



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

**Tuesday, October 22, 2019 at 5:30 PM
Professional Development Room - Marshall Middle School, 401 South
Saratoga Street**

OPENING ITEMS

1. Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes of the two work sessions and regular meeting held on October 8, 2019.

PUBLIC HEARING

AWARD OF BIDS

3. Award of Proposal for Snow Removal Services at Tall Grass Liquor and MERIT Center for the 2019/2020 through 2020/2021 Winter Seasons.

CONSENT AGENDA

4. Consider Resolution Revoking Conditional Use Permit at 101 Marlene Street.
5. Consider the approval of the Cable Franchise Ordinance between the City of Marshall and Clarity Telecom, LLC d/b/a Vast Broadband.
6. Consider Approval of Ordinance Number _____, Second Series, An Ordinance amending Chapter 2, Article VI, Division 12, MERIT Center Board.
7. Consider Approval of a Tobacco License for Ton Kao.
8. Request authorization to advertise for bids for Towing and Storage of vehicles.
9. Consider Approval of a Resolution Amending the Authorization of the Commencing of Bid Letting for City Hall Renovation/Construction Project.
10. Consider approval for the City Clerk and authorized staff to approve and issue various applications, licenses and permits.
11. Wastewater Treatment Facilities Improvement Project - Consider Payment of Invoice 1301748 to American Engineering Testing, Inc.
12. Consider approval of the bills/project payments.

APPROVAL OF ITEMS PULLED FROM CONSENT

TABLED ITEM

13. Consider Approval for Auditing Service Contract for 2019-2022.

NEW BUSINESS

14. Implementation of Body-Worn Cameras for the Marshall Police Department.
15. Request for a Variance Adjustment Permit for Charles Hess at 109 8th Street South.
16. Request for Conditional Use Permit / Gun Range in A - Agricultural District.
17. Request for map amendment (rezone) by Four Seasons LLC at 800 West College Drive.
18. Consider Approval of Ordinance Number _____, Second Series, An Ordinance Establishing Licensing and Regulations for Mobile Food Units and Food Carts.
19. Consider a two-year renewal with Delta Dental for 2020-2021.
20. Consider approval of Health Insurance Plan for 2020.

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.

- [21.](#) Economic Development Director.
- [22.](#) Red Baron Arena & Expo Parking Lot Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 3.
- [23.](#) Project Z51-2019: Bituminous Resurfacing on Various City Streets Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 3.

COUNCIL REPORTS

- [24.](#) Commission/Board Liaison Reports
- 25. Councilmember Individual Items

STAFF REPORTS

- 26. City Administrator
- 27. Director of Public Works
- 28. City Attorney

INFORMATION ONLY

- [29.](#) Information Only

MEETINGS

- [30.](#) Upcoming Meetings

ADJOURN

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider approval of the minutes of the two work sessions and regular meeting held on October 8, 2019.
Background Information:	Enclosed are the minutes of the two work sessions and regular meeting held on October 8, 2019.
Fiscal Impact:	None
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. We then could potentially incorporate proposed amended minutes at the meeting.
Recommendations:	that the minutes of the two work sessions and regular meeting held on October 8, 2019 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, October 08, 2019**

The work session of the Common Council of the City of Marshall was held October 8, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 4:00 P.M. by Mayor Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister (4:30 PM), Glenn Bayerkohler, John DeCramer, Russ Labat, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Karla Drown, Finance Director; Annette Storm, Director of Administrative Services; Dave Parsons, City Assessor and Kyle Box, City Clerk.

Economic Development Authority; Position Review

City Administrator Sharon Hanson provided the background information on the agenda item. Administrator Hanson provided the History of the EDA and Chamber as well as the specific legislative powers the EDA has. A comparison was made between other comparable cities and their EDA structure, including; staffing and levy.

Administrator Hanson provided a recommendation that the Economic Development Director be a fulltime city employee.

There was further discussion and support by members of council, staff as well as members of the Economic Development Authority on the recommendation to make the position a fulltime city employee.

Adjourn

At 5:05 P.M., Mayor Byrnes adjourned the meeting.

Mayor

Attest:

City Clerk

**CITY OF MARSHALL
CITY COUNCIL MEETING
M I N U T E S
Tuesday, October 08, 2019**

The regular meeting of the Common Council of the City of Marshall was held October 8, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Glenn Olson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Dave Parsons City Assessor; Jim Marshall Director of Public Safety; Sheila Dubs Human Resource Manager and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

There was a consensus to operate under the current agenda.

Consider approval of the minutes of the work session and regular meeting held on September 24, 2019.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the minutes of the work session and regular meeting held on September 24, 2019 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Public Hearing for Ice and Snow Removal and Weed Elimination from Private Property in the City of Marshall and Consider Resolution Number 4664, Second Series, A Resolution Adopting Assessment.

City shall conduct public hearing to consider approving of special assessment to be levied against City property to allow for collection of costs incurred by the City to remove ice and snow and to mow lawns-eliminate weeds on private property. Minnesota Statutes Chapter 429.101 does set forth the various types of City charges that can be assessed against property taxes pursuant to the special assessment process.

Minnesota Statutes §429.101 subd. 1(1) indicates that snow, ice, or rubbish removal from sidewalks may be assessed against property owners. §429.101 subd. 1(2) indicates that “weed elimination from streets or private property” may be assessed against property owners. The procedure by which those types of costs incurred by the City may be assessed against private property owners is outlined in Minnesota Statute §429.061 and procedures further outlined in a Minnesota Court of Appeals decision Sykes v. Rochester City Council Court of Appeals case A13-2421. The Sykes decision does require full compliance with §429.061, when levying those costs as assessments against private property. §429.061 does require public hearing to be held before those amounts can be assessed. The City Council has previously passed a resolution declaring the costs to be assessed as required by Minnesota Statute §429.061 and further that a second resolution has been passed calling for a public hearing regarding those costs to be assessed. Notice of public hearing has been sent to property owners and has been published in the Marshall Independent as required by Statute. Public hearing is to be held as scheduled.

City Clerk Kyle Box provided the background information on the agenda item.

Motion made by Councilmember Meister, Seconded by Councilmember Labat that the Council close the public hearing on assessments for ice and snow removal and for weed elimination from private property in the City.

Item 2.

all. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilme

Page 6

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

Motion made by Councilmember Schafer, Seconded by Councilmember DeCramer that the Council adopt RESOLUTION NUMBER 4664, SECOND SERIES, which is the "Resolution Adopting Assessment" for ice and snow removal and for weed elimination from private property in the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z70-2: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project, Public Hearing on Assessment and Consider Resolution Number 4665, Second Series, a Resolution Adopting Assessment.

The project consists of the installation of new storm sewer main and requested private storm sewer services within and adjacent to the alley lying between the west side of South Whitney Street and the east side of South High Street, between the north line of East Marshall Street and the south line of East College Drive. Property owners are responsible for the costs of installation of private storm sewer services to their property. At the informational meeting on September 9, 2019, the individual costs were explained to the property owners in attendance. The property owners were given a week to decide whether or not they wanted to go ahead with the contract costs for the installation of the private storm sewer services. Only one property owner has decided to proceed with their storm sewer service. Actual installations will be revised prior to the final assessment recommendation as per the property owners' requests. Because of these adjustments, the project award with contingencies and engineering is slightly different than the total amount of the assessment roll.

The following is a breakdown of the revised proposed project funding. The costs shown below include 5% for contingencies and 16% for engineering and administrative costs, for a total revised project cost of \$38,326. The following is a proposed breakdown of the project funding:

Wastewater Fund \$ 0
MMU \$ 0
Surface Water Management Utility \$ 0
City Participation (Ad Valorem) \$ 3,585
Assessed to Property Owners \$34,741
Total Project Amount \$38,326

Per the Finance Department, the interest rate on the assessments for this project is 2.5%.

Director of Public Works/ City Engineer Glenn Olson provided the background information on the agenda item.

Motion made by Councilmember DeCramer, Seconded by Councilmember Labat that the Council close the public hearing on assessments for Project Z70-2: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Schafer, Seconded by Councilmember Meister that the Council adopt RESOLUTION NUMBER 4665, SECOND SERIES, which is the "Resolution Adopting Assessment" for Project Z70-2: South High Street/South Whitney Street (100 & 200 Block) Alley Improvement Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Project Z74: Huron Road/Superior Road Reconstruction Project, Public Hearing on Assessment and Consider Resolution Number 4666, Second Series a Resolution Adopting Assessment.

The project consists of watermain replacement on Huron Road between Superior Road and TH 59 and reconstruction on Superior Road from Huron Road to CSAH 33. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on Superior Road and watermain replacement only on Huron Road.

The following is a breakdown of the proposed project funding. The costs shown below include 5% for contingencies and 16% for engineering and administrative costs, for a total project cost of \$958,927.80. The following is a proposed breakdown of the project funding:

Wastewater Fund \$ 91,444
MMU \$192,468
Surface Water Management Utility \$ 44,633
City Participation (Ad Valorem) \$383,802
Assessed to Property Owners \$246,581
Total Project Amount \$958,928

Per the Finance Department, the interest rate on the assessments for this project is 2.5%.

Director of Public Works/ City Engineer Glenn Olson Provided the background information on the agenda item.

Motion made by Councilmember Labat, Seconded by Councilmember Lozinski that the Council close the public hearing on assessments for Project Z74: Huron Road/Superior Road Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember Meister, Seconded by Councilmember Schafer that the Council adopt RESOLUTION NUMBER 4666, SECOND SERIES, which is the "Resolution Adopting Assessment" for Project Z74: Huron Road/Superior Road Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Approval of the Consent Agenda.

Councilmember Schafer requested that item number 15, Project Z50-2019: Bituminous Chip Sealing on Various City Streets - Consider Change Order No. 1 (Final), be removed for further discussion.

Councilmember Bayerkohler requested that item number 10, Consider Resolution Declaring Building "Blighted" and "Substandard" for Redevelopment, be removed for further discussion.

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

Approval of the introduction of the Cable Franchise Ordinance between the City of Marshall and Clarity Telecom, LLC d/b/a Vast Broadband.

Approval of the introduction of Ordinance Number ____, Second Series, An Ordinance Establishing Licensing and Regulations for Mobile Food Units and Food Carts.

Approval of the introduction of Ordinance Number ____, Second Series, An Ordinance amending Chapter 2, Article VI, Division 12, MERIT Center Board.

Approval of the Wastewater Treatment Facilities Improvement Project - Consider Payment of Invoice 0239270 to Bolton & Menk, Inc.

Approval of the Wastewater Treatment Facilities Improvement Project - Consider Application for Payment No. 3 to Magney Construction, Inc.

Approval of a LG220 Application for Exempt Permit for United Way of Southwest Minnesota.

Approval of the bills/project payments.

Consider Resolution Number 4667, Second Series Declaring Building "Blighted" and "Substandard" for Redevelopment.

Council awarded a contract for demolition at the September 10, 2019 Council Meeting for the property located at 100, 102 & 110 West Main Street (Block 11).

Councilmember Bayerkohler discussed the agenda information being provided prior to the meeting. There was further discussion by Council and staff on the agenda item.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer Approve Resolution Number 4667, Second Series, a Resolution Declaring Building "Blighted" and "Substandard" for Redevelopment Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

Project Z50-2019: Bituminous Chip Sealing on Various City Streets - Consider Change Order No. 1 (Final).

The items on the Change Order No. 1 (Final Reconciling Change Order) for the above-referenced project are the result of final measurements and changes in item quantities during construction. All work has been completed in accordance with the specifications.

Change Order No. 1 (Final) results in a contract decrease in the amount of \$15,335.75 and a total contract amount of \$149,116.25. The original contract amount was \$164,452.00.

Councilmember Schafer pulled the item in light of the positive change order.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that Council approve Change Order No. 1 (Final) with Allied Blacktop Company of Maple Grove, Minnesota, resulting in a contract decrease in the amount of \$15,335.75 for the above-referenced project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Consider authorization to enter into a purchase and sale agreement regarding sale of City owned property to Minnesota Municipal Utilities Association (MMUA).

MMUA presently owns training facility and currently leases property from the City of Marshall for training purposes. MMUA has approached the City of Marshall regarding purchase of property so as to allow for the expansion of its facilities and training opportunities. A Purchase and Sale Agreement has been developed and reviewed for acquisition of 17.87 acres of property from City of Marshall. Purchase price is \$1,000 per acre for total purchase price of \$17,870. City staff is recommending that the City enter into the agreement to sell property to MMUA.

Representatives from MMUA, Jack Kegel Executive Director and Mike Willetts Director of Training and Safety, discussed their future plans for expanded training opportunities for utility worker training.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer to adopt Resolution Number 4668, Second Series, Authorizing the proper City officials to approve and execute the Purchase and Sale Agreement for Sale of Real Estate Owned by the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

Consider Approval for Auditing Service Contract for 2019-2022.

A summary of the Audit Quotes the City of Marshall received for Auditing Services for four years, 2019 through 2022. The review of the proposals included their fees, the number of hours by staff to perform the service, comparable Cities and the qualifications of the staff.

After all the quotes were received and reviewed, special attention was spent on comparing the low quote (BerganKDV) to the other 3 similar amounted quotes. The main difference between the low quote (BerganKDV) and other 3 were the hours spent by the auditing firms, the low quote was significantly lower than the other 3, which was of concern. The City of Marshall's audit staff hours over the past 3 years have averaged 360 hours and the low quote from BerganKDV included 260 staff hours. Not only were the hours low but also the hours spent by the partner reviewing was half the time of Abdo's partners review and this is a critical step in a financial audit to ensure there are no material misstatements.

Abdo Eick & Meyers LLP has provided the auditing service to the City of Marshall for the past 12 years. At the end of 2019 Abdo's partner Kyle Meyers will be retiring and Tom Olinger will take over reviewing and overseeing the City of Marshall's Audit.

Staff strongly recommends awarding the contract for services with Abdo, Eick & Meyers. The recommendation is upon full review of detailed quotes with consideration of the following: price; experience; hours by the audit staff; the change in partner review is new; and year-round staff availability is included in the contract price.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to table the agenda item until the October 22 regular meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Block 11 Pre-Development Agreement Between the City and APX Construction Group.

Ms. Mikaela Huot, Baker Tilly Municipal will present the Pre-Development Agreement for consideration and approval. The Pre-Development Agreement is a follow-up to the September 24, 2019 Council presentation from APX Construction Group and their intent on developing a mixed used property on the Block 11 site. The main emphasis of the Pre-Development is stating shared interest in seeing the property developed with APX Construction Group as the identified partner with the City; that certain conditions and timelines if met, will led to negotiation of a development agreement. If the condition and timelines are not met, the City can pursue additional interest in the Block 11 from other interested parties.

There was further discussion by council on the project and predevelopment agreement.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to approve the Block 11 Pre-Development Agreement Between the City and APX Construction Group. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Bayerkohler. The motion **Passed. 6-1**

City Hall Update.

City Administrator Sharon Hanson introduced Richard Engan and Barbara Marks to provide an overview of the City Hall project thus far.

Barbra Marks of Engan Associates commented that they had met with the City Hall Committee and walked through the project processes and next steps. There will also be a mandatory pre bid meeting held on October 17 to go over bid specifics with contractors.

Richard Engan of Engan Associates commented that site plans will be provided to the City for review and the process for the pre bid meeting.

Commission/Board Liaison Reports

Byrnes No Report

Schafer Southwest Minnesota Amateur Sports Commission met and discussed the number MAHA's players (200 Players not including Varsity). MAHA's has produced \$64,000 in concession sales at the Red Baron Arena.

Meister No Report

Bayerkohler No Report

DeCramer Economic Development Authority met with the City Council work session to discuss an open EDA Director position.

Labat Convention and Visitors Bureau met and discussed the upcoming Gun Show to be held at the Red Baron Arena and Haunted Tower at the MERIT Center.

Lozinski No Report

Councilmember Individual Items

Councilmember Schafer discussed an additional item on Red Baron Arena, specifically the concession stand area, and that all of the equipment was donated by Reinhard Foods.

Councilmember Lozinski commented on a ribbon cutting at Southwest Coaches and Unique Opportunity's. Councilmember Labat commented on hosting additional town hall meetings with the Council.

Councilmember DeCramer also commented on the ribbon cutting at Unique Opportunity and that they are ready to move on to the next phases.

City Administrator

No Report

Director of Public Works

Director of Public Works/ City Engineer mentioned the MERIT Center Open House on October 24 from 3 – 6:30 PM.

City Attorney

No Report

Administrative Report

There were no questions on the Administrative Brief.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn Meeting

At 7:00 P.M., Motion made by Councilmember Schafer, Seconded by Councilmember Labat to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

At
Mayor

Attest:

City Clerk

Item 2.

Page 12

**CITY OF MARSHALL
WORK SESSION
M I N U T E S
Tuesday, October 08, 2019**

The work session of the Common Council of the City of Marshall was held October 8, 2019 in the Professional Development Room at the Marshall Middle School, 401 South Saratoga Street. The meeting was called to order at 7:07 P.M. by Mayor Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat, and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Glenn Olson, Director of Public Works/City Engineer; Annette Storm, Director of Administrative Services; Sheila Dubs, Human Resource Manager; Dave Parsons, City Assessor and Kyle Box, City Clerk.

Employee Health and Dental Insurance.

Since 2011, the city has offered high deductible health care plans to employees through blue Cross and Blue Shield of Minnesota, through the Southwest West Cents Service Cooperative (SWWC Coop).

This year, the City requested quotes from other health insurance providers. The most favorable quotes came from SWWC Coop and PEIP (Public Employees Insurance Program). Staff will be asking Council to review the information presented and consider either a renewal with the Coop or a change to PEIP.

Bill Chukuske, our health insurance agent, and Staff will highlight the following:

1. 2020 CCOGA Pool Renewal (SWWC Service Cooperative)
2. Request for Quotes – Results from Health insurance providers
3. History of premium rate increases
4. Public Employee Insurance Plan (PEIP)
5. Insurance Cost-Share Options – A and B with cost projects
6. 2020 Wellness Benefits – Compare/Contrast
7. Employee Insurance Committee feedback

Sheila Dubs, Human Resource Manager, presented the above agenda item and introduced Bill Chukuske to go over the highlighted items.

There was further discussion by council, staff and representatives from the health insurance Committee.

Consider a two-year renewal with Delta Dental for 2020-2021.

The City Currently offers employees dental insurance through Delta Dental. Delta Dental has offered a 24 – month rate lock renewal contract for 2020-2021, with a 2% premium increase. The prior premium increase for 2018-2019 was 6.39%.

Staff are recommending accepting the renewal contract with Delta Dental. Staff have proposed the same premium cost-share as was approved on the prior renewal, and 80%/20% cost share between the Employer and Employee, respectively.

Sheila Dubs, Human Resource Manager provided the background information to Council.

Adjourn

At 8:18 P.M., Motion by Councilmember DeCramer, Seconded by Councilmember Meister to Adjourn. Voting Yea: Mayor Byrnes, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Schafer.

Mayor

Attest:

City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	AWARD OF BIDS
Type:	ACTION
Subject:	Award of Proposal for Snow Removal Services at Tall Grass Liquor and MERIT Center for the 2019/2020 through 2020/2021 Winter Seasons.
Background Information:	<p>Proposals were received for Snow Removal Services at the MERIT Center and Tall Grass Liquor on October 8, 2019. Two bids were received, one from Action Company, LLC of Marshall and one from Marathon Resource Management, LLC of Ashland, Virginia.</p> <p>The bids were opened, and the bid received from Action Company, LLC was in accordance with the revised bidding documents. The bid from Marathon Resource Management, LLC did not comply with the revised bidding documents, so the bid was not read.</p> <p>Three scenarios were bid as follows: 2"-4" of snow per occurrence >4" of snow per occurrence Callbacks per occurrence (drifting)</p> <p>Per the "Initial Proposal" attached, it was recommended to negotiate the required work area for potential reduction of the bid amounts. After negotiations, the reduced bid amounts are recommended for approval per the "Negotiated Revised Proposal" attached.</p>
Fiscal Impact:	These services will be funded from the MERIT Center Fund #455 and the Liquor Store Fund #609.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council award the proposal for Snow Removal Services at MERIT Center and Tall Grass Liquor to Action Company, LLC of Marshall, Minnesota for the 2019/2020 through 2020/2021 winter seasons in accordance with the attached "Negotiated Revised Proposal".

INITIAL PROPOSAL

PROPOSAL

Marshall, Minnesota
October 8, 2019

TO THE HONORABLE MAYOR AND THE
COMMON COUNCIL OF THE CITY OF
MARSHALL, MINNESOTA

The undersigned being familiar with all requirements and conditions hereby proposes to provide
SNOW REMOVAL SERVICES FOR MERIT CENTER AND TALL GRASS LIQUOR STORE
for the 2019/2020 through 2020/2021 winter seasons in accordance with the Project Scope attached
hereto for the following price:

Name of Company Action Company
Number of years that you have provided this type of service 20

TALL GRASS LIQUOR

Price to remove snow per occurrence:

Fixed price per Event

1. 2"-4" of snow per occurrence
2. >4" of snow per occurrence
3. Callbacks per occurrence (drifting)

\$ 149
\$ 199
\$ 99

MERIT CENTER (South of CSAH 33)

Price to remove snow per occurrence:

Fixed price per Event

1. 2"-4" of snow per occurrence
2. >4" of snow per occurrence
3. Callbacks per occurrence (drifting)

\$ 298
\$ 498
\$ 174

THE FOLLOWING SNOW REMOVAL WILL BE BY SCHEDULE OR BY REQUEST ONLY:
(MINIMUM 24-HOUR NOTICE)

MERIT CENTER (North of CSAH 33) - SKILLS PAD, CUL-DE-SAC,
GARAGE PARKING AREA, AND ACCESS TO SKILLS PAD FROM
CSAH 33 (see map)

Price to remove snow per occurrence:

Fixed price per Event

1. 2"-4" of snow per occurrence
2. >4" of snow per occurrence
3. Callbacks per occurrence (drifting)

\$ 497
\$ 997
\$ 249

Contact Glenn Olson, Director of Public Works, at 507-537-6773 (office) to make arrangements for
viewing/scope of the project.

The Contractor shall furnish all labor, fuel, tools, equipment, materials, supervision and supplies necessary to complete the work. The Contractor shall maintain all tools, equipment and supplies in a safe working condition.

In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals, to waive any informalities, and accept the proposal or proposals that are in the best interest of the City.

OFFICIAL ADDRESS

Action Company LLC
Company Name
2113 US Hwy 59 P.O. Box
Address
Marshall MN 56258 587
City, State ZIP
507-829-5107 / 507-8537-9837
Phone/FAX
Jim@yourwaytofun.com
E-mail Address

Respectfully Submitted,

Jim Swenson
Signature

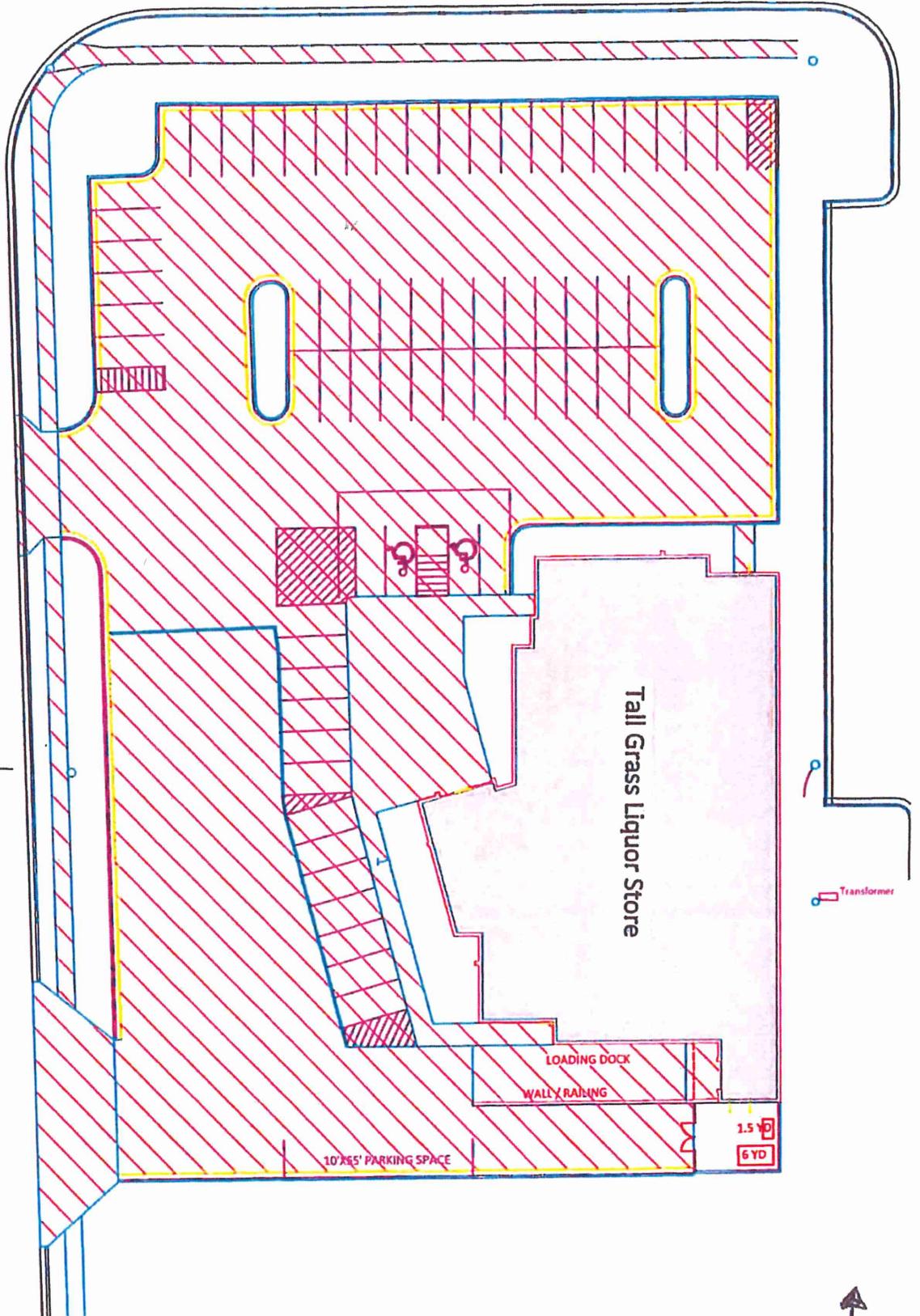
Jim Swenson
Printed Name

**PROJECT SCOPE
SNOW REMOVAL SERVICES
FOR
MERIT CENTER AND TALL GRASS LIQUOR STORE
CITY OF MARSHALL, MINNESOTA**

1. Snow removal shall commence automatically once snow accumulation has reached or is anticipated to reach two inches (2") or more without additional notification by the City of Marshall and will continue removal efforts until the storm has subsided and final clean-up is complete.
2. Contractor to remove snow to ensure a safe means of travel to and from the buildings including entrances, driving lanes, sidewalks, steps, fire lanes, parking spaces, handicapped parking spaces, loading dock, and fire hydrant accessibility.
3. Snow removal areas shall be as shown on the attached site maps.
4. The MERIT Center site must be free and clear of snow prior to 7:00 a.m. Monday through Saturday.
5. The Tall Grass Liquor site must be free and clear of snow prior to 7:30 a.m. every day, except Thanksgiving Day, Christmas Day, and Easter Sunday.
6. Additional snow removal at each site shall be by request and at the rate shown in accordance with the Proposal.
7. Proposals must be firm and guaranteed for both the 2019/2020 and 2020/2021 winter seasons.
8. Each bidder shall file a valid certificate of insurance at the beginning of each season naming the City of Marshall as an Additional Insured. Minimum amount shall be \$1,000,000 in liability and property damage.
9. Each bidder will agree to replace or repair anything damaged as a result of snow removal. This includes, but is not limited to, turf, sprinklers in all grassy areas, shrubbery, trees, benches, fences, and curbs. All repairs must be completed by no later than May 15 of each season and must meet the approval of the City of Marshall Director of Public Works.
10. Unsatisfactory service, as determined by the Director of Public Works, may result in immediate termination of the Proposal.
11. Contractor must notify the Director of Public Works of any hazardous conditions that may exist.

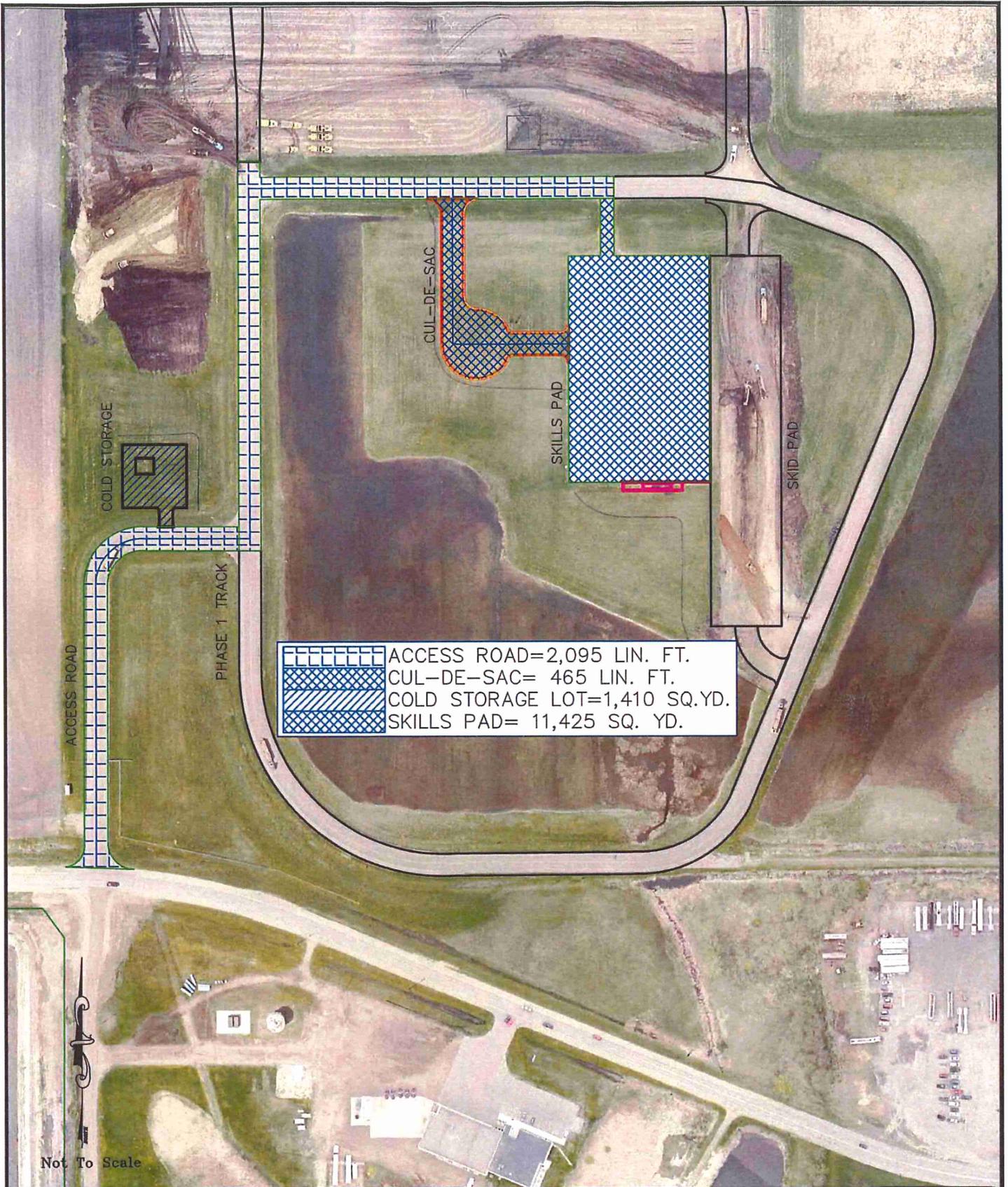
BOYER DRIVE

MARGARET AVENUE



Item 3.





CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Merit Center Snow Removal

DATE
 9/26/19

Addendum #1

SHEET NO.
 1

Item 3.

NEGOTIATED REVISED PROPOSAL

NEGOTIATED REVISED PROPOSAL BASED UPON REVISED MAP PROVIDED FOR MERIT CENTER

Marshall, Minnesota
October 8, 2019

TO THE HONORABLE MAYOR AND THE
COMMON COUNCIL OF THE CITY OF
MARSHALL, MINNESOTA

The undersigned being familiar with all requirements and conditions hereby proposes to provide SNOW REMOVAL SERVICES FOR MERIT CENTER AND TALL GRASS LIQUOR STORE for the 2019/2020 through 2020/2021 winter seasons in accordance with the Project Scope attached hereto for the following price:

Name of Company Action Company, LLC

Number of years that you have provided this type of service 20

TALL GRASS LIQUOR

Price to remove snow per occurrence:

Fixed price per Event

1. 2"-4" of snow per occurrence
2. >4" of snow per occurrence
3. Callbacks per occurrence (drifting)

\$ 149
\$ 199
\$ 99

MERIT CENTER (South of CSAH 33)

Price to remove snow per occurrence:

Fixed price per Event

1. 2"-4" of snow per occurrence
2. >4" of snow per occurrence
3. Callbacks per occurrence (drifting)

\$ 250
\$ 450
\$ 150

THE FOLLOWING SNOW REMOVAL WILL BE BY SCHEDULE OR BY REQUEST ONLY:
(MINIMUM 24-HOUR NOTICE)

MERIT CENTER (North of CSAH 33) - Skills Pad, Cul-De-Sac,
Garage Parking Area, And Access To Skills Pad From
Cсах 33 (see map)

Price to remove snow per occurrence:

Fixed price per Event

1. 2"-4" of snow per occurrence
2. >4" of snow per occurrence
3. Callbacks per occurrence (drifting)

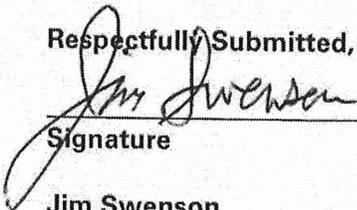
\$ 497
\$ 997
\$ 249

Contact Glenn Olson, Director of Public Works, at 507-537-6773 (office) to make arrangements for
ing/scope of the project.

The Contractor shall furnish all labor, fuel, tools, equipment, materials, supervision and supplies necessary to complete the work. The Contractor shall maintain all tools, equipment and supplies in a safe working condition.

In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals, to waive any informalities, and accept the proposal or proposals that are in the best interest of the City.

OFFICIAL ADDRESS
Action Company, LLC
Company Name
2313 US Hwy 59, PO Box 587
Address
Marshall, MN 56258
City, State ZIP
507-829-5107 / 507-537-9837
Phone/FAX
jim@yourwaytofun.com
E-mail Address

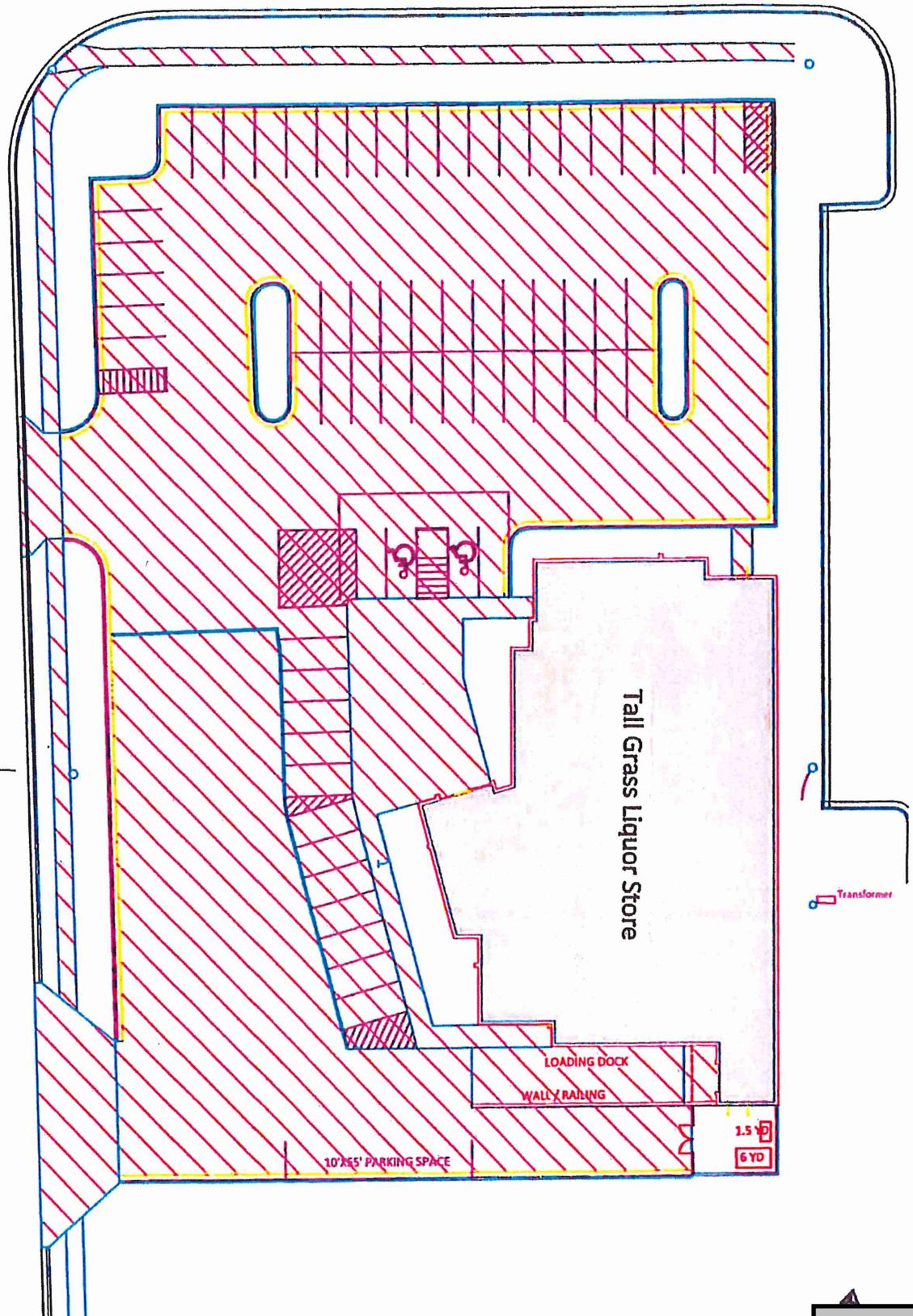
Respectfully Submitted,

Signature
Jim Swenson
Printed Name

**PROJECT SCOPE
SNOW REMOVAL SERVICES
FOR
MERIT CENTER AND TALL GRASS LIQUOR STORE
CITY OF MARSHALL, MINNESOTA**

1. Snow removal shall commence automatically once snow accumulation has reached or is anticipated to reach two inches (2") or more without additional notification by the City of Marshall and will continue removal efforts until the storm has subsided and final clean-up is complete.
2. Contractor to remove snow to ensure a safe means of travel to and from the buildings including entrances, driving lanes, sidewalks, steps, fire lanes, parking spaces, handicapped parking spaces, loading dock, and fire hydrant accessibility.
3. Snow removal areas shall be as shown on the attached site maps.
4. The MERIT Center site must be free and clear of snow prior to 7:00 a.m. Monday through Saturday.
5. The Tall Grass Liquor site must be free and clear of snow prior to 7:30 a.m. every day, except Thanksgiving Day, Christmas Day, and Easter Sunday.
6. Additional snow removal at each site shall be by request and at the rate shown in accordance with the Proposal.
7. Proposals must be firm and guaranteed for both the 2019/2020 and 2020/2021 winter seasons.
8. Each bidder shall file a valid certificate of insurance at the beginning of each season naming the City of Marshall as an Additional Insured. Minimum amount shall be \$1,000,000 in liability and property damage.
9. Each bidder will agree to replace or repair anything damaged as a result of snow removal. This includes, but is not limited to, turf, sprinklers in all grassy areas, shrubbery, trees, benches, fences, and curbs. All repairs must be completed by no later than May 15 of each season and must meet the approval of the City of Marshall Director of Public Works.
10. Unsatisfactory service, as determined by the Director of Public Works, may result in immediate termination of the Proposal.
11. Contractor must notify the Director of Public Works of any hazardous conditions that may exist.

BOYER DRIVE

MARGARET AVENUE



Item 3.





Not To Scale



**CITY ENGINEERS OFFICE
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258**

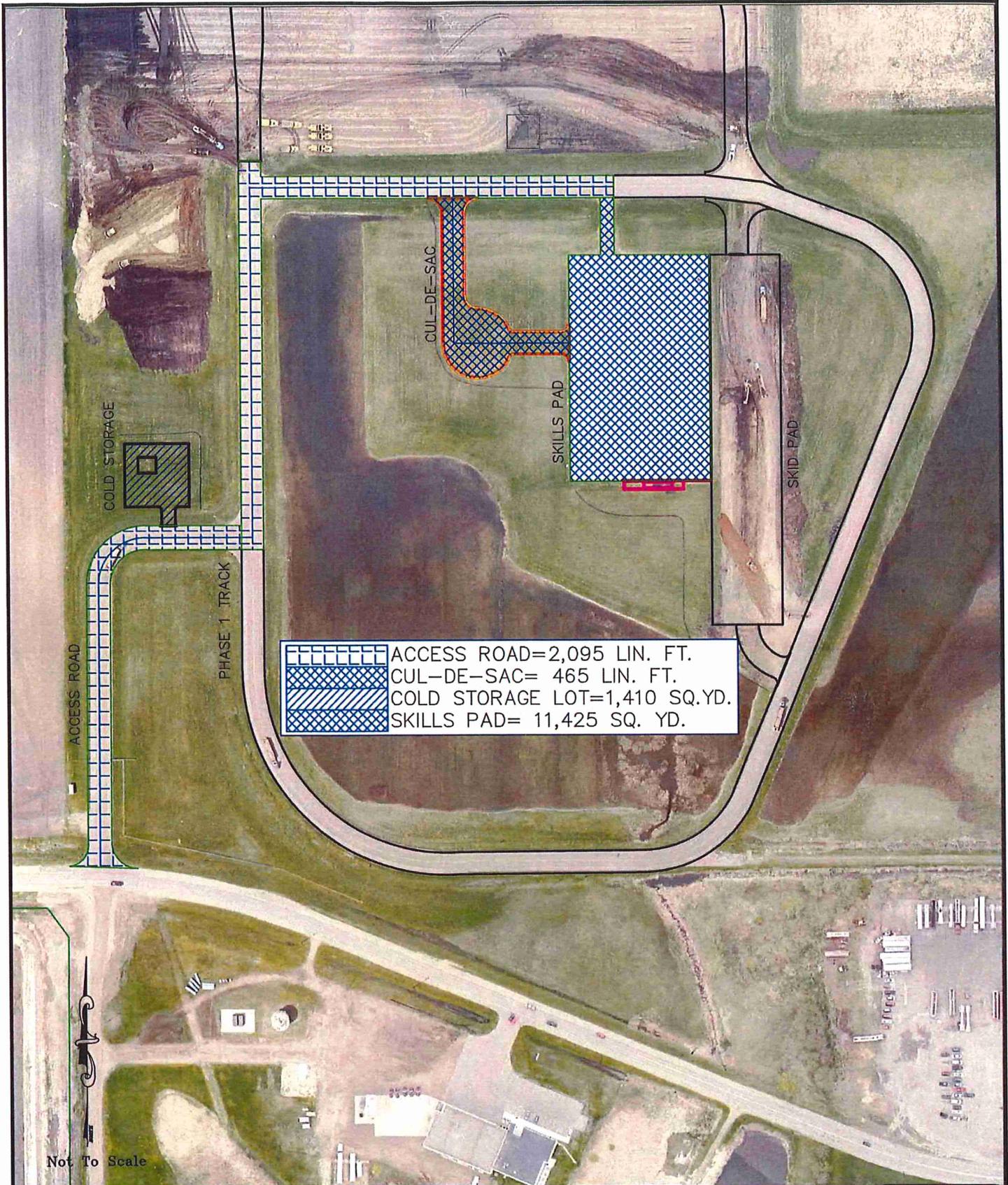
Merit Center Snow Removal

Updated Building Site
Snow Removal Layout

DATE
10/8/19

Page 26

1 OF 1



Item 3.

CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

Merit Center Snow Removal

DATE
 9/26/19

Addendum #1

SHEET NO.
 1 Page 27



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	INFO/ACTION
Subject:	Consider resolution revoking Conditional Use Permit at 101 Marlene Street
Background Information:	<p>Edward Winn and Lauren Winn (formerly Lauren Kocian) have petitioned the City to revoke the Conditional Use Permit No. 712 permitting a two-family dwelling at 101 Marlene Street Drive in an R-1 One Family Residence District.</p> <p>The Conditional Use Permit was granted on July 21, 1997, and a copy of it is attached.</p> <p>Research by City staff found no direction in City Code for a revocation. State Statute 462.3595 provides for the ability to revoke for violations only.</p> <p>City Attorney Dennis Simpson has directed in the past that revocation may occur by City Council resolution.</p> <p>It is the owner's responsibility to record the "Resolution Revoking A Conditional Use Permit" with the Lyon County Recorder and provide a copy of the recorded document with the City of Marshall Zoning Administrator. Upon receipt of the recorded Resolution, the City will initiate proceedings adjusting the surface water management utility fees associated with the revised single-family use. Any other reductions due to the change in use involve other entities and will be the responsibility of the owner.</p>
Fiscal Impact:	Surface Water Management Utility Fees will be reduced. The taxable value or taxation of the property will not be affected.
Alternative/Variations:	None.
Recommendations:	that the Council adopt RESOLUTION NUMBER XXXX, SECOND SERIES, which is Resolution Revoking Conditional Use Permit at 101 Marlene Street (Planning Commission File No. 712).

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION REVOKING A CONDITIONAL USE PERMIT

WHEREAS, the property owners at 101 Marlene Street, parcel ID #27-182003-0, Edward Winn and Lauren Winn, husband and wife, have requested that the City of Marshall revoke a conditional use permit adopted July 21, 1997, permitting a two family dwelling use at 101 Marlene Street, located in an R-1 One Family Residential District; and

WHEREAS, said Conditional Use Permit (Planning Commission File No. 712) was filed on December 23, 1997 in the office of the Lyon County Recorder and is recorded in Book 116 of Miscellaneous, Page 320; and

WHEREAS, the legal description of the property subject to said conditional use permit is described as follows:

The South 4.0 feet of the west 70.0 feet of Lot Two (2) and all of Deitz's Subdivision of Outlot Six (6) Country Club Addition to the City of Marshall, County of Lyon, State of Minnesota.

WHEREAS, property owners Edward Winn and Lauren Winn, husband and wife, have indicated that the agreed upon terms of the conditional use permit have not and will not be observed as the terms of said conditional use permit will cause them to pay additional utility costs; and

WHEREAS, property owners Edward Winn and Lauren Winn, husband and wife, have further indicated that the current use of said premises is as a single family dwelling and that said property owners have no intent to use said property as a two family dwelling at any point in the future; and

WHEREAS, Minnesota Statutes allow a municipality to enact or amend official controls to change the status of conditional uses on said property.

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

1. That the conditional use permit (Planning Commission File NO. 712) adopted by the Common Council on July 21, 1997, classifying an existing nonconforming two-family use at 101 Marlene Street in an R-1 One Family Residence District, as a conforming use, filed December 23, 1997 in the office of the Lyon County Recorder and recorded in Book 116 of Miscellaneous, Page 320, is hereby revoked.

Passed and adopted by the Common Council this 22nd day of October, 2019.

CITY OF MARSHALL

By: Robert J. Byrnes
Its: Mayor

ATTEST:

By: Kyle Box
Its: City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

QUARNSTROM & DOERING, P.A.
MARSHALL CITY ATTORNEY
By: Dennis H. Simpson
109 South Fourth Street
Marshall, MN 56258
(507) 537-1441

RESOLUTION NUMBER _____, SECOND SERIES

RESOLUTION REVOKING A CONDITIONAL USE PERMIT

WHEREAS, the property owners of 101 Marlene Street (Parcel Number 27-182003-0), Edward Winn and Lauren Winn (formerly Lauren Kocian), has petitioned the City to revoke the Conditional Use Permit adopted July 21, 1997, permitting a two family dwelling use at 101 Marlene Street in an R-1 One Family Residence District; and

WHEREAS, said Conditional Use Permit (Planning Commission File No. 712) was recorded in the Office of the Lyon County Recorder Book 116 of Miscellaneous, Page 320 on December 23, 1997; and

WHEREAS, Edward Winn and Lauren Winn (formerly Lauren Kocian) indicated that said Conditional Use Permit will cause them to pay additional utility costs; and

WHEREAS, Edward Winn and Lauren Winn (formerly Lauren Kocian) indicated the use is a single family dwelling, and they have no intent to utilize it as a two-family dwelling in the future; and

WHEREAS, research by City staff found no direction in City Code regarding revocation and State Statute 462.3595 provides for the ability to revoke for violations; and

WHEREAS, City Attorney Dennis Simpson directed in the past the revocation occur by City Council resolution.

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

1. That the Conditional Use Permit (Planning Commission File No. 712) adopted on July 21, 1997, classifying an existing nonconforming two-family use at 101 Marlene Street in an R-1 One Family Residence District, as conforming and recorded in the Office of the Lyon County Recorder Book 116 of Miscellaneous, Page 320, on December 23, 1997, is hereby revoked.

Passed and adopted by the Common Council this 22nd day of October, 2020.

ATTEST:

City Clerk

Mayor of the City of Marshall, MN

This Instrument Drafted By:
Jason R. Anderson, P.E.
Assistant City Engineer / Zoning Administrator

received
1-8-98-76

BOOK 116 PAGE 320

0114837

OFFICE OF COUNTY RECORDER } ss.
County of Lyon, Minn.

I hereby certify that the within instrument was filed in the office for record on the 23rd day of Dec. A.D. 1997 at 9:10 o'clock A. M. and was duly recorded in Book 116 of Misc. Page 320
Jeannine M. Barker
Andy Nichol, deputy
County Recorder

CONDITIONAL USE PERMIT
City of Marshall, Minnesota

WHEREAS, the Planning Commission of the City of Marshall has held a Public Hearing for a Conditional Use Permit for a two-family under single ownership as follows:

**SOUTH 4.0 FEET OF WEST 70.0 FEET OF LOT 2'
AND ALL OF DIETZ'S SUBDIVISION OF OUTLOT 6 COUNTRY CLUB ADDITION
City of Marshall, County of Lyon, State of Minnesota
(101 Marlene Street)**

in accordance with and pursuant to the provisions of Chapter 11 of the City Code related to zoning; and has written findings that the establishment, maintenance or conducting of the use for which a Conditional Use Permit is sought will not under the circumstances be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the area adjacent to any such use or to the public welfare or injurious to property or improvements in the area adjacent to such use; and

WHEREAS, the Planning Commission has designated certain conditions in the granting of such use permit.

NOW THEREFORE, Be It Resolved by the Common Council of the City of Marshall, Minnesota, that a Conditional Use Permit be granted to Michael LeRoy Ellingson and LaVae M. Ellingson for a two-family dwelling under single ownership in an R-1 One Family Residence District on the premises described herein subject to the following conditions:

1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the Class of District which such premises are located therein shall be conformed with.
2. That the City reserves the right to revoke the Conditional Use Permit in the event that the applicant has breached the conditions contained in this permit provided first, however, that the City serve the applicant with written notice specifying items of any such default and thereafter allow the applicant a reasonable time in which to cure any such default.
3. That the owner maintain the property to conform with the Housing Code, Zoning Ordinance, Building Code, and not cause or create negative impacts to existing or future properties adjacent thereto.
4. That the owner install a concrete or bituminous surfaced driveway to provide two garage and two driveway parking spaces within one year of the date of this permit.
5. That the owner remove the existing kitchen facilities of the third apartment within one year of the date of this permit.
6. That the owner repair broken and rotten exterior siding, trim, and windows within one year of the date of this permit.

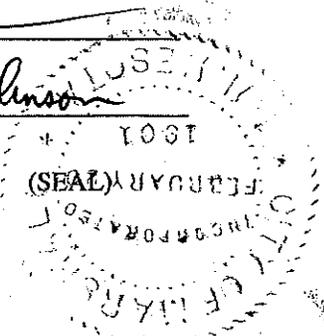
ADOPTED July 21, 1997

ATTEST:

Thomas M. Deuleboeck
City Clerk/Financial Director

Paul J. Ly
Mayor
Michael J. Johnson
City Administrator

This Instrument Drafted By:
Keith A. Nelson, P.E.
Director of Public Works/Zoning Administrator



Ilya Gutman

From: Lauren Winn <laurenwinn@gmail.com>
Sent: Friday, October 11, 2019 7:28 PM
To: Ilya Gutman
Subject: conditional use permit for duplex

Follow Up Flag: Follow up
Flag Status: Completed

CITY OF MARSHALL SECURITY NOTICE: This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact IT support.

Please remove the conditional use permit for duplex for our property at 101 Marlene St, Marshall, MN 56258.

Please let us know this was received and a timeline for approval.

Thank you so much!

Lauren Winn (formerly Lauren Kocian (maiden name))
Edward Winn



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of Ordinance Number ____, Second Series, An Ordinance amending Chapter 2, Article VI, Division 12, MERIT Center Board.
Background Information:	<p>Staff have amended the current ordinance regarding the MERIT Center Board. This ordinance was prompted by aligning the MERIT Center Bylaws with the Ordinance.</p> <p>At the August 21 Legislative & Ordinance Meeting the committee approved the draft ordinance for final approve by the City Council.</p>
Fiscal Impact:	NA
Alternative/ Variations:	None Recommended
Recommendations:	To Approve Ordinance Number ____, Second Series, An Ordinance amending Chapter 2, Article VI, Division 12, MERIT Center Board.

**ORDINANCE NO. _____, SECOND SERIES
AN ORDINANCE AMENDING ORDINANCE NUMBER 521, SECOND SERIES, MINNESOTA
EMERGENCY RESPONSE AND INDUSTRIAL TRAINING (MERIT) CENTER BOARD**

The City Council of Marshall, Minnesota ordains:

SECTION 1. Chapter 2, Article VI, Division 12 of the Marshall City Code is hereby amended, which shall read as follows:

Sec. 2-361. - Established.

The Minnesota Emergency Response and Industrial Training (MERIT) Center Board is hereby established.

Sec. 2-362. - Composition; terms; qualifications.

(1) The MERIT center shall consist of no more than 18 members or less.

The following shall be permanent members of the Board of Directors:

- i. Director of Public Safety, City of Marshall, Minnesota.
- ii. One (1) City Council member, City of Marshall, Minnesota as appointed by the Mayor and confirmed by the City Council.

(2) The following organizations/groups may each appoint one member to the board:

- i. Minnesota West Community and Technical College.
- ii. Minnesota State Fire Department Association—Region 13 (Southwest).
- iii. Minnesota State Fire Department Association—Region 9 (West Central).
- iv. Minnesota Municipal Utilities Association (MMUA).
- v. Homeland Security and Emergency Management (HSEM) Region V.
- vi. Southwest Minnesota Emergency Medical Services Corporation.
- vii. Southwest Minnesota Chiefs of Police Association—Law Enforcement representative

The above-mentioned members will be appointed by their representative organization or association, for a period of time of that organization's or association's choosing.

(3) The following members shall be appointed by the members of the MERIT Board for a term of three years:

- i. Two (2) Industrial representatives, one (1) within the corporate municipal boundaries of the City of Marshall and one (1) within the primary service area of the MERIT Center as described in Article I. Section 5.

- ii. One (1) member from a gas or electric utility company or authority within the primary service area of the MERIT Center as described in Article I. Section 5.
- iii. One (1) local National Guard Unit or other military representative within the primary service area of the MERIT Center as described in Article I. Section 5.
- iv. One (1) Fire, Emergency Medical Services or other related Safety representative within the primary service area of the MERIT Center as described in Article I. Section 5.

Members of this group may be re-appointed for two (2) consecutive terms.

If any organization listed in Section 2 above does not choose to appoint a member to the board, the remaining members may choose to leave the position vacant or may attempt to fill the position with at-large member until such time that the organization may choose to appoint a member. Any member of the board mentioned in Section 2. above may designate an alternate who will be eligible to vote during the absence of the official member.

The following members will be appointed by the City Council.

- a. Four at-large members. The term of any member shall be three years from and after the January 1 of the year of their respective appointments and shall expire each year on December 31.
- b. No board member shall during the term of their membership, hold any other office or position in the city government.

Sec. 2-363. - Purpose.

The purpose of the MERIT Center Board shall be to advise the council regarding the management, operation and maintenance of the MERIT Center facility located at 1001 West Erie Road, Marshall, Minnesota, and to promote such facility to be the premiere emergency preparedness, response and industrial training center located in southwest Minnesota.

Sec. 2-364. - Powers and duties.

The powers and duties of the MERIT Center board shall be as follows:

- (1) To adopt bylaws and rules for the conduct of its officers, including election, assumption of duties and definition of responsibilities of all officers and committees.
- (2) To provide relevant, quality training and educational opportunities to public safety, governmental, industrial personnel and the general public.
- (3) To provide life-safety opportunities which encourage and inspire participation by professionals and the public in meeting the every changing cultural, social, educational and professional needs of the citizens of southwestern Minnesota and beyond and to promote safety and to enhance the quality of life.
- (4) To encourage volunteerism, individual initiative, team work and corrective management to achieve and maintain the highest level of community preparedness and safety.

- (5) To provide an educational environment with a minimum of barriers to all persons using the facility at the lowest cost of user and public while adequately funding facility operations.
- (6) To provide the opportunity for everyone with lifelong learning and development through providing credit, certificate and non-credit educational programs in community emergency preparedness, response and safety.
- (7) To promote public and private interaction, cooperation and partnerships in community emergency preparedness, response and safety.
- (8) The board shall make appropriate recommendations and appropriate reports to the city council, on at least an annual basis. The city council is the official governing body of the MERIT Center facility and shall have the authority to approve or disapprove recommendations from said board.

PASSED AND ADOPTED by the City Council of the City of Marshall, Minnesota, this ____ day of _____, 2019.

Mayor

ATTEST:

City Clerk

SUMMARY OF ORDINANCE NO. _____, SECOND SERIES FOR PUBLICATION

On October 22, 2019, the Common Council of the City of Marshall, Minnesota (“City”) amended Chapter 2, Article VI, Division 12, MERIT Center Board of the Marshall Code creating Ordinance Number _____, Second Series (Ordinance).

The Ordinance will align previously approved Bylaws of the Minnesota Emergency Response Industrial Training (MERIT) Center Board.

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

It is hereby directed that only the above title and Summary of Ordinance No. _____, Second Series be published, conforming to Minn. Stat. §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 Hall, 344 West Main Street, Marshall, Minnesota 56258. Passed this 22nd day of October, 2019.

Robert J. Byrnes, Mayor

ATTEST: Kyle Box, City Clerk



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a Tobacco License for Ton Kao.
Background Information:	Enclosed is an application for a Tobacco License for Ton Kao located at 307 East College Dr., Marshall, Minnesota.
Fiscal Impact:	\$150/yr. Prorated to \$25.
Alternative/ Variations:	None Recommended
Recommendations:	the approval of a Tobacco License for Ton Kao, 110 N. Hwy 59, Suite A. Marshall, to expire on December 31, 2019 at a prorated fee of \$25.

TOBACCO LICENSE APPLICATION FORM

City of Marshall ~ 344 West Main Street ~ Marshall MN 56258
Phone (507) 537-6763 ~ Fax (507) 537-6830

LICENSE PERIOD FROM 10-23-19 TO 12-31-19

ANNUAL FEE: \$150.00/Per Facility – Due with Application Receipt # _____

TO COMPLY WITH THE CITY CODE OF MARSHALL, MINNESOTA
REGULATING THE SALE OF TOBACCO.

NAME OF APPLICANT: Kam Vongkhamchanh
(First) (Middle) (Last)

HOME ADDRESS: 1405 Parkside Dr
(R.R., Box or Street)
Marshall, MN 56258
(Town, State and Zip Code)

MAILING ADDRESS: 1405 Parkside Dr
(R.R., Box or Street)
Marshall, MN 56258
(Town, State and Zip Code)

NAME AND ADDRESS OF LICENSED FACILITY: Ton Kao LLC
(Name)
110A N US Hwy 59
(Street)
Marshall, MN 56258
(Town, State and Zip Code)

BUSINESS PHONE: (507) 993-5210

HOME PHONE: ()

Ku Yfhu
Signature of Applicant

10/14/2019
Date



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Request authorization to advertise for bids for Towing and Storage of vehicles.
Background Information:	The City of Marshall has a two year (2018-2019) contract with Pulver Towing to provide towing services for the hauling of vehicles at the request of the City of Marshall and further agrees to impound these vehicles after they have been hauled. This contract expires on December 31, 2019.
Fiscal Impact:	NA
Alternative/ Variations:	None Recommended
Recommendations:	that the City Clerk be authorized to advertise for bids for towing and storage of vehicles. These bids are to be received by 10:00 A.M. on November 19, 2019.

ADVERTISEMENT FOR BIDS
Marshall, Minnesota

The City of Marshall, Minnesota, will receive sealed bids at the City Clerk's Office in the Municipal Building at 344 West Main Street, Marshall, Minnesota 56258 until 10:00 A.M., on November 19, 2019 for City Designated Towing Services for a two (2) year period beginning on January 1, 2020.

All bids shall only be made on the forms of the city, which may be picked up at the City Clerk's office during normal business hours.

Bids shall be directed to the City Clerk's office and securely sealed. The City Council reserves the right to reject any or all bids, and to waive any informality in the bidding.

Bids shall be considered by the City Council at 5:30 P.M. on November 26, 2019 in the Professional Room at the Marshall Middle School, 401 South Saratoga Street.

Dated this 26th day of October, 2019.

Kyle Box
City Clerk

**BID PROPOSAL FORM
FOR
CITY DESIGNATED TOWING SERVICES**

TO THE CITY OF MARSHALL, MINNEOSTA

I/We _____
(Firm Name)

1. The undersigned bidder hereby propose(s) and agree(s) to enter into an agreement with the City of Marshall for the towing and storage/impoundment of motor vehicles as described in City Ordinance 74-63 for a two (2) year period beginning January 1, 2020, and ending December 31, 2021. (Current storage facility, capacity and insurance requirements are attached).
2. Bidder agrees to supply and include all necessary labor, equipment, materials, winching, towing vehicle, flatbed, rollback, etc. to be used in the computation of their proposed "price per vehicle tow charge." The price per vehicle for towing shall reflect towing costs for any type of vehicle, to include, but not limited to autos, vans, SUVs, and pick-up trucks.
3. Bidder agrees to keep impounded vehicles in storage and the City agrees to pay the proposed daily storage rate for up to a maximum period of three (3) weeks or twenty-one (21) days, excluding Saturday's, Sunday's or City observed holidays. Following this time period, if the vehicle has been categorized as abandoned by the Public Safety Department, the bidder agrees to keep the vehicle in storage (at bidders expense) until they are placed on the State's vehicle auction at no additional cost to the City.
4. The City shall utilize an annual estimate of seventy-five (75) vehicle tows and a total of 240 days of daily storage (outside rate/day) to compute the lowest, responsible total bid.
5. It is assumed that all bidders responding to this bid request have received or have provided to the City Clerk's Office all of the required information to be eligible for a towing contract with the City of Marshall for 2020 and 2021. The City of Marshall reserves the right to withdraw their award of bid for "City Designated Towing Service" of the bidder is determined to be in non-compliance with the City's towing contract requirements.

TOWING FEE

A. The proposed "price per vehicle tow" to be charged by the bidder for 2020 and 2021 shall be: _____ / vehicle tow.

STORAGE FEES

B. The proposed daily rate for storage of vehicles for 2020 and 2021 shall be:

- Per Day Outside _____
(All storage shall be outside unless requested otherwise by the Public Safety Department).

- Per Day Inside _____

The undersigned agrees as follows:

- (1) Within ten (10) days after the contract is awarded, to execute a contract and deliver it to the City of Marshall.
- (2) That this bid cannot be withdrawn for a period of thirty (30) days after the scheduled time for receipt of bids.
- (3) That the City may accept or reject all bids and waive any informality in the bidding.
- (4) That I have read and agreed to all of the bid requirements prior to submission of my bid.

FIRM NAME: _____

BY: _____

ADDRESS: _____

DATE: _____

ARTICLE III. - VEHICLE TOWING AND IMPOUNDMENT

DIVISION 1. - GENERALLY

Secs. 74-46—74-60. - Reserved.

DIVISION 2. - TOWING ON ORDER OF POLICE

Sec. 74-61. - Purpose and intent of division.

This division is enacted to promote the health, safety and general welfare of the inhabitants of the city by regulating the towing and storage of motor vehicles that have been ordered towed and stored by the city police department.

(Code 1976, § 6.42(1)(A))

Sec. 74-62. - Scope of division.

The towing and storage of motor vehicles at the request of the city police, within the city, shall be in conformity with the provisions of this division.

(Code 1976, § 6.42(2))

Sec. 74-63. - Contracting for towing/storage services.

Operator requirements. The city shall contract for police requested towing and storage of motor vehicles services only upon the following conditions:

- (1) *Availability of facility.* The towing and storage facility shall be available upon the request of the city police department at all times on every day of the year.
- (2) *Outside and inside storage.* The storage facility shall include outside storage and inside storage. The outside storage shall be for at least 30 cars and shall be surrounded by a six-foot high fence, and shall be secured and locked at all times. The inside storage shall be for at least six cars. Any storage facility under this division shall be located within a distance of no more than one-half mile of the city limits.
- (3) *Insurance provisions.* The towing operator must carry, at his own expense, premises, general liability, automobile combined single limit and garage keepers' liability insurance with an approved reliable insurance company licensed to do business in the state, and which insurance shall include the city as an additional named insured and contain coverage in amounts of not less than the following: general liability coverage, \$1,000,000.00; automobile combined single limit coverage \$500,000.00; and \$50,000.00 garage keepers' insurance. The operator shall furnish and file with the city clerk a policy or a certificate of such insurance of the insurer which shall contain a clause providing for a ten-day notice to the city before cancellation. If any policy of insurance required in this subsection is cancelled, the towing operator before the date of cancellation shall furnish and file a similar new certificate. Failure to comply with the provisions of this subsection shall automatically suspend the agreement as of the date of the cessation of any such insurance coverage. Insurance provisions shall apply and are effective after January 1, 2014.
- (4) *Impounding, towing and release.* The operator shall take immediate possession of any vehicle duly ordered impounded and ticketed for any traffic or parking violation and shall tow such vehicle to the car pound. No such vehicle shall thereafter be released without authorization by the director of public safety or other duly authorized city official.

- (5) *Storage of impounded vehicles.* Any vehicle directed to be towed and impounded as provided in this section, from the time it is taken possession of by the operator to the owner as provided in this section, shall be considered to be in the custody of the law, and no work shall be done thereon, except the impounding and storage of such vehicle, of the employee or the agent until such car has been released to the owner. All such cars, when ordered released by the city police department, shall be released to the owner by the operator without charge. The operator during the time the vehicle is impounded shall not permit the owner or any other person to take or remove from the vehicle any parts, or change or repair any parts.
- (6) *Release form.* At the time of return of the vehicle, the towing operator shall release the vehicle upon written copy of the release form by the police department. Of such two copies the city police department shall deliver one to the director of finance of the city.
- (7) *Rate regulation for towing and storage.* The towing operator shall set the towing and storage rates pursuant to a competitive bidding process. A two-year contract shall be awarded by the city to the lowest responsible bidder pursuant to city procedures. The city shall pay towing and storage fees pursuant to the contract entered into between the operator and city.
- (8) *Towing operator and employees.* Towing operators and employees must maintain proper licensure to operate motor vehicles in the state at all times throughout the terms of the contract to be awarded by the city. The towing operator shall sign the appropriate releases so as to authorize criminal background check as deemed necessary and appropriate by public service director. The city hereby reserves the right to reject a bid or rescind an agreement if criminal background check reveals relevant criminal offenses which would reflect negatively upon the towing operator's ability to provide appropriate towing service for the city. For example, if towing operator is convicted of vehicle theft charge, or theft by swindle, or other fraud conviction, city reserves the right to reject bids or rescind agreement.

(Ord. No. 647, § 1, 12-27-2011; Ord. No. 723 2nd Series, § 1, 8-8-2017)

Editor's note— Ord. No. 647, § 1, adopted December 27, 2011, amended section 74-63 in its entirety to read as herein set out. Formerly, section 74-63 pertained to the licensing of tow trucks and derived from the Code of 1976, § 6.42(3)—(6).

Cross reference— Business licenses, § 22-21 et seq.

Sec. 74-64. - Notice of impoundment to owner.

The department of public safety shall give notice of the impounding of any such vehicle to the owner thereof, as shown upon or in records of the state motor vehicle department of the secretary of state, by telephone immediately upon the receipt of notice of such impounding, if possible, and if it is not possible, shall notify such owner by certified mail, addressed as indicated in the records of the state department of motor vehicles, within 72 hours after receipt of such notice.

(Code 1976, § 6.42(7))

Sec. 74-65. - Impoundment and sale.

After any motor vehicle has been towed and stored and unclaimed for a period of three weeks, the city clerk may immediately proceed to have a sale of such vehicle in the same process as abandoned vehicles under Minn. Stat. ch. 168B.

(Code 1976, § 6.42(8); Ord. No. 723 2nd Series, § 1, 8-8-2017)

Secs. 74-66—74-85. - Reserved.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a Resolution Amending the Authorization of the Commencing of Bid Letting for City Hall Renovation/Construction Project.
Background Information:	At the September 24 regular council meeting the City Council adopted Resolution No. 4662, Second Series authorizing the commencing of bid letting. City Staff and Engan Associates have decided that it would be beneficial to add an additional week to the bid opening date from October 31, 2019 to November 7, 2019. The change in date will not delay the bonding process or council action which will still take place on November 12, 2019.
Fiscal Impact:	Estimated Construction Costs of \$6.1 million
Alternative/ Variations:	Not proceed with bid letting
Recommendations:	Adopt Resolution XXXX, Second Series, Amending the Authorization of the Commencing of Bid Letting for City Hall/Renovation/Construction Project.

RESOLUTION NUMBER 4662, SECOND SERIES
RESOLUTION AUTHORIZING NOTICE TO BIDDERS FOR CITY OF MARSHALL CITY HALL
RENOVATION/CONSRUCTION PROJECT

WHEREAS, the City of Marshall has determined that the city's Municipal Building located at 344 West Main Street, hereafter referred to as the "Project", is in need of structural, mechanical, compliant handicap accessibility, security and enhanced public service building needs; and

WHEREAS, Engan and Associates, Inc., the Architect for the Project has submitted construction documents for the renovated Municipal Building; and

WHEREAS, the Mayor, City Attorney and staff have and will review the submissions and determine them proper in all respects; and

BE IT RESOLVED, the City Clerk is hereby authorized and directed by the Mayor and Council to authorize the commencement of the bidding process for the work referred to in this Resolution; and

BE IT FURTHER RESOLVED, that sealed bids shall be submitted to the City Clerk By 2:00 p.m., on Thursday, October 31, 2019, at which time the bids will be opened and publicly read.

BE IT FURTHER RESOLVED, the city is encouraging local contractors to bid on the project.

BE IT FURTHER RESOLVED, that the city of Marshall at the November 12, 2019 City Council meeting, reserves the right to reject any and all bids and to waive irregularities and informalities therein and further reserves the right to award the contract to the best interests of the City of Marshall.

Passed by the Common Council of the City of Marshall, Minnesota this 24th day of September, 2019.



Mayor

Attest:



City Clerk

**RESOLUTION NUMBER _____, SECOND SERIES
RESOLUTION AMENDING RESOLUTION NUMBER 4662, AUTHORIZING NOTICE TO BIDDERS
FOR CITY OF MARSHALL CITY HALL RENOVATION/CONSRUCTION PROJECT**

WHEREAS, the City of Marshall has determined that the city’s Municipal Building located at 344 West Main Street, hereafter referred to as the “Project”, is in need of structural, mechanical, compliant handicap accessibility, security and enhanced public service building needs; and

WHEREAS, Engan and Associates, Inc., the Architect for the Project has submitted construction documents for the renovated Municipal Building; and

WHEREAS, the Mayor, City Attorney and staff have and will review the submissions and determine them proper in all respects; and

BE IT RESOLVED, the City Clerk is hereby authorized and directed by the Mayor and Council to authorize the commencement of the bidding process for the work referred to in this Resolution; and

BE IT FURTHER RESOLVED, that sealed bids shall be submitted to the City Clerk By 2:00 p.m., on Thursday, November 7, 2019, at which time the bids will be opened and publicly read.

BE IT FURTHER RESOLVED, the city is encouraging local contractors to bid on the project.

BE IT FURTHER RESOLVED, that the city of Marshall at the November 12, 2019 City Council meeting, reserves the right to reject any and all bids and to waive irregularities and informalities therein and further reserves the right to award the contract to the best interests of the City of Marshall.

Passed by the Common Council of the City of Marshall, Minnesota this 22nd day of October, 2019.

Mayor

Attest:

City Clerk



ESTIMATE OF PROBABLE CONSTRUCTION COST SUMMARY

PREPARED ON SEPTEMBER 17, 2019 FOR:

Marshall Municipal Building
 Sharon Hanson, Administrator
 344 West Main Street
 Marshall, MN 56258

RE: **MARSHALL MUNICIPAL BUILDING - MARSHALL, MINNESOTA** (#777.01)

Engan Associates presents the following estimate of probable construction cost for the above-referenced project.

I. BASEMENT - Approximately 8,194 sf.

Construction Cost	\$ 1,088,000.00
Non-Construction Costs	\$ 108,800.00
Contingency	\$ 163,200.00
Subtotal	\$ 1,360,000.00

II. 1ST FLOOR AND 2ND FLOOR - Approximately 18,944 sf.

Construction Cost	\$ 3,724,000.00
Non-Construction Costs	\$ 372,400.00
Contingency	\$ 558,600.00
Subtotal	\$ 4,655,000.00

III. SITE

Construction Cost	\$ 99,720.00
Non-Construction Costs	\$ 9,972.00
Contingency	\$ 14,958.00
Subtotal	\$ 124,650.00

SUBTOTAL **\$ 6,139,650.00**

Additional cost to consider:

IV. FURNITURE AND EQUIPMENT

Construction Cost	\$ 180,000.00
Non-Construction Costs	\$ 18,000.00
Contingency	\$ 27,000.00
Subtotal	\$ 225,000.00

V. RELOCATION - N/A (TO BE ESTABLISHED BY OWNER)

Construction Cost	\$ 0.00
Non-Construction Costs	\$ 0.00
Contingency	\$ 0.00
Subtotal	\$ 0.00

TOTAL \$ 6,364,650.00

C. This estimate of probable construction cost does include:

- 1. Architectural and engineering costs
- 2. 15% Contingency

D. Specific construction items:

- 1. We reserve the right to revise this cost estimate when construction documents are complete
- 2. Non-construction includes architectural and engineering fees, reimbursable expenses, soil boring, surveys, and construction testing
- 3. For dust collection and make up air at maintenance assume and additional \$108,000.00

IN CLOSING

For any questions regarding this Project Cost Summary for Marshall Municipal Building, please contact Barbara Midgarden Marks at 320.214.8729x208 or by email at barbara.marks@engan.com . Thank you for your time and attention to this proposal, we look forward to working with you to achieve a successful outcome for your project.













CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval for the City Clerk and authorized staff to approve and issue various applications, licenses and permits.
Background Information:	<p>The City Clerk's office processes and issues a variety of applications, licenses and permits throughout the year. A majority of these items are brought to the City Council for consideration of approval. This process, in general, results in a slow response (up to two weeks) to notify the applicant. It is my opinion that this process does not always serve in the best interest of the general public.</p> <p>A better customer experience can be accomplished by allowing staff to approve and issue these licenses and permits on behalf of the City Council.</p> <p>Generally, liquor related and gambling exempt permits are required by the State of Minnesota to be approved by the Council, this process would not change.</p>
Fiscal Impact:	NA
Alternative/ Variations:	NA
Recommendations:	To allow the City Clerk and authorized staff to approve and issue various license and permits on behalf of the City Council unless additional action is required by other issuing authorities.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 8, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Wastewater Treatment Facilities Improvement Project - Consider Payment of Invoice 1301748 to American Engineering Testing, Inc.
Background Information:	<p>Attached is Invoice 1301748 to American Engineering Testing, Inc. of St. Paul, , Minnesota, for the above-referenced project.</p> <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p>
Fiscal Impact:	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize payment of Invoice 1301748 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$487.00.

American Engineering Testing, Inc.

550 Cleveland Avenue North
 St. Paul, Minnesota 55114-1804
 Phone: (651) 659-9001
 Fax: (651) 659-1379
 Federal Tax ID: 41-0977521

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

DUE DATE: 10/25/2019		
INVOICE		CUSTOMER NUMBER
NUMBER	DATE	
1301748	9/25/19	MAR001

BILLING CONTACT: SHARON HANSON

PROJECT MANAGER: TOM JAMES
 PROJECT NUMBER: 13-20349

SCOPE OF WORK:
 SOILS AND MATERIALS

PROJECT:
 WASTEWATER TREATMENT FACILITIES
 IMPROVEMENTS
 MARSHALL, MN

For inquiries or additional information regarding this invoice, please contact 651-789-4651 or email accounting@amengtest.com

Remit payments to: 550 Cleveland Avenue North, St. Paul, MN 55114-1804

Labor

	Hours	Rate	Amount
Administrative Assistant	0.30	70.00	21.00
Engineering Technician II	4.00	82.00	328.00
Labor sub-total			349.00

Equipment/Testing

	Quantity	Unit of Measure	Rate	Amount
Density Tests, Nuclear	3.00	Test	30.00	90.00
Individual Mold	16.00	Mold	3.00	48.00
Equipment sub-total				138.00

VENDOR # 0581
 INVOICE # 1301748
 \$ AMOUNT 487.00
 DATE 9-25-19
 ACCT & PROJ # 602905815520-W13
 DESCRIPTION WWTF Improv.
 SIGNATURE [Signature]

Amount due this Invoice	<u>\$487.00</u>
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CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Glenn Olson at 537-6773 or Finance Director Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	That the following bills and project payments be authorized for payment

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1325	ICMA RETIREMENT TRUST #300877							
	I-31 201910013927	ICMA DEFERRED COMP	R	10/03/2019		300.00CR	114477	300.00
1757	MN CHILD SUPPORT PAYMENT CENTER							
	I-C12201910013927	#0014992937	R	10/03/2019		356.25CR	114478	356.25

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

ERROR LISTING

CHECK #	VENDOR	NAME	PAGE	ERROR MESSAGE	NOTES
114477	01-1325	ICMA RETIREMENT TRUST #30087	1	CHECK DATE < ITEM DATE	TRAN NO#: I-31 201910013
114478	01-1757	MN CHILD SUPPORT PAYMENT CEN	1	CHECK DATE < ITEM DATE	TRAN NO#: I-C12201910013
TOTAL ERRORS: 0		TOTAL WARNINGS: 2			

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	10/2019	656.25CR
=====		
ALL		656.25CR

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805		FURTHER						
	I-201910033934	FURTHER	D	10/04/2019		520.84	000990	
	I-5FH201910013927	EMPLOYER CONTRIB FAM HSA 5000	D	10/04/2019		4,333.68	000990	
	I-5FV201910013927	EMPLOYER CONT FAM VEBA 5000	D	10/04/2019		750.00	000990	
	I-5SH201910013927	EMPLOYER CONTRIB SNGL HSA 5000	D	10/04/2019		1,687.50	000990	
	I-5SV201910013927	EMPLOYER CONT SNGL VEBA 5000	D	10/04/2019		833.36	000990	
	I-HEC201910013927	EMPLOYEE HSA CONTRIBUTION	D	10/04/2019		7,612.15	000990	15,737.53
1358		INTERNAL REVENUE SERVICE						
	I-T1 201910013927	FEDERAL W/H	D	10/04/2019		22,353.03	000991	
	I-T3 201910013927	SOCIAL SECURITY W/H	D	10/04/2019		24,474.18	000991	
	I-T4 201910013927	MEDICARE W/H	D	10/04/2019		7,484.02	000991	54,311.23
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A201910013927	HEALTH CARE SAVINGS PLAN	D	10/04/2019		840.55	000992	
	I-27B201910013927	HEALTH CARE SAVINGS PLAN	D	10/04/2019		170.00	000992	
	I-27L201910013927	HEALTH CARE SAVINGS PLAN	D	10/04/2019		1,275.00	000992	
	I-27N201910013927	HEALTH CARE SAVINGS PLAN	D	10/04/2019		2,338.47	000992	
	I-27S201910013927	HEALTH CARE SAVINGS PLAN	D	10/04/2019		200.00	000992	
	I-36 201910013927	MNDPC - DEFERRED COMP	D	10/04/2019		860.00	000992	
	I-36R201910013927	MNDPC - ROTH	D	10/04/2019		240.00	000992	5,924.02
1818		MN REVENUE						
	I-T2 201910013927	STATE W/H	D	10/04/2019		10,723.85	000993	10,723.85
2512		NATIONWIDE RETIREMENT						
	I-33 201910013927	USCM	D	10/04/2019		875.00	000994	875.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 201910013927	USCM FIRE DEPT	D	10/04/2019		1,272.70	000995	1,272.70
2028		PERA OF MINNESOTA REG						
	I-12 201910013927	PERA POLICE AND FIRE	D	10/04/2019		18,806.96	000996	
	I-13 201910013927	PERA COORDINATED	D	10/04/2019		28,888.97	000996	47,695.93
3443		VALIC DEFERRED COMP						
	I-35 201910013927	VALIC DEFERRED COMP	D	10/04/2019		997.00	000997	
	I-35F201910013927	VALIC - FIRE DEPARTMENT	D	10/04/2019		98.95	000997	
	I-35R201910013927	VALIC ROTH	D	10/04/2019		1,250.00	000997	2,345.95
6085		VOYA - INVESTORS CHOICE						
	I-37D201910013927	VOYA DEFERRED	D	10/04/2019		250.00	000998	
	I-37R201910013927	VOYA ROTH PLAN	D	10/04/2019		950.00	000998	1,200.00

PACKET: 07052 Payroll Entries 10/4/19 P
VENDOR SET: 01 City of Marshall
BANK: AP REG AP

*** DRAFT/OTHER LISTING ***

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	140,086.21	140,086.21
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	9	0.00	140,086.21	140,086.21

PACKET: 07052 Payroll Entries 10/4/19 P
VENDOR SET: 01 City of Marshall
BANK: ALL

*** DRAFT/OTHER LISTING ***

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	140,086.21	140,086.21
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	9	0.00	140,086.21	140,086.21

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	10/2019	103,600.49CR
211	10/2019	10,163.74CR
258	10/2019	2,848.92CR
270	10/2019	1,115.36CR
602	10/2019	16,777.93CR
609	10/2019	5,579.77CR
ALL		140,086.21CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0583	AMERICAN FAMILY LIFE AS					
		I-41 201909043852	101-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	317.55
		I-41 201909183897	101-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	314.20
				DEPARTMENT NON-DEPARTMENTAL	TOTAL:	631.75
01-3653	LANGUAGE LINE SERVICES					
		I-4665161	101-50151-3311	GENERAL PROFE 09/19 SVC	001456	74.06
01-4549	A & B BUSINESS, INC					
		I-IN661970	101-50151-3405	MAINTENANCE A CT2910-01, 10/06-11/05/19	001460	58.50
				DEPARTMENT 0151 POLICE ADMINISTRATION	TOTAL:	132.56
01-0875	COMPUTER MAN INC					
		I-282139	101-50156-2211	GENERAL SUPPL INK CARTRIDGES, MOUSE	001439	231.75
	PROJ: PC5-2211	10/14-09/16 CAT GRANT		GENERAL SUPPLIES		
01-4489	VERIZON WIRELESS					
		I-9838675511	101-50156-3321	TELEPHONE & C 08/24-09/23/19	001476	35.01
	PROJ: PC5-3321	10/14-09/16 CAT GRANT		TELEPHONE		
01-6368	STEFFEN, LEE					
		I-201910113966	101-50156-3331	TRAVEL, CONFE 09/24/19 RAIL RESPONSE- DULUT	001481	138.00
	PROJ: PC5-3331	10/14-09/16 CAT GRANT		TRAVEL, CONFERENCES, AND SCHOO		
				DEPARTMENT 0156 CHEMICAL ASSESSMENT TEAM	TOTAL:	404.76
01-1633	MARSHALL MUNICIPAL UTIL					
		I-9986	101-60162-3311	GENERAL PROFE 09/19 LOCATES	001446	149.85
				DEPARTMENT 0162 ENGINEERING	TOTAL:	149.85
01-0815	CATTOOR OIL COMPANY INC					
		I-150	101-60211-2212	MOTOR FUELS, BULK GAS	001438	66.42
01-0934	D & G EXCAVATING INC					
		I-83671	101-60211-2227	OTHER REPAIRS FROST BOIL GRAVEL	001440	3,488.63
		I-83700	101-60211-2227	OTHER REPAIRS FROST BOILD GRAVEL	001440	4,284.50
01-1020	DUININCK BROS., INC.					
		I-538411	101-60211-2227	OTHER REPAIRS FROST BOILS/BIKE TRAIL	001441	772.20
		I-538580	101-60211-2227	OTHER REPAIRS FROST BOILS	001441	1,862.60
		I-538612	101-60211-2227	OTHER REPAIRS 403-406 ELAINE, 611 CAMDEN	001441	222.75
		I-538687	101-60211-2227	OTHER REPAIRS FROST BOIL PATCH	001441	3,077.10

PACKET: 07067 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0211 STREET ADMINISTRATION
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1020	DUININCK BROS., INC.		continued			
		I-538705	101-60211-2227	OTHER REPAIRS FROST BOILS	001441	882.18
		I-538721	101-60211-2227	OTHER REPAIRS FROST BOIL	001441	2,973.36
		I-538771	101-60211-2227	OTHER REPAIRS FROST BOILS	001441	3,499.86
		I-538913	101-60211-2227	OTHER REPAIRS MCLAUGHLIN/DESCHEPPER	001441	241.80
		I-538936	101-60211-2227	OTHER REPAIRS FROST BOILS	001441	3,849.00
		I-538963	101-60211-2227	OTHER REPAIRS FROST BOILS	001441	6,276.66
		I-539109	101-60211-2227	OTHER REPAIRS FROST BOILS	001441	2,541.24
01-1090	FASTENAL COMPANY					
		I-98950	101-60211-2221	EQUIPMENT REP #1 BLOWER	001442	8.54
		I-98967	101-60211-2221	EQUIPMENT REP RANGER WHEEL NUTS	001442	3.13
		I-99072	101-60211-2215	SAFETY WEAR & SAFETY GLASSES	001442	15.84
		I-99088	101-60211-2211	GENERAL SUPPL EQUIPMENT BATTERIES	001442	17.12
		I-99092	101-60211-2221	EQUIPMENT REP ASPHALT SAW BLADE	001442	227.00
		I-99193	101-60211-2215	SAFETY WEAR & EAR PLUGS/ BOLTS	001442	71.40
01-1243	HARDWARE HANK					
		I-51246	101-60211-2221	EQUIPMENT REP LINE LAZER PAINTER	001443	11.76
		I-67201	101-60211-2227	OTHER REPAIRS CABINET BULB	001443	7.99
01-1986	NORTH CENTRAL INTERNATI					
		I-359715	101-60211-2221	EQUIPMENT REP #1 TRUCK	001449	75.95
		I-360151	101-60211-2221	EQUIPMENT REP #7 WINDOW MOTOR	001449	689.54
01-2632	ZIEGLER INC					
		I-PC040335131	101-60211-2221	EQUIPMENT REP BACKHOE	001454	74.90
		I-PC040335336	101-60211-2221	EQUIPMENT REP BACKHOE THROTTLE LEVER	001454	106.17
01-3564	KESTELOOT ENTERPRISES,					
		I-IN37463	101-60211-2221	EQUIPMENT REP KUBOTA MOWER	001455	69.82
		I-IN37644	101-60211-2221	EQUIPMENT REP KUBOTA MOWER	001455	44.01
DEPARTMENT 0211 STREET ADMINISTRATION					TOTAL:	35,461.47
01-0934	D & G EXCAVATING INC					
		I-00083229	101-70276-2227	OTHER REPAIRS BIKE TRAIL REPAIRS	001440	3,330.00
		I-83633	101-70276-2227	OTHER REPAIRS SCREENED DIRT	001440	432.00
01-1090	FASTENAL COMPANY					
		I-99057	101-70276-2211	GENERAL SUPPL HANDPADS	001442	27.75
		I-99217	101-70276-2211	GENERAL SUPPL SUPPLIES	001442	17.10
01-1243	HARDWARE HANK					
		I-51102	101-70276-3416	MACHINERY & E TILLER RENTAL	001443	32.50
		I-67352	101-70276-2221	EQUIPMENT REP PUSH MOWER REPAIRS	001443	139.82
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.					TOTAL:	3,979.17

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0658	AP DESIGN	I-71589	101-50352-2211	GENERAL SUPPL NAME PLATES	001435	187.00
01-1090	FASTENAL COMPANY	I-98980	101-50352-2245	EQUIPMENT/TOO HIGH-VIS VESTS	001442	324.75
01-1267	HEIMAN INC.	I-0883144-IN	101-50352-2245	EQUIPMENT/TOO HELMET CRESS	001444	55.95
01-1271	HENLE PRINTING COMPANY	I-161280	101-50352-2211	GENERAL SUPPL FIRE PREVENTION POSTER PAPER	001445	133.50
01-5288	WEST CENTRAL COMMUNICAT	I-088295S	101-50352-2245	EQUIPMENT/TOO PAGER	001462	469.00
DEPARTMENT 0352 FIRE SERVICES					TOTAL:	1,170.20
01-0578	AMAZON CAPITAL SERVICES	I-113-5398745-895781	101-60364-2223	BUILDING REPA A/D HVAC	001433	261.15
01-1090	FASTENAL COMPANY	I-98979	101-60364-2221	EQUIPMENT REP EQUIPMENT BOLTS	001442	9.17
		I-99177	101-60364-2221	EQUIPMENT REP WHEEL NUTS- RANGER	001442	6.43
01-3971	MEULEBROECK, ANDY	I-201910103956	101-60364-3437	LICENSES AND BOILER LICENSE	001475	20.00
DEPARTMENT 0364 AIRPORT					TOTAL:	296.75
01-4119	ABDO, EICK & MEYERS, LL	I-201910113975	101-40821-3331	TRAVEL, CONFE AEM SEMINAR- A STORM	001458	100.00
01-5891	ONE OFFICE SOLUTION	I-1938878-0	101-40821-2211	GENERAL SUPPL INK PAD REPLACEMENT	001464	8.95
01-5984	DROWN, KARLA	I-201910093939	101-40821-3332	MILEAGE REIMB 09/25/19 MNGFOA CONF-ALEXANDRI	001478	135.72
		I-201910093940	101-40821-3331	TRAVEL, CONFE INVESTMENT WORKSHOP REGISTRATI	001478	12.00
DEPARTMENT 0821 FINANCE					TOTAL:	256.67
01-2309	SOUTHWEST COACHES INC	I-222	101-70873-2211	GENERAL SUPPL 7TH/8TH GRADE FOOTBALL	001473	1,050.00
	PROJ: 511-2211	FOOTBALL TACKLE 7TH & 8TH		GENERAL SUPPLIES		
		I-235	101-70873-2211	GENERAL SUPPL 7TH/8TH GRADE FOOTBALL	001473	690.00
	PROJ: 511-2211	FOOTBALL TACKLE 7TH & 8TH		GENERAL SUPPLIES		
DEPARTMENT 0873 COMM ED-FALL					TOTAL:	1,740.00

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1417	KENNEDY & GRAVEN, CHART	I-ST 150424	101-41136-3313	LEGAL FEES CFD RALCO	001470	285.00
01-1616	MARSHALL CONVENTION & V	I-201910103953	101-41136-2219	LODGING TAX 08/19 TAX	001471	19,731.82
					DEPARTMENT 1136 GEN COMM DEVELOPMENT	TOTAL: 20,016.82
01-0595	AMERIPRIDE SERVICES, IN	I-2801079663	101-41231-2211	GENERAL SUPPL DUST MOPS & TOWELS	001469	70.17
01-1635	MARSHALL NORTHWEST PIPE	I-435722	101-41231-2223	BUILDING REPA BOILER PARTS	001447	66.50
		I-435910	101-41231-2223	BUILDING REPA BOILER GASKET	001447	62.08
		I-436338	101-41231-2223	BUILDING REPA BOILER GASKETS	001447	63.15
01-1794	MEI TOTAL ELEVATOR SOLU	I-822455	101-41231-3405	MAINTENANCE A 10/19 SVC	001472	156.50
01-2049	PLUNKETTS PEST CONTROL	I-6415657	101-41231-3311	GENERAL PROFE 09/18/19 SVC	001451	54.50
					DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL: 472.90
01-6126	UNITED COMMUNITY ACTION	I-5783	101-42071-2211	GENERAL SUPPL PROGRAMMING	001465	100.00
					DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL: 100.00
					FUND 101 GENERAL FUND	TOTAL: 64,812.90

PACKET: 07067 EFT Payments
VENDOR SET: 01
FUND : 208 EDA ADMINISTRATION
DEPARTMENT: 1136 GENERAL COMMUNITY DEV
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-4220	WEBTOMIX	I-51962	208-41136-3347	MARKETING 10/19 WEBSITE MAINTENANCE	001459	100.00
DEPARTMENT 1136 GENERAL COMMUNITY DEV						TOTAL: 100.00
FUND 208 EDA ADMINISTRATION						TOTAL: 100.00

PACKET: 07067 EFT Payments
VENDOR SET: 01
FUND : 211 LIBRARY FUND
DEPARTMENT: N/A NON-DEPARTMENTAL
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT		
01-0583	AMERICAN FAMILY LIFE AS							
		I-41 201909043852	211-21261	AFLAC AMERICAN FAMILY INSURANCE	001468	165.36		
		I-41 201909183897	211-21261	AFLAC AMERICAN FAMILY INSURANCE	001468	165.36		
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	330.72
					FUND	211 LIBRARY FUND	TOTAL:	330.72

PACKET: 07067 EFT Payments

VENDOR SET: 01

FUND : 221 SM CITIES DEV GRANT 2018

DEPARTMENT: 1136 GENERAL COMMUNITY DEV

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-6126	UNITED COMMUNITY ACTION					
		I-201910113971	221-41136-3311	GENERAL PROFE SM CITIES MIF FUNDS	001465	4,402.00
		I-201910113971	221-41136-2227	OTHER REPAIRS SM CITIES MIF FUNDS	001465	29,348.00
					DEPARTMENT 1136 GENERAL COMMUNITY DEV TOTAL:	33,750.00
					FUND 221 SM CITIES DEV GRANT 2018 TOTAL:	33,750.00

PACKET: 07067 EFT Payments
VENDOR SET: 01
FUND : 258 ASC ARENA
DEPARTMENT: 0579 AMATEUR SPORTS CENTER
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0815	CATTOOR OIL COMPANY INC	I-161734	258-70579-2212	MOTOR FUELS, GENERATOR FUEL	001438	1,202.40
01-1090	FASTENAL COMPANY	I-99201	258-70579-2227	OTHER REPAIRS HVAC FILTERS	001442	92.73
01-3564	KESTELOOT ENTERPRISES,	I-IN37381	258-70579-2211	GENERAL SUPPL MOWER PARTS	001455	84.64
		I-IN38097	258-70579-2221	EQUIPMENT REP HYDRAULIC FLUID	001455	54.65
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	1,434.42
FUND 258 ASC ARENA					TOTAL:	1,434.42

PACKET: 07067 EFT Payments
VENDOR SET: 01
FUND : 270 MERIT
DEPARTMENT: N/A NON-DEPARTMENTAL
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT			
01-0583	AMERICAN FAMILY LIFE AS								
		I-41 201909043852	270-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	47.64			
		I-41 201909183897	270-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	47.64			
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	95.28	
01-5891	ONE OFFICE SOLUTION								
		I-1938332-0	270-50551-2245	EQUIPMENT/TOO BOOKSHELF	001464	230.00			
01-6205	DESMET, JASMINE								
		I-201910093938	270-50551-2211	GENERAL SUPPL SUPPLIES FOR RALCO EVENT	001480	37.76			
					DEPARTMENT 0551	MERIT OPERATIONS	TOTAL:	267.76	
					FUND	270	MERIT	TOTAL:	363.04

PACKET: 07067 EFT Payments

VENDOR SET: 01

FUND : 456 2013 AMATEUR SPORTS CTR

DEPARTMENT: 0579 AMATEUR SPORTS CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0934	D & G EXCAVATING INC					
		I-201910093936	456-70579-5570	INFRASTRUCTUR #2 RED BARON ARENA	001440	224,917.20
	PROJ: C42-5570		SW REG AMATEUR SPORTS CTR	INFRASTRUCTURE		
					DEPARTMENT 0579 AMATEUR SPORTS CENTER	TOTAL: 224,917.20
					FUND 456 2013 AMATEUR SPORTS CTR	TOTAL: 224,917.20

PACKET: 07067 EFT Payments

VENDOR SET: 01

FUND : 493 MERIT TRACK EXPANSION

DEPARTMENT: 0551 MERIT CENTER

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2112	R and G CONSTRUCTION CO					
		I-201910113960	493-50551-5530	IMPR OTHER TH #6 MERIT PHASE 2	001452	455,500.83
	PROJ: MER-5530	MERIT CENTER		IMPR OTHER THAN BLDGS		
DEPARTMENT 0551 MERIT CENTER					TOTAL:	455,500.83
FUND 493 MERIT TRACK EXPANSION					TOTAL:	455,500.83

PACKET: 07067 EFT Payments

VENDOR SET: 01
FUND : 494 CITY HALL BUILDING
DEPARTMENT: 1136 ** INVALID DEPT **
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0581	AMERICAN ENGINEERING TE					
		I-1301719	494-41136-5520	BUILDINGS & S MUN BLDG GEOTECHNICAL	001434	2,250.00
	PROJ: CH1-5520		CITY HALL-NEW	BUILDING & STRUCTURES		
					DEPARTMENT 1136 ** INVALID DEPT **	TOTAL: 2,250.00
					FUND 494 CITY HALL BUILDING	TOTAL: 2,250.00

PACKET: 07067 EFT Payments
 VENDOR SET: 01
 FUND : 602 WASTEWATER OPERATING
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0583	AMERICAN FAMILY LIFE AS					
		I-41 201909043852	602-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	56.17
		I-41 201909183897	602-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	59.52
			DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	115.69
01-0578	AMAZON CAPITAL SERVICES					
		I-17NJ-4VQ3-73YC	602-90581-2211	GENERAL SUPPL PHONE CASES	001433	33.98
01-0724	BOLTON & MENK INC					
		I-0239270	602-90581-5520	BUILDINGS & WWTF IMPROVEMENTS	001437	16,067.25
	PROJ: W13-5520	WWTF IMPROVEMENTS		BUILDING & STRUCTURES		
01-0815	CATTOOR OIL COMPANY INC					
		I-161801	602-90581-2212	MOTOR FUELS, ATAD GENERATOR FUEL	001438	773.50
		I-161814	602-90581-2212	MOTOR FUELS, UNLEADED GAS	001438	249.00
		I-1692	602-90581-2211	GENERAL SUPPL ICE FOR SAMPLES	001438	5.28
01-1090	FASTENAL COMPANY					
		I-99071	602-90581-2211	GENERAL SUPPL SUPPLIES	001442	48.81
		I-99094	602-90581-2211	GENERAL SUPPL SUPPLIES	001442	2.36
		I-99192	602-90581-2211	GENERAL SUPPL GLOVES & TOWELS	001442	42.94
01-1271	HENLE PRINTING COMPANY					
		I-161255	602-90581-2211	GENERAL SUPPL SUMP PUMP DOOR HANGARS	001445	154.75
		I-161266	602-90581-2211	GENERAL SUPPL SUMP PUMP SEAL TAGS	001445	77.37
01-1633	MARSHALL MUNICIPAL UTIL					
		I-9973	602-90581-3311	GENERAL PROFE 10/19 WW BILLING	001446	7,052.08
01-1839	MINNESOTA VALLEY TESTIN					
		I-996620	602-90581-3311	GENERAL PROFE MERCURY TESTING	001448	196.50
		I-996872	602-90581-3311	GENERAL PROFE SALTY DISCHARGE TESTING	001448	389.00
01-2511	USA BLUE BOOK					
		I-011704	602-90581-2211	GENERAL SUPPL METER SEALS SUMPS	001474	202.10
01-3760	GROWMARK INC.					
		I-59683890100	602-90581-2212	MOTOR FUELS, OIL DRUMS	001457	1,195.44
01-6203	ELLIOTT EQUIPMENT COMPA					
		I-152861	602-90581-2221	EQUIPMENT REP HOSE FOR SLUDGE HAULING	001479	368.08
			DEPARTMENT 0581	WW OPERATIONS	TOTAL:	26,858.44
			FUND	602 WASTEWATER OPERATING	TOTAL:	26,974.13

PACKET: 07067 EFT Payments
 VENDOR SET: 01
 FUND : 609 LIQUOR
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT		
01-0583	AMERICAN FAMILY LIFE AS							
		I-41 201909043852	609-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	20.33		
		I-41 201909183897	609-21261	AMERICAN FAMI AMERICAN FAMILY INSURANCE	001468	20.33		
					DEPARTMENT	NON-DEPARTMENTAL	TOTAL:	40.66
01-0595	AMERIPRIDE SERVICES, IN							
		I-2801079649	609-90991-3311	GENERAL PROFE 09/19 SVC	001469	142.64		
01-0688	BELLBOY CORPORATION							
		I-0100199600	609-90991-3333	FREIGHT .	001436	5.91		
		I-0100199600	609-90991-2211	GENERAL SUPPL .	001436	157.80		
		I-0100212300	609-90991-3333	FREIGHT .	001436	4.62		
01-1090	FASTENAL COMPANY							
		I-98996	609-90991-2245	EQUIPMENT/TOO EQUIPMENT	001442	379.99		
01-2049	PLUNKETTS PEST CONTROL							
		I-6413668	609-90991-2211	GENERAL SUPPL 09/17/19 SVC	001451	39.27		
01-4594	VINOCUPIA							
		I-0241677-IN	609-90991-3333	FREIGHT .	001477	10.00		
		I-0241678-IN	609-90991-3333	FREIGHT VINOCUPIA	001477	22.50		
01-4855	SOUTHERN GLAZER'S OF MN							
		I-1870981	609-90991-3333	FREIGHT .	001461	63.20		
		I-1870982	609-90991-3333	FREIGHT .	001461	0.60		
		I-1870983	609-90991-3333	FREIGHT .	001461	19.80		
		I-1873667	609-90991-3333	FREIGHT .	001461	27.40		
		I-1873668	609-90991-3333	FREIGHT .	001461	15.60		
		I-5047591	609-90991-3333	FREIGHT .	001461	20.40		
		I-5047592	609-90991-3333	FREIGHT .	001461	6.00		
		I-5048348	609-90991-3333	FREIGHT .	001461	30.00		
					DEPARTMENT 0991 LIQUOR OPERATIONS	TOTAL:	945.73	
01-0688	BELLBOY CORPORATION							
		I-0080779200	609-90992-2251	LIQUOR PURCHA .	001436	3,425.72		
		I-0080829700	609-90992-2251	LIQUOR PURCHA .	001436	101.52		
		I-0100199600	609-90992-2254	GEN MDSE PURC .	001436	263.10		
		I-0100212300	609-90992-2252	BEER PURCHASE .	001436	134.00		
01-2026	PEPSI COLA BOTTLING OF							
		I-0002261271	609-90992-2254	GEN MDSE PURC .	001450	23.70		
01-2538	VIKING COCA COLA BOTTLI							
		I-2411833	609-90992-2254	GEN MDSE PURC .	001453	321.85		

PACKET: 07067 EFT Payments
VENDOR SET: 01
FUND : 609 LIQUOR
DEPARTMENT: 0992 LIQUOR PURCHASES
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2538	VIKING COCA COLA BOTTLI		continued			
		I-2411899	609-90992-2254	GEN MDSE PURC .	001453	191.25
01-4594	VINOCUPIA					
		I-0241677-IN	609-90992-2251	LIQUOR PURCHA .	001477	396.00
		I-0241678-IN	609-90992-2251	LIQUOR PURCHA VINOCUPIA	001477	900.13
		I-0241678-IN	609-90992-2253	WINE PURCHASE VINOCUPIA	001477	496.00
01-4855	SOUTHERN GLAZER'S OF MN					
		I-1870981	609-90992-2251	LIQUOR PURCHA .	001461	6,010.04
		I-1870983	609-90992-2253	WINE PURCHASE .	001461	1,304.00
		I-1873667	609-90992-2251	LIQUOR PURCHA .	001461	2,117.24
		I-1873668	609-90992-2253	WINE PURCHASE .	001461	880.90
		I-5047591	609-90992-2251	LIQUOR PURCHA .	001461	2,258.20
		I-5047592	609-90992-2253	WINE PURCHASE .	001461	600.00
		I-5048348	609-90992-2251	LIQUOR PURCHA .	001461	2,301.50
01-5731	DOLL DISTRIBUTING					
		C-173778	609-90992-2252	BEER PURCHASE .	001463	386.61-
		I-170517	609-90992-2254	GEN MDSE PURC .	001463	14.00
		I-170517	609-90992-2252	BEER PURCHASE .	001463	10,604.60
		I-170518	609-90992-2252	BEER PURCHASE .	001463	126.00
		I-173777	609-90992-2254	GEN MDSE PURC .	001463	124.60
		I-173777	609-90992-2252	BEER PURCHASE .	001463	8,443.80
		I-175439	609-90992-2254	GEN MDSE PURC .	001463	32.55
		I-175439	609-90992-2252	BEER PURCHASE .	001463	7,292.80
		I-178575	609-90992-2254	GEN MDSE PURC .	001463	39.50
		I-178575	609-90992-2252	BEER PURCHASE .	001463	3,953.20
01-6156	TRUE BRANDS					
		I-541149	609-90992-2254	GEN MDSE PURC .	001466	2,111.62
		I-545771	609-90992-2254	GEN MDSE PURC .	001466	544.86
01-6277	TALKING WATERS BREWING					
		I-1022	609-90992-2252	BEER PURCHASE .	001467	477.00
					DEPARTMENT 0992 LIQUOR PURCHASES	TOTAL: 55,103.07
					FUND 609 LIQUOR	TOTAL: 56,089.46

PACKET: 07067 EFT Payments
VENDOR SET: 01
FUND : 630 SURFACE WATER MGT UTILITY
DEPARTMENT: 0661 SURFACE WATER MGT UTILITY
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0934	D & G EXCAVATING INC					
		I-201910093937	630-90661-5570	INFRASTRUCTUR #4 Z73 COUNTRY CLUB	001440	24,940.30
		PROJ: Z73-5570	COUNTRY CLUB UTILITY IMPR	INFRASTRUCTURE		
01-1633	MARSHALL MUNICIPAL UTIL					
		I-9974	630-90661-3312	CONSULTANT FE 10/19 SWM UTILITY	001446	2,794.83
				DEPARTMENT 0661 SURFACE WATER MGT UTILITY	TOTAL:	27,735.13
				FUND 630 SURFACE WATER MGT UTILITY	TOTAL:	27,735.13
				REPORT GRAND TOTAL:		894,257.83

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019-2020	101-21261	AMERICAN FAMILY LIFE INSUR	631.75						
	101-40821-2211	GENERAL SUPPLIES	8.95	2,500	1,397.70				
	101-40821-3331	TRAVEL, CONFERENCES AND SC	112.00	3,500	2,057.82				
	101-40821-3332	MILEAGE REIMBURSEMENT	135.72	300	124.49				
	101-41136-2219	LODGING TAX	19,731.82	161,500	45,132.18				
	101-41136-3313	LEGAL FEES	285.00	15,000	5,577.44				
	101-41231-2211	GENERAL SUPPLIES	70.17	6,700	424.94				
	101-41231-2223	BUILDING REPAIR & MAINTENA	191.73	6,150	3,591.30				
	101-41231-3311	GENERAL PROFESSIONAL SERVI	54.50	2,300	1,229.73				
	101-41231-3405	MAINTENANCE AGREEMENTS	156.50	2,330	791.58				
	101-42071-2211	GENERAL SUPPLIES	100.00	10,815	3,069.28				
	101-50151-3311	GENERAL PROFESSIONAL SERVI	74.06	145,000	72,419.08				
	101-50151-3405	MAINTENANCE AGREEMENTS	58.50	12,185	4,348.35				
	101-50156-2211	GENERAL SUPPLIES	231.75	14,362	12,030.30				
	101-50156-3321	TELEPHONE & CELLULAR PHONE	35.01	0	1,909.30-	Y			
	101-50156-3331	TRAVEL, CONFERENCES, AND S	138.00	8,000	4,910.51				
	101-50352-2211	GENERAL SUPPLIES	320.50	10,000	807.17				
	101-50352-2245	EQUIPMENT/TOOLS UP TO \$500	849.70	35,700	17,951.08				
	101-60162-3311	GENERAL PROFESSIONAL SERVI	149.85	1,000	552.97-	Y			
	101-60211-2211	GENERAL SUPPLIES	17.12	14,500	4,961.08				
	101-60211-2212	MOTOR FUELS, LUBRICANTS &	66.42	43,300	25,393.73-	Y			
	101-60211-2215	SAFETY WEAR & EQUIPMENT	87.24	5,750	3,253.55				
	101-60211-2221	EQUIPMENT REPAIR & MAINTEN	1,310.82	71,500	7,717.22-	Y			
	101-60211-2227	OTHER REPAIRS & MAINTENANC	33,979.87	290,100	31,261.04-	Y			
	101-60364-2221	EQUIPMENT REPAIR & MAINTEN	15.60	15,000	1,297.73-	Y			
	101-60364-2223	BUILDING REPAIR & MAINTENA	261.15	8,500	5,678.06				
	101-60364-3437	LICENSES AND TAXES	20.00	15,000	4,279.00				
	101-70276-2211	GENERAL SUPPLIES	44.85	55,000	695.19-	Y			
	101-70276-2221	EQUIPMENT REPAIR & MAINTEN	139.82	18,000	1,881.85				
	101-70276-2227	OTHER REPAIRS & MAINTENANC	3,762.00	150,000	58,382.51				
	101-70276-3416	MACHINERY & EQUIPMENT RENT	32.50	1,500	1,221.38				
	101-70873-2211	GENERAL SUPPLIES	1,740.00	5,500	1,087.90				
	208-41136-3347	MARKETING	100.00	5,000	610.13				
	211-21261	AFLAC	330.72						
	221-41136-2227	OTHER REPAIRS & MAINTENANC	29,348.00	0	40,294.00-	Y			
	221-41136-3311	GENERAL PROFESSIONAL SERVI	4,402.00	0	6,044.00-	Y			
	258-70579-2211	GENERAL SUPPLIES	84.64	25,000	11,822.65				
	258-70579-2212	MOTOR FUELS, LUBRICANTS	1,202.40	6,500	1,978.01-	Y			
	258-70579-2221	EQUIPMENT REPAIR & MAINTEN	54.65	17,000	3,925.41				
	258-70579-2227	OTHER REPAIRS & MAINTENANC	92.73	20,000	14,057.64				
	270-21261	AMERICAN FAMILY LIFE INSUR	95.28						
	270-50551-2211	GENERAL SUPPLIES	37.76	3,000	1,238.19				
	270-50551-2245	EQUIPMENT/TOOLS UP TO \$500	230.00	1,000	3,965.93-	Y			
	456-70579-5570	INFRASTRUCTURE	224,917.20	0	381,066.69-	Y			
	493-50551-5530	IMPR OTHER THAN BLDGS	455,500.83	0	2,103,631.09-	Y			

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	494-41136-5520	BUILDINGS & STRUCTURES	2,250.00	0	165,610.87-	Y	
	602-21261	AMERICAN FAMILY LIFE INSUR	115.69				
	602-90581-2211	GENERAL SUPPLIES	567.59	250,000	71,937.70		
	602-90581-2212	MOTOR FUELS, LUBRICANTS &	2,217.94	50,000	13,951.98		
	602-90581-2221	EQUIPMENT REPAIR & MAINTEN	368.08	152,000	89,861.91		
	602-90581-3311	GENERAL PROFESSIONAL SERVI	7,637.58	125,625	156,040.53-	Y	
	602-90581-5520	BUILDINGS & STRUCTURES	16,067.25	0	1,793,825.26-	Y	
	609-21261	AMERICAN FAMILY LIFE INSUR	40.66				
	609-90991-2211	GENERAL SUPPLIES	197.07	7,500	2,638.72-	Y	
	609-90991-2245	EQUIPMENT/TOOLS UP TO \$500	379.99	1,000	6,540.23-	Y	
	609-90991-3311	GENERAL PROFESSIONAL SERVI	142.64	14,000	1,702.46		
	609-90991-3333	FREIGHT	226.03	30,000	4,365.93		
	609-90992-2251	LIQUOR PURCHASES	17,510.35	1,267,741	175,536.07		
	609-90992-2252	BEER PURCHASES	30,644.79	1,704,028	128,133.98		
	609-90992-2253	WINE PURCHASES	3,280.90	544,319	124,284.62		
	609-90992-2254	GEN MDSE PURCHASES	3,667.03	70,496	15,653.99		
	630-90661-3312	CONSULTANT FEES	2,794.83	42,350	5,067.30-	Y	
	630-90661-5570	INFRASTRUCTURE	24,940.30	271,413	244,947.11-	Y	
**	2019-2020 YEAR TOTALS	**	894,257.83				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	631.75
101-0151	POLICE ADMINISTRATION	132.56
101-0156	CHEMICAL ASSESSMENT TEAM	404.76
101-0162	ENGINEERING	149.85
101-0211	STREET ADMINISTRATION	35,461.47
101-0276	PARK MAINTENANCE & DEVEL.	3,979.17
101-0352	FIRE SERVICES	1,170.20
101-0364	AIRPORT	296.75
101-0821	FINANCE	256.67
101-0873	COMM ED-FALL	1,740.00
101-1136	GEN COMM DEVELOPMENT	20,016.82
101-1231	MUNICIPAL BLDG MAINT	472.90
101-2071	ADULT COMMUNITY CTR	100.00
101 TOTAL	GENERAL FUND	64,812.90

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
208-1136	GENERAL COMMUNITY DEV	100.00
208 TOTAL	EDA ADMINISTRATION	100.00
211	NON-DEPARTMENTAL	330.72
211 TOTAL	LIBRARY FUND	330.72
221-1136	GENERAL COMMUNITY DEV	33,750.00
221 TOTAL	SM CITIES DEV GRANT 2018	33,750.00
258-0579	AMATEUR SPORTS CENTER	1,434.42
258 TOTAL	ASC ARENA	1,434.42
270	NON-DEPARTMENTAL	95.28
270-0551	MERIT OPERATIONS	267.76
270 TOTAL	MERIT	363.04
456-0579	AMATEUR SPORTS CENTER	224,917.20
456 TOTAL	2013 AMATEUR SPORTS CTR	224,917.20
493-0551	MERIT CENTER	455,500.83
493 TOTAL	MERIT TRACK EXPANSION	455,500.83
494-1136	** INVALID DEPT **	2,250.00
494 TOTAL	CITY HALL BUILDING	2,250.00
602	NON-DEPARTMENTAL	115.69
602-0581	WW OPERATIONS	26,858.44
602 TOTAL	WASTEWATER OPERATING	26,974.13

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
609	NON-DEPARTMENTAL	40.66
609-0991	LIQUOR OPERATIONS	945.73
609-0992	LIQUOR PURCHASES	55,103.07

609 TOTAL	LIQUOR	56,089.46
630-0661	SURFACE WATER MGT UTILITY	27,735.13

630 TOTAL	SURFACE WATER MGT UTILITY	27,735.13

** TOTAL **		894,257.83

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
511 FOOTBALL TACKLE 7TH & 8TH	2211 GENERAL SUPPLIES	1,740.00
	** PROJECT 511 TOTAL **	1,740.00
C42 SW REG AMATEUR SPORTS CTR	5570 INFRASTRUCTURE	224,917.20
	** PROJECT C42 TOTAL **	224,917.20
CH1 CITY HALL-NEW	5520 BUILDING & STRUCTURES	2,250.00
	** PROJECT CH1 TOTAL **	2,250.00
MER MERIT CENTER	5530 IMPR OTHER THAN BLDGS	455,500.83
	** PROJECT MER TOTAL **	455,500.83
PC5 10/14-09/16 CAT GRANT	2211 GENERAL SUPPLIES	231.75
	3321 TELEPHONE	35.01
	3331 TRAVEL, CONFERENCES, AND SCHOO	138.00
	** PROJECT PC5 TOTAL **	404.76
W13 WWTF IMPROVEMENTS	5520 BUILDING & STRUCTURES	16,067.25
	** PROJECT W13 TOTAL **	16,067.25
Z73 COUNTRY CLUB UTILITY IMPR	5570 INFRASTRUCTURE	24,940.30
	** PROJECT Z73 TOTAL **	24,940.30

1 ERROR

** END OF REPORT **

EFT Summary

CITY OF MARSHALL
KATHY KNUTSON
507-537-6763

Vendor Identification	01-5984
Vendor Reference	
Deposit Date	10/15/2019
EFT Payment Number	001478
Total Paid	\$ 147.72

DROWN, KARLA
2054 CO RD 74

MARSHALL MN 56258

Item Summary

Date	ID	PO #	Description	Discount	Amount
10/15/2019	201910093939		09/25/19 MNGFOA CONF-ALEXANDRI	0.00	135.72
10/15/2019	201910093940		INVESTMENT WORKSHOP REGISTRATI	0.00	12.00
			Total Paid	0.00	147.72

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5813	ACE HOME & HARDWARE							
	I-101213	TOOL	R	10/11/2019		7.59CR	114479	
	I-102074	SHOP OVERHEAD DOOR	R	10/11/2019		27.36CR	114479	
	I-102139	SUPPLIES	R	10/11/2019		22.82CR	114479	
	I-102196	SUPPLIES	R	10/11/2019		11.58CR	114479	
	I-102243	SUPPLIES	R	10/11/2019		11.90CR	114479	
	I-102260	VINYL TUBING	R	10/11/2019		7.16CR	114479	
	I-102344	CHALK	R	10/11/2019		11.99CR	114479	
	I-201910083935	REFUND DRWY PRMTS	R	10/11/2019		1,200.00CR	114479	1,300.40
6412	AG PLUS COOPERATIVE							
	I-4050	FUEL	R	10/11/2019		36.40CR	114480	
	I-6275	GAS	R	10/11/2019		12.96CR	114480	49.36
0566	ALERT-ALL CORPORATION							
	I-219090894	FIRE PREVENTION SUPPLIES	R	10/11/2019		1,522.50CR	114481	1,522.50
1	ANTHONY LARSEN							
	I-201910103945	00448 REFUND	R	10/11/2019		300.00CR	114482	300.00
0630	ARCTIC GLACIER							
	I-1948926711	.	R	10/11/2019		156.65CR	114483	
	I-1949927312	.	R	10/11/2019		122.74CR	114483	
	I-1950926623	.	R	10/11/2019		61.04CR	114483	340.43
0629	ARNOLD MOTOR SUPPLY							
	C-02CR003558	RETURN	R	10/11/2019		35.80	114484	
	C-02CR003751	RETURN	R	10/11/2019		43.99	114484	
	I-02NV028991	WASHER FLUID	R	10/11/2019		5.58CR	114484	
	I-02NV029684	WOODS MOWER	R	10/11/2019		47.36CR	114484	
	I-02NV029793	WOODS MOWER	R	10/11/2019		23.68CR	114484	
	I-02NV029992	WOODS MOWER	R	10/11/2019		11.99CR	114484	
	I-02NV030148	WOODS MOWER	R	10/11/2019		11.69CR	114484	20.51
5447	ARTISAN BEER COMPANY							
	I-3375407	..	R	10/11/2019		472.70CR	114485	
	I-3376159	.	R	10/11/2019		543.00CR	114485	
	I-3376865	.	R	10/11/2019		62.20CR	114485	1,077.90
0633	ASCE							
	I-1044362632	#11173129 J ANDERSON	R	10/11/2019		275.00CR	114486	275.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0699	BEVERAGE WHOLESALERS							
	I-081187	.	R	10/11/2019		18,424.22CR	114487	
	I-081188	.	R	10/11/2019		111.20CR	114487	
	I-081189	.	R	10/11/2019		169.20CR	114487	
	I-082027	.	R	10/11/2019		5,395.88CR	114487	
	I-082028	.	R	10/11/2019		115.00CR	114487	
	I-082306	.	R	10/11/2019		29,489.61CR	114487	
	I-083151	.	R	10/11/2019		2,713.25CR	114487	56,418.36
0715	BLADHOLM CONSTRUCTION INC							
	I-CITY-STREET DEPT	OVERHEAD DOOR FRAME	R	10/11/2019		273.33CR	114488	273.33
1	BLM TECHNOLOGIES							
	I-395879	CHECK READER	R	10/11/2019		707.60CR	114489	707.60
0018	BORDER STATES ELECTRIC SUPPLY							
	C-918537903	#1 BLOWER	R	10/11/2019		126.16	114490	
	I-918542080	RECESSED LIGHT BULBS	R	10/11/2019		215.10CR	114490	
	I-918566739	HEATER ELEMENT	R	10/11/2019		104.43CR	114490	
	I-918581082	FUSE	R	10/11/2019		6.00CR	114490	199.37
4457	BREAKTHRU BEVERAGE							
	I-1081033872	.	R	10/11/2019		264.00CR	114491	
	I-1081033873	.	R	10/11/2019		9,714.34CR	114491	
	I-1081033954	.	R	10/11/2019		881.90CR	114491	
	I-1081035524	.	R	10/11/2019		249.25CR	114491	
	I-1081037769	.	R	10/11/2019		179.30CR	114491	
	I-1081037771	.	R	10/11/2019		922.04CR	114491	
	I-108137770	.	R	10/11/2019		4,280.17CR	114491	16,491.00
VOID	VOID CHECK		V	10/11/2019			114492	**VOID**
0741	BREMER INSURANCE - MARSHALL							
	I-7665	19-20 AVIATION POLICY	R	10/11/2019		2,000.00CR	114493	
	I-7709	19-20 BOILER/MACHINERY POLICY	R	10/11/2019		57,663.00CR	114493	59,663.00
VOID	VOID CHECK		V	10/11/2019			114494	**VOID**
0799	CARLOS CREEK WINERY							
	I-17979	.	R	10/11/2019		1,239.00CR	114495	1,239.00
3606	CBA LIGHTING & CONTROLS, INC							
	I-190311	RUNWAY LIGHTING	R	10/11/2019		770.98CR	114496	770.98

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0853	CLAREYS SAFETY EQUIPMENT INC I-084790	GAS	R	10/11/2019		1,442.43CR	114497	1,442.43
0865	COLEMAN ELECTRIC COMPANY I-29973	RED BARON PKNG LOT ELECTRICAL	R	10/11/2019		5,907.00CR	114498	5,907.00
1	COMPLETE HEALTH CENTER I-90621	WELLNES	R	10/11/2019		80.00CR	114499	80.00
3819	DACOTAH PAPER CO I-54951 I-55257	SUPPLIES GARBAGE BAGS, TP	R	10/11/2019		1.33CR 102.36CR	114500 114500	 103.69
5947	DAKOTA SUPPLY GROUP INC I-F054022	COUPLINGS	R	10/11/2019		80.96CR	114501	80.96
0950	DAKTRONICS INC I-6858125	REPLACE MPS LOGOS	R	10/11/2019		300.00CR	114502	300.00
4356	DIGI-KEY, INC I-70169032	MALSR FLASHER	R	10/11/2019		27.69CR	114503	27.69
4753	ENTERPRISE LEASING CO I-22444332	09/16/19 A FURTH	R	10/11/2019		188.00CR	114504	188.00
1158	GALLS INC I-013743458 I-013766990 I-013823063 I-103847040	PANTS PANTS VEST PLATES SPIT HOODS	R	10/11/2019		84.99CR 90.99CR 334.40CR 44.99CR	114505 114505 114505 114505	 555.37
6424	GLITCH GEAR, LLC I-541	.	R	10/11/2019		118.00CR	114506	118.00
1199	GRAHAM TIRE AND AUTOMOTIVE SERVICES I-9323458 I-9323933	06 CHEVY FRONT TIRES	R	10/11/2019		76.95CR 189.72CR	114507 114507	 266.67
1215	GREENWOOD NURSERY I-10044 I-10197	TALL GRASS FLOWERS TRIM HEDGES @ MEMORIAL	R	10/11/2019		138.99CR 1,500.00CR	114508 114508	 1,638.99

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1256	HAWKINS INC							
	I-4590291	FERRIC CHLORIDE	R	10/11/2019		5,133.33CR	114509	
	I-4593677	FERIC CHLORIDE	R	10/11/2019		5,144.97CR	114509	10,278.30
6425	SEEHUSEN, WAYNE DBA							
	I-238787	CARPET CLEANING	R	10/11/2019		425.00CR	114510	425.00
6049	HERC U LIFT							
	I-W427390	FORKLIFT INSPECTION	R	10/11/2019		96.83CR	114511	96.83
5515	HOFFMANN, RYAN							
	I-201910103941	FLASH DRIVES	R	10/11/2019		45.24CR	114512	45.24
1314	IAAO							
	I-201910103942	2020 DUES	R	10/11/2019		200.00CR	114513	200.00
5329	INTERSTATE ALL BATTERY CENTER							
	I-1912902060802	BATTERIES	R	10/11/2019		365.95CR	114514	365.95
5017	JIM'S CLOTHING & SPORTING GOODS							
	I-119336	FLAG/TACKLE FOOTBALL	R	10/11/2019		1,080.00CR	114515	
	I-121084	JR VBALL SHIRTS	R	10/11/2019		594.00CR	114515	
	I-121158	JR FLAG FOOTBALL	R	10/11/2019		45.00CR	114515	1,719.00
1399	JOHNSON BROTHERS LIQUOR COMPANY							
	C-567400	.	R	10/11/2019		271.43	114516	
	C-567401	.	R	10/11/2019		108.18	114516	
	C-568258	.	R	10/11/2019		56.84	114516	
	C-568259	.	R	10/11/2019		17.21	114516	
	C-568260	.	R	10/11/2019		141.01	114516	
	I-1395692	.	R	10/11/2019		2,285.30CR	114516	
	I-1395693	.	R	10/11/2019		1,176.12CR	114516	
	I-1398952	.	R	10/11/2019		1,351.67CR	114516	
	I-1398953	.	R	10/11/2019		427.07CR	114516	
	I-1401500	.	R	10/11/2019		3,394.06CR	114516	
	I-1401501	.	R	10/11/2019		1,907.23CR	114516	
	I-1401502	.	R	10/11/2019		112.25CR	114516	10,059.03
VOID	VOID CHECK		V	10/11/2019			114517	**VOID**
1	JOHNSON, CARLTON							
	I-201910103943	00543 REFUND	R	10/11/2019		146.00CR	114518	146.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5095	KIBBLE EQUIPMENT							
	I-2051080	1345 DRIVESHAFT	R	10/11/2019		699.21CR	114519	
	I-2053102	1545 DRIVESHAFT BUSHINGS	R	10/11/2019		76.52CR	114519	
	I-2062621	JD SKIDLOADER	R	10/11/2019		217.35CR	114519	993.08
1	KUECKER, SCOTT							
	I-201910103944	00621 REFUND	R	10/11/2019		300.00CR	114520	300.00
5138	L & A SYSTEMS, LLC							
	I-4436	SVC & INSTALL LABOR	R	10/11/2019		1,497.39CR	114521	1,497.39
1481	LEAGUE OF MINNESOTA CITIES							
	I-298920	LMC REGIONAL MTGS	R	10/11/2019		110.00CR	114522	110.00
1508	LOCKWOOD MOTORS INC.							
	I-056628091900	CAR WASHES	R	10/11/2019		49.60CR	114523	
	I-46440	06 CHEV PARTS	R	10/11/2019		59.85CR	114523	109.45
1545	LYON COUNTY HIGHWAY DEPARTMENT							
	I-201910103947	09/19 FUEL	R	10/11/2019		8,388.16CR	114524	8,388.16
VOID	VOID CHECK		V	10/11/2019			114525	**VOID**
1548	LYON COUNTY LANDFILL							
	I-295961	BULB DISPOSAL	R	10/11/2019		55.50CR	114526	
	I-296709	BULBS	R	10/11/2019		2.00CR	114526	
	I-296959	COMPOST GARBAGE	R	10/11/2019		108.50CR	114526	
	I-297238	RAILROAD TIE DISPOSAL	R	10/11/2019		133.68CR	114526	
	I-297239	RAILROAD TIE DISPOSAL	R	10/11/2019		44.74CR	114526	344.42
1553	LYON COUNTY SHERIFF'S DEPT.							
	I-19-0023	ID	R	10/11/2019		10.00CR	114527	10.00
1554	LYON COUNTY TREASURER							
	I-201910103948	REFUND DRWY PRMT 00140	R	10/11/2019		350.00CR	114528	
	I-201910103949	REF DRWY PRMT 00137-PKG LOT	R	10/11/2019		300.00CR	114528	650.00
1555	LYON LINCOLN ELECTRIC COOPERATIVE INC							
	I-201910103946	08/31-09/30/19	R	10/11/2019		40.59CR	114529	40.59
4245	MAAC, INC							
	I-091940	HARN RD ASBESTOS DISPOSAL	R	10/11/2019		880.00CR	114530	880.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	MADDEN, TRAVIS I-201910103950	REF PRMT 00547	R	10/11/2019		300.00CR	114531	300.00
1574	MAGIC WATER I-201910103958	10/01-10/31/19	R	10/11/2019		39.50CR	114532	39.50
5459	MAGNEY CONSTRUCTION, INC I-201910103951	#3 WWTF IMPROVEMENTS	R	10/11/2019		829,698.90CR	114533	829,698.90
1652	MARSHALL VOLUNTEER FIRE RELIEF ASSOC I-201910103954	FIRE AID & SUPP FIRE AID	R	10/11/2019		100,825.53CR	114534	100,825.53
5139	MATHESON TRI-GAS INC I-20426792	WELDER WIRE	R	10/11/2019		158.45CR	114535	158.45
1683	MCFOA I-201910103955	PRIMARY TRAINING	R	10/11/2019		10.00CR	114536	10.00
4980	MENARDS INC I-45856 I-45960 I-46265 I-46293 I-46467 I-46495 I-46576 I-46665 I-46765 I-46842	SUPPLIES SUPPLIES SUPPLIES SUPPLIES TOOL HOLDER FLASHLIGHTS, PIPE UNION SUPPLIES TARP WORK LIGHT SUPPLIES	R	10/11/2019		81.94CR 48.27CR 41.34CR 5.79CR 8.59CR 50.75CR 129.88CR 64.98CR 7.55CR 29.97CR	114537 114537 114537 114537 114537 114537 114537 114537 114537 114537	469.06
1808	MINNESOTA MUNICIPAL UTILITIES ASSOC I-53567	Q3 2019 SAFETY TRAINING	R	10/11/2019		4,925.00CR	114538	4,925.00
4896	MINNWEST PLUMBING & HEATING I-2270	REPAIR URINAL SPUDS AT NEW COM	R	10/11/2019		372.00CR	114539	372.00
1774	MN DEPT OF LABOR AND INDUST I-201910103957	Q3 2019 SURCHARGE	R	10/11/2019		5,699.33CR	114540	5,699.33
1844	MN WEST COMMUNITY & TECH COLLEGE I-559690	EVOC-HOFFMAN, ARZDORF	R	10/11/2019		450.00CR	114541	450.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1874	MOSS & BARNETT I-715811	FRANCHISE RENEWAL WORK	R	10/11/2019		1,912.50CR	114542	1,912.50
1939	NFPA I-7580892Y	FIRE PREVENTION WEEK SUPPLIES	R	10/11/2019		334.95CR	114543	334.95
1945	NORMS GTC C-98095 I-98084 I-98194 I-98231	RETURN WATER PUMP AIR FILTER P4 WIPER BLADES	R	10/11/2019		124.95 124.99CR 27.91CR 33.98CR	114544 114544 114544 114544	 61.93
3809	O'REILLY AUTOMOTIVE STORES, INC I-1538-220339	06 CHEVY	R	10/11/2019		171.04CR	114545	171.04
5205	PAINTED PRAIRIE VINEYARD I-000041	.	R	10/11/2019		96.00CR	114546	96.00
2019	PAUSTIS WINE COMPANY I-63986 I-65368 I-65652	. . .	R	10/11/2019		508.00CR 4,219.00CR 2,667.00CR	114547 114547 114547	 7,394.00
2036	PHILLIPS WINE AND SPIRITS INC C-343473 C-343474 I-2628904 I-2628905 I-2631061 I-2631062 I-2632990 I-2632991	R	10/11/2019		1,193.45 14.97 3,235.19CR 2,289.53CR 2,004.30CR 1,413.01CR 3,362.65CR 209.58CR	114548 114548 114548 114548 114548 114548 114548 114548	 11,305.84
VOID	VOID CHECK		V	10/11/2019			114549	**VOID**
2064	POWERPLAN I-R02796	TRACKHOE RENTAL	R	10/11/2019		3,658.88CR	114550	3,658.88
4595	TRAVIS PRILL I-201910113959	09/24/19 RAIL RESPONSE-DULUTH	R	10/11/2019		215.60CR	114551	215.60
6166	PULVER MOTOR SVC, LLC I-140202 I-140203 I-140349	ICR# 19-14956 ICR# 19-14959 ICR# 19-16070	R	10/11/2019		600.00CR 600.00CR 75.00CR	114552 114552 114552	 1,275.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2096	QUARNSTROM & DOERING, PA I-M2353-100,S73281	VEHICLE FORFEITURE 42-CR-19-13	R	10/11/2019		210.00CR	114553	210.00
5911	KUGLIN, SARAH I-2592	MERIT WEBSITE MAINTENANCE	R	10/11/2019		240.00CR	114554	240.00
3851	RIDGEWATER COLLEGE I-00233161	NFPA 1001 13 FIREFIGHTERS	R	10/11/2019		17,810.00CR	114555	17,810.00
5867	ROUND LAKE VINEYARDS & WINERY I-2033	.	R	10/11/2019		963.00CR	114556	963.00
6208	ISD 2902-RTR PUBLIC SCHOOLS I-201910113961	RTR FOOTBALL JAMBOREE	R	10/11/2019		40.00CR	114557	40.00
4641	SDSU I-201910113974	RABIES TESTING	R	10/11/2019		78.28CR	114558	78.28
0137	SHERWIN WILLIAMS I-9410-5	STREET PAINT	R	10/11/2019		389.10CR	114559	389.10
3495	SMSU I-00213034 I-00213701	SMSU GAME DAY ADVERTISING 10/01/19 PYMT	R R	10/11/2019 10/11/2019		500.00CR 250.00CR	114560 114560	750.00
2311	SOUTHWEST GLASS CENTER I-104014	LOCK REPAIRS	R	10/11/2019		185.00CR	114561	185.00
2318	SOUTHWEST SANITATION INC. I-201910113962 I-201910113963 I-201910113964 I-201910113965	09/19 SVC 09/19 SVC 09/19 SVC 09/19 SVC	R R R R	10/11/2019 10/11/2019 10/11/2019 10/11/2019		1,784.01CR 235.20CR 546.84CR 170.03CR	114562 114562 114562 114562	2,736.08
VOID	VOID CHECK		V	10/11/2019			114563	**VOID**
2345	ST CROIX RECREATION FUNPLAYGROUNDS I-20362	RECEPTCLES FOR PARKING EXPANSI	R	10/11/2019		3,128.84CR	114564	3,128.84
1	SWALBOWSKI, MICHAEL I-201910113967	00311 REFU	R	10/11/2019		300.00CR	114565	300.00

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4338	THERMAL PROCESSING SYSTEMS, INC I-57519.1	POST ATAD JET PUMP VALVE	R	10/11/2019		16,138.06CR	114566	16,138.06
4048	THOMSEN, MIKE I-201910113968	2019 SAFETY SHOES- M THOMSEN	R	10/11/2019		12.60CR	114567	12.60
1	TIM RUGSTAD CONST I-201910113969	REF 00627	R	10/11/2019		207.60CR	114568	207.60
3347	TUTT CONSTRUCTION I-201910113970	REFUND PRMT 00672	R	10/11/2019		300.00CR	114569	300.00
5106	ULINE I-112566868	TOWELS	R	10/11/2019		145.45CR	114570	145.45
2499	US BANK I-5502614 I-5502615 I-5502666 I-5502667	2010A FISCAL AGENT 2010B FISCAL AGENT 2011A FISCAL AGENT 2011B FISCAL AGENT	R	10/11/2019 10/11/2019 10/11/2019 10/11/2019		500.00CR 500.00CR 500.00CR 500.00CR	114571 114571 114571 114571	2,000.00
5733	VAST BROADBAND I-001575601-0919 I-001744201-1019 I-002687001-0919 I-015038601-1019 I-015038701-0919 I-015044401-0919 I-015082101-1019	09/22-10/23/19 10/06-11/05/19 09/26-10/25/19 10/06-11/05/19 09/24-10/23/19 09/26-10/25/19 10/06-11/05/19	R	10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019		122.68CR 161.79CR 33.97CR 59.70CR 27.97CR 34.43CR 287.77CR	114572 114572 114572 114572 114572 114572 114572	728.31
3378	VOGT, DAN I-01967	VOGT FACADE IMP PROGRAM	R	10/11/2019		1,938.52CR	114573	1,938.52
4118	WALMART BUSINESS I-003282 I-003970 I-005338 I-009827 I-012657 I-012790 I-013302 I-016518 I-017796 I-018186 I-019182 I-019663 I-021351 I-022106 I-023424 I-024993 I-026231 I-028671	SUPPLIES ASP SUPPLIES FLAG FOOTBALL SUPPLIES SUPPLIES SUPPLIES . SUPPLIES SUPPLIES SUPPLIES OPEN SKATE SUPPLIES KENNEL SUPPLIES SUPPLIES WORLD CAFE SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES	R	10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019 10/11/2019		66.32CR 10.10CR 19.94CR 41.32CR 51.52CR 25.40CR 29.44CR 22.59CR 37.72CR 8.87CR 45.41CR 82.12CR 29.34CR 56.73CR 14.81CR 81.11CR 176.38CR 59.12CR	114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574 114574	

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
	I-028890	COOLER	R	10/11/2019		4.22CR	114574	
	I-029625	PRINTER/INK	R	10/11/2019		86.91CR	114574	
	I-031617	.	R	10/11/2019		40.48CR	114574	
	I-201910113976	SUPPLIES	R	10/11/2019		7.98CR	114574	997.83
VOID	VOID CHECK		V	10/11/2019			114575	**VOID**
2564	WCEC, INC I-88558	CONTAINMENT BOOM PARTS	R	10/11/2019		775.95CR	114576	775.95
1966	WERNER ELECTRIC SUPPLY I-S010155568.002	EFFLUENT FILTER PUMP DRIVE	R	10/11/2019		413.82CR	114577	413.82
6146	WILTS, KEVIN I-201910113972	2019 FASETY SHOES- K WILTS	R	10/11/2019		175.00CR	114578	175.00
2605	WINE MERCHANTS I-7254640	.	R	10/11/2019		5,885.02CR	114579	5,885.02
6379	WINEBOW I-MN00066113	.	R	10/11/2019		1,590.00CR	114580	1,590.00
6394	WING, LAURA I-201910113973	10/02/19 MN TAX SEMINAR HUTCH	R	10/11/2019		83.98CR	114581	83.98

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	96	0.00	1,215,611.93	1,215,611.93
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	7	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	103	0.00	1,215,611.93	1,215,611.93

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 07066 CITY AP

VENDOR SET: 01

BANK : AP REG AP

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	10/2019	216,254.02CR
211	10/2019	1,155.00CR
214	10/2019	1,938.52CR
258	10/2019	3,601.78CR
270	10/2019	450.98CR
321	10/2019	500.00CR
368	10/2019	260.00CR
369	10/2019	365.00CR
370	10/2019	200.00CR
456	10/2019	9,035.84CR
602	10/2019	863,454.45CR
609	10/2019	116,428.02CR
630	10/2019	1,968.32CR
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ALL		1,215,611.93CR

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
4805		FURTHER						
	I-201910163990	FURTHER	D	10/18/2019		520.84	001006	
	I-5FH201910153979	EMPLOYER CONTRIB FAM HSA 5000	D	10/18/2019		4,333.68	001006	
	I-5FV201910153979	EMPLOYER CONT FAM VEBA 5000	D	10/18/2019		750.00	001006	
	I-5SH201910153979	EMPLOYER CONTRIB SNGL HSA 5000	D	10/18/2019		1,687.50	001006	
	I-5SV201910153979	EMPLOYER CONT SNGL VEBA 5000	D	10/18/2019		833.36	001006	
	I-HEC201910153979	EMPLOYEE HSA CONTRIBUTION	D	10/18/2019		7,512.15	001006	15,637.53
1358		INTERNAL REVENUE SERVICE						
	I-T1 201910153979	FEDERAL W/H	D	10/18/2019		21,302.19	000999	
	I-T3 201910153979	SOCIAL SECURITY W/H	D	10/18/2019		25,220.96	000999	
	I-T4 201910153979	MEDICARE W/H	D	10/18/2019		7,605.24	000999	54,128.39
3669		MINNESOTA STATE RETIREMENT SYST						
	I-27A201910153979	HEALTH CARE SAVINGS PLAN	D	10/18/2019		842.89	001005	
	I-27B201910153979	HEALTH CARE SAVINGS PLAN	D	10/18/2019		170.00	001005	
	I-27L201910153979	HEALTH CARE SAVINGS PLAN	D	10/18/2019		1,275.00	001005	
	I-27N201910153979	HEALTH CARE SAVINGS PLAN	D	10/18/2019		2,339.79	001005	
	I-27S201910153979	HEALTH CARE SAVINGS PLAN	D	10/18/2019		200.00	001005	
	I-36 201910153979	MNDP - DEFERRED COMP	D	10/18/2019		860.00	001005	
	I-36R201910153979	MNDP - ROTH	D	10/18/2019		240.00	001005	5,927.68
1818		MN REVENUE						
	I-T2 201910153979	STATE W/H	D	10/18/2019		10,247.41	001000	10,247.41
2512		NATIONWIDE RETIREMENT						
	I-33 201910153979	USCM	D	10/18/2019		500.00	001002	500.00
2513		NATIONWIDE RETIREMENT-FIRE						
	I-34 201910153979	USCM FIRE DEPT	D	10/18/2019		20.05	001003	20.05
2028		PERA OF MINNESOTA REG						
	I-11 201910153979	PERA COUNCIL	D	10/18/2019		340.90	001001	
	I-12 201910153979	PERA POLICE AND FIRE	D	10/18/2019		17,755.01	001001	
	I-13 201910153979	PERA COORDINATED	D	10/18/2019		28,909.06	001001	47,004.97
3443		VALIC DEFERRED COMP						
	I-35 201910153979	VALIC DEFERRED COMP	D	10/18/2019		997.00	001004	
	I-35F201910153979	VALIC - FIRE DEPARTMENT	D	10/18/2019		50.18	001004	
	I-35R201910153979	VALIC ROTH	D	10/18/2019		1,250.00	001004	2,297.18
6085		VOYA - INVESTORS CHOICE						
	I-37D201910153979	VOYA DEFERRED	D	10/18/2019		250.00	001007	
	I-37R201910153979	VOYA ROTH PLAN	D	10/18/2019		650.00	001007	900.00

VENDOR	I.D.	NAME	ITEM TYPE	ITEM DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	136,663.21	136,663.21
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	9	0.00	136,663.21	136,663.21

** REGISTER GRAND TOTALS *

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	0.00	136,663.21	136,663.21
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	9	0.00	136,663.21	136,663.21

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
101	10/2019	100,020.65CR
211	10/2019	10,091.24CR
258	10/2019	3,482.35CR
270	10/2019	1,075.86CR
602	10/2019	16,372.93CR
609	10/2019	5,620.18CR
ALL		136,663.21CR

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: N/A NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1480	LAW ENFORCEMENT LABOR S					
		I-80 201910153979	101-21265	UNION DUES	LELS UNION DUES	001500 1,020.00
				DEPARTMENT	NON-DEPARTMENTAL	TOTAL: 1,020.00
01-0578	AMAZON CAPITAL SERVICES					
		I-1DVJ-WRRG-DYR1	101-40141-3311	GENERAL PROFE WELLNESS DOOR PRIZES		001489 169.93
PROJ: AAA-3311		WELLNESS PROGRAM		PROFESSIONAL SERVICES		
		I-1T4X-4NMW-HRPD	101-40141-3311	GENERAL PROFE WELLNESS DOOR PRIZES		001489 96.90
PROJ: AAA-3311		WELLNESS PROGRAM		PROFESSIONAL SERVICES		
01-1890	MUNICIPAL CODE CORPORAT					
		I-00333072	101-40141-3311	GENERAL PROFE CODE BOOKS UPDATE		001503 850.70
01-4134	STENSRUD, PRESTON					
		I-201910163993	101-40141-3311	GENERAL PROFE WELLNESS WALKING PRIZE		001522 100.00
PROJ: AAA-3311		WELLNESS PROGRAM		PROFESSIONAL SERVICES		
01-6231	BOX, KYLE					
		I-201910184003	101-40141-3311	GENERAL PROFE WELLNESS BIOMETRIC EVENT		001526 33.82
PROJ: AAA-3311		WELLNESS PROGRAM		PROFESSIONAL SERVICES		
				DEPARTMENT 0141	MAYOR & COUNCIL	TOTAL: 1,251.35
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-50151-3386	STORM WATER U 08/29-09/27/19		001501 80.59
01-4489	VERIZON WIRELESS					
		I-9839682412	101-50151-3321	TELEPHONE & C 09/09-10/08/19		001523 360.11
01-5891	ONE OFFICE SOLUTION					
		I-1939988-0	101-50151-2211	GENERAL SUPPL PAPER & INDEX CARDS		001512 46.03
01-6251	SHRED RIGHT					
		I-512714	101-50151-3311	GENERAL PROFE 10/03/19 SVC		001514 15.00
				DEPARTMENT 0151	POLICE ADMINISTRATION	TOTAL: 501.73
01-4489	VERIZON WIRELESS					
		I-9839213290	101-50156-3321	TELEPHONE & C 09/02-10/01/19		001523 49.04
PROJ: PC5-3321		10/14-09/16 CAT GRANT		TELEPHONE		
				DEPARTMENT 0156	CHEMICAL ASSESSMENT TEAM	TOTAL: 49.04
01-1243	HARDWARE HANK					

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0162 ENGINEERING
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1243	HARDWARE HANK		continued			
		I-67759	101-60162-2245	EQUIPMENT/TOO KEYS	001497	12.45
01-6183	LEE, JERRED					
		I-201910163983	101-60162-3331	TRAVEL, CONFE MNDOT CERT COURSE	001525	1,365.00
				DEPARTMENT 0162 ENGINEERING	TOTAL:	1,377.45
01-5891	ONE OFFICE SOLUTION					
		I-1941095-0	101-60164-2211	GENERAL SUPPL SUPPLIES	001512	15.80
				DEPARTMENT 0164 COMMUNITY PLANNING	TOTAL:	15.80
01-1243	HARDWARE HANK					
		I-67672	101-70176-2211	GENERAL SUPPL RV ANTIFREEZE	001497	29.88
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-70176-3381	ELECTRIC UTIL 08/29-09/27/19	001501	56.46
		I-201910173996	101-70176-3382	WATER UTILITI 08/29-09/27/19	001501	908.99
		I-201910173996	101-70176-3385	SEWER UTILITI 08/29-09/27/19	001501	23.95
				DEPARTMENT 0176 AQUATIC CENTER	TOTAL:	1,019.28
01-0815	CATTOOR OIL COMPANY INC					
		I-6300	101-60211-2215	SAFETY WEAR & BULK GAS	001493	69.50
01-1020	DUININCK BROS., INC.					
		I-539225	101-60211-2227	OTHER REPAIRS FROST BOILS	001495	3,141.06
		I-539250	101-60211-2227	OTHER REPAIRS FROST BOILS	001495	5,504.46
		I-539264	101-60211-2227	OTHER REPAIRS FROST BOILS	001495	2,186.34
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-60211-3381	ELECTRIC UTIL 08/29-09/27/19	001501	302.73
		I-201910173996	101-60211-3382	WATER UTILITI 08/29-09/27/19	001501	75.60
				DEPARTMENT 0211 STREET ADMINISTRATION	TOTAL:	11,279.69
		I-201910173996	101-50251-3381	ELECTRIC UTIL 08/29-09/27/19	001501	231.16
				DEPARTMENT 0251 EMERGENCY MANAGEMENT SERV	TOTAL:	231.16
01-0934	D & G EXCAVATING INC					
		I-83712	101-70276-2227	OTHER REPAIRS BLACK DIRT	001494	324.00

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 0276 PARK MAINTENANCE & DEVEL.
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-70276-3381	ELECTRIC UTIL 08/29-09/27/19	001501	1,495.70
		I-201910173996	101-70276-3382	WATER UTILITI 08/29-09/27/19	001501	1,668.90
		I-201910173996	101-70276-3385	SEWER UTILITI 08/29-09/27/19	001501	25.32
01-1635	MARSHALL NORTHWEST PIPE					
		I-436745	101-70276-2211	GENERAL SUPPL IRRIGATION FITTINGS	001502	31.73
01-2201	RUNNINGS SUPPLY INC					
		I-4735706	101-70276-2245	EQUIPMENT/TOO TROY BUILT REAR TILLER	001505	699.98
DEPARTMENT 0276 PARK MAINTENANCE & DEVEL.TOTAL:						4,245.63
01-1267	HEIMAN INC.					
		I-34785	101-50352-2223	BUILDING REPA EXTINGUISHER INSPECTIONS	001498	56.00
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-50352-3381	ELECTRIC UTIL 08/29-09/27/19	001501	400.60
		I-201910173996	101-50352-3382	WATER UTILITI 08/29-09/27/19	001501	87.48
		I-201910173996	101-50352-3385	SEWER UTILITI 08/29-09/27/19	001501	22.43
		I-201910173996	101-50352-3386	STORM WATER U 08/29-09/27/19	001501	14.93
		I-201910173996	101-50352-3418	FIRE PROTECTI 08/29-09/27/19	001501	12,083.33
01-2201	RUNNINGS SUPPLY INC					
		I-4725099	101-50352-2211	GENERAL SUPPL FIRE PREVENTION CANDY	001505	53.83
DEPARTMENT 0352 FIRE SERVICES TOTAL:						12,718.60
01-0384	COUDRON, DEAN					
		I-201910153982	101-60364-3437	LICENSES AND BOILER LICENSE	001515	20.00
		I-201910173998	101-60364-2215	SAFETY WEAR & 2019 SAFETY SHOES-D COUDRON	001515	127.99
01-0548	ACTION SPORTS INC					
		I-21095692	101-60364-2221	EQUIPMENT REP POLARIS RANGER	001488	35.99
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-60364-3381	ELECTRIC UTIL 08/29-09/27/19	001501	1,781.44
		I-201910173996	101-60364-3381	ELECTRIC UTIL 08/29-09/27/19	001501	1,224.29
	PROJ: E19-3381		ARRIVAL DEPARTURE BLDG	ELECTRIC UTILITIES		
		I-201910173996	101-60364-3382	WATER UTILITI 08/29-09/27/19	001501	103.00
		I-201910173996	101-60364-3382	WATER UTILITI 08/29-09/27/19	001501	205.57
	PROJ: E19-3382		ARRIVAL DEPARTURE BLDG	WATER UTILITIES		
		I-201910173996	101-60364-3385	SEWER UTILITI 08/29-09/27/19	001501	23.66
		I-201910173996	101-60364-3386	STORM WATER U 08/29-09/27/19	001501	77.36
01-2201	RUNNINGS SUPPLY INC					
		I-4728591	101-60364-2211	GENERAL SUPPL MOUSE TRAPS	001505	38.97

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2201	RUNNINGS SUPPLY INC		continued			
		I-4736237	101-60364-2211	GENERAL SUPPL SHOVELS	001505	23.98
					DEPARTMENT 0364 AIRPORT	TOTAL: 3,662.25
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-50453-3381	ELECTRIC UTIL 08/29-09/27/19	001501	99.98
		I-201910173996	101-50453-3382	WATER UTILITI 08/29-09/27/19	001501	20.62
					DEPARTMENT 0453 ANIMAL IMPOUNDMENT	TOTAL: 120.60
		I-201910173996	101-60465-3381	ELECTRIC UTIL 08/29-09/27/19	001501	20,131.25
					DEPARTMENT 0465 STREET LIGHTING	TOTAL: 20,131.25
01-6231	BOX, KYLE					
		I-201910173997	101-40741-3331	TRAVEL, CONFE SUPPLIES FOR RACE EQUITY TRAIN	001526	48.06
					DEPARTMENT 0741 CITY ADMINISTRATION	TOTAL: 48.06
01-2309	SOUTHWEST COACHES INC					
		I-242	101-70772-2211	GENERAL SUPPL PATHFINDERS OPEN SKATE	001519	75.00
	PROJ: 500-2211		AFTER SCHOOL CLUBS	GENERAL SUPPLIES		
					DEPARTMENT 0772 CS YOUTH ACTIVITIES	TOTAL: 75.00
01-4119	ABDO, EICK & MEYERS, LL					
		I-100026	101-40821-3331	TRAVEL, CONFE AEM SEMINAR	001509	100.00
					DEPARTMENT 0821 FINANCE	TOTAL: 100.00
01-5891	ONE OFFICE SOLUTION					
		I-1941094-0	101-40931-2211	GENERAL SUPPL CALENDARS	001512	45.96
					DEPARTMENT 0931 APPRAISING & ASSESSING	TOTAL: 45.96
01-1604	MARSHALL AREA CHAMBER O					
		I-640	101-70971-2211	GENERAL SUPPL ADULT SB AWARDS	001518	675.00
	PROJ: 436-2211		ADULT SOFTBALL	GENERAL SUPPLIES		
					DEPARTMENT 0971 RECREATION-SUMMER	TOTAL: 675.00

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 101 GENERAL FUND
 DEPARTMENT: 1231 MUNICIPAL BLDG MAINT
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	101-41231-3381	ELECTRIC UTIL 08/29-09/27/19	001501	2,079.00
		I-201910173996	101-41231-3382	WATER UTILITI 08/29-09/27/19	001501	131.46
					DEPARTMENT 1231 MUNICIPAL BLDG MAINT	TOTAL: 2,210.46

		I-201910173996	101-42071-3381	ELECTRIC UTIL 08/29-09/27/19	001501	354.27
		I-201910173996	101-42071-3382	WATER UTILITI 08/29-09/27/19	001501	92.22
					DEPARTMENT 2071 ADULT COMMUNITY CTR	TOTAL: 446.49

					FUND 101 GENERAL FUND	TOTAL: 61,224.80

PACKET: 07083 EFT Payments

VENDOR SET: 01

FUND : 207 PARKWAY ADDITION III & IV

DEPARTMENT: 1136 GENERAL COMMUNITY DEV

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL	I-201910173996	207-41136-3386	STORM WATER U 08/29-09/27/19	001501	16.62
					DEPARTMENT 1136 GENERAL COMMUNITY DEV TOTAL:	16.62
					FUND 207 PARKWAY ADDITION III & IV TOTAL:	16.62

PACKET: 07083 EFT Payments

VENDOR SET: 01

FUND : 208 EDA ADMINISTRATION

DEPARTMENT: 1136 GENERAL COMMUNITY DEV

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1604	MARSHALL AREA CHAMBER O	I-677	208-41136-3433	DUES & SUBSCR 2019 TRANSPORTATION INCOM	001518	6,000.00
					DEPARTMENT 1136 GENERAL COMMUNITY DEV	TOTAL: 6,000.00
					FUND 208 EDA ADMINISTRATION	TOTAL: 6,000.00

PACKET: 07083 EFT Payments
VENDOR SET: 01
FUND : 230 TAX INCREMENT FINANCING
DEPARTMENT: 1136 GEN COMM DEVELOPMENT
BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	230-41136-3386	STORM WATER U 08/29-09/27/19	001501	32.24
	PROJ: F05-3386	NW PIPE, RITTERS, ERIE RO		STORM WATER UTILITY		
		I-201910173996	230-41136-3386	STORM WATER U 08/29-09/27/19	001501	6.96
	PROJ: F21-3386	INDUSTRIAL PK DEV 1-11		SURFACE WATER MANAGEMENT		
		I-201910173996	230-41136-3386	STORM WATER U 08/29-09/27/19	001501	41.61
	PROJ: F24-3386	COMM IND PARK DIST 1-14		SURFACE WATER		
DEPARTMENT 1136 GEN COMM DEVELOPMENT					TOTAL:	80.81
FUND 230 TAX INCREMENT FINANCING					TOTAL:	80.81

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 258 ASC ARENA
 DEPARTMENT: 0579 AMATEUR SPORTS CENTER
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	258-70579-3381	ELECTRIC UTIL 08/29-09/27/19	001501	6,090.10
		I-201910173996	258-70579-3382	WATER UTILITI 08/29-09/27/19	001501	435.34
		I-201910173996	258-70579-3385	SEWER UTILITI 08/29-09/27/19	001501	342.54
		I-201910173996	258-70579-3386	STORM WATER U 08/29-09/27/19	001501	652.59
01-1635	MARSHALL NORTHWEST PIPE					
		I-436753	258-70579-2227	OTHER REPAIRS DRINKING FOUNTAIN FILTER	001502	73.82
01-2201	RUNNINGS SUPPLY INC					
		I-4725216	258-70579-2211	GENERAL SUPPL EXTENSION CORD	001505	17.97
		I-4727694	258-70579-2211	GENERAL SUPPL SUPPLIES	001505	7.48
		I-4727783	258-70579-2227	OTHER REPAIRS MARKERS FOR SNOW REMOVAL	001505	119.40
		I-4728789	258-70579-2211	GENERAL SUPPL SUPPLIES	001505	31.04
DEPARTMENT 0579 AMATEUR SPORTS CENTER					TOTAL:	7,770.28
FUND 258 ASC ARENA					TOTAL:	7,770.28

PACKET: 07083 EFT Payments

VENDOR SET: 01

FUND : 260 MARSHALL INDUSTRIAL FOUND

DEPARTMENT: 1136 GENERAL COMMUNITY DEV

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL	I-201910173996	260-41136-3386	STORM WATER U 08/29-09/27/19	001501	166.96
DEPARTMENT 1136 GENERAL COMMUNITY DEV TOTAL:						166.96
FUND 260 MARSHALL INDUSTRIAL FOUNDTOTAL:						166.96

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 270 MERIT
 DEPARTMENT: 0551 MERIT OPERATIONS
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-0658	AP DESIGN	I-71482	270-50551-3347	MARKETING MERIT LOGO PENS	001491	379.80
01-1271	HENLE PRINTING COMPANY	I-161147	270-50551-3347	MARKETING MERIT BROCHURES	001499	210.80
01-1633	MARSHALL MUNICIPAL UTIL	I-201910173996	270-50551-3381	ELECTRIC UTIL 08/29-09/27/19	001501	514.50
		I-201910173996	270-50551-3382	WATER UTILITI 08/29-09/27/19	001501	120.05
		I-201910173996	270-50551-3385	SEWER UTILITI 08/29-09/27/19	001501	39.26
01-1635	MARSHALL NORTHWEST PIPE	I-436717	270-50551-2223	BUILDING REPA TOILET SEAT	001502	34.22
01-2318	SOUTHWEST SANITATION IN	I-01-11533 6	270-50551-3384	REFUSE DISPOS 09/19 SVC	001520	35.20
01-2538	VIKING COCA COLA BOTTLI	I-877303	270-50551-2211	GENERAL SUPPL COFFEE	001506	50.50
DEPARTMENT 0551 MERIT OPERATIONS					TOTAL:	1,384.33
FUND 270 MERIT					TOTAL:	1,384.33

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 495 PUBLIC IMPROVE REVOLVING
 DEPARTMENT: 1136 GEN COMM DEVELOPMENT
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	495-41136-3381	ELECTRIC UTIL 08/29-09/27/19	001501	0.00
	PROJ: F23-3381	BLOCK 11		ELECTRIC UTILITIES		
		I-201910173996	495-41136-3382	WATER UTILITI 08/29-09/27/19	001501	0.00
	PROJ: F23-3382	BLOCK 11		WATER UTILITIES		
		I-201910173996	495-41136-3385	SEWER UTILITI 08/29-09/27/19	001501	0.00
	PROJ: F23-3385	BLOCK 11		SEWER UTILITIES		
		I-201910173996	495-41136-3386	STORM WATER U 08/29-09/27/19	001501	74.17
	PROJ: F23-3386	BLOCK 11		STORM WATER UTILITY		
DEPARTMENT 1136 GEN COMM DEVELOPMENT					TOTAL:	74.17
FUND 495 PUBLIC IMPROVE REVOLVING					TOTAL:	74.17

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 602 WASTEWATER OPERATING
 DEPARTMENT: 0581 WW OPERATIONS
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-0581	AMERICAN ENGINEERING TE						
		I-1301748	602-90581-5520	BUILDINGS & 09/19 SOILS & MATERIALS WWTF I	001490	487.00	
	PROJ: W13-5520		WWTF IMPROVEMENTS	BUILDING & STRUCTURES			
01-1090	FASTENAL COMPANY						
		I-99319	602-90581-2211	GENERAL SUPPL SUPPLIES	001496	122.12	
01-1201	GRAINGER INC						
		I-9311613658	602-90581-2211	GENERAL SUPPL MECHANICAL THERMOSTATS	001517	164.24	
01-1633	MARSHALL MUNICIPAL UTIL						
		I-201910173996	602-90581-3381	ELECTRIC UTIL 08/29-09/27/19	001501	26,227.30	
		I-201910173996	602-90581-3382	WATER UTILITI 08/29-09/27/19	001501	222.15	
		I-201910173996	602-90581-3386	STORM WATER U 08/29-09/27/19	001501	1,136.63	
01-1635	MARSHALL NORTHWEST PIPE						
		I-436720	602-90581-3322	POSTAGE SHIPPING	001502	8.03	
		I-436779	602-90581-3322	POSTAGE SHIPPING	001502	6.16	
		I-436901	602-90581-2221	EQUIPMENT REP COUPLER	001502	76.56	
	PROJ: W04-2221		BIOSOLIDS	PROJECT COSTS			
01-2201	RUNNINGS SUPPLY INC						
		I-4715016	602-90581-2211	GENERAL SUPPL SLIP HOOKS	001505	26.87	
		I-4729267	602-90581-2211	GENERAL SUPPL WINCH FOR JETTER	001505	39.98	
		I-4731590	602-90581-2211	GENERAL SUPPL TILE MARKERS	001505	25.74	
		I-4731675	602-90581-2211	GENERAL SUPPL PULLEYES, HUBS	001505	53.96	
01-2632	ZIEGLER INC						
		I-SW050328025	602-90581-2221	EQUIPMENT REP HWY 23 GENERATOR VALVE ADJUSTM	001507	1,078.81	
		I-SW050328026	602-90581-2221	EQUIPMENT REP MAIL LIFT GENERATOR VALVE ADJU	001507	1,063.03	
01-3557	POMP'S TIRE SERVICE, IN						
		I-680046193	602-90581-2211	GENERAL SUPPL TIRES FOR IMPALA	001508	324.96	
01-5727	WELSH, TRAVIS						
		I-201910163994	602-90581-2215	SAFETY WEAR & 2019 SAFETY SHOES-T WELSH	001524	164.99	
					DEPARTMENT 0581 WW OPERATIONS	TOTAL:	31,228.53
					FUND 602 WASTEWATER OPERATING	TOTAL:	31,228.53

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-0578	AMAZON CAPITAL SERVICES						
		I-1G7J-MNV7-LJFW	609-90991-2211	GENERAL SUPPL SUPPLIES	001489	24.89	
01-0688	BELLBOY CORPORATION						
		I-0100257700	609-90991-2211	GENERAL SUPPL .	001492	641.27	
		I-0100257700	609-90991-3333	FREIGHT .	001492	7.57	
		I-0100281100	609-90991-3333	FREIGHT .	001492	2.45	
01-0802	CARLSON & STEWART REFRI						
		I-21589	609-90991-2223	BUILDING REPA SVC BEER COOLER	001516	238.30	
01-1633	MARSHALL MUNICIPAL UTIL						
		I-201910173996	609-90991-3381	ELECTRIC UTIL 08/29-09/27/19	001501	1,367.59	
		I-201910173996	609-90991-3382	WATER UTILITI 08/29-09/27/19	001501	220.22	
		I-201910173996	609-90991-3385	SEWER UTILITI 08/29-09/27/19	001501	32.85	
		I-201910173996	609-90991-3386	STORM WATER U 08/29-09/27/19	001501	171.65	
01-2318	SOUTHWEST SANITATION IN						
		I-01-2515 4	609-90991-3384	REFUSE DISPOS 09/19 SVC	001520	216.45	
01-3545	MARSHALL RADIO						
		I-201910184006	609-90991-3345	ADVERTISING 09/19 ADVERTISING	001521	345.00	
01-4855	SOUTHERN GLAZER'S OF MN						
		I-1876317	609-90991-3333	FREIGHT .	001510	31.80	
		I-1876318	609-90991-3333	FREIGHT .	001510	33.90	
		I-5048350	609-90991-3333	FREIGHT .	001510	16.80	
		I-5048351	609-90991-3333	FREIGHT .	001510	1.20	
01-6323	LUTHER, ERIC						
		I-201910163984	609-90991-3331	TRAVEL, CONFE 09/18/19 PAUSTIS HOLIDAY SHOW	001527	71.00	
		I-201910163984	609-90991-3332	MILEAGE ALLOW 09/18/19 PAUSTIS HOLIDAY SHOW	001527	171.20	
					DEPARTMENT 0991 LIQUOR OPERATIONS	TOTAL:	3,594.14

01-0578	AMAZON CAPITAL SERVICES					
		I-1DX6-XYR6-6MCW	609-90992-2254	GEN MDSE PURC SUPPLIES	001489	343.39
01-0688	BELLBOY CORPORATION					
		I-0080977500	609-90992-2253	WINE PURCHASE .	001492	496.00
		I-0080977500	609-90992-2251	LIQUOR PURCHA .	001492	3,316.55
		I-0080978100	609-90992-2253	WINE PURCHASE .	001492	104.00
		I-0080978100	609-90992-2251	LIQUOR PURCHA .	001492	480.50
		I-0080984700	609-90992-2251	LIQUOR PURCHA .	001492	95.17
		I-0081039100	609-90992-2251	LIQUOR PURCHA .	001492	89.00
		I-0100257700	609-90992-2254	GEN MDSE PURC .	001492	148.56
		I-0100281100	609-90992-2254	GEN MDSE PURC .	001492	98.00

PACKET: 07083 EFT Payments
 VENDOR SET: 01
 FUND : 609 LIQUOR
 DEPARTMENT: 0992 LIQUOR PURCHASES
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-2026	PEPSI COLA BOTTLING OF					
		I-0002267522	609-90992-2254	GEN MDSE PURC .	001504	59.25
		I-0002270376	609-90992-2254	GEN MDSE PURC .	001504	35.55
01-2538	VIKING COCA COLA BOTTLI					
		C-2423030	609-90992-2254	GEN MDSE PURC .	001506	21.27-
		C-92411899	609-90992-2254	GEN MDSE PURC .	001506	2.25-
		I-2411968	609-90992-2254	GEN MDSE PURC .	001506	239.25
		I-2423029	609-90992-2254	GEN MDSE PURC .	001506	209.70
01-4855	SOUTHERN GLAZER'S OF MN					
		I-1876317	609-90992-2251	LIQUOR PURCHA .	001510	3,221.79
		I-1876318	609-90992-2253	WINE PURCHASE .	001510	1,294.51
		I-5048350	609-90992-2253	WINE PURCHASE .	001510	1,160.00
		I-5048351	609-90992-2251	LIQUOR PURCHA .	001510	450.02
01-5731	DOLL DISTRIBUTING					
		C-183473	609-90992-2252	BEER PURCHASE .	001511	351.71-
		C-185105	609-90992-2252	BEER PURCHASE .	001511	104.92-
		I-180276	609-90992-2254	GEN MDSE PURC .	001511	28.00
		I-180276	609-90992-2252	BEER PURCHASE .	001511	5,620.85
		I-183472	609-90992-2252	BEER PURCHASE .	001511	7,145.25
		I-185104	609-90992-2254	GEN MDSE PURC .	001511	167.25
		I-185104	609-90992-2252	BEER PURCHASE .	001511	5,777.10
		I-185106	609-90992-2252	BEER PURCHASE .	001511	282.50
01-6156	TRUE BRANDS					
		C-93345CM	609-90992-2254	GEN MDSE PURC .	001513	58.44-
		I-548878	609-90992-2254	GEN MDSE PURC .	001513	62.94
01-6415	FOXHOLE BREWHOUSE					
		I-000536	609-90992-2252	BEER PURCHASE .	001528	216.00
DEPARTMENT 0992 LIQUOR PURCHASES					TOTAL:	30,602.54
FUND 609 LIQUOR					TOTAL:	34,196.68

PACKET: 07083 EFT Payments

VENDOR SET: 01

FUND : 630 SURFACE WATER MGT UTILITY

DEPARTMENT: 0661 SURFACE WATER MGT UTILITY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT
01-1633	MARSHALL MUNICIPAL UTIL					
		I-201910173996	630-90661-3381	ELECTRIC UTIL 08/29-09/27/19	001501	4,854.88
		I-201910173996	630-90661-3386	STORM WATER U 08/29-09/27/19	001501	264.74
			DEPARTMENT 0661	SURFACE WATER MGT UTILITY	TOTAL:	5,119.62
			FUND 630	SURFACE WATER MGT UTILITY	TOTAL:	5,119.62
				REPORT GRAND TOTAL:		147,262.80

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019-2020	101-21265	UNION DUES	1,020.00						
	101-40141-3311	GENERAL PROFESSIONAL SERVI	1,251.35	11,785	2,400.28				
	101-40741-3331	TRAVEL, CONFERENCES AND SC	48.06	7,020	1,863.88				
	101-40821-3331	TRAVEL, CONFERENCES AND SC	100.00	3,500	1,685.56				
	101-40931-2211	GENERAL SUPPLIES	45.96	1,500	1,045.19				
	101-41231-3381	ELECTRIC UTILITIES	2,079.00	45,000	13,811.14				
	101-41231-3382	WATER UTILITIES	131.46	1,600	344.60				
	101-42071-3381	ELECTRIC UTILITIES	354.27	6,000	2,039.88				
	101-42071-3382	WATER UTILITIES	92.22	1,500	659.30				
	101-50151-2211	GENERAL SUPPLIES	46.03	12,000	3,117.17				
	101-50151-3311	GENERAL PROFESSIONAL SERVI	15.00	145,000	52,852.67				
	101-50151-3321	TELEPHONE & CELLULAR PHONE	360.11	18,500	5,440.71				
	101-50151-3386	STORM WATER UTILITY	80.59	969	226.47				
	101-50156-3321	TELEPHONE & CELLULAR PHONE	49.04	0	1,958.34-			Y	
	101-50251-3381	ELECTRIC UTILITIES	231.16	2,800	599.85				
	101-50352-2211	GENERAL SUPPLIES	53.83	10,000	586.81				
	101-50352-2223	BUILDING REPAIR & MAINTENA	56.00	8,000	3,084.43				
	101-50352-3381	ELECTRIC UTILITIES	400.60	4,700	1,250.59				
	101-50352-3382	WATER UTILITIES	87.48	1,200	239.76				
	101-50352-3385	SEWER UTILITIES	22.43	255	26.74				
	101-50352-3386	STORM WATER UTILITY	14.93	204	3.04-			Y	
	101-50352-3418	FIRE PROTECTION (HYDRANTS)	12,083.33	145,000	36,250.03				
	101-50453-3381	ELECTRIC UTILITIES	99.98	1,800	525.20				
	101-50453-3382	WATER UTILITIES	20.62	200	38.67				
	101-60162-2245	EQUIPMENT/TOOLS UP TO \$500	12.45	1,500	1,472.97				
	101-60162-3331	TRAVEL, CONFERENCES, AND S	1,365.00	19,000	11,051.10				
	101-60164-2211	GENERAL SUPPLIES	15.80	2,000	722.65				
	101-60211-2215	SAFETY WEAR & EQUIPMENT	69.50	5,750	3,184.05				
	101-60211-2227	OTHER REPAIRS & MAINTENANC	10,831.86	290,100	42,104.78-			Y	
	101-60211-3381	ELECTRIC UTILITIES	302.73	5,800	1,669.94				
	101-60211-3382	WATER UTILITIES	75.60	900	242.06				
	101-60364-2211	GENERAL SUPPLIES	62.95	14,000	1,586.80-			Y	
	101-60364-2215	SAFETY WEAR & EQUIPMENT	127.99	1,500	717.11				
	101-60364-2221	EQUIPMENT REPAIR & MAINTEN	35.99	15,000	1,629.38-			Y	
	101-60364-3381	ELECTRIC UTILITIES	3,005.73	45,000	8,582.12				
	101-60364-3382	WATER UTILITIES	308.57	5,000	1,908.04				
	101-60364-3385	SEWER UTILITIES	23.66	357	142.68				
	101-60364-3386	STORM WATER UTILITY	77.36	918	221.76				
	101-60364-3437	LICENSES AND TAXES	20.00	15,000	4,259.00				
	101-60465-3381	ELECTRIC UTILITIES	20,131.25	241,575	60,393.75				
	101-70176-2211	GENERAL SUPPLIES	29.88	36,000	4,067.70				
	101-70176-3381	ELECTRIC UTILITIES	56.46	13,000	7,799.57				
	101-70176-3382	WATER UTILITIES	908.99	18,000	5,760.05				
	101-70176-3385	SEWER UTILITIES	23.95	255	50.25-			Y	
	101-70276-2211	GENERAL SUPPLIES	31.73	55,000	869.23-			Y	

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-70276-2227	OTHER REPAIRS & MAINTENANC	324.00	150,000	54,681.53				
	101-70276-2245	EQUIPMENT/TOOLS UP TO \$500	699.98	12,000	4,987.59-	Y			
	101-70276-3381	ELECTRIC UTILITIES	1,495.70	26,000	6,169.09				
	101-70276-3382	WATER UTILITIES	1,668.90	25,000	12,963.00				
	101-70276-3385	SEWER UTILITIES	25.32	408	187.92				
	101-70772-2211	GENERAL SUPPLIES	75.00	1,400	790.49				
	101-70971-2211	GENERAL SUPPLIES	675.00	25,000	8,110.15-	Y			
	207-41136-3386	STORM WATER UTILITY	16.62	0	149.99-	Y			
	208-41136-3433	DUES & SUBSCRIPTIONS	6,000.00	7,500	0.00				
	230-41136-3386	STORM WATER UTILITY	80.81	408	179.86-	Y			
	258-70579-2211	GENERAL SUPPLIES	56.49	25,000	11,542.10				
	258-70579-2227	OTHER REPAIRS & MAINTENANC	193.22	20,000	13,683.29				
	258-70579-3381	ELECTRIC UTILITIES	6,090.10	81,000	29,296.39				
	258-70579-3382	WATER UTILITIES	435.34	6,000	1,294.29				
	258-70579-3385	SEWER UTILITIES	342.54	4,080	327.58				
	258-70579-3386	STORM WATER UTILITY	652.59	7,900	2,026.69				
	260-41136-3386	STORM WATER UTILITY	166.96	0	1,770.88-	Y			
	270-50551-2211	GENERAL SUPPLIES	50.50	3,000	1,187.69				
	270-50551-2223	BUILDING REPAIR & MAINTENA	34.22	1,500	458.69				
	270-50551-3347	MARKETING	590.60	5,000	3,016.46				
	270-50551-3381	ELECTRIC UTILITIES	514.50	7,000	1,848.35				
	270-50551-3382	WATER UTILITIES	120.05	1,500	465.15				
	270-50551-3384	REFUSE DISPOSAL	35.20	350	122.80				
	270-50551-3385	SEWER UTILITIES	39.26	408	103.56				
	495-41136-3381	ELECTRIC UTILITIES	0.00	0	905.22-	Y			
	495-41136-3382	WATER UTILITIES	0.00	0	146.36-	Y			
	495-41136-3385	SEWER UTILITIES	0.00	0	205.08-	Y			
	495-41136-3386	STORM WATER UTILITY	74.17	0	713.33-	Y			
	602-90581-2211	GENERAL SUPPLIES	757.87	250,000	63,213.38				
	602-90581-2215	SAFETY WEAR & EQUIPMENT	164.99	3,500	2,897.38				
	602-90581-2221	EQUIPMENT REPAIR & MAINTEN	2,218.40	152,000	12,261.23				
	602-90581-3322	POSTAGE	14.19	1,000	864.89				
	602-90581-3381	ELECTRIC UTILITIES	26,227.30	300,000	97,322.97				
	602-90581-3382	WATER UTILITIES	222.15	2,700	690.49				
	602-90581-3386	STORM WATER UTILITY	1,136.63	13,770	3,540.33				
	602-90581-5520	BUILDINGS & STRUCTURES	487.00	0	1,794,312.26-	Y			
	609-90991-2211	GENERAL SUPPLIES	666.16	7,500	3,650.72-	Y			
	609-90991-2223	BUILDING REPAIR & MAINTENA	238.30	1,000	1,032.87-	Y			
	609-90991-3331	TRAVEL, CONFERENCES AND SC	71.00	1,000	514.83-	Y			
	609-90991-3332	MILEAGE ALLOWANCES & REIMB	171.20	500	8.64				
	609-90991-3333	FREIGHT	93.72	30,000	3,512.88				
	609-90991-3345	ADVERTISING	345.00	30,000	8,013.43				
	609-90991-3381	ELECTRIC UTILITIES	1,367.59	18,000	4,486.81				
	609-90991-3382	WATER UTILITIES	220.22	3,700	2,074.80				
	609-90991-3384	REFUSE DISPOSAL	216.45	2,346	397.95				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER
	609-90991-3385	SEWER UTILITIES	32.85	408	110.67				
	609-90991-3386	STORM WATER UTILITY	171.65	2,040	495.17				
	609-90992-2251	LIQUOR PURCHASES	7,653.03	1,267,741	134,061.43				
	609-90992-2252	BEER PURCHASES	18,585.07	1,704,028	76,304.08				
	609-90992-2253	WINE PURCHASES	3,054.51	544,319	111,037.41				
	609-90992-2254	GEN MDSE PURCHASES	1,309.93	70,496	13,619.80				
	630-90661-3381	ELECTRIC UTILITIES	4,854.88	20,000	1,335.08-			Y	
	630-90661-3386	STORM WATER UTILITIES	264.74	3,060	677.34				
**	2019-2020 YEAR TOTALS	**	147,262.80						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	1,020.00
101-0141	MAYOR & COUNCIL	1,251.35
101-0151	POLICE ADMINISTRATION	501.73
101-0156	CHEMICAL ASSESSMENT TEAM	49.04
101-0162	ENGINEERING	1,377.45
101-0164	COMMUNITY PLANNING	15.80
101-0176	AQUATIC CENTER	1,019.28
101-0211	STREET ADMINISTRATION	11,279.69
101-0251	EMERGENCY MANAGEMENT SERV	231.16
101-0276	PARK MAINTENANCE & DEVEL.	4,245.63
101-0352	FIRE SERVICES	12,718.60
101-0364	AIRPORT	3,662.25
101-0453	ANIMAL IMPOUNDMENT	120.60
101-0465	STREET LIGHTING	20,131.25
101-0741	CITY ADMINISTRATION	48.06
101-0772	CS YOUTH ACTIVITIES	75.00
101-0821	FINANCE	100.00
101-0931	APPRAISING & ASSESSING	45.96
101-0971	RECREATION-SUMMER	675.00
101-1231	MUNICIPAL BLDG MAINT	2,210.46
101-2071	ADULT COMMUNITY CTR	446.49
101 TOTAL	GENERAL FUND	61,224.80

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
207-1136	GENERAL COMMUNITY DEV	16.62

207 TOTAL	PARKWAY ADDITION III & IV	16.62
208-1136	GENERAL COMMUNITY DEV	6,000.00

208 TOTAL	EDA ADMINISTRATION	6,000.00
230-1136	GEN COMM DEVELOPMENT	80.81

230 TOTAL	TAX INCREMENT FINANCING	80.81
258-0579	AMATEUR SPORTS CENTER	7,770.28

258 TOTAL	ASC ARENA	7,770.28
260-1136	GENERAL COMMUNITY DEV	166.96

260 TOTAL	MARSHALL INDUSTRIAL FOUND	166.96
270-0551	MERIT OPERATIONS	1,384.33

270 TOTAL	MERIT	1,384.33
495-1136	GEN COMM DEVELOPMENT	74.17

495 TOTAL	PUBLIC IMPROVE REVOLVING	74.17
602-0581	WW OPERATIONS	31,228.53

602 TOTAL	WASTEWATER OPERATING	31,228.53
609-0991	LIQUOR OPERATIONS	3,594.14
609-0992	LIQUOR PURCHASES	30,602.54

609 TOTAL	LIQUOR	34,196.68

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
630-0661	SURFACE WATER MGT UTILITY	5,119.62

630 TOTAL	SURFACE WATER MGT UTILITY	5,119.62

** TOTAL **		147,262.80

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
436 ADULT SOFTBALL	2211 GENERAL SUPPLIES	675.00
	** PROJECT 436 TOTAL **	675.00
500 AFTER SCHOOL CLUBS	2211 GENERAL SUPPLIES	75.00
	** PROJECT 500 TOTAL **	75.00
AAA WELLNESS PROGRAM	3311 PROFESSIONAL SERVICES	400.65
	** PROJECT AAA TOTAL **	400.65
E19 ARRIVAL DEPARTURE BLDG	3381 ELECTRIC UTILITIES	1,224.29
	3382 WATER UTILITIES	205.57
	** PROJECT E19 TOTAL **	1,429.86
F05 NW PIPE, RITTERS, ERIE RO	3386 STORM WATER UTILITY	32.24
	** PROJECT F05 TOTAL **	32.24
F21 INDUSTRIAL PK DEV 1-11	3386 SURFACE WATER MANAGEMENT	6.96
	** PROJECT F21 TOTAL **	6.96
F23 BLOCK 11	3381 ELECTRIC UTILITIES	0.00
	3382 WATER UTILITIES	0.00
	3385 SEWER UTILITIES	0.00
	3386 STORM WATER UTILITY	74.17
	** PROJECT F23 TOTAL **	74.17
F24 COMM IND PARK DIST 1-14	3386 SURFACE WATER	41.61
	** PROJECT F24 TOTAL **	41.61
PC5 10/14-09/16 CAT GRANT	3321 TELEPHONE	49.04
	** PROJECT PC5 TOTAL **	49.04

*** PROJECT TOTALS ***

PROJECT	LINE ITEM	AMOUNT
W04 BIOSOLIDS	2221 PROJECT COSTS	76.56
	** PROJECT W04 TOTAL **	76.56
W13 WWTF IMPROVEMENTS	5520 BUILDING & STRUCTURES	487.00
	** PROJECT W13 TOTAL **	487.00

NO ERRORS

** END OF REPORT **

CITY OF MARSHALL, MINNESOTA
 PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
 10/22/2019

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2017 PRIOR PAYMENTS	2018 Prior Payments	2019 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE		
	475-70276-5520		Justice Park Bathroom												
Z47	462-60211-5570	10/3/2017	Commerce Industrial Park/Michigan Road Imp	Doom & Cuypers Construction	117,867.00	1,959.70	119,826.70	0.00	46,762.80	73,063.32		0.58	100.00%		
Z67	475-60211-5570	6/12/2018	Michigan Road/Superior Road Reconstrction	Midwest Contracting	4,004,847.25	36,739.85	4,041,587.10	1,644,399.13	1,598,388.75	713,690.32	39,964.43	45,144.47	98.88%		
Z64	475-60211-5570	6/1/2018	Saratoga Street Recon (4th - Southview)	D & G Excavating	1,022,427.60	3,184.00	1,025,611.60	-	959,481.14	11,130.87	51,084.84	3,914.75	99.62%		
Z71	475-60211-5570	9/11/2018	Street Department Parking Lot	R & G Construction	2,846,784.60	64,207.67	2,910,992.27	-	2,721,729.47	50,087.15	145,885.09	(6,709.44)	100.23%		
Z72	630-90661-5570	5/14/2019	Hahn Road Storm Sewer Reconstruction	Towne & Country Excavating, LLC	277,479.25	15,024.05	292,503.30			292,503.30	-	(0.00)	100.00%		
Z73	630-90661-5570	5/14/2019	Hahn Road Storm Sewer Reconstruction	A & C Excavating, LLC	136,970.00	(4,575.00)	132,395.00			105,953.40	5,576.49	20,865.11	84.24%		
Z74	260-60211-5570	4/18/2019	Huron Road/Superior Road Reconstruction	D & G Excavating, Inc.	408,462.50	8,002.84	416,465.34			396,190.88	20,274.46	-	100.00%		
W13	602-90581-5520	5/28/2019	WWTF Improvement Project	R & G Construction	787,018.00	4,075.00	791,093.00			749,450.76	39,444.78	2,197.46	99.72%		
Z51	495-60211-5570	5/28/2019	Resurfacing & Overlay	Magney Construction, Inc.	14,074,300.00		14,074,300.00			920,627.31	829,698.90	92,122.43	12,231,851.36	13.09%	
	401-60364-5530	6/25/2019	Crack Fill and Seal Runways & Taxiways	Duininck, Inc.	537,234.20	20,118.05	557,352.25			529,484.64	27,867.61	-	(0.00)	100.00%	
	401-60364-5530	6/25/2019	Chip Seal of Roadways & Parking Lot - Airport	KAMCO, Inc	50,000.00		50,000.00			50,000.00		-	-	100.00%	
MER	493-50551-5530	2/12/2019	MERIT Center Track	RH Sealcoating	46,255.80		46,255.80					46,255.80	0.00%		
	401-70276-5520		Liberty Park Bathroom	R & G Construction	2,712,530.50	43,427.46	2,755,957.96			1,642,482.91	455,500.83	110,420.20	547,554.02	80.13%	
C42	456-70579-5570	7/23/2019	Red Baron Arena & Expo Parking Lot	Doom & Cuypers Construction	78,286.13		78,286.13			5,432.67	285.93	72,567.53	7.30%		
Z52	401-41136-5530	8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT)	D & G Excavating, Inc.	423,380.30	(19,473.26)	403,907.04			155,849.49	248,057.55	-	(0.00)	100.00%	
Z50	101-60211-2227		2019 Chip Seal	Hisken Construction Inc.	185,250.15		185,250.15					185,250.15	0.00%		
Z70	630-90661-5570	9/10/2019	S High St/S Whitey St (100&200 Blk) Ally Improv	Allied Blacktop Company	164,452.00	(15,335.75)	149,116.25			140,658.09	7,403.06	1,055.10	99.29%		
F23	495-41136-5520	9/10/2019	Block 11 Demolition of Building Structures	Towne & Country Excavating, LLC	41,800.00		41,800.00					41,800.00			
				Landwehr Construction, Inc.	106,300.00		106,300.00					106,300.00			
				28,021,645.28				157,354.61	28,178,999.89	1,644,399.13	5,326,362.16	5,836,605.11	1,581,399.35	492,187.25	13,298,046.89



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	Tabled Item
Type:	ACTION
Subject:	Consider Approval for Auditing Service Contract for 2019-2022
Background Information:	<p>Since this item was tabled at the October 8th Council Meeting, staff have been interviewing the auditing firms. This item was to be discussed at the October 22nd Council Meeting but do to scheduling conflict for one firm we are unable to discuss at that meeting. It is recommended to continue tabling this item until November 12th.</p> <p>In the meantime, a Ways and Means Committee meeting will be called to discuss the results of the interviews in detail and final recommendation will be brought to Council at the November 12th meeting.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	<p>1 – Voice vote to remove from the table.</p> <p>2 – To table item until the November 12, 2019 Council Meeting</p>

CITY OF MARSHALL, MINNESOTA
AUDIT PROPOSALS FOR
2019 - 2022
October 8, 2019

	ABDO, EICK & MEYERS MANKATO	berganKDV ST. CLOUD	CLIFTON-LARSON- ALLEN BAXTER	REDPATH & COMPANY St. Paul
2019				
BASE	40,200	32,200	46,500	42,700
TRAVEL, ETC				2,000
SINGLE AUDIT	3,000	2,000	3,000	5,000
DATA COLLECTION	300			
OSA REPORT PREP/PROCESS	1,200			300
TOTAL	<u>44,700</u>	<u>34,200</u>	<u>49,500</u>	<u>50,000</u>
Per Hour Billing	134	132	138	172
2020				
BASE	41,200	33,170	48,500	44,000
TRAVEL, ETC				2,000
SINGLE AUDIT	3,100	2,000	3,000	5,000
DATA COLLECTION	300			
OSA REPORT PREP/PROCESS	1,250			300
TOTAL	<u>45,850</u>	<u>35,170</u>	<u>51,500</u>	<u>51,300</u>
Per Hour Billing	138	135	143	177
2021				
BASE	42,200	34,170	50,500	45,000
TRAVEL, ETC				2,000
SINGLE AUDIT	3,200	2,000	3,500	5,000
DATA COLLECTION	300			
OSA REPORT PREP/PROCESS	1,300			300
TOTAL	<u>47,000</u>	<u>36,170</u>	<u>54,000</u>	<u>52,300</u>
Per Hour Billing	141	139	150	180
2022				
BASE	43,200	35,200	52,500	46,000
TRAVEL, ETC				2,000
SINGLE AUDIT	3,300	2,000	3,000	5,000
DATA COLLECTION	300			
OSA REPORT PREP/PROCESS	1,350			300
TOTAL	<u>48,150</u>	<u>37,200</u>	<u>55,500</u>	<u>53,300</u>
Per Hour Billing	145	143	154	184
TOTAL 2019 - 2022	<u>185,700</u>	<u>142,740</u>	<u>210,500</u>	<u>206,900</u>
# Of Hours By Staff				
Partner	31	15	3	
Manager	43	30	57	
Supervisor/Senior	82	90	50	
Staff	157	120	100	
Support	20	5	150	
OSA, SAS, Single Audit				
TOTAL TIME	<u>333</u>	<u>260</u>	<u>360</u>	<u>290</u>
COMPARABLE CITIES				
	HUCHINSON N. MANKATO FAIRMONT Luverne New Ulm Alexandria	NEW BRIGHTON EAGAN CRYSTAL FERGUS FALLS	BRainerd OWATONNA	FRIDLEY GRAND RAPIDS EGAN CAMBRIDGE CHAMPLIN



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Implementation of Body-Worn Cameras for the Marshall Police Department
Background Information:	<p>Body-Worn Cameras (BWC) are designed to capture evidence arising from police-citizen encounters. The City of Marshall has had discussions about the promise body-worn cameras bring to increasing transparency and accountability within our community. Other aspects discussed off-line with city leadership have included discussion of the costs involved in implementing a BWC program including purchasing hardware, software, data storage costs, preparing data for release and future independent audits of the BWC program.</p> <p>Police department personnel believe we can successfully implement the BWC program in-terms of staffing, policy, responding to data requests and support from police officers. The current squad car video system utilizes the Watch Guard System and software which has been reliable and performed well for many years. The body camera system recommended from Watch Guard will seamlessly combine our current video system with the BWC system proposed below.</p> <p>Under Minnesota Statute (MS 609.5315) property that has been subject to forfeiture has been sold and the proceeds placed into reserves to supplement the agency's operation in law enforcement. The police department's request is that revenues in the Forfeiture Fund be utilized for the costs associated with the BWC program and equipment.</p> <p>A detailed copy of the proposal from Watch Guard outlining the required equipment will be attached to this request. The total dollar amount requested to purchase needed equipment that should meet our needs for many years to come is \$49,750.00. Installation of needed equipment in the eight squad cars is \$1,200.00</p> <p>Although we realize the significant commitment and cost associated with the implementation of a BWC program, police personnel are encouraged that BWC's will provide more convincing proof for use in criminal cases and evidence for protecting officers against false claims of wrongdoing.</p>
Fiscal Impact:	\$50,950.00
Alternative/ Variations:	
Recommendations:	Approve the implementation of the Body-Worn Camera program for the Marshall Police Department and purchase of equipment for \$50,950.00 .



4RE/VISTA Price Quote

CUSTOMER: Marshall Police Department

ISSUED: 9/25/2019 3:46 PM

EXPIRATION: 10/31/2019 3:00 PM

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**TOTAL PROJECT ESTIMATED AT:
\$49,750.00**

ATTENTION: Capt. Jeff Wenker

SALES CONTACT: Douglas Armstrong

PHONE: 507-537-7000

DIRECT: (469) 342-8968

E-MAIL: Jeff.Wenker@ci.marshall.mn.us

E-MAIL:
doug.armstrong@motorolasolutions.com

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-001	VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording. Includes one camera mount, 32 GB of storage, Wi-Fi docking base, Smart PoE Switch, cables and 1 year warranty.	8.00	\$1,445.00	\$70.00	\$11,000.00
VIS-EXT-WIF-001	VISTA HD WiFi Additional Camera Only	14.00	\$995.00	\$50.00	\$13,230.00
VIS-CHG-BS2-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	6.00	\$95.00	\$20.00	\$450.00
VIS-VTS-DTC-001	VISTA Transfer Station Assy, 8 Cameras, Ethernet, DEV 144, Enhanced ESD Protection	2.00	\$1,495.00	\$0.00	\$2,990.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	22.00	\$0.00	\$0.00	\$0.00

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-002	Evidence Library 4 Web VISTA Device License Key	22.00	\$150.00	\$0.00	\$3,300.00

Additional Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-WGV-RED-001	Software, REDACTIVE(sm) , Single User License, Rev 3.0	1.00	\$4,995.00	\$0.00	\$4,995.00
WAR-WGR-MNT-001	REDACTIVE(sm) Software Support & Maintenance, +1 Year	1.00	\$995.00	\$0.00	\$995.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-RMT-410	4RE Remote System Setup, Configuration, Testing and Admin Training	1.00	\$750.00	\$0.00	\$750.00
WGA00421-117	Server, EL5, 16 HDD, RAID 6, 3U, 11-25	1.00	\$8,295.00	\$0.00	\$8,295.00

415 E. Exchange Parkway • Allen, TX • 75002

Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778

www.WatchGuardVideo.com

Item 14.

Page 129



4RE/VISTA Price Quote

Concurrent Devices, 5CAL, Gen 4

WGA00422-851	Hard Drive, Server, EL5, 8TB, 6GB/s 7,200 RPM, 256MB, Enterprise, 4KN	6.00	\$525.00	\$0.00	\$3,150.00
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Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$595.00	\$0.00	\$595.00
					\$49,750.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$1,380.00
Additional Quote Discount	\$0.00
Total Amount	\$49,750.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

Item 14.

Portable Audio/Video Recorders

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, handheld or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Marshall Police Department facility, undercover operations, wiretaps or eavesdropping (concealed listening devices) unless captured by a portable recording system.

424.1.1 DEFINITIONS

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

424.2 POLICY

The Marshall Police Department may provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

424.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

424.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a

Portable Audio/Video Recorders

conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

424.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify the Dispatch Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Portable Audio/Video Recorders

424.5.2 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Director of Public Safety or the authorized designee.

424.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.6 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

424.7 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (See the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Marshall Police Department

Policy Manual

Portable Audio/Video Recorders

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (See the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

424.8 COORDINATOR

The Director of Public Safety or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage and maintenance of data and recordings.
 - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (See the Protected Information and the Records Maintenance and Release policies).
- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by MPD members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the Marshall Police Department.
 - 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.

Marshall Police Department

Policy Manual

Portable Audio/Video Recorders

3. Total amount of recorded audio and video data collected by the devices and maintained by the Marshall Police Department.
 - (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
 - (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Marshall Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

424.9 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

424.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

If an individual captured in a recording submits a written request, the recording may be retained for additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

424.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

424.10.2 ACCESS TO RECORDINGS

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently

Marshall Police Department

Policy Manual

Portable Audio/Video Recorders

to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

424.11 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (See the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).



The League of Minnesota Cities Insurance Trust thanks the following organizations that comprised the working group to develop and review the model policy: Minnesota Counties Intergovernmental Trust, Minnesota Chiefs of Police Association, Minnesota Association of City Attorneys, Minnesota County Attorneys Association, Minneapolis Police Department, St. Paul Police Department, Cannon Falls Police Department, Burnsville Police Department, and Columbia Heights Police Department. Their participation does not necessarily signify agency endorsement of the model policy by the individual’s employing agency.

INFORMATION MEMO

Use of Body-Worn Cameras

State law offers significant guidance on policies governing law enforcement use of body-worn cameras (BWC) and the resulting data. This discussion and the linked model policy are intended to help cities administer BWC programs and data soundly and in accordance with law.

RELEVANT LINKS:

See, [Justice Department Announces \\$20 Million in Funding to Support Body-Worn Camera Pilot Program](#), May 1, 2015, (last viewed June 29, 2016).

[Minn. Stat. § 626.8473, subd. 2.](#)

[Minn. Stat. § 626.8473, subd. 3.](#)

I. Program considerations

Body-worn cameras (BWCs) are a relatively new addition to the law enforcement toolkit. According to the United States Department of Justice, they hold “tremendous promise” for improving public safety and increasing transparency and accountability. In addition, BWCs provide a means of capturing more convincing proof for use in criminal cases and protecting officers against false claims of wrongdoing. However, communities considering a move toward body cameras should also take stock of the costs involved in setting up and maintaining a BWC program. These will include purchasing the necessary hardware and software, arranging and paying for data storage, responding to requests for access, preparing data for release, and paying for independent biennial audits of the BWC program.

II. Transparency, reporting, and external oversight

Minnesota’s new laws mandate that communities moving forward with a BWC program receive public comments at three junctures in the process. First, enforcement agencies must provide an opportunity for public comment before purchasing or implementing a BWC system. Minimally, the agency must receive comments by mail and email, but may certainly hold public meetings and forums if desired. Second, the council or board with budget oversight for the agency needs to allow public comment at one of its regular

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

[Minn. Stat. § 13.825, subd. 10.](#)

[Minn. Stat. § 13.825, subd. 10.](#)

[Minn. Stat. § 626.8473, subd. 3.](#)

[PERF Policy.](#)

meetings. Third, agencies must allow for public comment and input when developing their BWC policies.

Next, the legislation appears to be forward looking in that it anticipates further evolution of BWC technologies. It requires agencies that obtain BWC equipment with capabilities that go beyond recording video and audio to notify the BCA of these acquisitions within 10 days. In turn, these notifications will be accessible to the public and must be posted on the BCA's website.

Finally, the new legislation imposes independent audit requirements on agencies that operate BWC programs. Agencies will be required to arrange for an independent biennial audit to determine whether they are classifying data as required by law, how the data is being used, and whether the data is being purged and destroyed as required by statute. The audits must also examine whether personnel have obtained unauthorized access to BWC data or inappropriately shared data with other agencies. The audit results are public with few exceptions, and must be reviewed by the governing body. In turn, the law mandates the governing body to order the suspension of a BWC program if the audit shows a pattern of substantial noncompliance with legal requirements. Summaries of the audit results must be provided to the Legislative Commission on Data Practices and Personal Data Privacy within 60 days following completion of the audit.

III. Policy requirements

Minnesota's new legislation mandates that agencies have a written policy to govern their BWC programs. Professional organizations, including the International Association of Chiefs of Police (IACP) and the Police Executive Research Forum (PERF) have released model policies in the past to aid agencies in developing their own guidelines. While these may be useful references, Minnesota law now lists a number of areas that must be covered by the policy, including state-specific rules on the administration and retention of BWC data. The 2016 state law identifies the following as mandatory policy elements:

RELEVANT LINKS:

[Body-Worn Cameras, LMC Model Policy.](#)

[Minn. Stat. § 626.8473, subd. 3\(b\)\(4\).](#)

[Body-Worn Cameras, LMC Model Policy.](#)

- Data classifications, access procedures, and retention policies.
- Procedures for testing the recording equipment, documenting malfunction reports, and addressing malfunctions.
- Circumstances under which recording is mandatory, prohibited, or is left to officer discretion.
- Circumstances under which officers must tell people they are being recorded.
- Guidelines for when a recording may be ended.
- Procedures for the secure storage of data and the creation of backup copies.
- Procedures to ensure compliance with the policy and to address violations.

Red typeface in the League’s model policy indicates that the language is included to satisfy a requirement for guidance on that particular topic. While this language is recommended, agencies may certainly have other options for addressing mandatory elements.

IV. Deciding what to record

The new legislation does not establish mandatory rules for when officers are required to record or are prohibited from recording. Agencies must instead cover these topics in their written policies, along with specifying when decisions to record are left to the discretion of officers in the field.

Developing guidelines on when to record involves tradeoffs, and as of now, there is no recognized consensus as to best practices. If the agency’s goal for having BWCs is to maximize accountability, then the most logical policy choice might be to have officers turn on their cameras whenever they respond to a call for service or interact with someone in the community. On the other hand, if the agency’s goal is just to gather better proof for use in criminal cases, then it might make sense to have officers treat body cameras like any other evidence-gathering tool, and exercise their professional judgment in deciding when to record.

Most all agree that officers should turn on their cameras when they anticipate making an arrest, using force, or finding themselves in conflict situations with members of the public. The model acknowledges these differing schools of thought and also the areas of common agreement. Option 1 under “General guidelines for recording” requires the activation of cameras during all responses to calls for service and law enforcement-related activities. Option 2 more narrowly defines the class of events subject to mandatory recording, and then relies on officer judgment to identify and record other circumstances likely to yield relevant evidence. Both options require recording in situations such as arrests, uses of force, and public contacts that involve conflict.

RELEVANT LINKS:

[Minn. Stat. § 13.825.](#)

[Body-Worn Cameras, LMC Model Policy.](#)

Practical and economic considerations, as well as philosophical ones, come to bear on deciding which option to choose and how much (i.e., when) to record. Once video data is recorded, it must be administered and retained in accordance with legal requirements. Agencies should expect that data storage costs and the time it takes to administer data will increase commensurately with the amount of data they choose to collect and store. Desires for accountability and transparency may weigh in favor of mandatory, broad, and encompassing recording requirements. But considerations of cost and practicality may point toward less mandatory recording and more reliance on officer judgment.

Deciding which approach is best involves weighing these competing factors in the context of the prevailing social, political, and economic considerations within each community. This is a determination particularly suited to elected officials acting on input from law enforcement professionals. Agencies should consult with their city councils or county boards to develop a community-specific approach.

V. Data administration issues

Part of the new legislation treats data collected through the use of BWCs differently than most other forms of data. While most government data is presumptively public, BWC data is presumptively private. A specific provision, applicable only to BWC data, delineates who is a subject of the data. The new laws also establish unique access rights to BWC data. The model policy contains a multi-page section under the heading of “Administering access to BWC data” to address these issues. There are ambiguities in the new law, and agencies are encouraged to consult with their city attorneys or legal advisors for guidance.

A. Labeling data for retention purposes

Administering BWC data under both the Minnesota Government Data Practices Act and the Records Retention Schedule is complicated. In very general terms, the Records Retention Schedule indicates how long entities need to keep data, and the Data Practices Act describes who is to have access. But BWC data is unlike other kinds of law enforcement data because retention is governed both by the Data Practices Act and the city’s or county’s records retention schedule.

RELEVANT LINKS:

[Minn. Stat. § 13.825, subd. 3\(a\).](#)

[Minn. Stat. § 13.825, subd. 3\(b\).](#)

[General Records Retention Schedule for Minnesota Cities.](#)

[General Records Retention Schedule for Minnesota Counties.](#)

Under the 2016 Data Practices amendments, all BWC data must be maintained for a period of 90 days and then be destroyed according to the agency’s retention schedule. Some specific kinds of BWC data must be maintained for one year and then be destroyed under the records retention schedule, such as data documenting duty-related firearms discharges, certain uses of force, and cases in which a formal complaint is made against an officer. But the expiration of these minimum retention periods under Data Practices does not necessarily mean that the data can or must be destroyed.

Rather, the General Records Retention Schedule for Minnesota Cities (and the concordant General Records Retention Schedule for Counties) basically “kicks in” once the statutory retention periods have passed. The model policy includes a series of suggested labels for BWC data files, and envisions that officers will assign those labels to data files at the time of capture or transfer into storage. The labels have been developed to help agencies match up data files with the correct retention periods. For instance, if an officer has a recording from a DUI or disorderly conduct arrest, the model provides for labeling that file as “Evidence—Criminal.” This label correlates to the category of “Arrest & Charge,” found in the General Records Retention Schedule for Minnesota Cities. The retention schedule directs that this data should be maintained until the disposition of the criminal case, which may take longer than the statutory 90-day retention period. By labeling this data at the time it is captured or moved to storage, the agency is informing itself from the outset that this data has evidentiary value in a criminal case, and should be retained accordingly.

Agencies that choose not to deal with labeling data files at the time of capture or storage are likely deferring, rather than avoiding, the work involved in determining the correct retention period. Various BWC systems may offer different options for labeling data files, and agencies may find it useful to keep their own systems in mind when developing their policy.

B. Data access issues and flagging

The model policy also provides for a system of flagging BWC files to indicate the likely presence of information about individuals whose identities may be legally protected from disclosure to others. Examples of such individuals include undercover officers, victims of criminal sexual conduct, and vulnerable adults who are victims of maltreatment. Whether or not agencies use the flagging process, the categories of protected identities listed in the policy may serve as a useful checklist when responding to requests for access to BWC data. The policy includes the more commonly occurring protected identities, but is not intended to be all-inclusive.

RELEVANT LINKS:

[Body-Worn Cameras, LMC Model Policy.](#)

C. Officer access to video and critical incidents

PERF notes that officers will be able to report and testify more accurately when they are provided access to “all possible evidence of the event.” It is extremely unlikely that an officer could ever perceive or recall the same amount of information captured by a digital, high-definition recording device, particularly when under stress. The model recommends allowing officers to review BWC video footage before writing reports, giving statements, or providing testimony concerning typical law enforcement events. As PERF counsels, withholding video evidence from an officer until after he or she testifies can “unfairly undermine the officer’s credibility.”

Some agencies and prosecutors have expressed reservations, however, about allowing officers to view BWC and other video footage prior to giving statements about an officer-involved shooting or other critical incident. Because the BWC captures more information than the officer could have possibly perceived at the time, the concern is that viewing the video may taint the officer’s recollection by introducing new information to him or her before a statement is obtained. The model provides two options for addressing this situation, and leaves it to agencies to include restrictions on viewing videos in their policies addressing critical incidents.

Whether or not an agency allows officers to review video footage before being interviewed about a critical incident, PERF’s concern about unreasonably undermining officers’ credibility warrants consideration. BWC footage is likely to bring forward a greater amount of information and more accurate details than a human observer or participant. It follows that comparing an officer’s recollection to the video is not a fair measure of credibility or truthfulness.

D. Supervisory review

Under the new legislation, agency policies must include procedures for making sure that personnel are complying with the policy. One of the obvious measures for ensuring that officers are following the policy is to involve supervisors in monitoring BWC use. Under the heading, “Agency Use of Data,” the model requires that supervisors review BWC “usage” on a monthly basis for the purpose of determining whether officers have used their cameras in accordance with the department’s guidelines. Reviewing “usage” could be limited to a cursory comparison of when officers are making recordings, and how they are labeling them, as compared to other records of the officer’s activities. An alternative position is to have supervisors review actual footage to gain an additional perspective on officer performance in the field.

RELEVANT LINKS:

Rob Boe
LMCIT Public Safety Project
Coordinator
800.925.1122
651.281.1238
rboe@lmc.org

Jennifer Wolf
MCIT Counsel for Risk
Control
866.547.6516 (Ext. 6442)
651.290.6442
jwolf@mcit.org

The IACP's model policy takes the position that supervisors should review random BWC recordings at least monthly to observe officer performance in the field. PERF, however, notes there is ongoing debate over this issue. While random supervisory review may promote accountability, officers may see this practice as an expression of mistrust and become resentful. This is an issue for agencies to consider in light of their own particular circumstances.

VI. Further assistance

The issue of body-worn cameras is a policy area with developing concerns. To discuss latest developments or for assistance with your questions, please contact the League of Minnesota Cities or the Minnesota Counties Intergovernmental Trust.



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for a Variance Adjustment Permit for Charles Hess at 109 8 th Street South
Background Information:	<p>The owner wants to subdivide the property and carve a piece out on the northwest side to sell. The property has a public roadway easement along the southwest property line that significantly reduces buildable area. Additionally, some buildings along this easement do have 15 feet yard opposite the easement. Based on the above considerations (uniqueness of a wide easement and fitting into essential character of the locality with other buildings) the staff believes a variance request is justified.</p> <p>The variance regulations and procedures are found in Section 86-29 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-29VA. A property aerial photo with Hess's parcel 27-485-004-0 shown hatched is attached for reference.</p> <p>At the Planning Commission meeting on October 9, 2019, a motion was made by Knieff, second by Fox to recommend approval to the City Council of the request by Charles Hess for a Variance Adjustment Permit for reduction of the required rear yard from 25 feet to 15 feet as recommended by staff. All voted in favor of the motion.</p>
Fiscal Impact:	None known.
Alternative/ Variations:	None recommended.
Recommendations:	that the Council approve the request by Charles Hess for a Variance Adjustment Permit for reduction of the required rear yard from 25 feet to 15 feet.

VARIANCE ADJUSTMENT PERMIT
City of Marshall, Minnesota

WHEREAS, The Planning Commission of the City of Marshall has held a Public Hearing for a Variance Adjustment Permit for reduction of the required rear yard from 25 feet to 15 feet on the premises described as:

**Lot 4 Block 1, ex 213.63' x 100' and ex 25' x 100' Legion Field Road 2nd Addition
City of Marshall, County of Lyon, State of Minnesota
109 8th Street South**

and; in accordance with and pursuant to the provisions Chapter 86 of City Code of Ordinances related to zoning; and has written findings that the establishment, maintenance or conducting of the use for which the permit is sought will not under the circumstances be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the area adjacent to the use, or to the public welfare, or injurious to property or improvements in the area adjacent to such use, and;

WHEREAS, The Planning Commission has designated certain conditions in the granting of such permit.

NOW THEREFORE, be it resolved by the Common Council of the City of Marshall, Minnesota, that a Variance Adjustment Permit be granted to Charles Hess for a Variance Adjustment Permit for reduction of the required rear yard from 25 feet to 15 feet on the premises described herein subject to the following conditions:

- 1) That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with.
- 2) That the City reserves the right to revoke the Variance Adjustment Permit in the event that any person has breached the conditions contained in this permit provided first, that the City serve the person with written notice specifying items of any default, and allow the applicant a reasonable time in which to cure any such default.
- 3) That the conditions contained in this permit shall be binding upon the successors and assigns of the applicant.

ADOPTED: October 22, 2019.

ATTEST:

Mayor

City Clerk

(SEAL)

This Instrument Drafted By:
Jason R. Anderson, P.E.
Assistant City Engineer/Zoning Administrator
File No. 1126



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for Conditional Use Permit / Gun Range in A - Agricultural District
Background Information:	<p>The original MERIT Center master plan included a shooting range shown west of the driving track north of Erie Road. A recent change of Ordinance added gun ranges as conditional use permits to A-Agricultural districts. Accordingly, this is a request to consider a conditional use permit for a gun range within MERIT Center located in an A Agricultural district..</p> <p>The conditional use permit regulations are found in Section 86-46 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH_86ZO_ARTIADEN_DIV2COUSPE_S86-46ISPU and the Standards for Hearing are found in Section 86-49. https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH_86ZO_ARTIADEN_DIV2COUSPE_S86-49STHE. An aerial photo and master plan are attached.</p> <p>At the October 9, 2019, Planning Commission meeting, after a public hearing, a motion was made by Fox, seconded by Steen, to recommend approval to City Council as recommended by city staff. All voted in favor.</p>
Fiscal Impact:	None known.
Alternative/Variations:	None recommended.
Recommendations:	<p>that the Council approve the request for a Conditional Use Permit to have an outdoor gun range in an A – Agricultural District with the following conditions:</p> <ol style="list-style-type: none"> 1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with. 2. That the City reserves the right to revoke the Conditional Use Permit in the event that any person has breached the conditions contained in this permit provided that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to repair such default. 3. That the property is maintained to conform to the Zoning Code and not cause or create negative impacts to adjacent existing or future properties. 4. That the gun range complies with NRA safety rules and clearances.

CONDITIONAL USE PERMIT
City of Marshall, Minnesota

WHEREAS, the Planning Commission of the City of Marshall has held a Public Hearing for a Conditional Use Permit for an outdoor gun range in an A – Agricultural District:

State of Minnesota, County of Lyon, City of Marshall
1000 Eric Road
See Exhibit A

and, in accordance with and pursuant to the provisions of Chapter 86 of the City Code of Ordinances related to zoning; and has written findings that the establishment, maintenance or conducting of the use for which the permit is sought will not under the circumstances be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing or working in the area adjacent to the use, or to the public welfare, or injurious to property or improvements in the area adjacent to such use; and,

WHEREAS, the Planning Commission has designated certain conditions in the granting of such use permit.

NOW, THEREFORE Be It Resolved by the Common Council of the City of Marshall, Minnesota, that a Conditional Use Permit be granted to the City of Marshall, for an outdoor gun range in an A – Agricultural District on the premises described herein subject to the following conditions:

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

ADOPTED October 22, 2019.

ATTEST:

Mayor

City Clerk

(SEAL)

File No. 1128

This Instrument Drafted By:
Jason R. Anderson, P.E.
Assistant City Engineer/Zoning Administrator

EXHIBIT A

A tract or parcel of land lying in Lyon County, Minnesota being more particularly described as follows:

The West Half of the Southeast Quarter (W $\frac{1}{2}$ SE $\frac{1}{4}$) of Section Twenty-Nine (29), Township One Hundred Twelve North (112N) Range Forty One West (41W), Lyon County, Minnesota,

AND:

The West 562.00 feet of the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ SE $\frac{1}{4}$) of said Section 29.

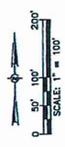
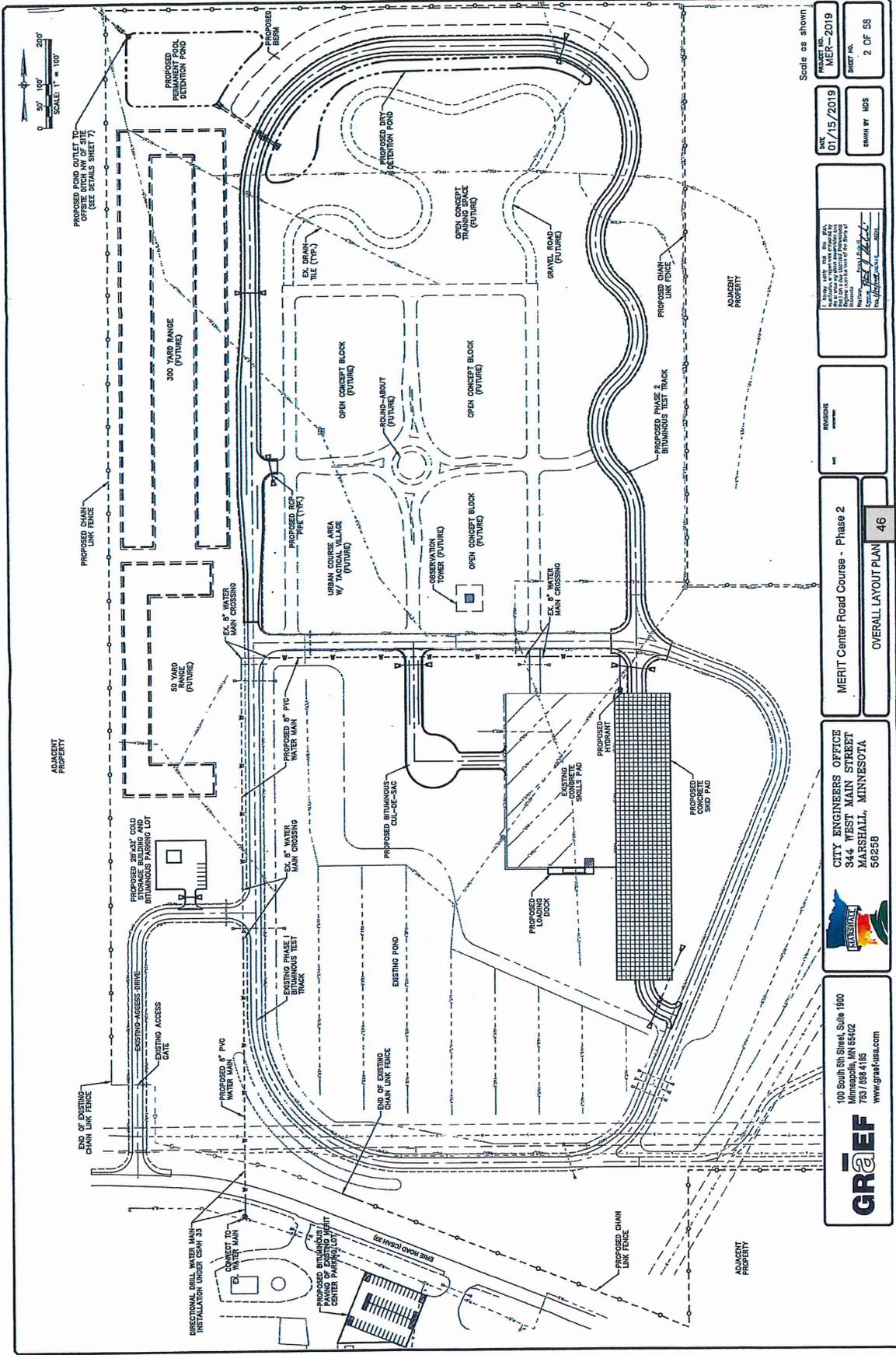
Said parcel contains 97.99 acres more or less.

CONNECTEXPLORER

Item 16.



map: Auto (Oblique) May 2019 - May 2019 image 1 of 10 05/10/2019



Scale as shown

DATE: 01/15/2019
 PROJECT NO.: MER-2019
 SHEET NO.: 2 OF 58
 DRAWN BY: MDS

IN WISCONSIN, I AM A PROFESSIONAL LANDSCAPE ARCHITECT AND I AM CERTIFIED AS A PROFESSIONAL LANDSCAPE ARCHITECT IN THE STATE OF MINNESOTA. I AM NOT PROVIDING ANY SERVICES IN ANY OTHER STATE.

Signature: [Signature]
 Title: [Title]

PROJECT: MERITT CENTER ROAD COURSE - PHASE 2
 LOCATION: 344 WEST MAIN STREET, MARSHALL, MINNESOTA 56258

OVERALL LAYOUT PLAN 46

CITY ENGINEERS OFFICE
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258



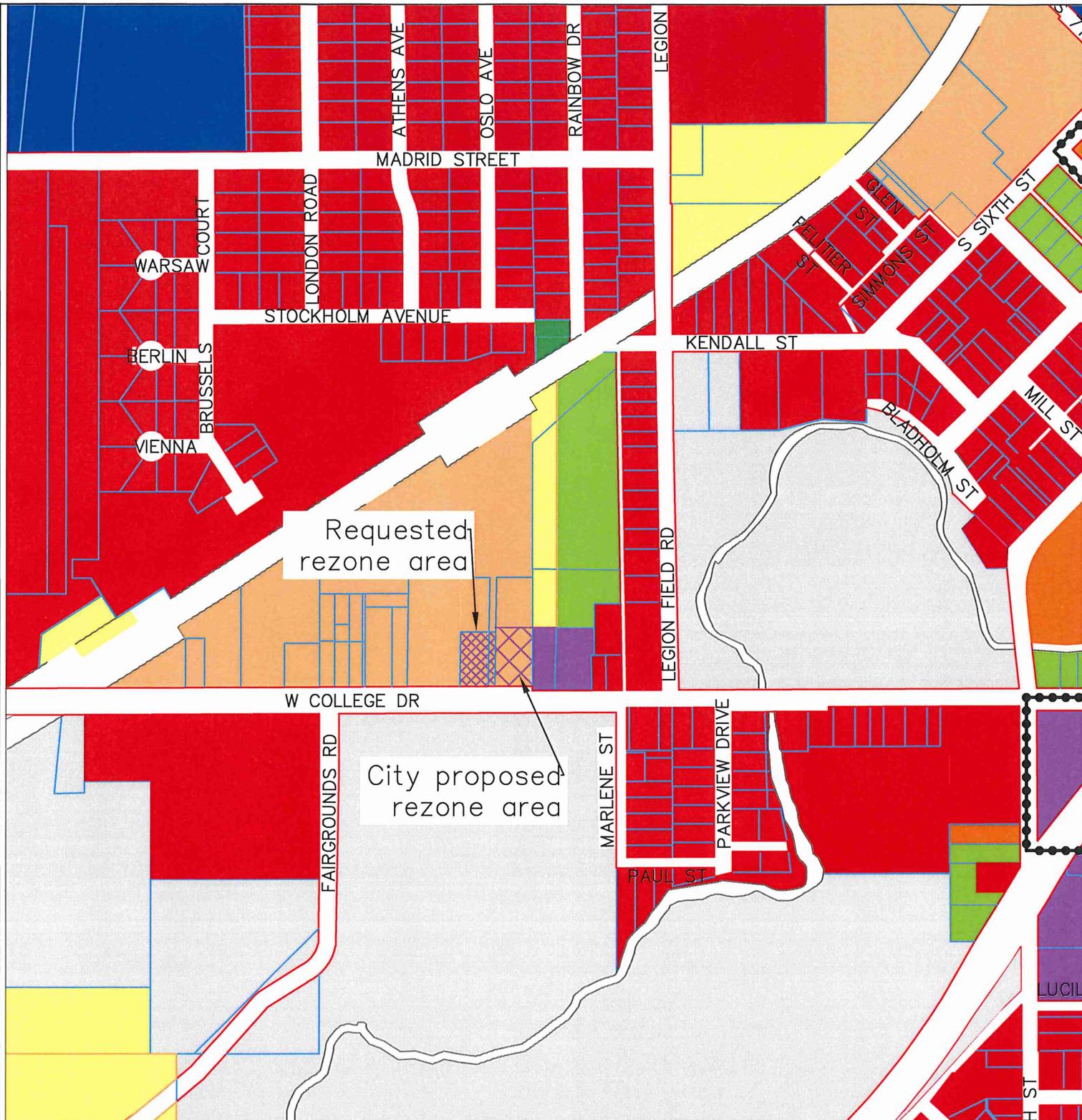
100 South 5th Street, Suite 1000
 Minneapolis, MN 55402
 759 / 589 4185
 www.graef-usa.com





CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	INFO/ACTION
Subject:	Request for map amendment (rezone) by Four Seasons LLC at 800 West College Drive
Background Information:	<p>This is a request by Four Seasons, LLC, Marshall, MN to rezone 800 West College Drive from I-2 General Industrial District to B-3 General Business District. The owner wants to lease the building to UCAP for a daycare use until the new Headstart daycare facility is built. The area where this building is located is currently zoned I-2 General Industrial District, where daycare is not a permitted use. The City's comprehensive plan shows a strip north of West College Drive between Legion Field Road and the BNSF railroad tracks to the west as commercial use. In light of the comprehensive plan apparent intent, it seems reasonable to rezone this property to B-3 General Business District, where daycare is a permitted use.</p> <p>An area to the east of this property is already zoned B-3 General Business District, so staff proposes to rezone a portion of 750 West College Drive property located between the existing B-3 General Business District area and the property in question to B-3 General Business District as well to provide continuity of zoning district and avoid spot zoning. The State Lottery office is occupying the building located in the area staff proposes to rezone, so the use will go from nonconforming to permitted.</p> <p>Rezoning procedures are described in Section 86-30 Amendments https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-30AM. Attached are an aerial photo, and rezoned area extent for your reference.</p> <p>At the October 9, 2019, Planning Commission meeting, a public hearing was held, and a motion was made by Schroeder, second by Fox to recommend approval to City Council to rezone the property as recommended by staff. All voted in favor.</p>
Fiscal Impact:	Costs are to be billed to applicant.
Alternative/ Variations:	None recommended.
Recommendations:	that the Council introduce the attached ordinance to rezone 800 West College Drive and 750 West College Drive from I-2 General Industrial District to B-3 General Business District.



A		AGRICULTURAL	R-4		HIGHER DENSITY - MULTIPLE FAMILY RESIDENCE	B-3		GENERAL BUSINESS
R-1		ONE FAMILY RESIDENCE	R-5		MANUFACTURED HOME PARK	B-4		SHOPPING CENTER BUSINESS
R-2		ONE TO FOUR FAMILY RESIDENCE	B-1		LIMITED BUSINESS	I-1		LIMITED INDUSTRIAL
R-3		LOW TO MEDIUM DENSITY - MULTIPLE FAMILY RESIDENCE	B-2		CENTRAL BUSINESS	I-2		GENERAL INDUSTRIAL



COMMUNITY PLANNING DEPT.
 344 WEST MAIN STREET
 MARSHALL, MINNESOTA
 56258

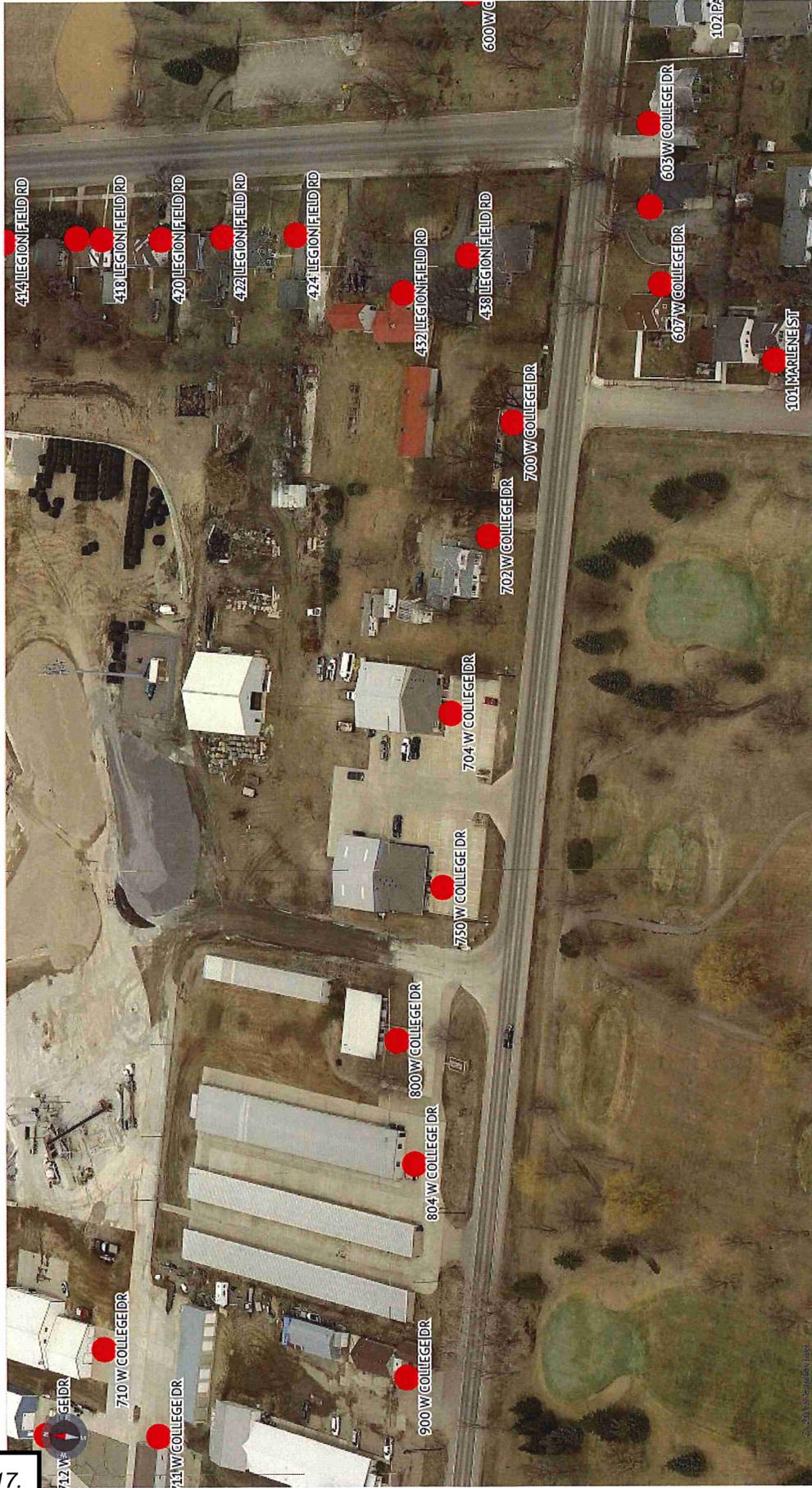
UCAP REZONE

OCTOBER 2, 2018

EXISTING ZONING MAP W/ PROPO
 REZONE AREA FROM I-2 TO B-3

Item 17.

CONNECTEXPLORER



map: Auto (Oblique) Mar 2015 - Apr 2015 image 1 of 9 03/27/2015

Page 154

ORDINANCE NUMBER _____, SECOND SERIES

**ORDINANCE AMENDING CHAPTER 86
OF THE CITY CODE RELATING TO ZONING**

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

Section 1. Chapter 86 of the City Code and the City of Marshall Zoning Map referred to in Section 86-72, are hereby further amended as follows, to-wit:

**City of Marshall, County of Lyon, State of Minnesota
800 West College Drive
Lot 2 except the Westerly 200' and except the North 230' of the East 104.87'
Crow's Addition
And
750 West College Drive
Lot 3 except the East 15' Crow's Addition**

is hereby rezoned from I-2 General Industrial District to B-3 General Business District.

Section 2. Within thirty (30) days after official publication of the Ordinance, the Zoning Administrator of said City is directed to record on the City of Marshall Zoning Map, the changes in zoning resulting from the passage of this ordinance.

Section 3. Except as amended herein, said Chapter 86, as heretofore amended, shall remain in full force and effect.

Section 4. This Ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 12th day of November, 2019.

THE COMMON COUNCIL

ATTEST:

Mayor of the City of Marshall, MN

City Clerk

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

Introduced on: October 22, 2019

Final Passage on: November 12, 2019

Published in the Official Newspaper : _____



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Approval of Ordinance Number ____, Second Series, An Ordinance Establishing Licensing and Regulations for Mobile Food Units and Food Carts.
Background Information:	<p>Staff have drafted the attached ordinance regarding Mobile Food Units and Food Carts.</p> <p>At the August 21 Legislative & Ordinance Meeting the committee approved the draft ordinance for final approve by the City Council.</p> <p>A redline version on the ordinance is attached to show the changes since the introduction of the ordinance.</p>
Fiscal Impact:	NA
Alternative/ Variations:	None Recommended
Recommendations:	To approve Ordinance Number _____, Second Series, An Ordinance Establishing Licensing and Regulations for Mobile Food Units and Food Carts.

**ORDINANCE NO. _____, SECOND SERIES
AN ORDINANCE ESTABLISHING LICENSING AND REGULATIONS
FOR MOBILE FOOD UNITS AND FOOD CARTS.**

The City Council of Marshall, Minnesota ordains:

SECTION 1. Chapter 22 of the Marshall City Code is hereby amended to use Article IV, which shall read as follows:

Article IV. Mobile Food Units and Food Carts

Sec. 22-91. Purpose.

This ordinance is designed to permit the reasonable use of mobile food units while preventing any adverse consequences to residents, businesses and public property.

Sec. 22-92. Definitions.

The following words and terms when used for this license shall have the following meanings unless the context clearly indicates otherwise.

(a) **Mobile Food Unit.** (1) A self-contained food service operation, located in a motorized, wheeled or towed vehicle, that is readily movable without disassembling and that is used to store, prepare, display, or serve food intended for individual portion service; or (2) a mobile food unit as defined in Minnesota Statutes Section 157.15, Subdivision. 9.

(b) **Food Cart.** A food and beverage service establishment that is a non-motorized vehicle that is self-propelled by the operator.

Section 22-93. License Requirement.

(a) Type of License. An annual license allows Mobile Food Unit or Food Cart operations in the city for any number of days over 21 days during any calendar year. A Mobile Food Unit or Food Cart operating 21 days or less shall follow state regulations. No city license is necessary to operate for 21 days or less in any calendar year. No city license is necessary to operate if in conjunction with a permanent business within the City of Marshall as defined under Minnesota Statute Chapter 157 or Minnesota Statute Chapter 28A.

i. Minnesota Statute 157.15, Subd. 9. Mobile food unit.

(b) License fees. Fees for annual licenses are set forth in the City's fee schedule.

(c) Application Information Requirements. An applicant must complete the application and provide all information to the City Clerk whether a license is required or is not required. An application shall be filed, along with the required fee, with the City

Clerk. The applicant must be the owner of the Mobile Food Unit or Food Cart. The application shall be made on a form supplied by the city and shall contain information requested by the City, including the following:

(1) Name of the owner and operator, if different than the owner, of the mobile food unit or food cart and permanent and temporary home and business addresses;

~~(2) The applicant's full legal name, date of birth, and driver's license number;~~

Commented [KB1]: Duplicate information/ Gathered on Consent form

~~(3)~~ A description of the nature of the business, the goods to be sold and the license plate number and description for any motorized or unmotorized vehicle to be used in conjunction with the activity;

~~(4)~~ A phone number and email address of the applicant, with a designation of a preferred mailing address for notices related to the license;

~~(5)~~ The name, address and contact information for the commissary with which the mobile food unit or food cart is affiliated, if applicable;

~~(6)~~ A certificate of insurance by an insurance company authorized to do business in the State of Minnesota shall meet the following requirements.

(i) Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000).

(ii) Workers compensation insurance (statutory limits) or evidence of exemption from state law; and,

(iii) The City shall be endorsed as an additional insured on the certificate of insurance and the umbrella/excess insurance if the applicant intends to operate its Mobile Food Unit or Food Cart on public property.

~~(7)~~ The certificate of insurance must contain a provision requiring notification be sent to the City should the policy be cancelled before its stated expiration date.

~~(8)~~ Written consent of each private property owner from which Mobile Food Unit or Food Cart sales will be conducted;

(98) If the Mobile Food Unit or Food Cart will be located on city property or public right-of-way, a signed statement that the licensee shall hold harmless the city and its officers and employees, and shall indemnify the city and its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license;

(109) A copy of each related license or permit if applicable issued by the State of Minnesota required to operate a Mobile Food Unit or Food Cart; and,

(110) A copy of the applicant's state sales tax ID number.

Sec. 22-94. Conditions of Licensing. A Mobile Food Unit or Food Cart may only operate if compliant with the following:

(a) ~~(a)~~ Locations. A Mobile Food Unit or Food Cart may only operate in the locations set forth in this subpart. A mobile food unit or food cart may only operate in commercial and industrial zoning districts and must be placed on either concrete or bituminous surfaces unless otherwise approved by the City.

(1) In the public right away where parking is permitted.

i. Written approval from the adjacent property owner must be obtained before approval of a license.

(2) On private property,

i. with the wWith written consent of the private property owner, ~~and must be placed on either concrete or bituminous surfaces unless otherwise approved by the City.~~

(3) When operations occur on private residential property, Mobile Food Unit or Food Cart sales may only be for catering purposes (such as a private graduation party or wedding) and may not be open for sales to the general public.

~~(1)~~(4) A mobile food unit or food cart may only operate in a city park or on city property with the prior written approval of the City; additional permits may be required for such operations.

(b) Performance Standards. A Mobile Food Unit or Food Cart licensee is subject to the following performance standards.

(1) Applicable license fee shall be paid.

(2) A Mobile Food Unit or Food Cart shall be operated in strict compliance with the laws, rules and regulations of the United States, State of Minnesota, ~~Lyon County~~ and the City of Marshall.

(3) Wastewater may not be drained into City storm water drains.

- (4) A Mobile Food Unit or Food Cart shall provide and maintain at least one clearly designated waste container for customer use per each Food Cart or Mobile Food Unit. The operator of a Mobile Food Unit or Food Cart is responsible for daily removal of trash, litter, recycling and refuse. Public trash cans shall not be used to dispose of waste generated by the operation. The operator shall provide a garbage receptacle with a tight-fitting lid. The receptacle shall be easily accessible for customer use and located within 5 feet of the unit.
- (5) If A Mobile Food Unit must provide a power supply ~~that it shall be~~ screened from public view and that complies with pertinent City noise regulations.
- (6) A Mobile Food Unit or Food ~~cart~~ Cart may operate between 7 a.m. and 10:30 p.m. and 10:30 p.m. to 1:30 a.m. in designated downtown areas, and must not create any unnecessary noise, disturbances or disrupt public traffic or safety in any way. An exemption to hours may be authorized by City Council on a per event basis.
- (7) A Mobile food Unit or Food Cart shall be allowed to set up 1 hour prior to conducting food vending and shall exit from the site within 1 hour of the close of conducting business.
- ~~(7)~~ A Mobile Food Unit or Food Cart may have a maximum footprint of 300 square feet unless otherwise approved by the City.
- i. A Mobile Food Unit or Food Cart may be restricted to operate only on private property if it exceeds a maximum footprint of 300 square feet.
- (9) If a Mobile Food Unit or Food cart are operating in the public right of way, interactions between a Mobile Food Unit or Food Cart and a consumer must take place between the Mobile Food Unit or Food Cart and the curb away from traffic.
- (10) Mobile food units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
- (11) A Mobile Food Unit or Food Cart must not occupy more than two (2) parallel parking spots or no more than four (4) diagonal/horizontal parking spots if operating within the public right of way.
- ~~(8)~~ Operators must clean around their Mobile Food Unit or Food Cart at the end of each day and the mobile food unit or food cart must be kept in good repair and have a neat appearance.

(913) A Mobile Food Unit or Food Cart operator must be licensed by the Minnesota Department of Health and Proof of the Minnesota Department of Health licensing must be provided and posted on the mobile food unit or food cart.

(1014) A Mobile Food Unit or Food Cart must comply with any applicable Fire Department Food Truck Requirements.

(1115) An out of service Mobile Food Unit or Food Cart stored within the City must comply with all applicable zoning ordinance requirements.

(1216) A Mobile Food Unit or Food Cart may operate on private property in any residential zoned districts for a "one-time" event for catering purposes only.

(1317) A Mobile Food Unit or Food Cart may not operate within 100 feet from the public entrance to any restaurant and/or any portion of a restaurant's outdoor dining area during that restaurant's hours of operation unless the licensee obtains written permission from the restaurant owner/manager.

(1418) A mobile food unit or food cart may not operate in city-owned parking lots, except those parking lots adjacent to or inside a city park with the prior written approval of the City.

(c) Non-Transferable License. A Mobile Food Unit or Food Cart license is non-transferable. Proof of all required licenses shall be displayed at all times in the Mobile Food Unit or Food Cart.

(d) Practices Prohibited. It is unlawful for any person engaged in the business of a Mobile Food Unit or Food Cart operation to do any of the following:

(1) Call attention to that licensee's business by crying out, blowing a horn, ringing a bell, loud music or by any loud or unusual noise.

(2) Fail to display proof of license and produce valid identification when requested;

(3) Leave a Mobile Food Unit or Food Cart unattended or at an authorized location outside allowed hours of operation;

(4) Operate the Mobile Food Unit or Food Cart in or on public sidewalks or trails;

(5) Allow a Mobile Food Unit or Food Cart to remain on the property of another when asked to leave;

- (6) Obstruct the ingress or egress from commercial buildings during the building hours of operation;
- (7) Claim endorsements by the City; or
- (8) Conduct business in any manner as to create a threat to the health, safety, and welfare of a specific individual or the general public.

Sec. 22-95. Suspension or Revocation of a License. A license issued pursuant to this Article may be suspended by the City if the licensee has violated the terms of this ordinance, or is otherwise conducting business in such a manner as to constitute a breach of the peace, fraudulent conduct, or any other conduct that is prohibited by local, state or federal laws or regulations. Falsification of information required for a license is also grounds for denial, suspension or revocation of a license. The license shall be automatically revoked if the licensee does not file an appeal pursuant to this Section. When taking action on any license issued under this Section, the City shall provide the licensee with verbal or written notice of the violation. The notice shall inform the licensee of its right to be heard before the City Council. The notice shall also inform the licensee that the license shall be automatically revoked if no appeal is filed within twenty-one (21) days of the date of the notice by the city. Verbal notice shall be confirmed within five (5) days by a mailed written notice to the licensee. The City Council shall not conduct a hearing on a suspension or revocation unless a request is made by the applicant for an appeal prior to the next City Council meeting. No City Council resolution or other notice calling for a hearing shall be required.

SECTION 2. This Ordinance shall take place upon its passage and publication according to law.

PASSED AND ADOPTED by the City Council of the City of Marshall, Minnesota, this ____ day of _____, 2019.

Mayor

ATTEST:

City

Clerk

SUMMARY OF ORDINANCE NO. _____, SECOND SERIES FOR PUBLICATION

On October 22, 2019, the Common Council of the City of Marshall, Minnesota (“City”) adopted a new Ordinance establishing licensing and regulations for Mobile Food Units and Food Carts. (Ordinance).

This ordinance is designed to permit the reasonable use of mobile food units while preventing any adverse consequences to residents, businesses and public property.

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

It is hereby directed that only the above title and Summary of Ordinance No. _____, Second Series be published, conforming to Minn. Stat. §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 Hall, 344 West Main Street, Marshall, Minnesota 56258. Passed this 22nd day of October, 2019.

Robert J. Byrnes, Mayor

ATTEST: Kyle Box, City Clerk



CITY OF MARSHALL
MOBILE FOOD UNIT
PERMIT APPLICATION
Limited License: \$0
Unlimited License \$150

(All information requested is required.)

Name of Truck/Trailer/Cart: _____

DBA Name (if different): _____

License Plate #: _____

Truck/Trailer Size: _____

Federal Tax ID #: _____

MN Tax ID#: _____

Business Owner(s) Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Cell Number: _____

Fax Number: _____

Email Address: _____

*If applying for a Limited License (21 consecutive days or less) provide the requested dates of operations _____ to _____. All applicants must include a site plan that includes the location of the site(s) where the food truck/cart will set up.

Required Submittals:

- A copy of any related license or permit issued by the State of Minnesota Department of Health required to operate a mobile food unit.
- A Certificate of Liability Insurance
- A Certificate of Compliance Minnesota Workers' Compensation Law form.

NOTICES AND AUTHORIZATIONS:

No work shall be done under this permit until the insurance policies have been filed and approved by the City of Marshall. Failure to supply this information may jeopardize or delay the processing of your permit issuance or renewal application.

I hereby submit this application for a Mobile Food Unit permit in accordance with the provisions stated in the ordinances of the City of Marshall. This permit shall expire on December 31, following the date of issue.

Signature of Applicant

Name (printed)

Date

FEE PAID	PERMIT	APPROVAL	Initials	Date
AMOUNT	DATE			
Item 18.				
		CITY CLERK		

Mobile Food Unit Consent for Operations within the Public Right of Way

I, _____, business owner/manager of,
(Name)

_____, consent to _____, a
(Business Name) (Mobile Food Vendor Name)

mobile food unit/ mobile food cart to operate adjacent to the public entrance to this business during business hours for a determined period of time.

I, _____, business owner/manager of,
(Name)

_____, consent to _____, a
(Business Name) (Mobile Food Vendor Name)

mobile food unit/ mobile food cart to operate adjacent to or within 100 feet to the public entrance to this restaurant and/or any portion of this restaurant's outdoor dining area during this restaurant's hours of operation for a determined period of time.

Additional Comments: _____

Business Owner/Manager

Date

Mobile Food Vendor

Date



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019																																															
Category:	NEW BUSINESS																																															
Type:	ACTION																																															
Subject:	Consider a two-year renewal with Delta Dental for 2020-2021																																															
Background Information:	<p>The City currently offers employee dental insurance through Delta Dental. Delta Dental has offered a 24-month rate lock renewal contract for 2020-2021, with a 2% premium increase. The prior premium increase for 2018-2019 was 6.39%.</p> <p>Staff are recommending the Council approve the renewal contract with Delta Dental.</p> <p>Staff have proposed, in the tables below, the same premium cost-share design as was approved on the prior renewal, an 80%/20% cost share between the Employer and Employee, respectively.</p> <p>Bill Chukuske, the City's health insurance agent, will be present to address any questions about the renewal. Staff presented this renewal information at the Council work-session on October 8, 2019.</p> <p>As a comparison to 2018-2019, the total premium rates and increases for 2020-2021 are shown below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>Plan</th> <th># of contracts (2019)</th> <th>2018-2019 Monthly Premium Rates</th> <th>2020-2021 Renewal Monthly Premium Rates</th> <th>Monthly Premium Rate Increase % and \$</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>20</td> <td>\$45.22</td> <td>\$46.12</td> <td>2% \$0.90</td> </tr> <tr> <td>Family</td> <td>70</td> <td>\$125.64</td> <td>\$128.16</td> <td>2% \$2.52</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="4">Current (2018-2019) Cost Share Plan Design—Employer 80% and Employee 20%</th> </tr> <tr> <th></th> <th>Premium</th> <th>Employer Share</th> <th>Employee Share</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>\$45.22</td> <td>\$36.18</td> <td>\$9.04</td> </tr> <tr> <td>Family</td> <td>\$125.64</td> <td>\$100.50</td> <td>\$25.14</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="4">Proposed (2020-2021) Cost Share Plan Design—Employer 80% and Employee 20%</th> </tr> <tr> <th></th> <th>Premium</th> <th>Employer Share</th> <th>Employee Share</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>\$46.12</td> <td>\$36.90</td> <td>\$9.22</td> </tr> <tr> <td>Family</td> <td>\$128.16</td> <td>\$102.53</td> <td>\$25.63</td> </tr> </tbody> </table> <p>Staff have scheduled open enrollment meetings with employees for November 6.</p>	Plan	# of contracts (2019)	2018-2019 Monthly Premium Rates	2020-2021 Renewal Monthly Premium Rates	Monthly Premium Rate Increase % and \$	Single	20	\$45.22	\$46.12	2% \$0.90	Family	70	\$125.64	\$128.16	2% \$2.52	Current (2018-2019) Cost Share Plan Design—Employer 80% and Employee 20%					Premium	Employer Share	Employee Share	Single	\$45.22	\$36.18	\$9.04	Family	\$125.64	\$100.50	\$25.14	Proposed (2020-2021) Cost Share Plan Design—Employer 80% and Employee 20%					Premium	Employer Share	Employee Share	Single	\$46.12	\$36.90	\$9.22	Family	\$128.16	\$102.53	\$25.63
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	Premium	Employer Share	Employee Share																																													
Single	\$45.22	\$36.18	\$9.04																																													
Family	\$125.64	\$100.50	\$25.14																																													
Proposed (2020-2021) Cost Share Plan Design—Employer 80% and Employee 20%																																																
	Premium	Employer Share	Employee Share																																													
Single	\$46.12	\$36.90	\$9.22																																													
Family	\$128.16	\$102.53	\$25.63																																													
Item 19. Fact:	The total estimated annual cost increase to the Employer is \$1,866.24.																																															

Alternative/ Variations:	None recommended.
Recommendations:	To approve the two-year Delta Dental renewal.



**RENEWAL CALCULATION
24 MONTH CONTRACT**

Group Name	City of Marshall		
Group Number	310748		
Renewal Period:	January 1, 2020	through	December 31, 2021
Experience Period:	June 1, 2017	through	May 31, 2019
Earned Premium	\$246,255		
Incurred Claims	\$165,294		
Estimated Unpaid Claim Liability*:	\$1,452		
* EUCL has already been added to the incurred claim total			
Average Experience Period Enrollment:	Single	24	
	Family	75	
	Total	99	
Trend Factor:	7.43%		
Trend is calculated from the mid-point of the experience period to the midpoint of the renewal period.			
Current Corporate Trend:	3.50%		
Benefit Adjustment Factor (BAF):	0.00%		
BAF is needed if any benefit changes are proposed for the upcoming contract period.			
Projected Incurred Claims:	\$88,787		
Needed Increase:	2.00%		
Proposed Increase:	2.00%		
Rates:		Current Rates	New Rates
	Single	\$45.22	\$46.12
	Family	\$125.64	\$128.16

Delta Dental reserves the right to re-evaluate the rates/fees and restrict funding options if during the contract period:

- * the number of enrolled employees deviates from the above enrollment by 10% or more***
- * any changes are made to the plan design, contractual benefits or networks that are utilized***

This renewal is valid only if the contract is issued in the state of Minnesota.

Note: Our rates include all applicable taxes and fees.	72.34% Target Loss Ratio	DRM
	2.00% Broker Commission	7/9/19



Delta Dental of Minnesota

July 23, 2019

24-Month Contract Term

Laura Wing
City of Marshall
344 W Main Street
Marshall, MN 56258

Re: Group Dental Plan # 310748
City of Marshall
Contract Term: January 1, 2020 - December 31, 2021

Dear Laura:

Delta Dental of Minnesota has been pleased to provide dental benefits to your employees under our Delta Dental contract. We look forward to the renewal of your dental program for the above noted Contract Term.

Renewal of your contract is predicated upon the assumption your group continues to meet Delta Dental's underwriting guidelines. Payment of the renewal rates listed below constitutes acceptance of this renewal offer. If you wish to cancel your contract with Delta Dental for any reason, we must have notification 15 days prior to the renewal date. It is not necessary to complete any paperwork or forms to continue your plan.

	<u>Current Rates</u>	<u>Renewal Rates</u>
Employee:	\$45.22	\$46.12
Family:	\$125.64	\$128.16

We thank you for your business and look forward to servicing your group. If you have any questions, please contact your broker or your Delta Dental representative, Lisa Ottmar, at 612-224-3231.

Sincerely,

Andrea L. Allred
Vice President, Account Management and Client Services
Delta Dental of Minnesota

Copy: Lisa Ottmar
William Chukuske - Bill Chukuske Insurance Services Inc

Corporate Address
Delta Dental of Minnesota
500 Washington Avenue South
Minneapolis, MN 55415-1163

Telephone: 612-224-3300
Toll Free: 1-877-268-3384
DeltaDentalMN.org

Mailing Address
Delta Dental of Minnesota
PO Box 9304
Minneapolis, MN 55440-9304

Item 19.

Page 169



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of Health Insurance Plan for 2020
Background Information:	<p>Since 2011, the City has offered high deductible health care plans to employees through Blue Cross and Blue Shield of Minnesota, through the Southwest West Central Service Cooperative (SWWC Coop).</p> <p>This year, the City requested quotes from other health insurance providers. The most favorable quotes came from SWWC Coop (Coop) and Public Employees Insurance Program (PEIP). After negotiations, the Coop has offered a renewal rate increase of 7.44%. PEIP has offered premium rates that reflect a 6.3% increase over our existing rates.</p> <p>On October 8, the Council met in a work-session on health insurance options for 2020. Bill Chukuske, our health insurance agent, and Staff provided the following information at the Council work-session:</p> <ol style="list-style-type: none"> 1. 2020 CCOGA Pool Renewal (SWWC Service Cooperative) 2. Request for Quotes—Results from health insurance providers 3. History of premium rate increases 4. Public Employee Insurance Plan (PEIP) 5. Insurance Cost-Share Options---A and B with cost projections 6. 2020 Wellness Benefits—Compare/Contrast 7. Employee Insurance Committee feedback <p>After the Council work-session, two employee informational meetings were held. Bill Chukuske reviewed the renewal rates from the SWWC Service Cooperative, the PEIP plans and premium rates, and the draft options (A&B) presented to the Council at the work-session. Forty-three (43) employees attended the informational meetings. All employees who are eligible for health insurance were then asked to complete a short 5-question feedback survey.</p> <p>Survey results summary: <i>the results are included in the background materials</i></p> <ul style="list-style-type: none"> • There were 57 respondents. • 96% of those responding to the survey currently have insurance through the City • 33 respondents (57.9%) preferred the PEIP plans • 16 respondents (28.1%) preferred the current plan with the Coop • 8 respondents (14%) had no preference <p>The Employee Health Insurance Committee met on October 16 to review the survey feedback and discuss the plan options. The Committee is recommending the Council approve the PEIP plans.</p>

	<p>In your materials, two plan options are provided based on the history of prior Council decisions, one for Coop plans and one for PEIP plans. Staff will review the two options in more detail at the Council meeting.</p> <p>Staff recommendation: moving to the Public Employee Insurance Plan (PEIP).</p> <p>Open enrollment meetings are scheduled for Wednesday, November 6.</p>
Fiscal Impact:	<p>Cost projections are estimated based upon current plan enrollment. Cost increase with renewal with SWWC Coop is \$85,488.24. Cost increase with PEIP: \$74,705.16.</p> <p>See packet enclosure for a breakout by Fund.</p>
Alternative/ Variations:	
Recommendations:	approval of the Public Employee Insurance Plan (PEIP).



City of Marshall

Working with the



- Northeast Service Cooperative
- Northwest Service Cooperative
- Southwest West Central Service Cooperative
- Resource Training and Solutions
- Lakes Country Service Cooperative
- South Central Service Cooperative
- Southeast Service Cooperative

2020 CCOGA Pool Renewal

Attached is your 2020 CCOGA Pool renewal. As always, your Service Cooperative team and Blue Cross Client Executive welcome your questions.

SWWC Service Cooperative
1420 East College Drive
Marshall, MN 56258

For more information, please contact:
Doug Deragisch - doug.deragisch@swwc.org
Mari Wagner - mari.wagner@swwc.org

Freedom | Choice | Satisfaction | Wellbeing



Your Service Cooperative group health insurance pool spreads risk and reduces cost while providing you the freedom to select the doctor and health plan of your choice. You will be the decision maker to see any doctor, clinic, or hospital for your care. This freedom gives you greater satisfaction about your healthcare which leads to perceived and actual improvements in your well-being.

Wellness Programs

Omada - Members have access to OMADA, an interactive program designed to help members who are at risk for diabetes and heart disease. This program gives members an individually-tailored program for living a healthier lifestyle.

Beginning 1.1.20 Omada will be offered to Type 2 Diabetics. This new program is exclusive to those already diagnosed with Type 2 Diabetes and will leverage Omada's expertise in behavior change and add additional components designed to improve blood glucose control and address critical gaps in diabetes care.

Smartshopper - This program pays members cash incentives for shopping for their health care online or by phone. When employees find and make cost-effective choices, they share in the savings!

Learn to Live - This program provides online programs and clinical assessments for members aged 13 or older living with stress, depression, social anxiety or insomnia with confidential, easy access to help at no cost to the member.

Sharecare - This program includes interactive programs such as RealAge testing, biometrics and the exciting new "Green Days" program that replaces the current Fitness Center Discount program with your plan's renewal in 2019. Sharecare programs are integrated with your health benefits information through your member portal to better serve you.

Telemedicine and Consumer Services

Doctor on Demand - Provides online access to board-certified doctors online to meet their health care needs for common, non-emergency medical conditions such as sinus infections, sore throats, pediatric issues, bladder infection, allergies, stress, anxiety, depression and addictions. All services are provided conveniently, online at a far lower cost to the member than any in-person clinic.

Further (formerly SelectAccount) - Further's health care savings account programs empowers people to make health spending choices that fit their everyday life and financial goals. By using Further's new, state-of-the-art member application, members will be able to maximize their health care savings. For more information, check out the member portal.



SWWC Service Cooperative
CCOGA Pool Renewal
Health Plan Renewal Projection for:
City of Marshall
 1/1/2020



CLAIMS SUMMARY AND PROJECTION

5/2018 through 4/2019

5/2017 through 4/2018

A. Total Incurred Claims (12/15) ⁽¹⁾	\$1,458,044	\$1,525,107
Total Members ⁽²⁾	3,073	3,112
Per Member Per Month (PMPM) Claims	\$474.47	\$490.07
 B. Effective Trend Applied to Claims Periods 1 & 2 *	 14.8%	 24.3%
C. Projected Claims for: 1/1/2020 through 12/31/2020	\$1,674,321	\$1,895,200
Per Member Per Month (PMPM) Claims	\$544.85	\$609.00
Claims Period Weighting	80%	20%
 <u>Projected Claim Rate Formula</u>		
Weighted Projected Claims (PMPM) for each period:	\$435.88	\$121.80
D. Plus Blue Cross Blue Shield Network Management Fee		\$4.25
E. Combined Weighted Projected Claims (PMPM) for both periods:		\$561.93

**Effective trend is equal to annual trend x the number of months between the mid-point of the experience review period and the rate projection period.*

Annual trend factor applicable to Period 1:	8.9%	x effective trend months Period 1:	20	months
Annual trend factor applicable to Period 2:	9.1%	x effective trend months Period 2:	32	months

RENEWAL DEVELOPMENT - PROJECTED CLAIMS

City of Marshall

<u>Projected Claims by Plan (PMPM)</u>		<u>PMPM</u>	<u>Single</u>	<u>Emps w/Dep's</u>	<u>Members</u> ⁽²⁾	<u>Projected Annual Pooled Claims</u>
Plan 1	HSA \$5000 100% \$5,000 OOP, Aware, Select Rx, GenRx	\$561.93	41	59	251	\$1,692,529
E. Total Projected Claims - All Plans With Margin ⁽³⁾		\$575.98				\$1,734,842

RENEWAL DEVELOPMENT - FIXED COSTS

	<u>Per contract/month</u>	<u>Annual Fixed Costs</u>
Blue Cross Administrative Fee	\$40.24	\$48,288
Service Cooperative Administrative Fee	\$11.85	\$14,220
Health and Well Being Fee ⁽⁴⁾	\$2.46	\$2,952
Broker Fee	<u>\$10.00</u>	<u>\$12,000</u>
F. Summary of per contract per month charges	\$64.55	\$77,460
	<u>Single</u>	<u>Emps w/Dep's</u>
G. Stop Loss: 12/15 contract; (Specific: \$200,000; Aggregate: 110%) ⁽⁵⁾	\$81.90	\$204.75
H. Total Fixed Costs		\$262,718
I. Total Projected Claims + Fixed Costs (Renewal Premium)	(E + H) =	\$1,997,560
J. Current Total Premium (based on current enrollment - see footnote 2)		\$1,516,680

K. Calculated % Change in Current Premium Needed for Renewal	31.7%
L. Calculated current premium adjustment - addition/(reduction) before pooling formula	\$480,880
M. Pool Formula % Change Effective: 1/1/2020 <i>see next page for rates</i>	8.5%

⁽¹⁾ Claims incurred during the claims periods and paid through in the following three months; with benefit adjustments and stop loss claims removed.
⁽²⁾ Members based on current plan enrollment in the most recent period vs the same period one year earlier.
⁽³⁾ Projected claims blended for all plans include pooling formula margin 2.5%
⁽⁴⁾ Health and Well Being programs include: Chronic Conditions Management, Learn to Live, Vitals and Sharecare.
⁽⁵⁾ Stop loss rates include \$500,000 purchased through BCBS, and insuring \$200,000 - \$499,999 through the MHC statewide.

Freedom | Choice | Satisfaction | Wellbeing **SWWC Service Cooperative** **CCOGA Pool Renewal** **1/1/2020**



**SWWC Service Cooperative
CCOGA Pool Renewal**



City of Marshall

<u>Plan</u>	<u>Description</u>	<u>Coverage</u>	<u>Contracts *</u>	<u>Current rates</u>	<u>1/1/2020</u>
1	HSA \$5000 100% \$5,000 OOP, Aware, Select Rx, GenRx	Single	41	\$638.50	\$693.00
		Family	59	\$1,698.50	\$1,843.00
2	ALTERNATE \$6900 Ded 100% Aware, Essential Rx, Key Rx, No 4Q C/O	Single	0	\$0.00	\$617.00
		Family	0	\$0.00	\$1,627.00
TOTAL ALL PLANS			Monthly Premium	\$126,390	\$137,150
			Annual Premium	\$1,516,680	\$1,645,800
* Based on the group's most recent enrollment data.			% Annual Adjustment		8.5%
Rates are guaranteed for one year beginning: 1/1/2020			\$ Annual Adjustment		\$129,120
Freedom Choice Satisfaction Wellbeing		SWWC Service Cooperative	CCOGA Pool Renewal		1/1/2020



**SWWC Service Cooperative
CCOGA Pool Renewal
City of Marshall**



Rates Effective: 1/1/2020

Please send a signed copy of this renewal confirmation to your Service Cooperative Representative and Blue Cross Client Executive
Please attach Alternative Plan rate sheets for any new plan you are implementing.

NOTE: THIS RENEWAL CONFIRMATION IS DUE: 10/1/2019

<u>Plan</u>	<u>Description</u>	<u>Single</u>	<u>Family</u>	<u>Confirm plans renewing</u>	
				<u>Yes</u>	<u>No</u>
1	HSA \$5000 100% \$5,000 OOP, Aware, Select Rx, GenRx	\$693.00	\$1,843.00	<input type="checkbox"/>	<input type="checkbox"/>
2	ALTERNATE \$6900 Ded 100% Aware, Essential Rx, Key Rx, No 4Q C/O	\$617.00	\$1,627.00	<input type="checkbox"/>	<input type="checkbox"/>

Alternative Plans (if applicable)

Attach worksheets for alternative plans. Check "no" above for the plan or plans that are being replaced or discontinued.

Renewal confirmation approved by:

Print name: _____

Signature: _____

Date: _____

Freedom | Choice | Satisfaction | Wellbeing

City of Marshall Health Plan Quotes for 2020

Note: United Health Care, Preferred One, Medica and Health Partners chose not to provide quotes

BC/09-24-2019

	2019 SWWC \$5000/10,000	2020 SWWC \$5000/10,000	2020 PEIP H.S.A. Plan	2020 PEIP High Plan	2020 PEIP Value Plan	2020 Prime Health \$5000/10,000
Single	\$ 638.50	\$ 693.00	\$ 678.82	\$ 986.84	\$ 887.76	\$ 782.24
Family	\$ 1,698.50	\$ 1,843.00	\$ 1,787.36	\$ 2,609.78	\$ 2,345.28	\$ 2,096.98

	2020 SWWC \$5000/10,000	2020 SWWC \$6900/13,800
Single	\$ 686.00	\$ 617.00
Family	\$ 1,824.50	\$ 1,627.00

On 10/4/19 the City received a final offer of alternative rates from SWWC Cooperative.

Summary of 2020 Premium Offers from SWWC Cooperative:

9/24/19 Initial Offer	8.5% increase	Gen RX
10/4/19 Final Offer	7.44% increase	Change to Classic RX, \$6900 deductible option added
2020 PEIP Premium Offer	6.3% increase	

History of Premium Increases

SWWC Cooperative (City of Marshall history)		PEIP (Group Pool Average)	
2011	10.65%		
2012	1.00%		
2013	6.00%	2013	5.0%
2014	6.90%	2014	0.5%
2015	0.00%	2015	2.4%
2016	17.50%	2016	5.5%
2017	6.50%	2017	3.5%
2018	7.10%	2018	0.2%
2019	15.00% First Offer	2019	2.5%
2019	12.30% Elimination of Lower Deductible Plan		

Option A (DRAFT) SWWC Coop

Design: 50/50 cost share on premium increase, equal VEBA/H.S.A contribution to 2019, balanced to H.S.A plan.

Estimated cost increase excluding retirees, Library and PHC employees: \$ 85,488.24 7.44% premium increase over 2019

2020 SWWC Service Cooperative	\$5000/10,000 HSA		\$5000/10,000 VEBA		\$6900/13,800 HSA		\$6900/13,800 VEBA	
	Single	Family	Single	Family	Single	Family	Single	Family
BCBS Premium Cost (monthly)	\$686.00	\$1,824.50	\$686.00	\$1,824.50	\$ 617.00	\$ 1,627.00	\$ 617.00	\$ 1,627.00
ER Contribution (monthly)	\$597.47	\$1,538.65	\$514.14	\$1,330.31	\$ 597.47	\$ 1,538.65	\$514.14	\$1,330.31
EE Contribution (monthly)	\$88.53	\$285.85	\$171.86	\$494.19	\$ 19.53	\$ 88.35	\$ 102.86	\$ 296.69
ER Premium (annually)	\$7,169.64	\$18,463.80	\$6,169.68	\$15,963.72	\$7,169.64	\$18,463.80	\$6,169.68	\$15,963.72
EE Premium (annually)	\$1,062.36	\$3,430.20	\$2,062.32	\$5,930.28	\$234.36	\$1,060.20	\$1,234.32	\$3,560.28
ER HSA/VEBA Contribution (annually)	\$1,500.00	\$2,000.00	\$2,500.00	\$4,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	\$ 4,500.00
TOTAL ANNUAL ER CONTRIBUTION	\$8,669.64	\$20,463.80	\$8,669.68	\$20,463.72	\$8,669.64	\$20,463.80	\$8,669.68	\$20,463.72
Annual EE Deductible	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$ 6,900.00	\$ 13,800.00	\$ 6,900.00	\$ 13,800.00
Prescription drug plan	Classic RX	Classic RX	Classic RX	Classic RX	Essential RX	Essential RX	Essential RX	Essential RX

Option B (DRAFT) PEIP

Design: 50/50 cost share on premium increase, equal VEBA/H.S.A contribution to 2019, balanced to H.S.A plan

Estimated cost increase excluding retirees, Library and PHC employees: \$ 74,705.16 6.3% premium increase over 2019

2020 PEIP Plan Summary	Low Plan (H.S.A or VEBA)		Low Plan (VEBA only)		Value Plan (VEBA only)		Advantage Plan (VEBA only)	
	Single	Family	Single	Family	Single	Family	Single	Family
PEIP Premium Cost (monthly)	\$678.82	\$1,787.36	\$678.82	\$1,787.36	\$887.76	\$2,345.28	\$986.84	\$2,609.78
ER Contribution (monthly)	\$591.13	\$1,522.68	\$507.80	\$1,314.35	\$716.13	\$1,689.35	\$716.13	\$1,689.35
EE Contribution (monthly)	\$87.69	\$264.68	\$171.02	\$473.01	\$171.63	\$655.93	\$270.71	\$920.43
ER Premium (annually)	\$7,093.56	\$18,272.16	\$6,093.60	\$15,772.20	\$8,593.56	\$20,272.20	\$8,593.56	\$20,272.20
EE Premium (annually)	\$1,052.28	\$3,176.16	\$2,052.24	\$5,676.12	\$2,059.56	\$7,871.16	\$3,248.52	\$11,045.16
ER HSA/VEBA Contribution (annually)	\$1,500.00	\$2,000.00	\$2,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ANNUAL ER CONTRIBUTION	\$8,593.56	\$20,272.16	\$8,593.60	\$20,272.20	\$8,593.56	\$20,272.20	\$8,593.56	\$20,272.20
Maximum Out of Pocket Expense*	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	\$3,850.00	\$7,700.00	\$2,750.00	\$5,500.00
Prescription drug plan	CVS Rx	CVS Rx	CVS Rx	CVS Rx	CVS Rx	CVS Rx	CVS Rx	CVS Rx

*Cost Levels 1 and 2

2020 Health Insurance Cost Projections

***2020 Estimates below are based upon draft scenarios of splitting premium increases 50/50 between City/Employee--these are subject to change per Council approval.

2019 Employer Total cost under Coop	\$ 1,311,824.00
2020 Employer Total cost under Coop	\$1,397,312.24
2020 Estimated Increase in Employer Cost	<u>\$85,488.24</u>
2020 Employer Total cost under PEIP	\$ 1,386,529.16
2020 Estimated Increase in Employer Cost	<u>\$ 74,705.16</u>
Cost Savings to City of PEIP over SWWC Cooperative	\$10,783.08 0.82%

General Fund	65	\$ 67,282.20
Red Baron	3	\$ 3,823.56
Merit	1	\$ 1,274.52
Waste Water	13	\$ 11,122.20
Tall Grass Liquor	4	\$ 1,985.76
Total	86	\$ 85,488.24

General Fund	65	\$ 58,735.80
Red Baron	3	\$ 3,322.44
Merit	1	\$ 1,107.48
Waste Water	13	\$ 9,759.60
Tall Grass Liquor	4	\$ 1,779.84
Total	86	\$ 74,705.16

ABOUT PEIP

PEIP's mission is to make affordable health coverage available to all cities, counties, school districts and other public employers regardless of size, location or other factors.

PEIP coverage was designed to provide long-term rate stability by pooling your group's experience with that of other public employee groups.

The Program is managed by the Minnesota Management and Budget, the largest purchaser of employee insurance benefits in the state. Innovo Benefits Administration and Marketing handles enrollment and billing and is responsible for proposals, enrollment meetings, and customer service. The following carriers provide health coverage:

Advantage Network Health Plans

- Blue Cross Blue Shield
- Preferred One
- HealthPartners

The PEIP Advantage Plans offer the following features:

- A choice of three networks with a uniform, comprehensive set of benefits across all three carriers.
- A choice of three benefit plan design options:
 - Advantage
 - Value
 - H.S.A. compatible
- State-wide tiered network of primary care clinics (PCC):
 - Each member chooses a primary care clinic to deliver and coordinate care.
 - Benefits for each plan level are based on the cost level of your primary care clinic.
 - Family members may elect different primary care clinics (even in different cost levels), but must enroll with the same carrier.
 - Members can change clinics throughout the year by calling their network carrier.
- Referrals are needed for specialist care outside the primary care group. No referrals are needed for emergencies or urgent care. Participant can self-refer to OBGyn, Chiropractic, Routine Vision, Mental Health/Chemical Dependency, provided the practitioner is with the carriers' self-referral network.
- No co-payments are charged for preventive care such as well-child care, immunizations, annual check-ups, cancer screenings, routine eye and hearing exams, etc.

COMPARE / CONTRAST 2020 PROVIDER WELLNESS PROGRAM BENEFITS

Wellness Program Benefits	SWWC Service Cooperative	PEIP
ShareCare---Digital health and wellness (social media)	✓	✓
Doctor on Demand	✓	✓
Omada---Type 2 Diabetes program	✓	✓
SmartShopper	✓	
Blue365---new for 2020---discounts on specific products	✓	
*Learn-to-Live program---mental health online program	✓	
Live Well Incentive (\$500 to H.S.A./VEBA account)	✓	
Fitness Incentive (\$20 Target gift card per month)	✓	
Biometric Screening (\$40 per contract per year)	✓	
Wellness Activity (\$30 per contract per year)	✓	

Note:

*The City also offers an Employee Assistance Program (EAP) through Morneau Shepell. This program is provided at no cost to the City or the Employee.

2020 Employee Health Insurance Survey Results

Questions:

1. Did you attend the employee health insurance informational meeting on October 9, 2019?

Yes	38	66.7%
No	16	28.1%
No, I am already familiar with PEIP plans.	<u>3</u>	5.3%
	57	

2. Based on what you learned or already knew, which plan do you prefer?

Our current plan with the SWWC Cooperative	16	28.1%
PEIP (Public Employees Insurance Plan)	33	57.9%
No preference	<u>8</u>	14.0%
	57	

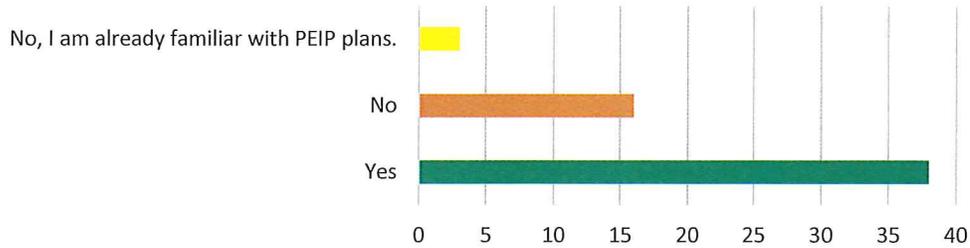
3. Do you currently have health insurance through the City of Marshall?

Yes	55	96.5%
No	<u>2</u>	3.5%
	57	

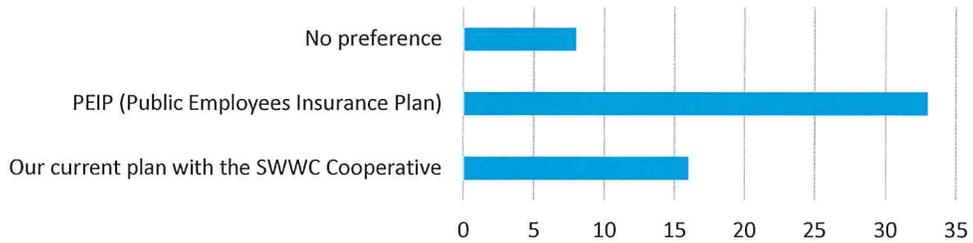
4. The City's wellness program is beneficial to me and I would like the program to continue.

Yes	29	50.9%
No	<u>28</u>	49.1%
	57	

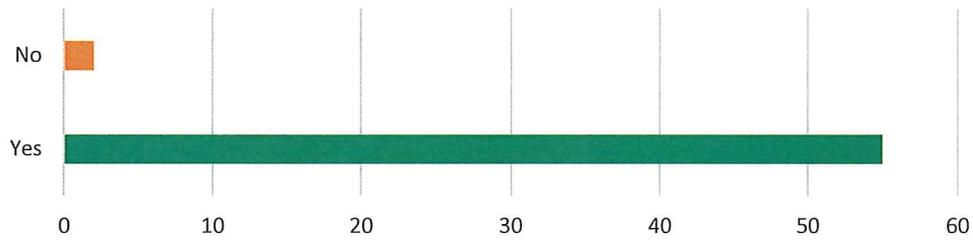
Did you attend the health insurance informational meeting on October 9, 2019?



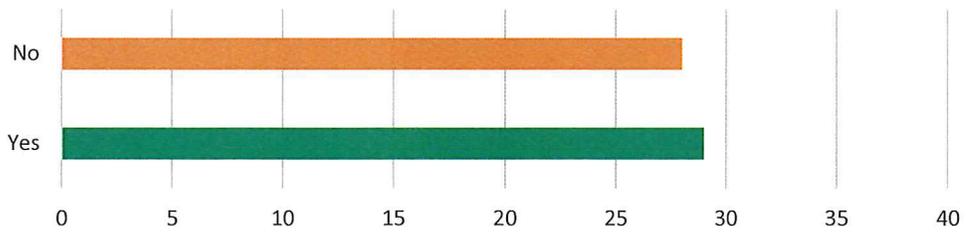
Based on what you learned or already knew, which plan do you prefer?



Do you currently have health insurance through the City of Marshall?



The City's wellness program is beneficial to me and I would like the program to continue.



2020 Employee Insurance Survey Comments

Q1	Q2	Q5
1 No	SWWC	I have concerns with networks, consent for referral, tiered drugs
2 Yes	PEIP	On paper, I believe that PEIP looks like the better plan, but it makes me nervous because it is a new system, and I hope that I'm seeing the big picture and not missing anything. I hope that someone who has more knowledge of these programs is able to analyze them both to make sure we are comparing apples to apples.
3 Yes	PEIP	keep up the good work!
4 Yes	SWWC	The answers I chose were based on the low premium for a very high deductible plan as well as the extra \$500 from the wellness program. For a healthy individual they are very similar. The PEIP plan would be better suited for families or individuals who regularly receive care.
5 Yes	PEIP	hard to make a decision with another option in the works-- don't have all the facts at this time
6 No	PEIP	Na
7 Yes	PEIP	The wellness program is nice but i would rather have lower premiums.
8 Yes	PEIP	this issue comes down to cost the annual flu shot is great, the bio metric screening is great, getting the financial incentive to participate in both is not needed, I believe these could continue through our actual wellness committee/city budget not paid for by coop if all agree it is a positive deal for employees, that being said the city does need to be with the COOP due to wellness incentives
9 Yes	SWWC	Thank you for your time !
10 No	SWWC	SWWC-Local provider
11 Yes	PEIP	Health Insurance is a benefit to the employee and should be used as a tool to retain and attract professional to our organisation. If administration and the council expect the best out of our employees then the council should offer the best when it comes to health insurance. For people that utilize the City's health insurance plan PEIP is, without a question, the best option.

- 12 No PEIP I have hit my \$10,000/ yr. family deductible the last three years due to unavoidable circumstances. After paying the family premium of \$266.06/ mo. and putting in the max allowable \$384.60/ mo. into HSA for a total monthly cost for health coverage of \$650.66, I am still in the hole. I won't be able to afford another \$10,000 deductible next year if needed. I remember when the City used to pay the majority, if not all of the premium costs and provided more than \$2,000/ year into HSA accounts. Just four years ago employees were paying \$36.50/ mo. premiums for family coverage on the 5000/10000 plan, while the City was paying \$1093.00/ mo. to cover the employees remaining premium. From those numbers, it appears the City covered 97% of the employees premium, while the employee covered 3%. Additionally, in 2015 the City contributed \$3,152.40 annually into the employees HSA account. 2016 premiums: City covered 92%, Employee 8%. 2017 premiums: City covered 90%, Employee 10%. 2018 premiums: City covered 88%, Employee 12%. In 2019, the employee is now paying \$266.06/ mo. for family coverage premiums, while the City is covering \$1,432.44/ mo. In 2019 the employee is covering roughly 16% of the premium, while the City had dropped to covering 84%. Additionally, between 2016 and 2019 the City has dropped employee's annual HSA contributions to \$2,000/ yr. When looking at the premium increase from 2015 to 2016, the City covered roughly 67% of the increase, while the employee covered 33%. 2016-2017 premium increase, City - 60%, Employee - 40%. 2017-2018 increase, City 60%, Employee - 40%. 2018 - 2019 increase, City - 50%, Employee - 50%. It appears the trend is moving towards the employee covering more cost each year. Wondering if there is a better insurance plan with better deductibles that keeps the employee costs or at least the % of premium the employee is required to cover more stable? Also, if the City is saving money by selecting a certain insurance plan, can that money be put back to cover more of the premiums? Or if the City is saving money by not contributing as much into employees HSA accounts, can that money be used to cover more of the premium costs?
- 13 No SWWC I was in Sioux Falls fro a doctor appointment wed. Did it get recorded so I can view it?
- 14 Yes PEIP If there are significant saving for the city by switching to PEIP - it would be nice to see those saving shared up front with the employees.
- 15 No PEIP The current level of my employer's contribution to my plan is much appreciated and needed.
- 16 Yes PEIP Welness committee should just go back to chili cook offs!
- 17 No No Pref Bring back the discounts on gym membership and get rid of the Target giftcards. You literally can lie on sharecare and get giftcards.
- 18 Yes PEIP If PEIP is chosen, are the BCBS benefits the same under PEIP as they are through SWWC?

- 19 Yes SWWC do not care for peips 2 year commitment or the restrictions on providers, what if want a second opinion?
- 20 Yes PEIP The wellness program is o.k. but not necessary.
- 21 Yes SWWC We appreciate the City contributing to our Health Insurance, it is very much appreciated!!
- 22 Yes PEIP It's beneficial BUT it's not a deal breaker (wellness program). I'd rather save a couple thousand every year than get \$750.

Individual Responses--Sorted

Response	Attend mtg	Pref	City Insurance	Wellness
	Q1	Q2	Q3	Q4
7	Yes	SWWC	Yes	Yes
9	Yes	SWWC	Yes	Yes
28	Yes	SWWC	Yes	Yes
30	Yes	SWWC	Yes	Yes
41	Yes	SWWC	Yes	Yes
46	Yes	SWWC	Yes	Yes
48	Yes	SWWC	Yes	Yes
53	Yes	SWWC	Yes	Yes
56	Yes	SWWC	Yes	Yes
26	Yes	SWWC	Yes	No
49	Yes	SWWC	Yes	No
5	Yes	PEIP	Yes	Yes
13	Yes	PEIP	Yes	Yes
22	Yes	PEIP	Yes	Yes
25	Yes	PEIP	Yes	Yes
32	Yes	PEIP	Yes	Yes
36	Yes	PEIP	Yes	Yes
44	Yes	PEIP	Yes	Yes
52	Yes	PEIP	Yes	Yes
57	Yes	PEIP	Yes	Yes
1	Yes	PEIP	Yes	No
2	Yes	PEIP	Yes	No
4	Yes	PEIP	Yes	No
8	Yes	PEIP	Yes	No
11	Yes	PEIP	Yes	No
12	Yes	PEIP	Yes	No
15	Yes	PEIP	Yes	No
19	Yes	PEIP	Yes	No
20	Yes	PEIP	Yes	No
23	Yes	PEIP	Yes	No
24	Yes	PEIP	Yes	No
27	Yes	PEIP	Yes	No
34	Yes	PEIP	Yes	No
38	Yes	PEIP	Yes	No
43	Yes	PEIP	Yes	No
50	Yes	PEIP	Yes	No
45	Yes	PEIP	No	No
31	Yes	No Pref	Yes	Yes
37	No, familiar w PEIP	PEIP	Yes	Yes
18	No, familiar w PEIP	PEIP	Yes	No
39	No, familiar w PEIP	PEIP	Yes	No
3	No	SWWC	Yes	Yes
29	No	SWWC	Yes	Yes
51	No	SWWC	Yes	Yes
55	No	SWWC	Yes	Yes
35	No	SWWC	Yes	No
14	No	PEIP	Yes	Yes
16	No	PEIP	Yes	Yes
33	No	PEIP	Yes	No
47	No	PEIP	Yes	No
6	No	No Pref	Yes	Yes
42	No	No Pref	Yes	Yes
54	No	No Pref	Yes	Yes
10	No	No Pref	Yes	No
21	No	No Pref	Yes	No
40	No	No Pref	Yes	No
17	No	No Pref	No	No



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Economic Development Director
Background Information:	As a follow-up to the October 8 th Council Work Session on Economic Development, staff is presenting a request to approve the Economic Development Director pay range, Organizational structure and authorization to post the position.
Fiscal Impact:	See attached spreadsheet
Alternative/ Variations:	Do not proceed with the proposed Organizational structure
Recommendations:	Approve Economic Development Director pay range, Organizational structure with the ED Director position under the City structure as a city employee.

Economic Development Director

2019 wage schedule:

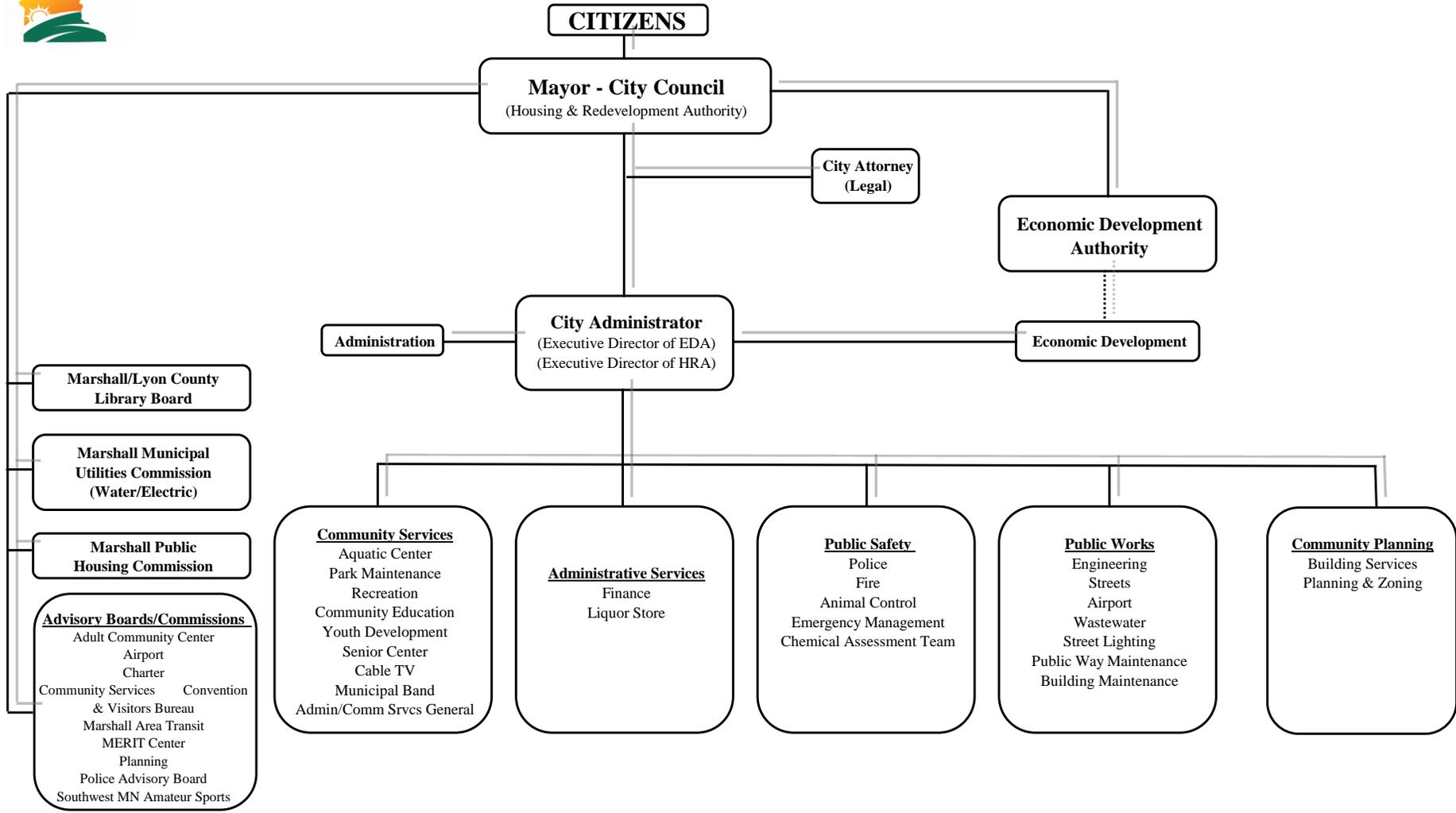
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
33.74	35.98	38.23	40.48	42.73	44.98

2020 wage schedule:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
34.83	37.15	39.47	41.80	44.12	46.44

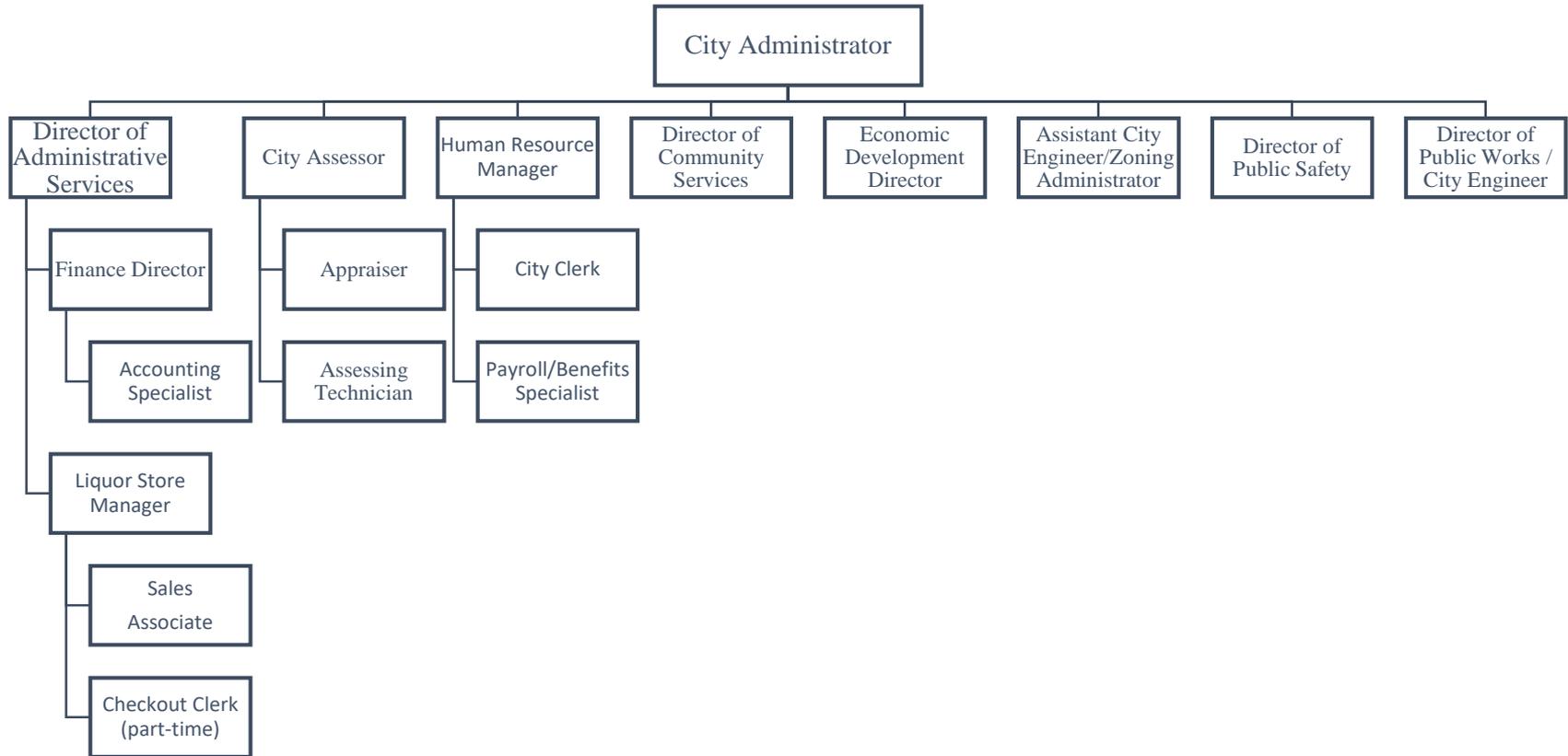


CITY OF MARSHALL ORGANIZATIONAL STRUCTURE





Organization Chart--Administration City of Marshall, Minnesota



CONCLUSION



City Hires Full-time EDA Director



City Initially
Supplements
Chamber EDA
Funding Void

Rent of Space
Admin
Support



City Supports
Regional Approach

Provide Seed
Money

**CITY OF MARSHALL
Job Description**

POSITION TITLE: Economic Development Director	DATE: June 2008 October 2019
DIVISION: Economic Development	FLSA STATUS: Exempt
ACCOUNTABLE TO: City Administrator	UNION STATUS: NA

SUMMARY OF POSITION

Under general supervision and direction of the City Administrator and the Economic Development Authority, this position is responsible for promoting, facilitating and coordinating commercial, industrial and housing development activities within the City of Marshall. Associated duties include coordination and staff support for the City's Economic Development Authority, Housing and Redevelopment Authority, ~~and the Marshall Area Chamber of Commerce Industrial Development Committee.~~ Interacts with industry and business leaders, developers, and economic development entities including: Minnesota Department of Employment and Economic Development, Southwest Initiative Foundation, Southwest Regional Development Commission, Marshall Area Chamber of Commerce, legislative contacts, related county economic development initiatives and others as may be practical and necessary in areas related to economic development.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, update and implement community plans and strategies for promoting economic development activities within the community.
2. Act as the primary staff contact for business or development inquiries, maintain inquiry log and provide follow-up assistance as required.
3. Community Development Activities:
 - A. Provide information and assistance to existing and new businesses and industries in locating, relocating, or expanding in the Marshall area. Initiates and assists with activities designed to promote and attract new business to the community.
 - B. Develops sources of prospective businesses and industries to relocate to Marshall.
 - C. Researches and analyzes business sites; assists developers in obtaining financing for projects; and provides technical assistance during the project. Investigates, requests, and administers any appropriate grant or loan program(s) related to industrial and commercial developments, redevelopments, or rehabilitations, and coordinates efforts with other City staff. Create and present incentive package proposals to entice new and existing business development.
 - ~~D. Act as a liaison with commercial/industrial/business developers, business owners, Minnesota Department of Employment and Economic Development, State Legislators, and any others as may be practical and necessary in areas related to economic development.~~
 - D. Evaluate potential projects to determine feasibility and community impact and makes recommendations to the City Administrator and Economic Development Authority.
 - ~~E. Assist in the negotiation and implementation of development agreements and redevelopment projects, including tax increment financing, tax abatement con-tracts, and other state and federal programs.~~
 - ~~F. Provide business information services such as research and customer services, and refers to other governmental services as appropriate.~~
 - G. Supervise the activities of the part-time clerical staff including assigning and prioritizing work, evaluating work, training, interviewing and recommending hiring, discipline, etc.
4. Represent the Economic Development Authority at public meetings, hearings and conferences. Attends meeting of various committees and organizations as requested, including but not limited to: City Council, Chamber of Commerce, City Planning Commission and the Marshall Industrial Development Committee. Attends other meetings as required.
5. Develop and conduct surveys, compile results, prepare reports with recommendations on a variety of development programs and projects. Prepare requested and required reports, including but not limited to area employment levels, tax base, job creation, etc.
6. Develop, coordinate and promote economic development marketing efforts within the community to recruit additional workforce and families. Align economic development activity to compliment assessing, engineering, and community services activities.
7. Update and maintain LOIS (Location One) with the Marshall Industrial Park Guide, current information on availability of sites and buildings, employment data, tax information, utility information, Opportunity Zone, JOBZ Program, and other information useful to relocating or expanding businesses.

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8. Provide staff support and assistance to the Marshall Economic Development Authority (EDA) and Housing and Redevelopment Authority (HRA) including monitoring projects and accounts and marketing properties.
9. Provide staff assistance to the Marshall Area Chamber of Commerce Industrial Development Committee including coordinating applications, and processing and monitoring loans.
10. Oversee the administration of the EDA's Community Reinvestment Fund (CRIF).
11. ~~Supervise the preparation of~~ Provide departmental staff reports to the City Administrator, City Council, and advisory committees ~~as requested.~~
12. Oversee the development of the annual departmental budget; direct the keeping of required records and develop administrative reports as required.
13. Coordinate and advise as to the acquiring and disposal of land as needed to foster economic development and engineering projects.
14. ~~Utilize a working knowledge of T.I.F. to analyze potential development projects.~~
15. Attendance is an essential function of this position.
16. Perform other duties as assigned.

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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.

MINIMUM QUALIFICATIONS

- A. Bachelor's Degree in Urban Studies, Public Administration, Business Administration, Finance or related field.
- B. Minimum of five (5) to seven (7) years of progressive experience in the public or private sector in economic development, community development, business, or related field is required.
- C. ~~A demonstrated record of ongoing continuing education in the Economic Development field. Certification as Certified Economic Developer (CEcD) or as an Economic Development Finance Professional (EDFP) is desired.~~
- D. Must possess and maintain a valid Class "D" MN Drivers License.

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DESIRABLE QUALIFICATIONS

- E. ~~Masters degree in Urban Studies, Public Administration, Business Administration, Finance or related field. A demonstrated record of ongoing continuing education in the Economic Development field. Certification as Certified Economic Developer (CEcD) or as an Economic Development Finance Professional (EDFP) is desired.~~

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough working knowledge of marketing strategies for industrial and commercial recruitment.
- Thorough working knowledge of public and private financing techniques, incentives and programs for economic development deal structuring and the ability to apply creativity to each situation. To include tax increment financing, tax abatement, community development block grants, ~~Opportunity Zone~~ ~~JOBZ~~, etc.
- Knowledge of business location and expansion considerations and ability to address those concerns with sensitivity.
- Ability to communicate effectively, in English, both verbally and in writing, to other staff members, advisory commissions, City Council members, and outside groups to enhance their understanding of economic development issues.
- Ability to maintain informational and database files.
- Ability to prepare grant applications to public and private sources.
- Ability to review and analyze financial statements of businesses.
- Knowledge of land assembly and industrial/business park development.
- Possess outstanding interpersonal skills and be able to establish and maintain effective working relationships.
- Ability to work with diverse groups of people, communicating mutual goals and policies into coordinated action. Must be able to present a positive image of the City to prospective business clients and the community in general.
- Skillfully operate computer and related word processing, spreadsheet, network and internet applications.
- Must possess outstanding interpersonal skills and be able to develop effective personal relationships.
- Ability to work flexible work schedule.

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SUPERVISION EXERCISED

Responsible for the selection and supervision of administrative staffing dedicated to the Economic Development activities.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
 Job Description/Economic Development Director

Page 2 of 3

SUPERVISION RECEIVED

General supervision by the City Administrator with wide latitude for independent action and decision-making.

PUBLIC CONTACTS

Considerable and continuous contacts with city departments and employees, public and private organizations, business, other governmental agencies and officials, 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, office equipment (copy machine, fax machine, printer, calculator), and telephone/cell phone.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY

The City of Marshall does not discriminate on the basis of disability status in the admission or access to or treatment or employment in its programs and activities.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
Job Description/Economic Development Director



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Red Baron Arena & Expo Parking Lot Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 3.
Background Information:	<p>The project included construction of curb and gutter, aggregate base, bituminous pavement surfacing, storm sewer and miscellaneous work to construct the parking lot on the south side of the Red Baron Arena & Expo.</p> <p>The items on Change Order No. 2 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. Each individual line item is shown on the spreadsheet attached to the change order.</p> <p>All work has been completed in accordance with the specifications.</p>
Fiscal Impact:	<p>Change Order No. 2 (Final) results in a contract decrease in the amount of \$19,788.26 and a total contract amount of \$403,907.04. The original contract amount was \$423,380.30.</p> <p>The final payment, including release of retainage, will be funded from Account #456-70579-2227.</p>
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 2 (Final), resulting in a contract decrease in the amount of \$19,788.26 and acknowledge Final Pay Request (No. 3) in the amount of \$23,140.35 for the above-referenced project to D&G Excavating, Inc. of Marshall, Minnesota.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of City Of Marshall

Change Order No. 2

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. C42	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS D&G Excavating, Inc. 2334 County Road 30 Marshall, MN 56258		LOCATION OF WORK Red Baron Arena & Expo Parking Lot Project	
		TOTAL CHANGE ORDER AMOUNT (\$19,788.26)	

Final Reconciling Change Order

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
9999.999	FINAL RECONCILING CHANGE ORDER	LUMP SUM	(\$19,788.26)	1	(\$19,788.26)
Funding Category No. 001 Total:					(\$19,788.26)
Change Order No. 2 Total:					(\$19,788.26)

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)
Due to this change the Contract Time:

a. Is Increased by _____ Working Days b. Is Not Changed
 Is Decreased by _____ Working Days
 Is Increased by _____ Calendar Days c. May be revised if work affected the controlling operation
 Is Decreased by _____ Calendar Days

Approved By Project Engineer: Glenn Olson	Approved By Contractor: D&G Excavating, Inc.
Signed _____	Signed _____
Date: _____ Phone: (507) 537-6773	Date: _____ Phone: (507) 532-2334

The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____

Red Baron Arena & Expo Parking Lot Project
 "Reconciling Change Order"

	<u>Item</u>	<u>Contract</u> <u>Quantity</u>	<u>Unit</u>	<u>Cost</u>	<u>Total</u>	<u>Final</u> <u>Quantity</u>	<u>Final</u> <u>Quantity</u> <u>Amount</u>	<u>Quantity</u> <u>Difference</u>	<u>Amount</u> <u>Difference</u>
1	2021.501 MOBILIZATION	1.00	LS	\$27,000.00	\$27,000.00	1.00	\$27,000.00	0.00	\$0.00
2	2104.502 REMOVE LIGHT FOUNDATION	2.00	EACH	\$250.00	\$500.00	2.00	\$500.00	0.00	\$0.00
3	2104.503 SAWING BIT PAVEMENT (FULL DEPTH)	244.00	L F	\$5.00	\$1,220.00	252.00	\$1,260.00	8.00	\$40.00
4	2104.503 REMOVE CURB & GUTTER	525.00	L F	\$10.00	\$5,250.00	525.00	\$5,250.00	0.00	\$0.00
5	2104.504 REMOVE CONCRETE PAVEMENT	20.50	S Y	\$27.00	\$553.50	20.50	\$553.50	0.00	\$0.00
6	2104.504 REMOVE BITUMINOUS SURFACING	1,530.00	S Y	\$2.00	\$3,060.00	1,530.00	\$3,060.00	0.00	\$0.00
7	2104.518 REMOVE SIDEWALK	2,474.00	S F	\$2.25	\$5,566.50	2,551.00	\$5,739.75	77.00	\$173.25
8	2104.604 SALVAGE LANDSCAPE ROCK	62.00	S Y	\$20.00	\$1,240.00	102.00	\$2,040.00	40.00	\$800.00
9	2104.618 SALVAGE STONE PAVERS	63.50	S F	\$10.00	\$635.00	63.50	\$635.00	0.00	\$0.00
10	2105.504 GEOTEXTILE FABRIC TYPE 5	4,362.00	S Y	\$2.00	\$8,724.00	4,362.00	\$8,724.00	0.00	\$0.00
11	2105.507 COMMON EXCAVATION	2,875.00	C Y	\$11.00	\$31,625.00	2,875.00	\$31,625.00	0.00	\$0.00
12	2211.507 AGGREGATE BASE (CV) CLASS 5 (P)	1,630.00	C Y	\$27.00	\$44,010.00	1,630.00	\$44,010.00	0.00	\$0.00
13	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3;C)	1,355.00	TON	\$113.50	\$153,792.50	1,221.72	\$138,665.22	(133.28)	(\$15,127.28)
14	2502.503 4" PERF PVC PIPE DRAIN	525.00	L F	\$15.00	\$7,875.00	525.00	\$7,875.00	0.00	\$0.00
15	2503.602 CONNECT TO EXISTING STORM SEWER	3.00	EACH	\$600.00	\$1,800.00	1.00	\$600.00	(2.00)	(\$1,200.00)
16	2503.603 12" PIPE SEWER	202.00	L F	\$52.00	\$10,504.00	212.00	\$11,024.00	10.00	\$520.00
17	2506.502 CONST DRAINAGE STRUCTURE DESIGN A	3.00	EACH	\$4,500.00	\$13,500.00	3.00	\$13,500.00	0.00	\$0.00
18	2506.502 CASTING ASSEMBLY	2.00	EACH	\$1,750.00	\$3,500.00	3.00	\$5,250.00	1.00	\$1,750.00
19	2506.503 CONST DRAINAGE STRUCTURE DES 72-4020	8.60	L F	\$590.00	\$5,074.00	0.00	\$0.00	(8.60)	(\$5,074.00)
20	2521.518 4" CONCRETE WALK	4,600.00	S F	\$5.30	\$24,380.00	4,677.22	\$24,789.27	77.22	\$409.27
21	2521.518 6" CONCRETE WALK	787.00	S F	\$6.40	\$5,036.80	787.00	\$5,036.80	0.00	\$0.00
22	2531.503 CONCRETE CURB & GUTTER DESIGN B618	1,680.00	L F	\$20.50	\$34,440.00	1,681.00	\$34,460.50	1.00	\$20.50
23	2531.507 6" CONCRETE DRIVEWAY PAVEMENT	69.00	S Y	\$66.00	\$4,554.00	69.00	\$4,554.00	0.00	\$0.00
24	2531.604 7" CONCRETE VALLEY GUTTER	27.00	SQ YD	\$80.00	\$2,160.00	27.00	\$2,160.00	0.00	\$0.00
25	2531.618 TRUNCATED DOMES	125.00	S F	\$80.00	\$10,000.00	125.00	\$10,000.00	0.00	\$0.00
26	2540.604 INSTALL LANDSCAPE ROCK	22.00	S Y	\$40.00	\$880.00	22.00	\$880.00	0.00	\$0.00
27	2545.515 LIGHT BASE DESIGN E	7.00	EACH	\$1,200.00	\$8,400.00	7.00	\$8,400.00	0.00	\$0.00
28	2563.601 TRAFFIC CONTROL	1.00	LS	\$1,500.00	\$1,500.00	1.00	\$1,500.00	0.00	\$0.00
29	2573.501 STABILIZED CONSTRUCTION EXIT	1.00	LS	\$1,000.00	\$1,000.00	0.00	\$0.00	(1.00)	(\$1,000.00)
30	2573.502 STORM DRAIN INLET PROTECTION	4.00	EACH	\$350.00	\$1,400.00	4.00	\$1,400.00	0.00	\$0.00
31	2575.501 TURF ESTABLISHMENT	1.00	LS	\$3,100.00	\$3,100.00	1.00	\$3,100.00	0.00	\$0.00
32	2575.523 RAPID STABILIZATION METHOD 3	2.00	MGAL	\$550.00	\$1,100.00	0.00	\$0.00	(2.00)	(\$1,100.00)
CO1-1	2503.603 12" PIPE SEWER	0.00	L F	(\$5.00)	\$0.00	202.00	(\$1,010.00)	202.00	(\$1,010.00)
CO1-2	2506.502 CONST DRAINAGE STRUCTURE DESIGN A	0.00	EACH	(\$525.00)	\$0.00	2.00	(\$1,050.00)	2.00	(\$1,050.00)
CO1-3	2506.602 CORE INTO MANHOLE	0.00	EACH	\$1,100.00	\$0.00	2.00	\$2,200.00	2.00	\$2,200.00
CO1-4	2506.602 ADJUST FRAME & RING CASTING	0.00	EACH	\$175.00	\$0.00	1.00	\$175.00	1.00	\$175.00

FINAL CO-2 (\$19,788.26)



CITY OF MARSHALL

344 W. MAIN ST.
 MARSHALL, MN 56258
 Project C42 - Red Baron Arena & Expo Parking Lot Project
 Final Pay Request No. 3

Contractor: D&G Excavating, Inc.
 2334 County Road 30
 Marshall, MN 56258

Contract No.
 Vendor No. 01-0934
 For Period: 10/5/2019 - 10/15/2019
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$423,380.30
Contract Changes	(\$19,473.26)
Revised Contract	\$403,907.04

Funds Encumbered

Original	\$423,380.30
Additional	(\$19,473.26)
Total	\$403,907.04

Work Certified To Date

Base Bid Items	\$403,592.04
Backsheet	\$0.00
Change Order	\$315.00
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$403,907.04

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
C42	\$3,100.00	\$403,907.04	\$0.00	\$380,766.69	\$23,140.35	\$403,907.04
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$23,140.35	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By _____

Approved By D&G Excavating, Inc.

 County/City/Project Engineer

 Contractor

 Date

 Date

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. C42
 Final Pay Request No. 3

C42 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	08/01/2019	08/30/2019	\$164,052.10	\$8,202.61	\$155,849.49
2	08/31/2019	10/04/2019	\$236,754.94	\$11,837.74	\$224,917.20
3	10/05/2019	10/15/2019	\$3,100.00	(\$20,040.35)	\$23,140.35
Totals:			\$403,907.04	\$0.00	\$403,907.04

C42 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date	
001	403,907.04	0.00	380,766.69	23,140.35	403,907.04	
Totals:		\$403,907.04	\$0.00	\$380,766.69	\$23,140.35	\$403,907.04

C42 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
456-70579-2227	Local	23,140.35	403,907.04	403,907.04	403,907.04
Totals:		\$23,140.35	\$403,907.04	\$403,907.04	\$403,907.04

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. C42
 Final Pay Request No. 3

C42 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
base bid									
1	2021.501	MOBILIZATION	LS	\$27,000.00	1	0	\$0.00	1	\$27,000.00
2	2104.502	REMOVE LIGHT FOUNDATION	EACH	\$250.00	2	0	\$0.00	2	\$500.00
3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$5.00	244	0	\$0.00	252	\$1,260.00
4	2104.503	REMOVE CURB & GUTTER	L F	\$10.00	525	0	\$0.00	525	\$5,250.00
5	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$27.00	20.5	0	\$0.00	20.5	\$553.50
6	2104.504	REMOVE BITUMINOUS SURFACING	S Y	\$2.00	1530	0	\$0.00	1530	\$3,060.00
7	2104.518	REMOVE SIDEWALK	S F	\$2.25	2474	0	\$0.00	2551	\$5,739.75
8	2104.604	SALVAGE LANDSCAPE ROCK	S Y	\$20.00	62	0	\$0.00	102	\$2,040.00
9	2104.618	SALVAGE STONE PAVERS	S F	\$10.00	63.5	0	\$0.00	63.5	\$635.00
10	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$2.00	4362	0	\$0.00	4362	\$8,724.00
11	2105.507	COMMON EXCAVATION	C Y	\$11.00	2875	0	\$0.00	2875	\$31,625.00
12	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$27.00	1630	0	\$0.00	1630	\$44,010.00
13	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$113.50	1355	0	\$0.00	1221.72	\$138,665.22
14	2502.503	4" PERF PVC PIPE DRAIN	L F	\$15.00	525	0	\$0.00	525	\$7,875.00
15	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$600.00	3	0	\$0.00	1	\$600.00
16	2503.603	12" PIPE SEWER	L F	\$52.00	202	0	\$0.00	212	\$11,024.00
17	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$4,500.00	3	0	\$0.00	3	\$13,500.00
18	2506.502	CASTING ASSEMBLY	EACH	\$1,750.00	2	0	\$0.00	3	\$5,250.00

Item 22.

Page 202

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. C42
 Final Pay Request No. 3

C42 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
19	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$590.00	8.6	0	\$0.00	0	\$0.00
20	2521.518	4" CONCRETE WALK	S F	\$5.30	4600	0	\$0.00	4677.22	\$24,789.27
21	2521.518	6" CONCRETE WALK	S F	\$6.40	787	0	\$0.00	787	\$5,036.80
22	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$20.50	1680	0	\$0.00	1681	\$34,460.50
23	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$66.00	69	0	\$0.00	69	\$4,554.00
24	2531.604	7" CONCRETE VALLEY GUTTER	SQ YD	\$80.00	27	0	\$0.00	27	\$2,160.00
25	2531.618	TRUNCATED DOMES	S F	\$80.00	125	0	\$0.00	125	\$10,000.00
26	2540.604	INSTALL LANDSCAPE ROCK	S Y	\$40.00	22	0	\$0.00	22	\$880.00
27	2545.515	LIGHT BASE DESIGN E	EACH	\$1,200.00	7	0	\$0.00	7	\$8,400.00
28	2563.601	TRAFFIC CONTROL	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
29	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,000.00	1	0	\$0.00	0	\$0.00
30	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$350.00	4	0	\$0.00	4	\$1,400.00
31	2575.501	TURF ESTABLISHMENT	LS	\$3,100.00	1	1	\$3,100.00	1	\$3,100.00
32	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$550.00	2	0	\$0.00	0	\$0.00
Totals For Section base bid:							\$3,100.00		\$403,592.04
Change Order 1									
36	2503.603	12" PIPE SEWER	L F	(\$5.00)	202	0	\$0.00	202	(\$1,010.00)
35	2506.502	CONST DRAINAGE STRUCTURE DESIGN A	EACH	(\$525.00)	2	0	\$0.00	2	(\$1,050.00)
	2506.602	CORE INTO	EACH	\$1,100.00	2	0	\$0.00	2	

Item 22.

Page 203

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. C42
 Final Pay Request No. 3

C42 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
		MANHOLE							
34	2506.602	ADJUST FRAME & RING CASTING	EACH	\$175.00	1	0	\$0.00	1	\$175.00
Totals For Change Order 1:							\$0.00		\$315.00
Change Order 2									
37	9999.999	FINAL RECONCILING CHANGE ORDER	LUMP SUM	(\$19,788.26)	1	0	\$0.00	0	\$0.00
Totals For Change Order 2:							\$0.00		\$0.00
Project Totals:							\$3,100.00		\$403,907.04

C42 Contract Changes					
No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	10/4/2019	Redesign of storm sewer.	\$315.00	\$315.00
CO2	Change Order	10/15/2019	Final Reconciling Change Order	(\$19,788.26)	\$0.00
Contract Change Totals:				(\$19,473.26)	\$315.00



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, October 22, 2019
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project Z51-2019: Bituminous Resurfacing on Various City Streets Project - Consider Change Order No. 2 (Final) and Acknowledgement of Final Pay Request No. 3.
Background Information:	<p>The items on Change Order No. 2 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction. Each individual line item is shown on the spreadsheet attached to the change order.</p> <p>All work has been completed in accordance with the specifications.</p>
Fiscal Impact:	<p>At the April 23, 2019 City Council meeting, the City Council awarded the contract for up to \$575,000.00. The final contract amount, including final change order, is \$557,352.25.</p> <p>The final payment in the amount of \$16,266.83, including the final change order and release of retainage, will be paid from Account #495-60211-5570 (Public Improvement Revolving Fund-Streets-Infrastructure) per Finance.</p>
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 2 (Final) with Duininck, Inc. of Prinsburg, Minnesota, resulting in a contract decrease in the amount of \$3,379.45 and acknowledge Final Pay Request (No. 3) in the amount of \$27,867.61 for the above-referenced project.

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of City Of Marshall

Change Order No. 2

FEDERAL PROJECT NO.	STATE PROJECT NO.	LOCAL PROJECT NO. Z51-2019	CONTRACT NO.
CONTRACTOR NAME AND ADDRESS DUININCK, INC. 408 6th Street Prinsburg, MN 56281		LOCATION OF WORK	
		TOTAL CHANGE ORDER AMOUNT (\$3,379.45)	

Final Reconciling Change Order

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 001					
9999.999	FINAL RECONCILING CHANGE ORDER	LUMP SUM	(\$3,379.45)	1	(\$3,379.45)
Funding Category No. 001 Total:					(\$3,379.45)
Change Order No. 2 Total:					(\$3,379.45)

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)
Due to this change the Contract Time:

a. Is Increased by _____ Working Days b. Is Not Changed
 Is Decreased by _____ Working Days
 Is Increased by _____ Calendar Days c. May be revised if work affected the controlling operation
 Is Decreased by _____ Calendar Days

Approved By Project Engineer: Glenn Olson	Approved By Contractor: DUININCK, INC.
Signed _____	Signed _____
Date: _____ Phone: (507) 537-6773	Date: _____ Phone: (320) 978-6011

The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____

Project Z51-2019: 2019 Bituminous Resurfacing Project
 "Reconciling Change Order"

	<u>Item</u>	<u>Contract</u> <u>Quantity</u>	<u>Unit</u>	<u>Cost</u>	<u>Total</u>	<u>Final</u> <u>Quantity</u>	<u>Final Quantity</u> <u>Amount</u>	<u>Quantity</u> <u>Difference</u>	<u>Amount</u> <u>Difference</u>
1	2104.501 REMOVE CURB & GUTTER	734.00	L F	\$7.25	\$5,321.50	731.00	\$5,299.75	(3.00)	(\$21.75)
2	2104.503 REMOVE CONCRETE/BITUMINOUS PAVEMENT	4,865.00	SQ FT	\$1.50	\$7,297.50	5,321.00	\$7,981.50	456.00	\$684.00
3	2232.501 MILL BITUMINOUS SURFACE (1.5")	30,701.00	S Y	\$1.20	\$36,841.20	27,098.00	\$32,517.60	(3,603.00)	(\$4,323.60)
4	2301.504 PLACE CONCRETE PAVEMENT 7"	45.00	S Y	\$95.00	\$4,275.00	52.00	\$4,940.00	7.00	\$665.00
5	2360.501 BITUMINOUS PATCHING	165.00	SY	\$20.00	\$3,300.00	120.00	\$2,400.00	(45.00)	(\$900.00)
6	2360.501 TYPE SP 12.5 WEARING COURSE MIX (3,B)	3,879.00	TON	\$90.00	\$349,110.00	3,826.71	\$344,403.90	(52.29)	(\$4,706.10)
7	2504.602 ADJUST VALVE BOX	21.00	EACH	\$200.00	\$4,200.00	19.00	\$3,800.00	(2.00)	(\$400.00)
8	2506.522 ADJUST FRAME & RING CASTING	43.00	EACH	\$400.00	\$17,200.00	43.00	\$17,200.00	0.00	\$0.00
9	2521.501 4" CONCRETE WALK	1,384.00	SQ FT	\$9.00	\$12,456.00	2,415.00	\$21,735.00	1,031.00	\$9,279.00
10	2521.501 6" CONCRETE WALK	2,188.00	S F	\$12.00	\$26,256.00	1,839.00	\$22,068.00	(349.00)	(\$4,188.00)
11	2531.501 CONCRETE CURB & GUTTER DESIGN B618	734.00	L F	\$44.00	\$32,296.00	731.00	\$32,164.00	(3.00)	(\$132.00)
12	2531.618 TRUNCATED DOMES	382.00	S F	\$83.00	\$31,706.00	390.00	\$32,370.00	8.00	\$664.00
13	2575.602 SITE RESTORATION	31.00	EACH	\$225.00	\$6,975.00	31.00	\$6,975.00	0.00	\$0.00
CO1-1	2232.501 MILL BITUMINOUS SURFACE (1.5")	0.00	S Y	\$1.20	\$0.00	2,500.00	\$3,000.00	2,500.00	\$3,000.00
CO1-2	2360.501 TYPE SP 12.5 WEARING COURSE MIX (3,B)	0.00	TON	\$90.00	\$0.00	227.75	\$20,497.50	227.75	\$20,497.50

FINAL CO-2 (\$3,379.45)



CITY OF MARSHALL

344 W. MAIN ST.
MARSHALL, MN 56258

Project Z51-2019 - BITUMINOUS RESURFACING ON VARIOUS CITY STREETS
Final Pay Request No. 3

Contractor: DUININCK, INC.
408 6th Street
Prinsburg, MN 56281

Contract No.
Vendor No. 01-1020
For Period: 8/3/2019 - 10/8/2019
Warrant # _____ Date _____

Contract Amounts

Original Contract	\$537,234.20
Contract Changes	\$20,118.05
Revised Contract	\$557,352.25

Work Certified To Date

Base Bid Items	\$533,854.75
Backsheet	\$0.00
Change Order	\$23,497.50
Supplemental Agreement	\$0.00
Work Order	\$0.00
Material On Hand	\$0.00
Total	\$557,352.25

Funds Encumbered

Original	\$537,234.20
Additional	\$20,118.05
Total	\$557,352.25

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
Z51-2019	\$0.00	\$557,352.25	\$0.00	\$529,484.64	\$27,867.61	\$557,352.25
Percent Retained: 0.0000%						
Amount Paid This Final Pay Request					\$27,867.61	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By _____

Approved By DUININCK, INC.

County/City/Project Engineer

Contractor

Date

Date

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. Z51-2019
 Final Pay Request No. 3

Z51-2019 Payment Summary

No.	From Date	To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	05/16/2019	06/27/2019	\$533,854.75	\$26,692.74	\$507,162.01
2	06/28/2019	08/02/2019	\$23,497.50	\$1,174.87	\$22,322.63
3	08/03/2019	10/08/2019	\$0.00	(\$27,867.61)	\$27,867.61
Totals:			\$557,352.25	\$0.00	\$557,352.25

Z51-2019 Funding Category Report

Funding Category No.	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date	
001	557,352.25	0.00	529,484.64	27,867.61	557,352.25	
Totals:		\$557,352.25	\$0.00	\$529,484.64	\$27,867.61	\$557,352.25

Z51-2019 Funding Source Report

Accounting No.	Funding Source	Amount Paid This Request	Revised Contract Amount	Funds Encumbered To Date	Paid To Contractor To Date
401	Local	27,867.61	557,352.25	557,352.25	557,352.25
Totals:		\$27,867.61	\$557,352.25	\$557,352.25	\$557,352.25

CITY OF MARSHALL
 344 W. MAIN ST.
 MARSHALL, MN 56258
 Project No. Z51-2019
 Final Pay Request No. 3

Z51-2019 Project Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid									
1	2104.501	REMOVE CURB & GUTTER	L F	\$7.25	734	0	\$0.00	731	\$5,299.75
2	2104.503	REMOVE CONCRETE/BITUMINOUS PAVEMENT	SQ FT	\$1.50	4865	0	\$0.00	5321	\$7,981.50
3	2232.501	MILL BITUMINOUS SURFACE (1.5")	S Y	\$1.20	30701	0	\$0.00	27098	\$32,517.60
4	2301.504	PLACE CONCRETE PAVEMENT 7"	S Y	\$95.00	45	0	\$0.00	52	\$4,940.00
5	2360.501	BITUMINOUS PATCHING	SY	\$20.00	165	0	\$0.00	120	\$2,400.00
6	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,B)	TON	\$90.00	3879	0	\$0.00	3826.71	\$344,403.90
7	2504.602	ADJUST VALVE BOX	EACH	\$200.00	21	0	\$0.00	19	\$3,800.00
8	2506.522	ADJUST FRAME & RING CASTING	EACH	\$400.00	43	0	\$0.00	43	\$17,200.00
9	2521.501	4" CONCRETE WALK	SQ FT	\$9.00	1384	0	\$0.00	2415	\$21,735.00
10	2521.501	6" CONCRETE WALK	S F	\$12.00	2188	0	\$0.00	1839	\$22,068.00
11	2531.501	CONCRETE CURB & GUTTER DESIGN B618	L F	\$44.00	734	0	\$0.00	731	\$32,164.00
12	2531.618	TRUNCATED DOMES	S F	\$83.00	382	0	\$0.00	390	\$32,370.00
13	2575.602	SITE RESTORATION	EACH	\$225.00	31	0	\$0.00	31	\$6,975.00
Totals For Section Base Bid:							\$0.00		\$533,854.75
Change Order 1									
14	2232.501	MILL BITUMINOUS SURFACE (1.5")	S Y	\$1.20	2500	0	\$0.00	2500	\$3,000.00
15	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,B)	TON	\$90.00	227.75	0	\$0.00	227.75	\$20,497.50
Totals For Change Order 1:							\$0.00		\$23,497.50
Change Order 2									
16	9999.999	FINAL RECONCILING CHANGE ORDER	LUMP SUM	(\$3,379.45)	1	0	\$0.00	0	\$0.00
Totals For Change Order 2:							\$0.00		\$0.00
Project Totals:							\$0.00		\$557,352.25

Z51-2019 Contract Changes					
No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
CO1	Change Order	8/2/2019	ADDITIONAL MILL AND OVERLAY ON SOUTHVIEW DRIVE	\$23,497.50	\$23,497.50
CO2	Change Order	10/8/2019	Final Reconciling Change Order	(\$3,379.45)	\$0.00

Item 23.

Page 210

CITY OF MARSHALL
344 W. MAIN ST.
MARSHALL, MN 56258
Project No. Z51-2019
Final Pay Request No. 3

Z51-2019 Contract Changes

No.	Type	Date	Explanation	Estimated Amount	Amount Paid To Date
Contract Change Totals:				\$20,118.05	\$23,497.50



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Click or tap to enter a date.
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, MERIT Center Board, City Council-County Board-Library Agreement & Operation, Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p>Meister -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p>Bayerkohler - Public Housing Commission, Planning Commission</p> <p>DeCramer – Economic Development Authority and Utilities Commission</p> <p>Labat - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p>Lozinski - Adult Community Center Commission and Joint Law Enforcement Center Management Committee and Marshall Area Transit</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
OCTOBER 9, 2019**

MEMBERS PRESENT: Fox, Schroeder, Steen, Edblom, Lee, Knieff and Carstens

MEMBERS ABSENT:

OTHERS PRESENT: Ilya Gutman and Glenn Bayerkohler

1. The meeting was called to order by Chairman Edblom. He asked for the approval of the minutes of the July 10, 2019, regular meeting of the Marshall Planning Commission. Knieff MADE A MOTION, SECOND BY Fox, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.

1. Gutman explained the original MERIT Center master plan included a shooting range shown west of the driving track north of Erie Road. A recent change of Ordinance added gun ranges as conditional use permits to A-Agricultural districts. Accordingly, this is a request to consider a conditional use permit for a gun range within MERIT Center located in an A Agricultural district. Staff recommends approval to the City Council of the request by the MERIT Center, Marshall, MN for a Conditional Use Permit to have an outdoor gun range in an A – Agricultural District with the following conditions: 1. That the regulations, standards and requirements as set forth in the City Code and as pertains to the class of district in which such premises are located shall be conformed with. 2. That the City reserves the right to revoke the Conditional Use Permit in the event that any person has breached the conditions contained in this permit provided that the City serve the person with written notice specifying items of any default and allow the applicant a reasonable time in which to repair such default. 3. That the property is maintained to conform to the Zoning Code and not cause or create negative impacts to adjacent existing or future properties. 4. Comply with NRA safety rules and clearances. Carstens asked if the gun range will be open to public or if it is for police training only. Gutman said he doesn't know at this time. Lee asked if this is in an enclosed building. Gutman said no, the gun range is outside. Knieff asked if it will be fenced in. Gutman showed where the existing fence is. Schroeder MADE A MOTION, SECOND BY Steen, to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. Fox MADE A MOTION, SECOND BY Steen to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.

2. Gutman said the owner wants to subdivide the property and carve a piece out on the northwest side to sell. The property has a public roadway easement along the southwest property line that significantly reduces buildable area. Additionally, some buildings along this easement do have 15 feet yard opposite the easement. Based on the above considerations (uniqueness of a wide easement and fitting into essential character of the locality with other buildings) the staff believes a variance request is justified. Staff recommends approval to the City Council of the request by Charles Hess for a Variance Adjustment Permit for reduction of the required rear yard from 25 feet to 15 feet. Joan Johnson, of 901 West Main Street, said that is where she lives, and she does not want a business back there with special privileges. Edblom asked if her property was backed up to the location requesting the variance. Johnson said no, but her home is her castle and they are being surrounded by businesses. Knieff said that is the way it is zoned; Hess can put anything he wanted. Johnson said that is true, but she does not want to give special privileges to a business. She wants to stick with the 25 feet for the set back and not give special privileges. Knieff said her house is

--UNAPPROVED --

almost a block away from the location requesting the variance and that he does not see it as a problem. Schroeder said she understands, but this is a business district. Johnson said she understands but she wants to keep it at the 25 feet set back. Hess showed the location of Johnson's house in comparison to the property that he is requesting the variance and explained that it should not affect her. Johnson said it does affect her, because if all the other businesses get a 15-foot set back, then the one behind her will eventually ask for a 15-foot set back also. Bayerkohler ask if the resident can plant a buffer of trees. Gutman said yes, but because it is not zoned residential, it is not a requirement. Johnson said she does not want trees, she likes to see around her. Fox MADE A MOTION, SECOND BY Lee, to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. Knieff MADE A MOTION, SECOND BY Fox to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.

3. Gutman advised this is a request by Four Seasons, LLC, Marshall, MN to rezone 800 West College Drive from I-2 General Industrial District to B-3 General Business District. The owner wants to lease the building to UCAP for a daycare use until the new Headstart daycare facility is built. The area where this building is located is currently zoned I-2 General Industrial District where daycare is not a permitted use. The City's comprehensive plan shows a strip north of West College Drive between Legion Field Road and the BNSF railroad tracks to the west as commercial use. Considering the comprehensive plan's apparent intent, it seems reasonable to rezone this property to B-3 General Business District, where daycare is a permitted use. An area to the east of this property is already zoned B-3 General Business District, so staff proposes to rezone a portion of the property located between the existing B-3 General Business District area and the property in question to B-3 General Business District as well to provide continuity of zoning district and avoid spot zoning. The State Lottery office is occupying the building located in the area staff proposes to rezone, so the use will go from nonconforming to permitted. Staff recommends approval to the City Council of the request to rezone properties at 800 West College Drive and 750 West College Drive from I-2 General Industrial District to B-3 General Business District. Fox asked if the alterative is a Conditional Use Permit. Gutman said yes, but according to Comprehensive Plan this makes sense, as this is what is in the Comprehensive Plan. Fox asked about the property owners further down if they wanted to be in a B-3 General Business District. Gutman explained that awhile back they were asked and at that time they did not want to be in a B-3 General Business District, so we did not ask them this time. Lee MADE A MOTION, SECOND BY Steen, to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. Schroeder MADE A MOTION, SECOND BY Fox to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.
4. Gutman explained that sometime ago it was brought to staff's attention that the ordinance requiring a Conditional Use Permit renewal for home occupation contradicts the statutes that don't allow time limits to be attached to a Conditional Use Permit. To correct this, the staff proposes to introduce an Interim Use Permit and make home occupation an interim use. The statutes allow using Interim Use Permit if time limit for a permit is desired. Many cities have provisions for Interim Use Permit, but many do not. Additionally, among cities that define them within their ordinances, some do not have any specific uses listed as interim uses. How each city approaches home occupations also varies among the cities with some listing them as accessory uses with limitations on what may be considered a home occupation, some allow them as Conditional Use Permit, like Marshall's past approach, and some have them as interim use. Staff believes that making home occupation an interim use and issuing a time limited Interim Use Permit offers the

--UNAPPROVED --

city the greatest amount of flexibility. It provides for public input through public hearing and allows issuing those permits on a temporary basis. The new Interim Use Permit Division 3 text is based on Conditional Use Permit Division 2, since procedures are very similar. Additionally, home occupation sections were modified by adding several conditions and excluding several activities. To make things consistent, the Bed & Breakfast use was also moved into Interim Use Permit Division 3 and Conditional Use Permit Division 2 was revised to account for a change. Staff recommends the recommendation to the City Council approving the revisions amending Article II Division 2 Conditional Use Permit, adding Division 3 Interim Use Permit, and amending sections 86-96 thru 86-102 by removing home occupation from conditional uses list. Fox asked what the fee structure would be. Gutman said we do not know that yet. The idea is that the first year is a trial and then the next 5 years is to see if it works and they make money. Then after that they would locate the business in a business district. Fox asked what the Interim Use Permit is tied to. Gutman said the applicant and property. Bayerkohler asked if they still come to Planning Commission. Gutman said yes, like it was before. If granted, it would be for the first year and then they could renew for the 5-year period. Bayerkohler said this is creating work for the Planning Commission. Gutman said it is like before, but it has an end time. Bayerkohler asked if the B&B can continue. Gutman said yes, that one can renew for any periods after the first 5-year period. Bayerkohler said his neighbor who only does a few haircuts a month will never make enough to go downtown. Gutman said if it is only a couple per month maybe they won't need a home occupation permit. Most likely we won't know about people who do it once or twice a month. We have not discussed fees, but it will be a proposal and the City Council will decide. Fox MADE A MOTION, SECOND BY Knieff to recommend to City Council an approval as recommend by staff. ALL VOTED IN FAVOR OF THE MOTION.

5. A MOTION WAS MADE BY Knieff, SECOND BY Steen to adjourn the meeting. ALL VOTED IN FAVOR. Chairman Edblom declared the meeting adjourned.

Respectfully submitted,
Chris DeVos, Recording Secretary

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	EFT #	AMOUNT	
01-0875	COMPUTER MAN INC						
		I-282204	211-70437-2211	GENERAL SUPPL DVD	001482	10.95	
		I-282204	211-70437-2221	REPAIR & MAIN BATTERIES FOR LAPTOPS	001482	150.00	
		I-282204	211-70437-2221	REPAIR & MAIN BATTERIES FOR LAPTOPS	001482	47.50	
		I-282204	211-70437-2217	COMPUTER SOFT OFFICE365LIC	001482	24.00	
01-1271	HENLE PRINTING COMPANY						
		I-161109	211-70437-3347	MARKETING SEPT/OCTCALENDAREVENTS	001483	117.84	
01-1604	MARSHALL AREA CHAMBER O						
		I-125.00	211-70437-3347	MARKETING WHYMSHL	001486	125.00	
		I-20296	211-70437-3433	DUES & SUBSCR MEMBERSSHIP	001486	175.00	
01-1633	MARSHALL MUNICIPAL UTIL						
		I-201910023933	211-70437-3381	ELECTRIC UTIL SRVC 08/29-09/27/19	001484	2,251.47	
		I-201910023933	211-70437-3382	WATER UTILITI SRVC 08/29-09/27/19	001484	67.73	
		I-201910023933	211-70437-3385	SEWER UTILITI SRVC 08/29-09/27/19	001484	48.64	
01-4489	VERIZON WIRELESS						
		I-9837622243	211-70437-3321	TELEPHONE & C SRVC09/08-10/08	001487	61.33	
01-4549	A & B BUSINESS, INC						
		I-in656623	211-70437-2213	DONATIONS/GRA TOYLENDINGGRANT	001485	32.86	
		I-in656623	211-70437-3405	MAINTENANCE A TOYLENDINGGRANT	001485	406.51	
					DEPARTMENT 0437 LIBRARY	TOTAL:	3,518.83
					FUND 211 LIBRARY FUND	TOTAL:	3,518.83
					REPORT GRAND TOTAL:	3,518.83	

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	OVER
2019-2020	211-70437-2211	GENERAL SUPPLIES	10.95	2,000	525.13-	Y			
	211-70437-2213	DONATIONS/GRANT EXPENSE	32.86	0	15,381.30-	Y			
	211-70437-2217	COMPUTER SOFTWARE	24.00	6,619	586.43				
	211-70437-2221	REPAIR & MAINT-EQUIPMENT	197.50	2,000	1,356.00				
	211-70437-3321	TELEPHONE & CELLULAR PHONE	61.33	2,000	597.04-	Y			
	211-70437-3347	MARKETING	242.84	1,500	932.84-	Y			
	211-70437-3381	ELECTRIC UTILITIES	2,251.47	37,750	13,472.19				
	211-70437-3382	WATER UTILITIES	67.73	850	252.42				
	211-70437-3385	SEWER UTILITIES	48.64	525	100.12				
	211-70437-3405	MAINTENANCE AGREEMENTS	406.51	28,000	3,147.23				
	211-70437-3433	DUES & SUBSCRIPTIONS	175.00	1,275	308.07				
** 2019-2020 YEAR TOTALS **			3,518.83						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
211-0437	LIBRARY	3,518.83

211 TOTAL	LIBRARY FUND	3,518.83

** TOTAL **		3,518.83

NO ERRORS

** END OF REPORT **

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0707	BISBEE PLUMBING AND HEA	I-50502	211-70437-2223	BUILDING REPA HEATPUMPCD	114585	321.70
01-1	ONE TIME VENDOR					
	MIKE LYNCH	I-201910023930	211-70437-2213	DONATIONS/GRA GRANTSPACE	114598	600.00
	GREY HOUSE PUBLISH	I-354608	211-70437-3501	BOOKS GREY HOUSE PUBLISHING: BOOK	114590	390.50
	NATIONAL AUTISM RE	I-545856	211-70437-2213	DONATIONS/GRA GRANT TOY LENDING	114600	26.54
	INSPEC	I-90246	211-70437-3405	MAINTENANCE A FIRE:3D SECURITY, INC	114593	450.00
01-1545	LYON COUNTY HIGHWAY DEP					
		I-201910013928	211-70437-2212	MOTOR FUELS,L VANGASAUGUST	114596	71.67
		I-201910143977	211-70437-2212	MOTOR FUELS,L SEPTVANGAS	114596	66.77
01-2318	SOUTHWEST SANITATION IN					
		I-201910143978	211-70437-3384	REFUSE DISPOS SERVCSEPT	114603	83.42
01-3597	PAAPE DISTRIBUTING CO					
		I-006933	211-70437-2223	BUILDING REPA HEATPUMPCD	114601	47.50
01-3819	DACOTAH PAPER CO					
		I-51728	211-70437-2272	BUILDING SUPP BLDGSUPPLIES	114589	283.54
01-4552	INGRAM LIBRARY SERVICES					
		C-42062640	211-70437-3501	BOOKS RETURNED PUBLIC LIBCORECOLL	114591	378.00-
		I-41738343	211-70437-3501	BOOKS MATERIALS	114591	170.34
		I-41738344	211-70437-3501	BOOKS MATERIALS	114591	880.22
		I-41768991	211-70437-3501	BOOKS MATERIALS	114591	73.76
		I-41781084	211-70437-3501	BOOKS MATERIALS	114591	92.44
		I-41801833	211-70437-3501	BOOKS MATERIALS	114591	264.47
		I-41842494	211-70437-2213	DONATIONS/GRA MATERIALS	114591	87.78
		I-41901194	211-70437-3501	BOOKS MATERIALS	114591	20.00
		I-41901195	211-70437-3501	BOOKS MATERIALS	114591	125.99
		I-41945584	211-70437-3501	BOOKS MATERIALS	114591	617.28
		I-41945584	211-70437-3506	A-V MATERIALS MATERIALS	114591	60.47
		I-41963878	211-70437-3501	BOOKS MATERIALS	114591	25.43
		I-42009685	211-70437-3501	BOOKS MATERIALS	114591	21.59
		I-42016135	211-70437-3501	BOOKS MATERIALS	114591	194.44
		I-42016135	211-70437-2213	DONATIONS/GRA FIRETRUCK	114591	4.77
		I-42053492	211-70437-3501	BOOKS MATERIALS	114591	467.19
		I-42127438	211-70437-3501	BOOKS MATERIALS	114591	16.47
		I-42140208	211-70437-3501	BOOKS MATERIALS	114591	58.87
01-4558	MINNESOTA LIBRARY ASSOC					
		I-300003268	211-70437-3433	DUES & SUBSCR ADJUSTMENT TO ORGANIZATIONAL M	114599	55.00
01-4570	AMAZON					
		C-201910013926	211-70437-2213	DONATIONS/GRA FRIENDSMERCHANDISING	114583	29.99-
		I-43337774439	211-70437-3506	A-V MATERIALS DVDS	114583	81.86
		I-434555976385	211-70437-3506	A-V MATERIALS DVD	114583	37.92

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-4570	AMAZON		continued			
		I-456547959675	211-70437-2213	DONATIONS/GRA GRANTTOYLENDING	114583	566.23
		I-456547959675	211-70437-2213	DONATIONS/GRA GRANTSPACE	114583	13.96
		I-456547959675	211-70437-2211	GENERAL SUPPL WEEKLY PLANNER	114583	17.99
		I-469559796639	211-70437-3506	A-V MATERIALS CD	114583	41.28
		I-483768356589	211-70437-3506	A-V MATERIALS DVD	114583	58.45
		I-483768356589	211-70437-2213	DONATIONS/GRA FIRETRUCK	114583	18.37
		I-483768356589	211-70437-3501	BOOKS BOOK	114583	68.99
		I-483768356589	211-70437-2213	DONATIONS/GRA FIRETRUCK	114583	0.00
		I-638767436658	211-70437-3506	A-V MATERIALS DVD	114583	17.99
		I-665334374335	211-70437-3506	A-V MATERIALS DVD	114583	31.56
		I-749367875889	211-70437-2211	GENERAL SUPPL SUPPLIES	114583	29.25
		I-773883887833	211-70437-3506	A-V MATERIALS DVD	114583	132.24
		I-947783365864	211-70437-2213	DONATIONS/GRA GRANTTOYLENDING	114583	81.98
		I-999847684675	211-70437-2213	DONATIONS/GRA GRNATTOYLIBRARY	114583	39.95
01-4575	WALMART COMMUNITY					
		I-008108	211-70437-2211	GENERAL SUPPL SUPPLIES/KEYBOARDTEENTV	114606	59.19
		I-008108	211-70437-2245	MACHINERY/EQU SUPPLIES/KEYBOARDTEENTV	114606	17.88
01-4602	BLACKBOURN					
		I-001080662	211-70437-2271	COLLECTION SU CDPAGEDOUBLE	114586	90.98
01-4648	TRI-COUNTY NEWS					
		I-201910023932	211-70437-3347	MARKETING CWDALHELPWANTEDAD	114604	52.40
01-4740	WELLS FARGO-LIBRARY					
		I-24137468J919H427E	211-70437-3322	POSTAGE STAMPS	114607	11.00
		I-24270768811GWBWBX	211-70437-2213	DONATIONS/GRA PRAIRIELANDMLA	114607	290.00
		I-24270768811GWBWBX	211-70437-3331	TRAVEL,CONFER PRAIRIELANDMLA	114607	367.84
		I-24492158DS14NLVJK	211-70437-2271	COLLECTION SU LABELS	114607	178.33
		I-24492158DS1547L5	211-70437-3433	DUES & SUBSCR ARSL	114607	150.00
		I-24493987R0T2NF7Q4	211-70437-2213	DONATIONS/GRA GRANTTOYLENDING	114607	132.21
		I-24692167Z2Y0NF6J5	211-70437-2213	DONATIONS/GRA PRAIRIELANDLIVINGWITHALZHE	114607	210.00
		I-24906418B2AHVAYH5	211-70437-2223	BUILDING REPA KOALAKARECDDEPT	114607	23.75
01-4897	CENTER POINT LARGE PRIN					
		I-1732331	211-70437-3501	BOOKS LPBOOKS	114588	50.00
01-4980	MENARDS INC					
		I-45619	211-70437-2223	BUILDING REPA ENCLOSUREPAINT	114597	39.98
		I-45686	211-70437-2272	BUILDING SUPP BLDG/PROCESSING	114597	18.36
		I-45686	211-70437-2271	COLLECTION SU BLDG/PROCESSING	114597	3.96
		I-46034	211-70437-2272	BUILDING SUPP BLDG	114597	36.98
01-5138	L & A SYSTEMS, LLC					
		I-4447	211-70437-3405	MAINTENANCE A FIREALAR,10/1/2019-9/30/2019	114594	323.40
01-5351	CENGAGE LEARNING					

BANK: AP

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5351	CENGAGE LEARNING		continued			
		I-68063229	211-70437-3501	BOOKS LARGEPRINT	114587	38.92
		I-68662925	211-70437-3501	BOOKS BOOKS	114587	38.92
01-5733	VAST BROADBAND					
		I-201910013929	211-70437-3321	TELEPHONE & C SRVC09/26-10/25	114605	89.90
01-5886	LEININGER, MICHELE					
		I-201910023931	211-70437-3332	MILEAGE ALLOW MILEAGE	114595	451.82
01-6286	SCHWEEMAN'S CLEANERS, L					
		I-6000944	211-70437-2223	BUILDING REPA RUGS	114602	32.85
		I-6011334	211-70437-2223	BUILDING REPA RUGS	114602	32.85
					DEPARTMENT 0437 LIBRARY	TOTAL: 9,149.70
					FUND 211 LIBRARY FUND	TOTAL: 9,149.70
					REPORT GRAND TOTAL:	9,149.70

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2019-2020	211-70437-2211	GENERAL SUPPLIES	106.43	2,000	525.13-	Y			
	211-70437-2212	MOTOR FUELS,LUBRICANTS & A	138.44	500	483.56-	Y			
	211-70437-2213	DONATIONS/GRANT EXPENSE	2,041.80	0	15,381.30-	Y			
	211-70437-2223	BUILDING REPAIR & MAINTENA	498.63	5,000	3,577.20-	Y			
	211-70437-2245	MACHINERY/EQUIP UP TO \$500	17.88	2,000	3,339.18-	Y			
	211-70437-2271	COLLECTION SUPPLIES	273.27	3,000	20.40				
	211-70437-2272	BUILDING SUPPLIES	338.88	2,000	273.73-	Y			
	211-70437-3321	TELEPHONE & CELLULAR PHONE	89.90	2,000	597.04-	Y			
	211-70437-3322	POSTAGE	11.00	750	209.30				
	211-70437-3331	TRAVEL, CONFERENCES & SCHOO	367.84	1,000	496.16				
	211-70437-3332	MILEAGE ALLOWANCES & REIMB	451.82	500	187.45-	Y			
	211-70437-3347	MARKETING	52.40	1,500	932.84-	Y			
	211-70437-3384	REFUSE DISPOSAL	83.42	1,300	213.26				
	211-70437-3405	MAINTENANCE AGREEMENTS	773.40	28,000	5,423.96				
	211-70437-3433	DUES & SUBSCRIPTIONS	205.00	1,275	308.07				
	211-70437-3501	BOOKS	3,237.82	35,000	12,010.28				
	211-70437-3506	A-V MATERIALS	461.77	6,000	2,184.24				
** 2019-2020 YEAR TOTALS **			9,149.70						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
211-0437	LIBRARY	9,149.70
211 TOTAL	LIBRARY FUND	9,149.70
** TOTAL **		9,149.70

NO ERRORS

** END OF REPORT **

City of Marshall, Minnesota
Cash & Investments
9/30/2019

	<u>Balance</u>	<u>Interest Rate</u>
CASH & INVESTMENTS:		
Checking	1,018,350.00	0.50%
Checking	1,960,097.70	1.00%
Sweep Account	9,416,886.54	1.96%
Money Market	4,961,788.17	1.84%
Money Market	3,351,636.22	2.00%
Money Market	4,046,408.55	1.82%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (10/18/2020) 18 months	1,000,000.00	2.56%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.75%
Certificate of Deposit (8/30/2021) 2 Years	245,000.00	1.85%
Certificate of Deposit (6/15/2020) 9 Months	245,000.00	1.80%
Certificate of Deposit (9/12/2022) 3 Years	245,000.00	1.80%
Certificate of Deposit (3/14/2022) 2 Years 6 months	245,000.00	1.70%
Certificate of Deposit (9/20/2021) 2 Years	245,000.00	1.70%
Certificate of Deposit (9/13/2021) 2 Years	245,000.00	1.80%
Certificate of Deposit (3/18/2021) 18 Months	245,000.00	1.75%
Investment Portfolio - General Fund	2,646,893.05	
Investment Portfolio - Wastewater Capital Reserve	3,495,889.19	
Investment Portfolio - Endowment Fund	2,085,922.10	
TOTAL CASH & INVESTMENTS	<u><u>38,923,871.52</u></u>	







BUILDING PERMIT LIST

October 22, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
BISBEE PLUMBING & HEATING	348 MAIN ST W	HVAC	35,000.00
HARTS HEATING & REFRIGERATION	114 E ST	HVAC	3,400.00
Gardner Builders	1310 MADRID ST	INTERIOR REMODEL	106,200.00
JAMES LOZINSKI CONSTRUCTION INC.	1102 2ND ST S	RE-ROOFING	8,800.00
JAMES LOZINSKI CONSTRUCTION INC.	1104 2ND ST S	RE-ROOFING	14,000.00
JAMES LOZINSKI CONSTRUCTION INC.	200 ELAINE AVE	RE-ROOFING	11,000.00
GARY VLAMINCK CONSTRUCTION	825 MAIN ST W	RE-ROOFING	5,200.00
CARLA A. ROHLIK (HAMMER'S AWAY, INC.	1730 THUNDERBIRD RD	RE-ROOFING	28,000.00
CARLA A. ROHLIK (HAMMER'S AWAY, INC.	1720 THUNDERBIRD RD	RE-ROOFING	28,000.00
CARLA A. ROHLIK (HAMMER'S AWAY, INC.	1702 THUNDERBIRD RD	RE-ROOFING	28,000.00
WALLACE & BECKY BOCK TRUSTEES, BOCK FA	417 COLLEGE DR W	DECK	500.00
CYNTHIA L PETERSON TRUSTEE, CYNTHIA L PI	1111 EASTWOOD AVE	OVERHEAD GARAGE DOOR	2,300.00
VANLERBERGHE, WAYNE G & CAROL	113 SOUTHVIEW DR W	DOORS	600.00
LANDWEHR CONSTRUCTION	100 MAIN ST W	DEMOLITION	106,000.00
MICHAEL SLAGEL CONSTRUCTION LLC	1402 PINEHURST RD	DOORS	1,600.00
JAMES LOZINSKI CONSTRUCTION INC.	608 MAIN ST E	RE-ROOFING	4,300.00
JAMES LOZINSKI CONSTRUCTION INC.	302 A ST N	RE-ROOFING	5,600.00
JAMES LOZINSKI CONSTRUCTION INC.	412 KOSSUTH AVE	RE-ROOFING	3,300.00
JAMES LOZINSKI CONSTRUCTION INC.	402 GENESIS AVE	RE-ROOFING	5,500.00
BUYSSE ROOFING SYSTEMS & SHEET META	1602 HAHN RD	RE-ROOFING	95,700.00
RICK SLAGEL CONSTRUCTION INC	604 THOMAS AVE W	INTERIOR REMODEL	5,000.00
BOT, JOHN & REBECCA	1103 INDIANA JONES AVE	DECK	5,000.00



PLUMBING PERMIT LIST
October 22, 2019

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
TRIO PLUMBING & HEATING	1511 COLLEGE DR E	WATER HEATER	3,500.00
MINNWEST PLUMBING & HEATING, INC.	100 MARSHALL ST W	NEW BUILDING	0.00
GUTMAN, IL'YA & NONNA	402 SOUTHVIEW DR E	WATER HEATER	900.00

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 4:30 p.m. Airport Commission	2 4:45 p.m. Community Services Advisory Board	3	4	5
6	7	8 4:00 p.m. Work Session 5:30 p.m. Regular City Council Meeting 7:00 PM Work Session	9 12:00 p.m. Adult Community Center 5:30 p.m. Planning Commission	10	11	12
13	14 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	15 4:30 p.m. Marshall Municipal Utilities Commission	16 12:00 p.m. EDA	17 2:00 p.m. CVB Board Meeting	18	19
20	21	22 5:30 p.m. Regular City Council Meeting	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 4:30 p.m. Airport Commission	6	7	8	9
10	11 City Hall Closed – Veterans Day 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	12 5:30 p.m. Regular City Council Meeting	13 5:30 p.m. Planning Commission	14	15	16
17	18	19 4:30 p.m. Marshall Municipal Utilities Commission	20 12:00 p.m. EDA	21 2:00 p.m. CVB Board Meeting	22	23
24	25	26 5:30 p.m. Regular City Council Meeting	27	28 City Hall Closed – Thanksgiving Holiday	29 City Hall Closed – Thanksgiving Holiday	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 4:30 p.m. Airport Commission	4 4:45 p.m. Community Services Advisory Board	5	6	7
8	9 3:30 p.m. Public Housing Commission 4:00 p.m. Library Board	10 5:30 p.m. Regular City Council Meeting 6:00 p.m. Truth and Taxation Hearing	11 5:30 p.m. Planning Commission	12	13	14
15	16	17 4:30 p.m. Marshall Municipal Utilities Commission 5:30 p.m. Regular City Council Meeting	18 12:00 p.m. EDA	19 2:00 p.m. CVB Board Meeting	20	21
22	23	24	25 City Hall Closed - Christmas	26	27	28
29	30	31				