 | | | 7,500 | | | 7,500 |
| Rehabilitate Runway 12/30 -Mill & Overlay | Airport 65 | | | 100,000 | | | 100,000 |
| Rehabilitate/Strengthen Runway 2/20 | Airport 66 | | | | 25,000 | | 25,000 |
| Fuel Farm Replacement | Airport 70 | | 560,000 | | | | 560,000 |
| Taxilane & Apron Pavement Rehabilitation | Airport 71 | | | | 560,000 | | 560,000 |
| Rehabilitate Taxiway A - Mill & Overlay | Airport 72 | | | | | 60,000 | 60,000 |
| Acquisition of Property -Helena Chemical | AP-002 | 106,750 | | | | | 106,750 |
| Bituminous Crack Fill & Seal -Runway/Taxiway | AP-007-2024 | | 35,000 | | | | 35,000 |
| State Funds Total | | 1,140,080 | 1,155,000 | 853,350 | 927,500 | 60,000 | 4,135,930 |

State Grant

| | | | | | | | |
|---|----------|------------------|--|------------------|----------------|--|------------------|
| Confined Space Training Project | MERIT 11 | 200,000 | | | | | 200,000 |
| Gun Firing Range | MERIT 17 | 2,000,000 | | | | | 2,000,000 |
| Channel Prkwy Pavement Replacement | ST-008 | 1,250,000 | | | | | 1,250,000 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 832,776 | | | 832,776 |
| C St - Southview Trail | ST-018 | | | 360,434 | | | 360,434 |
| E. Lyon Street Trail Project | ST-025 | | | | 455,704 | | 455,704 |
| State Grant Total | | 3,450,000 | | 1,193,210 | 455,704 | | 5,098,914 |

Surface Water Budget

| | | | | | | | |
|--|---------|----------------|------------------|------------------|----------------|----------------|------------------|
| W Lyon(College-N 5th)/N 3rd(W Redwd-Main)Addison | ST-009 | 257,329 | | | | | 257,329 |
| Cheryl Avenue Reconstruction-Eatros Addnt. 1 | ST-011 | | 127,031 | | | | 127,031 |
| Marlene/Paul/Parkview Dr Reconstruction | ST-013 | | | | 172,991 | | 172,991 |
| S 4th/Country Club Intersection Reconfiguration | ST-014 | | 132,270 | | | | 132,270 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 524,803 | | | 524,803 |
| Brian St/G St Reconstruction | ST-016 | | | 587,832 | | | 587,832 |
| Hackberry Dr Reconstruction | ST-017 | | | 92,570 | | | 92,570 |
| Donita Ave/Thomas Ave Recon -Eatros Addnt. 2 | ST-019 | | | | 399,572 | | 399,572 |
| S 5th St (Saratoga-Main) Recon. | ST-020 | | 88,044 | | | | 88,044 |
| Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3 | ST-027 | | | | | 421,787 | 421,787 |
| S Hill St/Central/Roosevelt/Lincoln | ST-028 | | | | | 22,320 | 22,320 |
| E St. Reconstruction | ST-029 | | | | | 180,032 | 180,032 |
| Legion Field Road Stormwater Study: Phase 3 | SWM-003 | | 676,436 | | | | 676,436 |
| Bladholm Street River Stabilization Project | SWM-004 | | | | | 319,000 | 319,000 |
| Diversion Channel Maintenance | SWM-006 | | | | 200,000 | | 200,000 |
| South-Central Stormwater Trunk Line Improvements | SWM-008 | 125,000 | | | | | 125,000 |
| Pond Outlet Improvement:Canoga/Triangle Pond | SWM-009 | | 115,000 | | | | 115,000 |
| Surface Water Budget Total | | 382,329 | 1,138,781 | 1,205,205 | 772,563 | 943,139 | 4,442,017 |

Trade In (for illustration not expensed)

| | | | | | | | |
|-----------------------------------|--------|--------|--|-------|--|--|--------|
| GPS | Eng 19 | | | 5,000 | | | 5,000 |
| 300 Gallon Sprayer with 24" Booms | Pk 42 | 1,000 | | | | | 1,000 |
| Wide Area Mower | Pk 62 | 10,000 | | | | | 10,000 |

| Source | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | Total |
|---|------------|---------------|---------------|---------------|------|------|---------------|
| 60" Sweep Star | Pk 88 | | | 5,000 | | | 5,000 |
| Track Skidloader (Replace 2006 Mod) | Streets 27 | 15,000 | | | | | 15,000 |
| Loader Backhoe (Replace 2007 Model) | Streets 32 | | 15,000 | | | | 15,000 |
| Trade In (for illustration not expensed) | | 26,000 | 15,000 | 10,000 | | | 51,000 |
| Total | | | | | | | |

Wastewater Budget

| | | | | | | | |
|--|--------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| W Lyon(College-N 5th)/N 3rd(W Redwd-Main)Addison | ST-009 | 554,151 | | | | | 554,151 |
| Lyon Circle Reconstruction | ST-010 | 33,497 | | | | | 33,497 |
| Cheryl Avenue Reconstruction-Eatros Addnt. 1 | ST-011 | | 419,901 | | | | 419,901 |
| S Hill/S MN/Charles Ave Reconstruction | ST-012 | | 260,585 | | | | 260,585 |
| Marlene/Paul/Parkview Dr Reconstruction | ST-013 | | | | 403,570 | | 403,570 |
| S 4th/Country Club Intersection Reconfiguration | ST-014 | | 194,713 | | | | 194,713 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 499,650 | | | 499,650 |
| Brian St/G St Reconstruction | ST-016 | | | 568,644 | | | 568,644 |
| Hackberry Dr Reconstruction | ST-017 | | | 519,417 | | | 519,417 |
| Donita Ave/Thomas Ave Recon -Eatros Addnt. 2 | ST-019 | | | | 1,202,740 | | 1,202,740 |
| S 5th St (Saratoga-Main) Recon. | ST-020 | | 157,070 | | | | 157,070 |
| Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3 | ST-027 | | | | | 1,315,885 | 1,315,885 |
| S Hill St/Central/Roosevelt/Lincoln | ST-028 | | | | | 529,489 | 529,489 |
| E St. Reconstruction | ST-029 | | | | | 305,803 | 305,803 |
| Collection Shop Prkg Lot Mill & Overlay | WW 08 | 67,712 | | | | | 67,712 |
| Trickling Filter Driveway Mill & Overlay | WW 09 | 34,393 | | | | | 34,393 |
| Main Lift Station Mill & Overlay | WW 10 | 10,289 | | | | | 10,289 |
| Hwy 23 Lift Station Mill & Overlay | WW 12 | 37,158 | | | | | 37,158 |
| Ring Rd/Prelim Bld/Sludge loadout/UV Bld Chip Seal | WW 13 | | 14,645 | | | | 14,645 |
| Coll Shop Prkg Lot/Trickling Filter Dr Chip Seal | WW 15 | | 5,846 | | | | 5,846 |
| Industrial Lift Station Chip Seal | WW 17 | | 2,277 | | | | 2,277 |
| Main Lift Chip Seal | WW 25 | | 578 | | | | 578 |
| Hwy 23 Lift Chip Seal | WW 30 | | 2,128 | | | | 2,128 |
| Administration Bldg Parking Lot | WW 31 | | 14,656 | | | | 14,656 |
| Industrial Lift Station Two Pump Replacements | WW 44 | 36,000 | | | | | 36,000 |
| HWY 23 Pump/Generator Switchgear Replacement | WW 45 | 350,000 | | | | | 350,000 |
| Main Lift Pump & Valve Replacement | WW 46 | | 450,000 | | | | 450,000 |
| Plant Shop/Operator's Office Parking Lot-Concrete | WW 62 | | | 15,681 | | | 15,681 |
| Replace Grit Trap System | WW 64 | | | 30,000 | | | 30,000 |
| Replace N & S Final Clarifier Mechanisms | WW 65 | | 800,000 | | | | 800,000 |
| 1997 IH Dump Truck 4900 | WW 66 | | | 10,000 | | | 10,000 |
| Lift 4 Replacement | WW 67 | | | | 100,000 | | 100,000 |
| Lawn Mower - Replacement Annual Trade-In Program | WW 68 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 10,000 |
| College Dr Sanitary Sewer Lining | WW-001 | | | | 686,000 | | 686,000 |
| Wastewater Budget Total | | 1,125,200 | 2,324,399 | 1,645,392 | 2,394,310 | 2,153,177 | 9,642,478 |
| GRAND TOTAL | | 18,812,853 | 34,018,414 | 15,923,835 | 14,198,888 | 11,156,964 | 94,110,954 |

City of Marshall, Minnesota
10-Year Capital Plan by Department
 2023 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|------------|----------------|---------|-----------|------|------|---------|----------------|
| Administration (41300) | | | | | | | | |
| Parking Lot Upgrade | Admin 5 | 250,000 | | | | | | 250,000 |
| <i>Bonding - Levy Impact</i> | | 250,000 | | | | | | 250,000 |
| Administration (41300) Total | | 250,000 | | | | | | 250,000 |
| Airport (43400) | | | | | | | | |
| Acquisition of Property -Gas Facility | Airport 10 | | | 150,000 | | | | 150,000 |
| <i>Federal Funds</i> | | | | 135,000 | | | | 135,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | 7,500 | | | | 7,500 |
| <i>State Funds</i> | | | | 7,500 | | | | 7,500 |
| Exhibit A Property Map Update (FAA required) | Airport 13 | 30,000 | | | | | | 30,000 |
| <i>Federal Funds</i> | | 27,000 | | | | | | 27,000 |
| <i>General Fund Budget</i> | | 3,000 | | | | | | 3,000 |
| Update Wildlife Management Plan | Airport 14 | 20,000 | | | | | | 20,000 |
| <i>Federal Funds</i> | | 18,000 | | | | | | 18,000 |
| <i>General Fund Budget</i> | | 2,000 | | | | | | 2,000 |
| New Corporate Hangar -Design/Site/Foundation | Airport 15 | | 500,000 | | | | | 500,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | 150,000 | | | | | 150,000 |
| <i>State Funds</i> | | | 350,000 | | | | | 350,000 |
| New Corporate Hangar -Bldg.Construct (Hangar Loan) | Airport 16 | | | 1,000,000 | | | | 1,000,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | 300,000 | | | | 300,000 |
| <i>State Funds</i> | | | | 700,000 | | | | 700,000 |
| Perimeter Fencing - Phase 1 | Airport 18 | | | | | | 150,000 | 150,000 |
| <i>Federal Funds</i> | | | | | | | 135,000 | 135,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | | | | 7,500 | 7,500 |
| <i>State Funds</i> | | | | | | | 7,500 | 7,500 |
| T-Hangar Building - East Airpark | Airport 19 | | | | | | 500,000 | 500,000 |
| <i>State Funds</i> | | | | | | | 500,000 | 500,000 |
| Tractor with Loader (mowing) | Airport 25 | 180,000 | | | | | | 180,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | 54,000 | | | | | | 54,000 |
| <i>State Funds</i> | | 126,000 | | | | | | 126,000 |
| Hangar 1622 Re-tin | Airport 30 | 80,000 | | | | | | 80,000 |
| <i>Capital Equip. Fund Levy</i> | | 80,000 | | | | | | 80,000 |
| Heater Replacement Shop 1622 | Airport 31 | 8,000 | | | | | | 8,000 |
| <i>Capital Equip. Fund Levy</i> | | 8,000 | | | | | | 8,000 |
| Extend Runway 2/20 & Taxiway -Env/Planning | Airport 32 | 150,000 | | | | | | 150,000 |
| <i>Federal Funds</i> | | 135,000 | | | | | | 135,000 |
| <i>General Fund Budget</i> | | 15,000 | | | | | | 15,000 |
| Extend Runway & Taxiway 2/20 -Land Acquisition | Airport 33 | | | 500,000 | | | | 500,000 |
| <i>Federal Funds</i> | | | | 450,000 | | | | 450,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | 25,000 | | | | 25,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|------------|-----------|---------|-----------|-----------|------|---------|-----------|
| State Funds | | | | 25,000 | | | | 25,000 |
| Extend Runway & Taxiway 2/20 -Engineering Design | Airport 34 | | | 267,000 | | | | 267,000 |
| Federal Funds | | | | 240,300 | | | | 240,300 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | 13,350 | | | | 13,350 |
| State Funds | | | | 13,350 | | | | 13,350 |
| Extend Runway & Taxiway 2/20 -Construction | Airport 35 | | | | 3,000,000 | | | 3,000,000 |
| Federal Funds | | | | | 2,700,000 | | | 2,700,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | 150,000 | | | 150,000 |
| State Funds | | | | | 150,000 | | | 150,000 |
| Parking Lot Paving -East Airpark | Airport 39 | | | | 225,000 | | | 225,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | 67,500 | | | 67,500 |
| State Funds | | | | | 157,500 | | | 157,500 |
| Airpark East Directional & Address Signage | Airport 47 | | | | 50,000 | | | 50,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | 15,000 | | | 15,000 |
| State Funds | | | | | 35,000 | | | 35,000 |
| Self-Propelled Runway Snowblower (Replace 1983) | Airport 51 | | | | 850,000 | | | 850,000 |
| Federal Funds | | | | | 765,000 | | | 765,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | 85,000 | | | 85,000 |
| T-Hangar Site Prep and Taxilane -East Airpark | Airport 52 | | | | | | 250,000 | 250,000 |
| Federal Funds | | | | | | | 45,000 | 45,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | | | 42,500 | 42,500 |
| State Funds | | | | | | | 162,500 | 162,500 |
| Skidloader (SRE) | Airport 54 | | 50,000 | | | | | 50,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | 15,000 | | | | | 15,000 |
| State Funds | | | 35,000 | | | | | 35,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Site Prep | Airport 55 | 450,000 | | | | | | 450,000 |
| Federal Funds | | 405,000 | | | | | | 405,000 |
| General Fund Budget | | 45,000 | | | | | | 45,000 |
| Maintenance Equip/SRE Bldg -Phase 3 Construction | Airport 56 | 2,050,000 | | | | | | 2,050,000 |
| Federal Funds | | 730,620 | | | | | | 730,620 |
| Levy Impact-Waiting St/Fed Funding - Airport | | 412,050 | | | | | | 412,050 |
| State Funds | | 907,330 | | | | | | 907,330 |
| Snowblower Attachment for Loader | Airport 58 | | 250,000 | | | | | 250,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | 75,000 | | | | | 75,000 |
| State Funds | | | 175,000 | | | | | 175,000 |
| Re-mark Runways-Magnetic Declination Change | Airport 59 | | | 150,000 | | | | 150,000 |
| Federal Funds | | | | 135,000 | | | | 135,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | 7,500 | | | | 7,500 |
| State Funds | | | | 7,500 | | | | 7,500 |
| Dual Use Fire/ARFF Facility -Design and Site Prep | Airport 63 | | | | | | 570,000 | 570,000 |
| Federal Funds | | | | | | | 114,000 | 114,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | | | 285,000 | 285,000 |
| State Funds | | | | | | | 171,000 | 171,000 |
| Rehabilitate Runway 12/30 -Mill & Overlay | Airport 65 | | | 2,000,000 | | | | 2,000,000 |
| Federal Funds | | | | 1,800,000 | | | | 1,800,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | 100,000 | | | | 100,000 |
| State Funds | | | | 100,000 | | | | 100,000 |
| Rehabilitate/Strengthen Runway 2/20 | Airport 66 | | | | 500,000 | | | 500,000 |
| Federal Funds | | | | | 450,000 | | | 450,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | | | 25,000 | | | 25,000 |
| State Funds | | | | | 25,000 | | | 25,000 |
| Fuel Farm Replacement | Airport 70 | | 800,000 | | | | | 800,000 |
| Levy Impact-Waiting St/Fed Funding - Airport | | | 240,000 | | | | | 240,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|-------------|---------|---------|------|---------|-----------|---------|-----------|
| State Funds | | | 560,000 | | | | | 560,000 |
| Taxilane & Apron Pavement Rehabilitation | Airport 71 | | | | 800,000 | | | 800,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | | 240,000 | | | 240,000 |
| State Funds | | | | | 560,000 | | | 560,000 |
| Rehabilitate Taxiway A - Mill & Overlay | Airport 72 | | | | | 1,200,000 | | 1,200,000 |
| Federal Funds | | | | | | 1,080,000 | | 1,080,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | | | 60,000 | | 60,000 |
| State Funds | | | | | | 60,000 | | 60,000 |
| Rehabilitate Taxiway B - Mill & Overlay | Airport 73 | | | | | | 600,000 | 600,000 |
| Federal Funds | | | | | | | 540,000 | 540,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | | | | | 30,000 | 30,000 |
| State Funds | | | | | | | 30,000 | 30,000 |
| Acquisition of Property -Helena Chemical | AP-002 | 575,000 | | | | | | 575,000 |
| <i>Bonding - Levy Impact</i> | | 468,250 | | | | | | 468,250 |
| State Funds | | 106,750 | | | | | | 106,750 |
| Bituminous Crack Fill & Seal -Runway/Taxiway | AP-007-2024 | | 50,000 | | | | | 50,000 |
| <i>Levy Impact-Waiting St/Fed Funding - Airport</i> | | | 15,000 | | | | | 15,000 |
| State Funds | | | 35,000 | | | | | 35,000 |

Airport (43400) Total

3,543,000 1,650,000 4,067,000 5,425,000 1,200,000 2,070,000 17,955,000

Aquatic Center (45300)

| | | | | | | | | |
|------------------------------|---------|--|------------|--|--|--|--|------------|
| Pool Renovation/Replacement | Aqua 16 | | 16,000,000 | | | | | 16,000,000 |
| <i>Legislative Sales Tax</i> | | | 16,000,000 | | | | | 16,000,000 |

Aquatic Center (45300) Total

16,000,000 16,000,000

Engineering (43100)

| | | | | | | | | |
|---|--------|--|--|--------|--|--|--------|--------|
| GPS | Eng 19 | | | 35,000 | | | 37,000 | 72,000 |
| <i>Capital Equip. Fund Levy</i> | | | | 30,000 | | | 32,000 | 62,000 |
| <i>Trade In (for illustration not expensed)</i> | | | | 5,000 | | | 5,000 | 10,000 |

Engineering (43100) Total

35,000 37,000 72,000

Fire (42400)

| | | | | | | | | |
|--|---------|--|--------|-----------|--------|---------|--|-----------|
| Aerial Truck Replacement | Fire 40 | | | 1,470,838 | | | | 1,470,838 |
| <i>Bonding - Levy Impact</i> | | | | 1,470,838 | | | | 1,470,838 |
| Fire Station exterior door replacement | Fire 43 | | | | | 25,000 | | 25,000 |
| <i>Capital Equip. Fund Levy</i> | | | | | | 25,000 | | 25,000 |
| Rehabilitation Trailer | Fire 47 | | | | | 225,000 | | 225,000 |
| <i>Bonding - Levy Impact</i> | | | | | | 225,000 | | 225,000 |
| Utility Vehicle (2008 Polaris Ranger) | Fire 50 | | | 21,000 | | | | 21,000 |
| <i>Capital Equip. Fund Levy</i> | | | | 21,000 | | | | 21,000 |
| Refurbish Engine 364 | Fire 51 | | | | | 100,000 | | 100,000 |
| <i>Capital Equip. Fund Levy</i> | | | | | 50,000 | 50,000 | | 100,000 |
| Utility Vehicle (2013 Case IH Scout) | Fire 52 | | 21,000 | | | | | 21,000 |
| <i>Capital Equip. Fund Levy</i> | | | 21,000 | | | | | 21,000 |
| Card Reader Entry System | Fire 53 | | 30,000 | | | | | 30,000 |
| <i>Capital Equip. Fund Levy</i> | | | 30,000 | | | | | 30,000 |
| Fire Chief Vehicle | Fire 54 | | | 75,000 | | | | 75,000 |
| <i>Capital Equip. Fund Levy</i> | | | | 75,000 | | | | 75,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|-----------|------------------------|------------------------|--------------------|------------------|--------------------|------|------------------------|
| Fire (42400) Total | | | 51,000 | 1,566,838 | | 350,000 | | 1,967,838 |
| MERIT Center (42600) | | | | | | | | |
| Confined Space Training Project <i>State Grant</i> | MERIT 11 | 200,000 200,000 | | | | | | 200,000 200,000 |
| Confined Space Prop Improvement <i>Capital Equip. Fund Levy</i> | MERIT 16 | | 300,000 300,000 | | | | | 300,000 300,000 |
| Gun Firing Range <i>State Grant</i> | MERIT 17 | 2,000,000 2,000,000 | | | | | | 2,000,000 2,000,000 |
| MERIT Center (42600) Total | | 2,200,000 | 300,000 | | | | | 2,500,000 |
| Parks (45200) | | | | | | | | |
| Independence Park Bathrooms Upgrade <i>Bonding - Levy Impact</i> | Bath 22 | 195,000 195,000 | | | | | | 195,000 195,000 |
| Legion Field Bathrooms Upgrade <i>Bonding - Levy Impact</i> | Bath 23 | | 170,000 170,000 | | | | | 170,000 170,000 |
| Independence Park Back Bathroom Replacement <i>Bonding - Levy Impact</i> | Bath 24 | | | 140,000 140,000 | | | | 140,000 140,000 |
| Channel Parkway Bathroom Upgrade <i>Bonding - Levy Impact</i> | Bath 25 | | | 75,000 75,000 | | | | 75,000 75,000 |
| Memorial Park Bathroom Updates <i>Capital Equip. Fund Levy</i> | Bath 26 | | | | 50,000 50,000 | | | 50,000 50,000 |
| Victory Park Bathroom <i>Bonding - Levy Impact</i> | Bath 27 | | | | | 150,000 150,000 | | 150,000 150,000 |
| Lawn Mower - Replacement Annual Trade-In Program 1 <i>Capital Equip. Fund Levy</i> | Pk 08 | 5,000 5,000 | 5,000 5,000 | 5,000 5,000 | 5,000 5,000 | | | 20,000 20,000 |
| Lawn Mower-Replacement Annual Trade-In Program 2 <i>Capital Equip. Fund Levy</i> | Pk 09 | 5,000 5,000 | 5,000 5,000 | 5,000 5,000 | 5,000 5,000 | | | 20,000 20,000 |
| Justice Park Walk Bridge <i>Bonding - Levy Impact</i> | Pk 16 | | 200,000 200,000 | | | | | 200,000 200,000 |
| Ball Pro Drag Machine <i>Capital Equip. Fund Levy</i> | Pk 17 | 18,500 18,500 | | | | | | 18,500 18,500 |
| Ball Pro Drag Machine <i>Capital Equip. Fund Levy</i> | PK 18 | | 19,000 19,000 | | | | | 19,000 19,000 |
| Ball Pro Drag Machine <i>Capital Equip. Fund Levy</i> | PK 19 | | | 19,000 19,000 | | | | 19,000 19,000 |
| Ball Pro Drag Machine <i>Capital Equip. Fund Levy</i> | Pk 20 | | | | 19,500 19,500 | | | 19,500 19,500 |
| Ind Prk Main Picnic Pavilion <i>Bonding - Levy Impact</i> | Pk 21 | | 250,000 250,000 | | | | | 250,000 250,000 |
| Striping Mower <i>Capital Equip. Fund Levy</i> | Pk 22 | | 32,500 32,500 | | | | | 32,500 32,500 |
| Striping Mower <i>Capital Equip. Fund Levy</i> | Pk 23 | | | 32,500 32,500 | | | | 32,500 32,500 |
| YMCA <i>Legislative Sales Tax</i> | PK 24 | | 5,000,000 5,000,000 | | | | | 5,000,000 5,000,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|--|-----------|------------------|------------------|----------------|----------------|----------------|------|-------------------|
| Inclusive Playground | PK 25 | 15,000 | 15,000 | 15,000 | 15,000 | | | 60,000 |
| <i>Grant</i> | | 15,000 | 15,000 | 15,000 | 15,000 | | | 60,000 |
| Soccer Fields | PK 26 | 2,600,000 | | | | | | 2,600,000 |
| <i>Legislative Sales Tax</i> | | 2,600,000 | | | | | | 2,600,000 |
| 300 Gallon Sprayer with 24" Booms | PK 42 | 59,500 | | | | | | 59,500 |
| <i>Capital Equip. Fund Levy</i> | | 58,500 | | | | | | 58,500 |
| <i>Trade In (for illustration not expensed)</i> | | 1,000 | | | | | | 1,000 |
| Legion Field Dugout & Backstop Replacement | PK 49 | 165,000 | | | | | | 165,000 |
| <i>Bonding - Levy Impact</i> | | 165,000 | | | | | | 165,000 |
| Liberty Park Bandshell Replacement | PK 52 | | 400,000 | | | | | 400,000 |
| <i>Bonding - Levy Impact</i> | | | 400,000 | | | | | 400,000 |
| Independence Park Back Parking Lot | PK 58 | | 130,000 | | | | | 130,000 |
| <i>Bonding - Levy Impact</i> | | | 130,000 | | | | | 130,000 |
| Legion Field Concessions & Viewing Area | PK 60 | | | 335,000 | | | | 335,000 |
| <i>Bonding - Levy Impact</i> | | | | 335,000 | | | | 335,000 |
| Wide Area Mower | PK 62 | 65,000 | | | | | | 65,000 |
| <i>Capital Equipment Fund Reserve</i> | | 55,000 | | | | | | 55,000 |
| <i>Trade In (for illustration not expensed)</i> | | 10,000 | | | | | | 10,000 |
| Patriot Park Back Parking Lot | PK 63 | | | | 175,000 | | | 175,000 |
| <i>Bonding - Levy Impact</i> | | | | | 175,000 | | | 175,000 |
| 60" Sweep Star | PK 88 | | | 35,000 | | | | 35,000 |
| <i>Capital Equip. Fund Levy</i> | | | | 30,000 | | | | 30,000 |
| <i>Trade In (for illustration not expensed)</i> | | | | 5,000 | | | | 5,000 |
| Amateur Sports Center Lighting Upgrade | PK 90 | | 320,000 | | | | | 320,000 |
| <i>Bonding - Levy Impact</i> | | | 320,000 | | | | | 320,000 |
| Amateur Sports Center Shelter & Storage-Ball Field | PK 92 | 170,000 | | | | | | 170,000 |
| <i>Bonding - Levy Impact</i> | | 170,000 | | | | | | 170,000 |
| Parks (45200) Total | | 3,298,000 | 6,546,500 | 661,500 | 269,500 | 150,000 | | 10,925,500 |

Police (42100)

| | | | | | | | | |
|-----------------------------------|-----------|---------------|---------------|----------------|---------------|---------------|---------------|----------------|
| Police Package Unmarked Sedan | Police 60 | | | 45,000 | | | | 45,000 |
| <i>Capital Equip. Fund Levy</i> | | | | 45,000 | | | | 45,000 |
| LEC Building Repair & Maintenance | Police 61 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 150,000 |
| <i>General Fund Budget</i> | | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 150,000 |
| LEC Roof Repairs | Police 62 | | | 75,000 | | | | 75,000 |
| <i>General Fund Budget</i> | | 25,000 | 25,000 | | | | | 50,000 |
| <i>General Fund Reserves</i> | | | | 75,000 | | | | 75,000 |
| Police (42100) Total | | 25,000 | 25,000 | 145,000 | 25,000 | 25,000 | 25,000 | 270,000 |

Street Projects

| | | | | | | | | |
|--|--------|------------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Street Mill & Overlays and ADA Improvements | ST-002 | 625,000 | 675,000 | 700,000 | 700,000 | 725,000 | 725,000 | 4,150,000 |
| <i>Public Improvement Revolving</i> | | 625,000 | 675,000 | 700,000 | 700,000 | 725,000 | 725,000 | 4,150,000 |
| Channel Prkwy Pavement Replacement | ST-008 | 3,296,187 | | | | | | 3,296,187 |
| <i>Municipal State Aid</i> | | 2,046,187 | | | | | | 2,046,187 |
| <i>State Grant</i> | | 1,250,000 | | | | | | 1,250,000 |
| W Lyon(College-N 5th)/N 3rd(W Redwd-Main)Addison | ST-009 | 3,571,563 | | | | | | 3,571,563 |
| <i>Bonding - Levy Impact</i> | | 1,787,100 | | | | | | 1,787,100 |
| <i>Bonding - Special Assessments</i> | | 460,000 | | | | | | 460,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|-----------|---------|-----------|-----------|-----------|------|------|-----------|
| MMU | | 512,983 | | | | | | 512,983 |
| Surface Water Budget | | 257,329 | | | | | | 257,329 |
| Wastewater Budget | | 554,151 | | | | | | 554,151 |
| Lyon Circle Reconstruction | ST-010 | 178,951 | | | | | | 178,951 |
| Bonding - Levy Impact | | 67,537 | | | | | | 67,537 |
| Bonding - Special Assessments | | 55,258 | | | | | | 55,258 |
| MMU | | 22,659 | | | | | | 22,659 |
| Wastewater Budget | | 33,497 | | | | | | 33,497 |
| Cheryl Avenue Reconstruction-Eatros Addnt. 1 | ST-011 | | 1,650,486 | | | | | 1,650,486 |
| Bonding - Levy Impact | | | 247,405 | | | | | 247,405 |
| Bonding - Special Assessments | | | 302,384 | | | | | 302,384 |
| MMU | | | 553,765 | | | | | 553,765 |
| Surface Water Budget | | | 127,031 | | | | | 127,031 |
| Wastewater Budget | | | 419,901 | | | | | 419,901 |
| S Hill/S MN/Charles Ave Reconstruction | ST-012 | | 1,349,768 | | | | | 1,349,768 |
| Bonding - Levy Impact | | | 454,861 | | | | | 454,861 |
| Bonding - Special Assessments | | | 390,706 | | | | | 390,706 |
| MMU | | | 243,616 | | | | | 243,616 |
| Wastewater Budget | | | 260,585 | | | | | 260,585 |
| Marlene/Paul/Parkview Dr Reconstruction | ST-013 | | | | 1,445,566 | | | 1,445,566 |
| Bonding - Levy Impact | | | | | 235,997 | | | 235,997 |
| Bonding - Special Assessments | | | | | 235,997 | | | 235,997 |
| MMU | | | | | 397,011 | | | 397,011 |
| Surface Water Budget | | | | | 172,991 | | | 172,991 |
| Wastewater Budget | | | | | 403,570 | | | 403,570 |
| S 4th/Country Club Intersection Reconfiguration | ST-014 | | 2,802,493 | | | | | 2,802,493 |
| Bonding - Special Assessments | | | 183,497 | | | | | 183,497 |
| MMU | | | 201,234 | | | | | 201,234 |
| Municipal State Aid | | | 2,090,779 | | | | | 2,090,779 |
| Surface Water Budget | | | 132,270 | | | | | 132,270 |
| Wastewater Budget | | | 194,713 | | | | | 194,713 |
| MnDOT College Dr Reconstruction-City Cost Part. | ST-015 | | | 3,970,902 | | | | 3,970,902 |
| Bonding - Levy Impact | | | | 635,019 | | | | 635,019 |
| Bonding - Special Assessments | | | | 349,355 | | | | 349,355 |
| MMU | | | | 481,930 | | | | 481,930 |
| Municipal State Aid | | | | 647,369 | | | | 647,369 |
| State Grant | | | | 832,776 | | | | 832,776 |
| Surface Water Budget | | | | 524,803 | | | | 524,803 |
| Wastewater Budget | | | | 499,650 | | | | 499,650 |
| Brian St/G St Reconstruction | ST-016 | | | 2,099,766 | | | | 2,099,766 |
| Bonding - Levy Impact | | | | 227,143 | | | | 227,143 |
| Bonding - Special Assessments | | | | 421,837 | | | | 421,837 |
| MMU | | | | 294,310 | | | | 294,310 |
| Surface Water Budget | | | | 587,832 | | | | 587,832 |
| Wastewater Budget | | | | 568,644 | | | | 568,644 |
| Hackberry Dr Reconstruction | ST-017 | | | 2,141,825 | | | | 2,141,825 |
| Bonding - Levy Impact | | | | 508,200 | | | | 508,200 |
| Bonding - Special Assessments | | | | 415,800 | | | | 415,800 |
| MMU | | | | 605,838 | | | | 605,838 |
| Surface Water Budget | | | | 92,570 | | | | 92,570 |
| Wastewater Budget | | | | 519,417 | | | | 519,417 |
| C St - Southview Trail | ST-018 | | | 478,323 | | | | 478,323 |
| Municipal State Aid | | | | 117,889 | | | | 117,889 |
| State Grant | | | | 360,434 | | | | 360,434 |
| Donita Ave/Thomas Ave Recon -Eatros Addnt. 2 | ST-019 | | | | 4,235,727 | | | 4,235,727 |
| Bonding - Levy Impact | | | | | 509,779 | | | 509,779 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total | |
|--|-----------|------|------------------|------------------|------------------|------------------|------------------|----------------|-------------------|
| <i>Bonding - Special Assessments</i> | | | | | 946,733 | | | 946,733 | |
| <i>MMU</i> | | | | | 1,176,903 | | | 1,176,903 | |
| <i>Surface Water Budget</i> | | | | | 399,572 | | | 399,572 | |
| <i>Wastewater Budget</i> | | | | | 1,202,740 | | | 1,202,740 | |
| S 5th St (Saratoga-Main) Recon. | ST-020 | | 734,601 | | | | | 734,601 | |
| <i>Bonding - Levy Impact</i> | | | 158,441 | | | | | 158,441 | |
| <i>Bonding - Special Assessments</i> | | | 105,627 | | | | | 105,627 | |
| <i>MMU</i> | | | 225,419 | | | | | 225,419 | |
| <i>Surface Water Budget</i> | | | 88,044 | | | | | 88,044 | |
| <i>Wastewater Budget</i> | | | 157,070 | | | | | 157,070 | |
| E. Lyon Street Trail Project | ST-025 | | | | 743,400 | | | 743,400 | |
| <i>Municipal State Aid</i> | | | | | 287,696 | | | 287,696 | |
| <i>State Grant</i> | | | | | 455,704 | | | 455,704 | |
| N.Hill St (College to Willow) Reconstruction | ST-026 | | | | 316,695 | | | 316,695 | |
| <i>Bonding - Levy Impact</i> | | | | | 178,765 | | | 178,765 | |
| <i>Bonding - Special Assessments</i> | | | | | 119,177 | | | 119,177 | |
| <i>MMU</i> | | | | | 18,753 | | | 18,753 | |
| Elaine Ave/Kathryn Ave/Alan Ave -Eatros Addnt. 3 | ST-027 | | | | | 4,523,501 | | 4,523,501 | |
| <i>Bonding - Levy Impact</i> | | | | | | 576,135 | | 576,135 | |
| <i>Bonding - Special Assessments</i> | | | | | | 1,069,965 | | 1,069,965 | |
| <i>MMU</i> | | | | | | 1,139,729 | | 1,139,729 | |
| <i>Surface Water Budget</i> | | | | | | 421,787 | | 421,787 | |
| <i>Wastewater Budget</i> | | | | | | 1,315,885 | | 1,315,885 | |
| S Hill St/Central/Roosevelt/Lincoln | ST-028 | | | | | 2,180,507 | | 2,180,507 | |
| <i>Bonding - Levy Impact</i> | | | | | | 532,453 | | 532,453 | |
| <i>Bonding - Special Assessments</i> | | | | | | 650,776 | | 650,776 | |
| <i>MMU</i> | | | | | | 445,469 | | 445,469 | |
| <i>Surface Water Budget</i> | | | | | | 22,320 | | 22,320 | |
| <i>Wastewater Budget</i> | | | | | | 529,489 | | 529,489 | |
| E St. Reconstruction | ST-029 | | | | | 1,581,956 | | 1,581,956 | |
| <i>Bonding - Special Assessments</i> | | | | | | 360,326 | | 360,326 | |
| <i>MMU</i> | | | | | | 495,578 | | 495,578 | |
| <i>Municipal State Aid</i> | | | | | | 240,217 | | 240,217 | |
| <i>Surface Water Budget</i> | | | | | | 180,032 | | 180,032 | |
| <i>Wastewater Budget</i> | | | | | | 305,803 | | 305,803 | |
| Madrid Street Bridge Rail Repair | ST-030 | | | | | 150,000 | | 150,000 | |
| <i>Bonding - Levy Impact</i> | | | | | | 150,000 | | 150,000 | |
| Street Projects Total | | | 7,671,701 | 7,212,348 | 9,390,816 | 7,441,388 | 9,160,964 | 725,000 | 41,602,217 |

Streets Admin. (43300)

| | | | | | | | | |
|---|------------|--------|--------|--|--|--|--|--------|
| Track Skidloader (Replace 2006 Mod) | Streets 27 | 75,000 | | | | | | 75,000 |
| <i>Capital Equip. Fund Levy</i> | | 60,000 | | | | | | 60,000 |
| <i>Trade In (for illustration not expensed)</i> | | 15,000 | | | | | | 15,000 |
| Steel Roller (Replace 1985 Model) | Streets 30 | | 40,000 | | | | | 40,000 |
| <i>Capital Equip. Fund Levy</i> | | | 40,000 | | | | | 40,000 |
| Loader Backhoe (Replace 2007 Model) | Streets 32 | | 85,000 | | | | | 85,000 |
| <i>Capital Equip. Fund Levy</i> | | | 70,000 | | | | | 70,000 |
| <i>Trade In (for illustration not expensed)</i> | | | 15,000 | | | | | 15,000 |
| Stump Grinder | Streets 47 | 58,000 | | | | | | 58,000 |
| <i>Capital Equip. Fund Levy</i> | | 58,000 | | | | | | 58,000 |
| Concrete Trailer | Streets 48 | 7,000 | | | | | | 7,000 |
| <i>Capital Equip. Fund Levy</i> | | 7,000 | | | | | | 7,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|-----------|---------------------------|---------------------------|-------------------------|---------------------------|---------------------------|------|---------------------------|
| Streets Admin. (43300) Total | | 140,000 | 125,000 | | | | | 265,000 |
| Surface Water (49600) | | | | | | | | |
| Legion Field Road Stormwater Study: Phase 2 <i>Bonding - Surface Water Revenue</i> | SWM-002 | 997,600 <i>997,600</i> | | | | | | 997,600 <i>997,600</i> |
| Legion Field Road Stormwater Study: Phase 3 <i>Surface Water Budget</i> | SWM-003 | | 676,436 <i>676,436</i> | | | | | 676,436 <i>676,436</i> |
| Bladholm Street River Stabilization Project <i>Surface Water Budget</i> | SWM-004 | | | | | 319,000 <i>319,000</i> | | 319,000 <i>319,000</i> |
| Diversion Channel Maintenance <i>Surface Water Budget</i> | SWM-006 | | | | 200,000 <i>200,000</i> | | | 200,000 <i>200,000</i> |
| South-Central Stormwater Trunk Line Improvements <i>Surface Water Budget</i> | SWM-008 | 125,000 <i>125,000</i> | | | | | | 125,000 <i>125,000</i> |
| Pond Outlet Improvement:Canoga/Triangle Pond <i>Surface Water Budget</i> | SWM-009 | | 115,000 <i>115,000</i> | | | | | 115,000 <i>115,000</i> |
| Surface Water (49600) Total | | 1,122,600 | 791,436 | | 200,000 | 319,000 | | 2,433,036 |
| Waste Water (49500) | | | | | | | | |
| Collection Shop Prkg Lot Mill & Overlay <i>Wastewater Budget</i> | WW 08 | 67,712 <i>67,712</i> | | | | | | 67,712 <i>67,712</i> |
| Trickling Filter Driveway Mill & Overlay <i>Wastewater Budget</i> | WW 09 | 34,393 <i>34,393</i> | | | | | | 34,393 <i>34,393</i> |
| Main Lift Station Mill & Overlay <i>Wastewater Budget</i> | WW 10 | 10,289 <i>10,289</i> | | | | | | 10,289 <i>10,289</i> |
| Hwy 23 Lift Station Mill & Overlay <i>Wastewater Budget</i> | WW 12 | 37,158 <i>37,158</i> | | | | | | 37,158 <i>37,158</i> |
| Ring Rd/Prelim Bld/Sludge loadout/UV Bld Chip Seal <i>Wastewater Budget</i> | WW 13 | | 14,645 <i>14,645</i> | | | | | 14,645 <i>14,645</i> |
| Coll Shop Prkg Lot/Trickling Filter Dr Chip Seal <i>Wastewater Budget</i> | WW 15 | | 5,846 <i>5,846</i> | | | | | 5,846 <i>5,846</i> |
| Industrial Lift Station Chip Seal <i>Wastewater Budget</i> | WW 17 | | 2,277 <i>2,277</i> | | | | | 2,277 <i>2,277</i> |
| Main Lift Chip Seal <i>Wastewater Budget</i> | WW 25 | | 578 <i>578</i> | | | | | 578 <i>578</i> |
| Hwy 23 Lift Chip Seal <i>Wastewater Budget</i> | WW 30 | | 2,128 <i>2,128</i> | | | | | 2,128 <i>2,128</i> |
| Administration Bldg Parking Lot <i>Wastewater Budget</i> | WW 31 | | 14,656 <i>14,656</i> | | | | | 14,656 <i>14,656</i> |
| Industrial Lift Station Two Pump Replacements <i>Wastewater Budget</i> | WW 44 | 36,000 <i>36,000</i> | | | | | | 36,000 <i>36,000</i> |
| Hwy 23 Pump/Generator Switchgear Replacement <i>Wastewater Budget</i> | WW 45 | 350,000 <i>350,000</i> | | | | | | 350,000 <i>350,000</i> |
| Main Lift Pump & Valve Replacement <i>Wastewater Budget</i> | WW 46 | | 450,000 <i>450,000</i> | | | | | 450,000 <i>450,000</i> |
| Plant Shop/Operator's Office Parking Lot-Concrete <i>Wastewater Budget</i> | WW 62 | | | 15,681 <i>15,681</i> | | | | 15,681 <i>15,681</i> |
| Replace Grit Trap System | WW 64 | | | 30,000 | | | | 30,000 |

| Department | Project # | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|--|-----------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|
| <i>Wastewater Budget</i> | | | | 30,000 | | | | 30,000 |
| Replace N & S Final Clarifier Mechanisms | WW 65 | | 800,000 | | | | | 800,000 |
| <i>Wastewater Budget</i> | | | 800,000 | | | | | 800,000 |
| 1997 IH Dump Truck 4900 | WW 66 | | | 10,000 | | | | 10,000 |
| <i>Wastewater Budget</i> | | | | 10,000 | | | | 10,000 |
| Lift 4 Replacement | WW 67 | | | | 100,000 | | | 100,000 |
| <i>Wastewater Budget</i> | | | | | 100,000 | | | 100,000 |
| Lawn Mower - Replacement Annual Trade-In Program | WW 68 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 12,000 |
| <i>Wastewater Budget</i> | | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 12,000 |
| College Dr Sanitary Sewer Lining | WW-001 | | | | 686,000 | | | 686,000 |
| <i>Wastewater Budget</i> | | | | | 686,000 | | | 686,000 |
| Waste Water (49500) Total | | 537,552 | 1,292,130 | 57,681 | 788,000 | 2,000 | 2,000 | 2,679,363 |
| GRAND TOTAL | | 18,787,853 | 33,993,414 | 15,923,835 | 14,148,888 | 11,206,964 | 2,859,000 | 96,919,954 |

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Presenter: | Sharon Hanson, City Administrator |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Approval of Community Services Reorganization |
| Background Information: | <p>Recommendation to reorganize Community Services Division. This was based on review of Division staffing and how best to meet future goals of the Division.</p> <p>The reorganization will result in the elimination of the Community Services Director position, incumbent will be terminated effective December 16, 2022.</p> |
| Fiscal Impact: | Reorganization will mean a reevaluation of all positions within Community Services. Reorganization should permit some operational costs to decrease while at the same time reinvestment where needed. |
| Alternative/ Variations: | Do not Approve the Community Services Reorganization |
| Recommendations: | Approve the Community Services Reorganization as presented, with an effective date of January 1, 2023, eliminate the Community Services Director position, with the termination of incumbent in the position of Community Services Director effective December 16, 2022. |

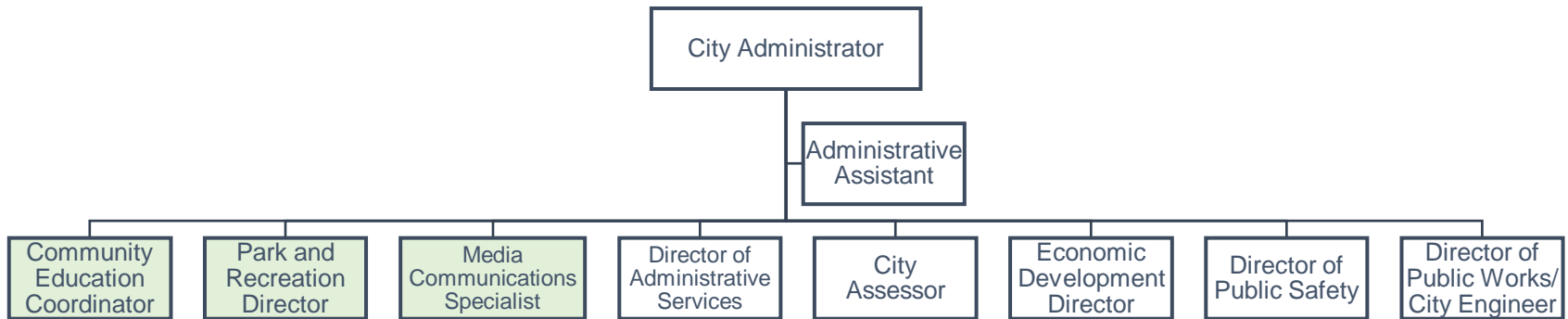
Organization Chart—Reporting to the City Administrator

Current structure



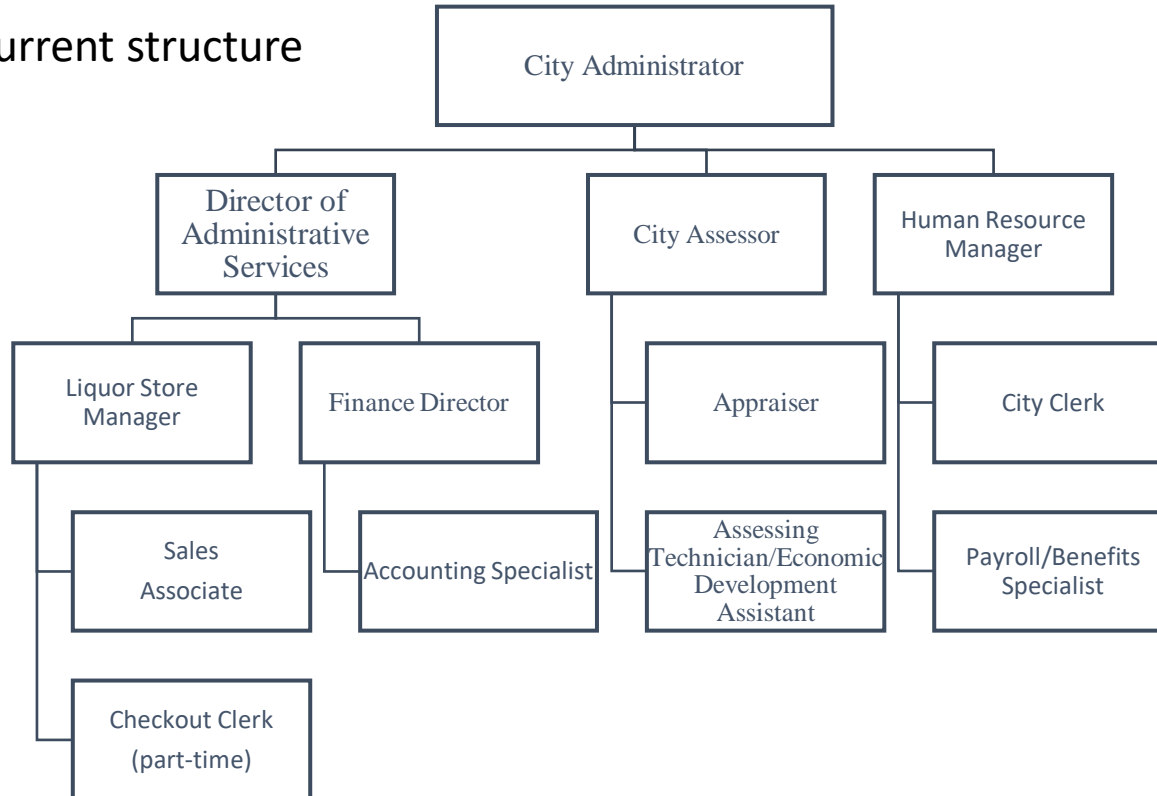
Organization Chart—Reporting to the City Administrator

Proposed structure



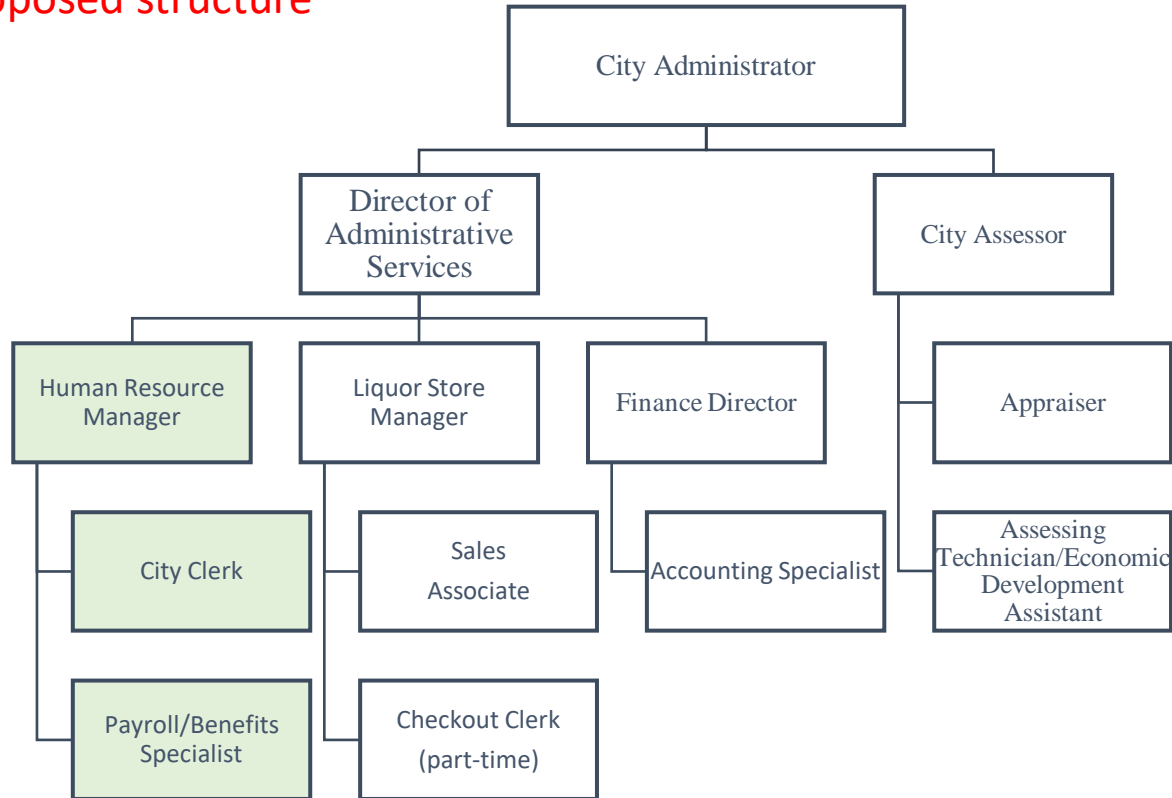
Organization Chart—ADMINISTRATION

Current structure



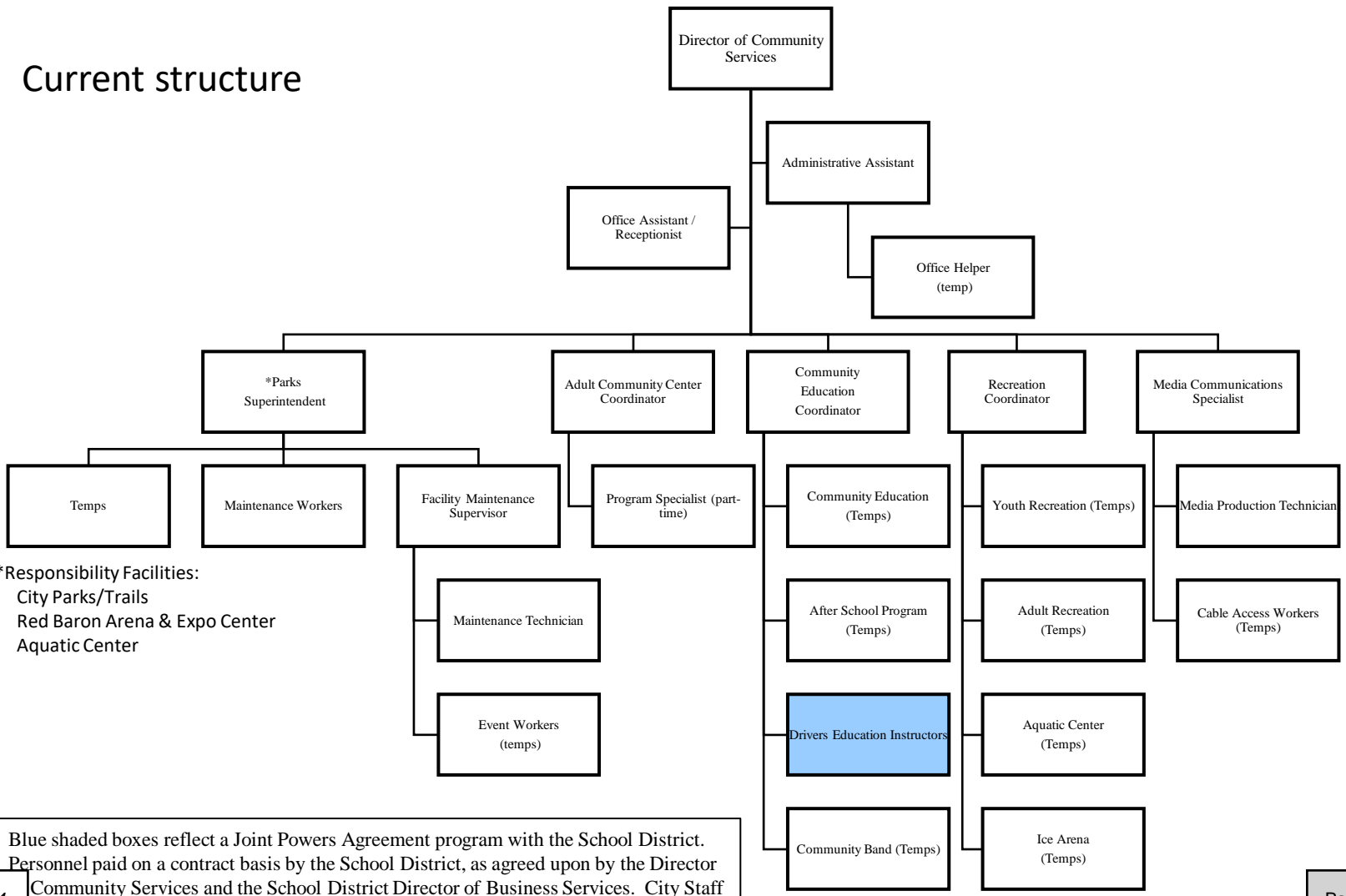
Organization Chart—ADMINISTRATION

Proposed structure



Organization Chart—COMMUNITY SERVICES

Current structure



*Responsibility Facilities:
 City Parks/Trails
 Red Baron Arena & Expo Center
 Aquatic Center

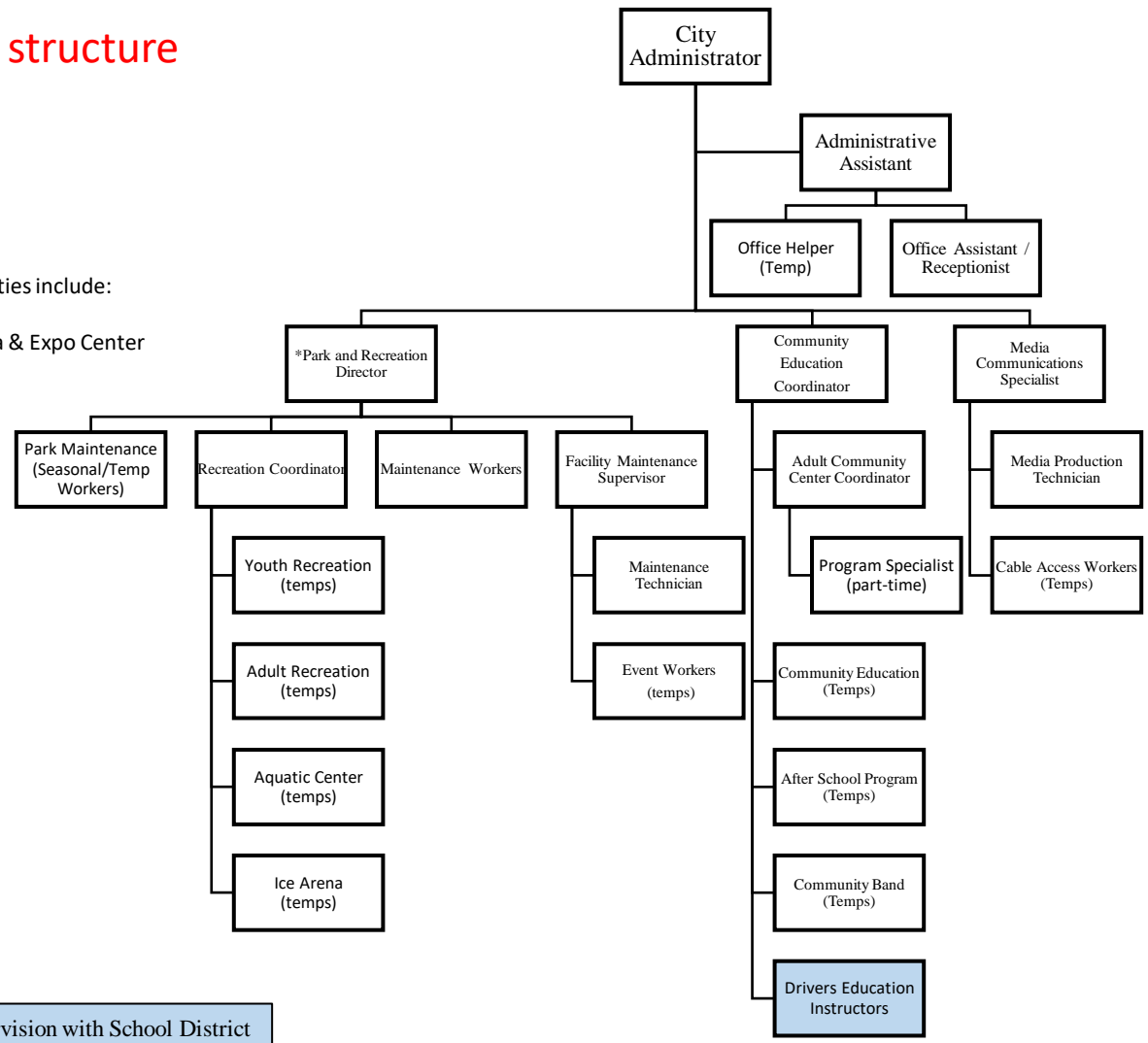
Blue shaded boxes reflect a Joint Powers Agreement program with the School District. Personnel paid on a contract basis by the School District, as agreed upon by the Director of Community Services and the School District Director of Business Services. City Staff provide supervision. Personnel reporting to the Director of Community Services also report directly to the School District Director of Business Services.

Item 34.

Organization Chart—COMMUNITY SERVICES

Proposed structure

*Responsible Facilities include:
 City Parks/Trails
 Red Baron Arena & Expo Center
 Aquatic Center



Item 34. notes shared supervision with School District

| | |
|--------------------------------|--|
| Presenter: | Mayor Byrnes |
| Meeting Date: | Tuesday, December 13, 2022 |
| Category: | COUNCIL REPORTS |
| Type: | INFO |
| Subject: | Commission/Board Liaison Reports |
| Background Information: | <p>Byrnes - Fire Relief Association and Regional Development 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>Schroeder - Planning Commission</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: December 13, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for November are as follows:

November:

| | ASSAULT | OFF VIOL. | DWI | OTHER ALCOHOL | TRAFFIC | THEFT | OTHER | TOTAL 2022 | 2021 Comparison |
|-----------------|---------|-----------|-----|---------------|---------|-------|-------|------------|-----------------|
| Prosecution | 3 | 2 | 5 | | 7 | 2 | 2 | 21 | 17 |
| Dismissed | | | | | | | | | |
| Non-Prosecution | 2 | | | | 2 | | 1 | 5 | 3 |
| Refer to County | | | | | | | | | |

ADMINISTRATION

- This past month, finalized City Attorney items-including Council action items, contracts and transition details with staff.
- Continued to meet on a regular basis regarding levy and budget items with E.J. Moberg. Prepared with staff the Truth in Taxation presentation and materials.
- Next week have a follow-up visit scheduled with indoor recreation study consultants as a follow-up to their previous work.
- Met with HR Director on regular basis regarding organizational structure changes and pay plan impacts.
- Steven Anderson and I met with Brian Hart to review information technology server/firewall needs as well as IT security training.
- Attended last the Coalition of Greater MN Cities (CGMC) Fall Conference. I serve on the CGMC Board and the first day was reviewing legislative policy positions for consideration by the full membership as well as review of the CGMC organization.
- Jason Anderson and I reviewed an extension for the Schwan’s hangar lease agreement for an additional 10-20 years. This is advantageous to both sides to secure tenancy; we will need to work through maintenance costs as the rates have stayed constant and there is language that allows for changes based on cost but want to be up front on this with Schwan’s. This will be reviewed prior to Council with Airport Commission and expect final language to be finalized sometime in January.

- Preston Stensrud and I met with SMSU President and Finance Officer to discuss best path forward on funding and getting put in place an outdoor basketball court. This was recently mentioned in a Letter to the Editor in the newspaper by a student, but also a sought-after request for all students for some time.
- Met with Baker Tilly to discuss financing SWWC Cooperative conduit bonding. This would be to fund their learning center that would be put in Social Sciences bldg. A forthcoming resolution will be brought to Council with a timeline not yet finalized.
- Mayor, Lauren Deutz and I attended Jon Knochenmus visitation and funeral.
- Discussed a proposal from Jordan Schroeder on disc golf course to be possibly located at Independence Park.
- Had a follow-up meeting with City Attorney, staff, Mayor and Councilmember DeCramer regarding Schierholz email to the Council.
- Attended 2022 Annual Chamber Awards reception. EDA Director Lauren Deutz was awarded Rookie of the Year!
- Attended League of MN Cities event in Windom with the Mayor and heard local City Issues.
- Hosted SW Administrator group and discussed various issues.

Economic Development Authority

- Held office hours and provided a survey for the draft Comprehensive Plan. Updates and additions were made for final review.
- Completing site plan comparisons and cost analysis for the potential mall development.
- Met with SMSU Athletics staff to discuss challenges with recruitment and retention. Survey completed of what is missing in Marshall.
- Working with three new developers on potential new projects for 2023.

Human Resources

- Staffing update: we are currently accepting applications for an Assistant City Engineer and a variety of temporary/seasonal positions. Interviews for a WW Plant Operator I will be scheduled soon.
- Safety: our MMUA safety consultant provided training on Defensive Driving and our G.O.A.L. program for December. He is also performing routine site visits and follow up consultations.
- Payroll: auditing employee elections and completing the open enrollment process; completing year-end reporting.
- The Personnel Committee has approved two restructure proposals---Community Planning and Engineering. Contact has been initiated with the AFSCME union.
- Planning is underway for the 2023 Annual Employee Recognition Event. This event is scheduled for 01/06/2023.

Clerk

- Finishing up processing of various licenses
- Amending various ordinances to be brought to council
- Preparing items for end of year processing and beginning of the year approvals

Finance

- 2023 Budget: Adoption of the final property tax levy and budget, along with approval of the 5-year Capital Improvement Plan, will be recommended to Council at this meeting (12/13).
- 2022 Audit: Staff has started preparations of the 2022 financial statements and supporting documentation.

Assessing

- No report.

Liquor Store

- November Financials: Sales \$615,544 + 12%, Customer Count 16,938 +5%, Ticket Average \$36.33 +7%. Another strong month with sales and financials.
- Staff is busy preparing the store for the busy Christmas shopping season. There will be gift baskets, gift boxes and something for everyone on your list.
- 'Tis the Season' instore tasting event is schedule Dec. 15th 5-7pm. Stop on out, there will be many holiday favorites and some new things to sample before you buy.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 200 open permits.
- Two Avera projects and Block 11 apartment building are the largest projects under construction.
- Ralco and Dollar General have temporary certificate of occupancy.
- Sign Ordinance is going to the Council.

PUBLIC WORKS DIVISION

Engineering

- PK-001 Independence Park Trail Replacement Project – Final change order and pay request on 11/07/2022 City Council.
- Project ST-002-2022: Overlays and ADA Improvements – Final change order and pay request on 12/13/2022 City Council.
- Project ST-003: South 1st, Greeley, and Williams Street Reconstruction – Final change order and pay request on 12/13/2022 City Council.
- Project ST-004: Halbur Road reconstruction – Project is substantially complete.
- Project ST-006: SRTS School Pedestrian Crossing Improvements –
- Project ST-007: UCAP Bus Shelter Installations – Project plans are being redrafted. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing – Bids rejected 11/07/2022 Council meeting. Plans are being redesigned.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Plans are being designed.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – Final change order and pay request on 11/07/2022 City Council.
- Project ST-024: Baldwin Parking Lot Reconstruction – Final change order and pay request on 11/07/2022 City Council.
- 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 288 preventative maintenance work orders in the last 30 days.
- Continuing to send letters to local businesses to promote the water softener rebate program. Newspaper, Chamber newsletter, Facebook, and radio ads have been done to promote the program.
- Assisting our local water softening companies with chloride grant requirements.
- Working on our NPDES permit reissuance.
- The fall sump pump program work has been completed.
- Continuing with jetting of sanitary lines.
- Completed land application of ~~2,900,000~~ 3,500,000 gallons of biosolids.
- Application equipment has been cleaned, serviced, and put back into storage.
- Working on the MPCA annual bio-solids report.
- The MPCA has given us a written response to our new limits letter. Working with Bolton & Menk to address their response.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to Eleven (11) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (3)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (0)
 - Other – Assist (1)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 954 calls for the month of November. Eighty-eight (88) criminal offenses were reported with a total number of twenty-nine (29) adults arrested.

Officer's Report

- Alarms (15)
- Accidents (45)
- Alcohol involved incidents (3)
- Assaults (8)
- Domestic Assaults (11)
- Burglaries (3)
- Criminal Sexual Conduct (2)
- Damage to Property (1)
- Keys Locked in Vehicles (34)
- Loud Party (4)/ Public Disturbances (8)
- Thefts (24)
- Traffic Related Complaints (219)
- Vandalism (4)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (37)

Detective Report

- The death of a 51-year-old Marshall woman is under investigation. The Minnesota Bureau of Criminal Apprehension is assisting.
- Two unrelated cases of criminal sexual conduct were investigated and forwarded to the Lyon County Attorney's Office for charges.
- Seventeen theft cases were investigated during the month of November.
- Unrelated cases of financial transaction card fraud, check forgery, and the issuance of dishonored checks are under investigation.
- Two burglaries are under investigation.
- Twenty-eight child protection reports and seven reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction 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 18 exams completed on the track in November.
- In November MN West conducted CDL training utilizing the driving track at the MERIT Center.
- On Nov 3-4 Region 5 held Peer Support training for law enforcement and dispatch professionals
- The Toward Zero Deaths Committee held their quarterly meeting at the MERIT Center on Nov 8th. There were 21 attendees for this event.
- The Renville County Sheriff's Department conducted Use of Force training with the simulator on Nov 14th. 12 officers attended this training.
- The weekend of Nov 18-20 Blue Fire Training conducted Fire Officer and Fire Instructor training at the MERIT Center for 23 fire fighters. That same weekend, Southwest EMS conducted an ambulance certification course for 19 individuals.
- On Nov 22nd Centrol held their annual meeting at the MERIT Center. 82 employees attended this event.
- The MERIT Center hosted 12 Marshall teachers on Nov 23rd to share with them what the MERIT Center is and career options within the law enforcement field.
- The MERIT Center was utilized 26 out of 30 days in November with 449 people attending these training/events.

MONTHLY REPORT OF ACTIVITY FOR MARSHALL POLICE For Month and Year ending November 2022 (YTD TOTALS)

OFFENSE/ARREST DATA

| | Offenses | | Actual | Total Arrests/Excluding traffic | |
|-----------|----------|-----------|----------|---------------------------------|----------|
| | Reported | Unfounded | Offenses | Adult | Juvenile |
| January | 69 | 0 | 69 | 20 | 0 |
| February | 109 | 0 | 109 | 35 | 1 |
| March | 85 | 0 | 85 | 29 | 1 |
| April | 67 | 0 | 67 | 21 | 0 |
| May | 101 | 0 | 101 | 36 | 0 |
| June | 67 | 0 | 67 | 25 | 0 |
| July | 68 | 1 | 67 | 27 | 0 |
| August | 78 | 0 | 78 | 32 | 1 |
| September | 81 | 0 | 81 | 25 | 0 |
| October | 109 | 0 | 109 | 46 | 1 |
| November | 88 | 0 | 88 | 29 | 0 |
| December | | | | | |

| | | | | | |
|-----------------|------------|----------|------------|------------|----------|
| YTD 2022 | 922 | 1 | 921 | 325 | 4 |
|-----------------|------------|----------|------------|------------|----------|

Averages for all Activities (Calls for Service)

| | #Calls | Time in Hrs |
|-----------------|-------------|-------------|
| | Total | Spent |
| January | 721 | 373 |
| February | 630 | 457 |
| March | 812 | 354 |
| April | 675 | 304 |
| May | 843 | 431 |
| June | 770 | 375 |
| July | 760 | 354 |
| August | 833 | 421 |
| September | 947 | 416 |
| October | 1080 | 434 |
| November | 954 | 397 |
| December | | |
| YTD 2022 | 9025 | 4316 |

| Accidents | Jan. | Feb. | Mar. | April | May | June | July | Aug. | Sep | Oct. | Nov. | Dec. | YTD |
|-------------------|-------------|-------------|-------------|--------------|------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|------------|
| Hit and Run | 2 | 9 | 3 | 5 | 8 | 8 | 5 | 10 | 5 | 3 | 10 | | 68 |
| Property Damage | 29 | 21 | 23 | 19 | 23 | 21 | 16 | 31 | 26 | 23 | 32 | | 264 |
| Personal Injury | 2 | 3 | 3 | 2 | 2 | 2 | 4 | 4 | 0 | 5 | 3 | | 30 |
| Fatalities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| TOTAL 2022 | 33 | 33 | 29 | 26 | 33 | 31 | 25 | 45 | 31 | 31 | 45 | 0 | 362 |

| CITATIONS | Jan. | Feb. | Mar | Apr | May | June | July | Aug | Sept | Oct. | Nov. | Dec. | YTD |
|------------------|-------------|-------------|------------|------------|------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|------------|
| Citations | 70 | 38 | 49 | 45 | 41 | 38 | 34 | 52 | 60 | 81 | 60 | | 568 |

Parking Tickets

| | | | | | | | | | | | |
|----|----|----|---|---|---|---|---|---|----|----|-----|
| 38 | 11 | 11 | 5 | 0 | 0 | 1 | 4 | 7 | 10 | 82 | 169 |
|----|----|----|---|---|---|---|---|---|----|----|-----|

Activities (Calls For Service) *High Hours Expended

| | Jan. | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct. | Nov. | Dec. | YTD |
|-------------------------|------|-----|-----|-----|-----|------|------|-----|------|------|------|------|-----|
| Alarms | 15 | 17 | 24 | 11 | 24 | 27 | 22 | 7 | 32 | 24 | 15 | | 218 |
| Alcohol | 2 | 2 | 4 | 2 | 9 | 2 | 1 | 1 | 3 | 5 | 3 | | 34 |
| Animal Bite | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 4 | 5 | 2 | 1 | | 24 |
| Animal Complaint | 22 | 21 | 47 | 14 | 40 | 49 | 26 | 31 | 28 | 28 | 21 | | 327 |
| Assault | 4 | 8 | 1 | 10 | 10 | 5 | 4 | 2 | 5 | 6 | 8 | | 63 |
| Assists | 52 | 43 | 54 | 55 | 55 | 52 | 53 | 46 | 50 | 57 | 43 | | 560 |
| Auto Theft | 3 | 2 | 1 | 3 | 0 | 0 | 3 | 4 | 0 | 1 | 3 | | 20 |
| Bike Found | 3 | 2 | 1 | 1 | 4 | 2 | 2 | 6 | 7 | 16 | 10 | | 54 |
| Bike Theft | 0 | 0 | 1 | 1 | 1 | 2 | 3 | 6 | 10 | 10 | 2 | | 36 |
| Burglary | 5 | 1 | 3 | 1 | 6 | 0 | 1 | 2 | 4 | 1 | 3 | | 27 |
| Bus Violation | 3 | 4 | 6 | 10 | 5 | 1 | 3 | 0 | 4 | 4 | 4 | | 44 |
| Check Forgery | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | 2 |
| Check Fraud | 3 | 0 | 0 | 3 | 1 | 0 | 0 | 2 | 1 | 2 | 1 | | 13 |
| Civil Matters | 19 | 8 | 10 | 15 | 16 | 11 | 21 | 18 | 19 | 15 | 6 | | 158 |
| Criminal Sex | 3 | 2 | 7 | 3 | 2 | 2 | 1 | 5 | 7 | 2 | 2 | | 36 |
| Damage to Prp | 2 | 1 | 9 | 6 | 9 | 3 | 5 | 5 | 7 | 10 | 1 | | 58 |
| Death Investigation | 1 | 4 | 2 | 0 | 1 | 0 | 4 | 4 | 0 | 1 | 3 | | 20 |
| Domestics | 9 | 10 | 7 | 10 | 15 | 11 | 13 | 16 | 13 | 10 | 11 | | 125 |
| Drugs/Narcotics | 4 | 5 | 3 | 2 | 2 | 0 | 2 | 0 | 2 | 1 | 1 | | 22 |
| Family Matters | 6 | 9 | 8 | 8 | 5 | 9 | 9 | 8 | 4 | 10 | 4 | | 80 |
| Fire Alarm | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 1 |
| Gas Meal Assist | 2 | 2 | 1 | 0 | 2 | 1 | 4 | 3 | 0 | 1 | 0 | | 16 |
| Gun Permits | 11 | 6 | 19 | 15 | 2 | 9 | 9 | 12 | 14 | 12 | 3 | | 112 |
| Harassment | 5 | 3 | 1 | 8 | 9 | 12 | 8 | 9 | 7 | 8 | 15 | | 85 |
| Intoxicated/Detox | 0 | 1 | 0 | 2 | 4 | 4 | 0 | 4 | 2 | 5 | 5 | | 27 |
| Keys Locked In vehicles | 33 | 26 | 29 | 27 | 36 | 23 | 30 | 24 | 22 | 27 | 34 | | 311 |
| Mental Health | 17 | 29 | 24 | 24 | 32 | 25 | 21 | 8 | 36 | 13 | 10 | | 239 |
| Fraud | 4 | 4 | 4 | 2 | 1 | 5 | 3 | 1 | 5 | 3 | 3 | | 35 |
| Parking Complaints | 71 | 12 | 31 | 9 | 11 | 13 | 11 | 28 | 22 | 21 | 139 | | 368 |
| Party Loud Party | 4 | 0 | 6 | 3 | 10 | 9 | 5 | 5 | 9 | 15 | 4 | | 70 |
| Pred - Sex Offender | 1 | 2 | 1 | 2 | 4 | 1 | 3 | 1 | 1 | 2 | 3 | | 21 |
| Property Found | 5 | 9 | 6 | 8 | 10 | 8 | 11 | 9 | 9 | 18 | 15 | | 108 |
| Public Disturbance | 10 | 16 | 12 | 12 | 13 | 13 | 15 | 0 | 13 | 14 | 6 | | 124 |
| Pursuit | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | | 5 |
| Runaway | 1 | 2 | 3 | 2 | 3 | 3 | 5 | 8 | 4 | 3 | 2 | | 36 |
| Escort Funeral, other | 5 | 10 | 7 | 6 | 17 | 10 | 15 | 19 | 16 | 15 | 14 | | 134 |
| Search Warrant | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | | 4 |
| Suspicious Anything | 43 | 49 | 54 | 36 | 62 | 55 | 56 | 77 | 85 | 69 | 56 | | 642 |
| Suspicious Vehicle | 3 | 3 | 5 | 4 | 9 | 9 | 17 | 10 | 6 | 13 | 3 | | 82 |
| Tobacco Violation | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 1 | | 7 |
| Theft | 15 | 17 | 19 | 12 | 18 | 19 | 13 | 22 | 29 | 17 | 24 | | 205 |
| Trains | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | | 7 |

| | | | | | | | | | | | | | |
|-----------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|-------------|
| Transport (Marshall PD etc) | 0 | 1 | 1 | 2 | 3 | 3 | 1 | 2 | 1 | 0 | 2 | | 16 |
| Trespassing | 5 | 12 | 8 | 6 | 4 | 1 | 1 | 0 | 15 | 10 | 15 | | 77 |
| Traffic Related Complaints | 130 | 68 | 200 | 153 | 123 | 111 | 132 | 145 | 201 | 360 | 219 | | 1842 |
| Unsecured Building | 1 | 0 | 1 | 0 | 4 | 3 | 0 | 1 | 1 | 1 | 1 | | 13 |
| Vandalism | 0 | 11 | 0 | 3 | 4 | 5 | 4 | 4 | 5 | 9 | 4 | | 49 |
| Violation of OFP | 3 | 5 | 4 | 4 | 6 | 4 | 5 | 6 | 5 | 2 | 4 | | 48 |
| Warrant Pickups | 9 | 8 | 15 | 6 | 11 | 12 | 12 | 13 | 12 | 13 | 9 | | 120 |
| Welfare Checks | 24 | 23 | 17 | 22 | 23 | 28 | 17 | 31 | 20 | 22 | 27 | | 254 |
| Welfare Fraud | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| ERU Activated | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | 1 |
| Weapons Involved | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | 5 |
| YTD 2022 | 560 | 467 | 661 | 526 | 629 | 565 | 574 | 609 | 746 | 885 | 763 | 0 | 6985 |

OFFENSE ACTIVITY BY DAY OF WEEK

| | Mon | Tues | Wed | Thur | Fri | Sat | Sun |
|-----------|-----|------|-----|------|-----|-----|-----|
| January | 13 | 6 | 9 | 10 | 12 | 12 | 7 |
| February | 12 | 22 | 11 | 19 | 11 | 16 | 18 |
| March | 11 | 18 | 16 | 15 | 13 | 12 | 0 |
| April | 17 | 5 | 6 | 13 | 14 | 8 | 4 |
| May | 10 | 8 | 7 | 10 | 31 | 8 | 27 |
| June | 1 | 8 | 20 | 8 | 12 | 11 | 7 |
| July | 4 | 12 | 8 | 10 | 8 | 12 | 14 |
| August | 12 | 12 | 7 | 13 | 17 | 11 | 6 |
| September | 7 | 4 | 10 | 10 | 20 | 15 | 15 |
| October | 14 | 9 | 13 | 20 | 25 | 22 | 6 |
| November | 9 | 13 | 6 | 11 | 19 | 7 | 23 |
| December | | | | | | | |

| | | | | | | | |
|-----------------|------------|------------|------------|------------|------------|------------|------------|
| YTD 2022 | 110 | 117 | 113 | 139 | 182 | 134 | 127 |
|-----------------|------------|------------|------------|------------|------------|------------|------------|

DETECTIVE / INVESTIGATIONS ACTIVITIES

| | Jan. | Feb. | Mar | Apr | May | June | July | Aug | Sept | Oct. | Nov. | Dec. | YTD |
|--------------------|------|------|-----|-----|-----|------|------|-----|------|------|------|------|-----|
| Felonies | 23 | 28 | 26 | 24 | 28 | 25 | 19 | 28 | 35 | 24 | 33 | | 293 |
| Gross Misdemeanors | 19 | 22 | 33 | 16 | 27 | 15 | 14 | 15 | 14 | 22 | 28 | | 225 |
| Misdemeanors | 13 | 12 | 19 | 18 | 17 | 15 | 9 | 15 | 17 | 25 | 23 | | 183 |

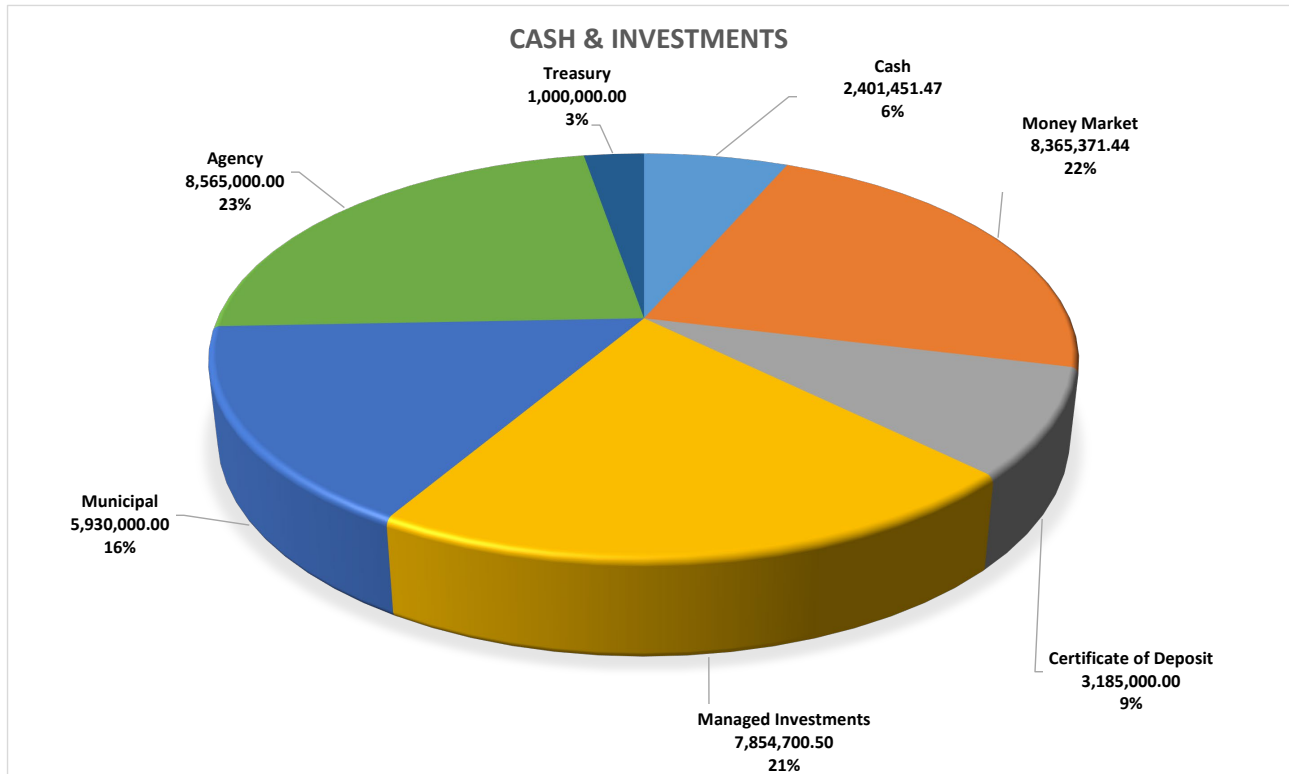
| Applicant Name | Location Address | Description of Work | Valuation |
|-------------------------|--------------------------------|--|-----------|
| KULLA PROPERTIES LLC | 219 MAIN ST W | Doors | 500 |
| MINNESOTA CABINETS INC | 1205 LYON ST E | Interior Remodeling - ANY Work Inside, Except Fireplace | 665 |
| Tadd Ihnen | 502 VIKING DR | Fireplace Only | 5322 |
| DENNIS SIMPSON | 107 JAMES AV W, 107 JAMES AV W | Doors, Interior Remodeling - ANY Work Inside, Except Fireplace | 23184.62 |
| LAURA & JACOB JENSON JT | 1221 ENGLEWOOD RD | Interior Remodeling - ANY Work Inside, Except Fireplace | 500 |
| CHERYL D JOHNSON | 407 THOMAS AV W | Interior Remodeling - ANY Work Inside, Except Fireplace | 1500 |

| Applicant | Location Address | Description of Work | Valuation |
|--------------------------------|------------------|----------------------------------|-----------|
| KEVIN GOSLAR TRIO PLUMBING & H | 209 WALNUT ST | Plumbing - Water heater | 350 |
| REGNIER ELECTRIC HEATING & COO | 600 KENNEDY ST | HVAC - Air Conditioning, Furnace | 6670 |

| Applicant Name | Location | Description of Work | Valuation |
|----------------|-------------------|-----------------------|-----------|
| Allied Outdoor | 705 MAIN ST W | Advertising/Billboard | 10000 |
| AP Design | 1305 COLLEGE DR E | Wall Mounted Sign | 5150 |

City of Marshall, Minnesota
Cash & Investments
11/30/2022

| | <u>Par</u> | <u>Rate</u> |
|--|-----------------------------|---------------|
| CASH & INVESTMENTS: | | |
| Checking - Bremer | 2,401,451.47 | 0.00% |
| Money Market - Bremer | 3,510,700.87 | 1.00% |
| Money Market - US Bank | 1,767,166.17 | 3.75% |
| Money Market - Wells Fargo | 59,759.03 | 3.73% |
| Money Market - 4M | 3,027,745.37 | 3.48% |
| Agency - 4M | 3,355,000.00 | 4.33% |
| Certificate of Deposit - Wells Fargo | 1,470,000.00 | 3.11% Average |
| Investment Portfolio - General Fund | 2,569,791.57 | |
| Investment Portfolio - WW/SW Capital Reserve | 3,409,699.95 | |
| Investment Portfolio - Endowment Fund | 1,875,208.98 | |
| Municipal - US Bank | 5,930,000.00 | 1.87% Average |
| Certificate of Deposit - US Bank | 1,715,000.00 | 1.94% Average |
| Agency - US Bank | 5,210,000.00 | 0.86% Average |
| Treasury - US Bank | 1,000,000.00 | 2.35% |
| TOTAL CASH & INVESTMENTS | <u><u>37,301,523.41</u></u> | |



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.

2023 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 10, 2023
2. January 24, 2023

February

1. February 14, 2023
2. February 28, 2023

March

1. March 14, 2023
2. March 28, 2023

April

1. April 11, 2023
2. April 25, 2023

May

1. May 9, 2023
2. May 23, 2023

June

1. June 13, 2023
2. June 27, 2023

July

1. July 11, 2023
2. July 25, 2023

August

1. August 08, 2023
2. August 22, 2023

September

1. September 12, 2023
2. September 26, 2023

October

1. October 10, 2023
2. October 24, 2023

November

1. November 14, 2023
2. November 28, 2023

December

1. December 12, 2023
2. December 26, 2023

2023 Uniform Election Dates

- February 14, 2023
- April 11, 2023
- May 9, 2023
- August 08, 2023
- November 07, 2023

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

December

- 12/13 Board & Commission Interview, 4:45 PM, City Hall
 - 12/13 Regular Meeting, 5:30 PM, City Hall
 - 12/27 Regular Meeting, 5:30 PM, City Hall
-

January

- 01/10 Regular Meeting, 5:30 PM, City Hall
- 01/24 Regular Meeting, 5:30 PM, City Hall