



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

**Tuesday, February 09, 2021 at 5:30 PM**  
**Minnesota Emergency Response and Industrial**  
**Training (MERIT) Center, 1001 Erie Road**

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

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

**OPENING ITEMS**

1. Call to Order/Pledge of Allegiance

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

2. Consider approval of the minutes of the regular meeting held on January 26, 2021.

**AWARD OF BIDS**

3. Project Z82: North 1<sup>st</sup> Street / West Redwood Street / West Marshall Street Reconstruction Project -  
1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the  
Proceeds of Tax-Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).

**CONSENT AGENDA**

4. Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 19  
to Magney Construction, Inc.; 2) Consider Payment of Invoice 0263289 to Bolton & Menk, Inc.  
5. Consider authorization to declare vehicles as surplus property for the Marshall Police Department.  
6. Consider authorization to declare surplus property for the Marshall Police Department.  
7. Project Z50-2021: Chip Sealing on Various City Streets – Consider Authorization to Advertise for Bids.  
8. Consider LG220 Application for Exempt Permit for the Knights of Columbus.  
9. Consider approval of the bills/project payments.

**APPROVAL OF ITEMS PULLED FROM CONSENT**

**TABLED ITEM**

10. Consider the request of Monte Buntjer for a Variance Adjustment Permit at 516A Main Street East.

**NEW BUSINESS**

11. Establish Aquatic Center RFP Selection and Construction Committee.  
12. Authorization to Purchase Two 72" Commercial Mowers for Parks Department.  
13. Public Works Mapping and Informational Update.  
14. Municipal Separate Storm Sewer Systems (MS4) Update.  
15. Approve City Hall Furniture Purchase.

**COUNCIL REPORTS**

16. Commission/Board Liaison Reports  
17. Councilmember Individual Items

**STAFF REPORTS**

18. City Administrator  
19. Director of Public Works  
20. City Attorney

**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.**

**ADMINISTRATIVE REPORTS**

[21. Administrative](#) Brief

**INFORMATION ONLY**

[22.](#) Information Only

**MEETINGS**

[23.](#) Upcoming Meetings

**ADJOURN**

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# RULES OF CONDUCT

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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the minutes of the regular meeting held on January 26, 2021.
<b>Background Information:</b>	Enclosed are the minutes of the regular meeting held on January 26, 2021.
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting.
<b>Recommendations:</b>	that the minutes of the regular meeting held on January 26, 2021 be approved as filed with each member and that the reading of the same be waived.

**CITY OF MARSHALL  
CITY COUNCIL MEETING  
M I N U T E S  
Tuesday, January 26, 2021**

The regular meeting of the Common Council of the City of Marshall was held January 12, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steve Meister, Don Edblom, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; Annette Storm, Director of Administrative Services; Director; 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 Nominations and Appointment for City Council President Pro Tempore.**

Motion made by Councilmember Schafer, Seconded by Councilmember Meister.

Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember DeCramer. The motion **Passed. 6-0-1**

**Consider approval of the minutes of the regular meeting held on January 12, 2021.**

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister that the minutes of the regular meeting held on January 12, 2021 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 Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Consider Approval of the Consent Agenda.**

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

Approval of an Engagement Letter for Audit Services for 2020 Financial Statements.

Approval of Resolution Number 21-009 Authorizing Submission of the 2021 Pay Equity Implementation Report.

Approval of the Wastewater Treatment Facilities Improvement Project – Consider Payment of Invoice 0262852 to Bolton & Menk, Inc.

Approval for the Request for Proposals South 4<sup>th</sup> Street/Country Club Intersection Study.

Approval for the renewal of American Engineering, Inc. Testing Professional Services Agreement.

Approval for the renewal of Unlicensed Maintenance Electrician Inspection Agreement.

Approval for Project Z51-2021: Bituminous Overlay Project – Consider Authorization to Advertise for Bids.

Approval of the bills/project payments.

## NEW BUSINESS

Consider City Council Nominations to the Charter Commission.

Council Members have been tasked to nominate a resident of their Ward to the Charter Commission. Nominations will be submitted by staff to the District Court Judge for appointment to the City's Charter Commission. Mayor Byrnes provided the following nominations to the Charter Commission submitted by Council Members.

Mike Fox, Marc Klaith, Mark Mather, Larry Magrath, Amanda Schroeder

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

### **Consider the request of Monte Buntjer for a Variance Adjustment Permit at 516A Main Street East.**

The owner desires to use a shipping container as a permanent storage next to his building at the address listed above. The Ordinance prohibits using shipping containers as accessory buildings (Sec. 86-163 (10)) or permanent storages (Sec. 86-248 (f)).

To grant a variance, City Ordinance and State Statutes require the presence of practical difficulties. The term "practical difficulties," as used in connection with granting a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique (usually something related to physical characteristics of the property not allowing to comply with the Ordinance) to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. The State Statutes essentially forbid granting variances if those conditions are not met. The Findings of Fact, based on the League of Minnesota Cities template, is attached to this memo, and explains each item listed above in detail.

Shipping containers do not meet building codes and do not fit into typical city environment, which may lead to reduction in surrounding properties' values. Based on the above information, staff does not believe that there are any practical difficulties in this case and therefore recommends that the variance be denied. It is the opinion of City Staff that allowing this variance will set a precedent for the entire city.

The variance regulations and procedures are found in Section 86-29.

At the Planning Commission meeting on January 20, 2021, a public hearing was held, and a motion was made by Knieff, second by Lee to recommend approval to the City Council of the request by Monte Buntjer for a Variance Adjustment Permit for a shipping pod as permanent storage at 516A East Main Street. All voted in favor of the motion.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer to table until the February 9 council meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

### **Consider the adoption of an Ordinance amending Chapter 2, Article 6, Division 6; Human Rights Commission.**

Beginning this fall, staff, council members and community members have been regularly meeting to begin work on establishing a City commission to address diversity, equity, and inclusion within the city of Marshall.

The Diversity, Equity, and Inclusion (DEI) Commission, although in its infancy, has established its vision and mission statements, guiding principles and has begun working on its first set of actions steps as well as proposed this amendment to the city code to official become a City Commission.

The groundwork for the DEI commission is key and crucial. The Commission is dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment. The DEI Commission is taking purposeful action to advance this commitment through the guiding principles of equity, inclusion, collaboration, and transparency.

At the January 12, 2021 regular meeting the City Council Introduced the Ordinance. The DEI group continues to meet establishing its framework to ensure a solid foundation.

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to adopt Ordinance Number 21-001. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Motion made by Councilmember DeCramer, Seconded by Councilmember Meister to appoint the following members to the DEI Commission; Beth Wilms, Esther Oluborode, Jefferson Lee IV, Michele Sterner, Sara Runchey, See Moua-Leske. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

### **Establishment of Comprehensive Plan Proposal Review Committee.**

The City is currently advertising a request for proposals (RFP) for an update to the City Comprehensive Plan. The “Comp Plan” is a planning guide that the City primarily uses to provide a consistent set of goals and policies that guide decisions regarding land use. The Comp Plan update process will be very public, and the City and its selected consultant will plan to do a lot of outreach and we will plan to solicit a lot of input.

Before we get to that step, the City will need to receive proposals and select our desired consultant. To do this, we are planning to establish a Proposal Review Committee that will meet a few times to grade, interview, and select the consultant.

We are proposing a committee consisting of:

2-City Council members: Don Edblom (liaison to the Planning Commission) and Dr. Meister or John DeCramer (liaisons to the EDA)

1-Planning Commission member: Amanda Schroeder

1-EDA Board member: Dan Herrmann

2-City Staff (likely Ilya Gutman and Lauren Deutz)

1-Chamber member

Proposals are due by Wednesday, February 3, 2021. Staff would expect that the Proposal Review Committee would meet a few times in February and early March to rate proposals and select a number of consultants to interview. Following the interview and final grading, the committee would select their preferred consultant for recommendation to the City Council.

No fiscal impact at this time. Cost estimate for our Comprehensive Plan update was presented as \$50,000-\$60,000 at the November 24, 2020 Council meeting. Current belief is that the update may cost \$60,000-\$80,000, depending on level of consultant involvement in the public participation portion of the plan

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski that the Council authorize the establishment of the Comprehensive Plan Proposal Review Committee for the purpose of completing a thorough review of Comprehensive Plan RFP’s and seeking consensus on the preferred consultant to be recommended to the City Council. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**Project Z83: James Avenue/Camden Drive Reconstruction Project - Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.**

This project consists of the following: reconstruction and utility replacement on James Avenue between Camden Drive and South 4th Street and Camden Drive between James Avenue and South 4th Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer on James Avenue and Camden Drive. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter and other minor work.

The plans and specifications have been prepared by City staff for the above-referenced project. If the City Council decides to proceed with this project, a resolution has been prepared approving the plans and specifications and ordering advertisement for bids.

The engineer's estimate for the construction portion of the project is \$952,200. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,214,700. All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem. Final approval of the project must include determination of funding sources.

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski that the Council adopt Resolution Number 21-010 the "Resolution Approving Plans and Specifications and Ordering Advertisement for Bids" for Project Z83: James Avenue/Camden Drive Reconstruction Project. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed. 6-1**

**Lyon Street Lane Reconfiguration (TH 23 to Adobe Road).**

In 2022, the City will be completing an enhanced pedestrian crossing on Lyon Street adjacent to Adobe Road to provide a safer pedestrian crossing between Independence Park and Parkside Elementary School. The project will incorporate the use of new school zone signed, radar speed zone signage, a rectangular rapid flashing beacon (RRFB), and a pedestrian refuge island. See attached drawings.

To accommodate the pedestrian refuge island and better accommodate area travel patterns, City engineering staff would like to propose a Two-Way Left Turn Lane (TWLTL) striping configuration on Lyon Street from Adobe Road to TH 23. The TWLTL fits well in this area and the existing road width can accommodate this striping pattern and the on-street bike lanes if parking is removed from both sides of Lyon Street through this area. Most land uses adjacent to Lyon Street through this area do not currently utilize on-street parking. There are two residential homes west of Adobe Road that would lose parking directly in front of their homes as a result of the restriping.

City staff would propose to complete this restriping in 2021.

At the Public Improvement/Transportation Committee meeting on January 8, 2021, LABAT MADE A MOTION to recommend approval to the City Council of the Lyon Street Lane Reconfiguration (TH 23 to Adobe Road) as presented, SECONDED BY LOZINSKI. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to table the agenda item until the February 9 council meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

**US Army Corps of Engineers Betterments Project Update.**

In spring-summer 2019, City staff brought forward six different locations where some level of slope failure was occurring along our US Army Corps of Engineers (USACE) flood control project. High water events in summer 2018 and spring 2019 resulted in some areas of significant damage to our flood control project. After reviewing the locations with USACE St.

Paul District staff, it was determined that four of the six locations may be eligible for federal assistance in rehabilitation under Public Law 84-99 (PL 84-99).

At the September 24, 2019 meeting, the City Council entered into an agreement with the USACE for city participation in “betterments” associated with the flood control project repairs. At the time, city staff was informed that the federal government would pay for costs associated with repairing the flood control project to its pre-existing/pre-flood damage condition, and the city would be responsible for all costs associated with improving the project to make the system more resistant to similar damage in the future. In the agreement, the City’s estimated cost participation for these “betterments” is \$148,311.

Recently, USACE staff completed project plans and are nearly ready to prepare the project for bid with a 2021 construction schedule. Along with completed plans, the USACE sent over an updated cost proposal. The updated cost proposal reflected a city cost participation of \$440,919, which was significantly greater than the \$148,311 cost participation that the City Council had previously agreed to. City staff-initiated conversation with USACE staff and held multiple meetings to discuss the discrepancy and the lack of communication to get to this point.

In reviewing the cost estimate city staff learned that the USACE was proposing to cover the costs of site #2 in its entirety, with the city covering the costs of all other project sites (Sites #1, #3, and #6) in their entirety. The thought process from the USACE was that the failure at site #2 was directly compromising the flood protection project and the other three sites were not immediately hazardous to the integrity of the flood control project. City staff disagreed with this proposal and presented our argument to the USACE staff. City staff shared some historical aerial imagery as well as some local river and project knowledge and following further discussion, USACE staff have now proposed to cover all project costs for Sites #1 and #2, with the city being entirely responsible for Sites #3 and #6.

The cost estimates for Sites #3 and #6 are \$82,342.63 and \$128,323.55, respectively. Staff is proposing to the USACE to seek bids with Sites #1 and #2 as the base bid, and Sites #3 and #6 being listed as add-alternates. This will allow the City the flexibility to determine if we’d like to participate in the project by completing the work at Sites #3 and #6 after we review the costs from the low bidder.

If the City does not view the costs as favorable, we may choose to not cost participate and not complete work at Sites #3 and #6. By choosing this route, the City will very likely need to expend funds at these two locations in the future to protect and manage the flood control project. These locations will very likely be continually flagged on our inspection reports which will require the City to utilize our funds to maintain the project. The benefit of waiting is that there may be another high-water event that clearly causes significant damage to the project and these sites may be eligible for federal cost participation at that time.

If the costs for completing the work at Sites #3 and #6 are favorable, the City may choose to have these alternate sites awarded and included with the project. By doing so, the City will be required to pay for all costs associated with the “betterments” at these two locations. The improvements will become part of the flood control project, and future damage repairs may be eligible for federal cost participation.

The City has already prepaid \$148,311 from the Surface Water Management Utility to cover our original estimated portion of project costs. No further payment is required at this time. If the City elects to complete work at Sites #3 and #6 and costs are greater than \$148,311, the City will be expected to contribute more funds. If the City elects to not participate in a project at Sites #3 and #6, the City will be reimbursed our \$148,311. The City is only required to pay for actual costs associated with Sites #3 and #6 if we elect to complete work at these locations.

Motion made by Councilmember DeCramer, Seconded by Councilmember Lozinski that the Council authorize City staff to advise USACE officials to bid Sites #3 and #6 as alternates for City consideration upon receipt and tabulation of bids. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

## **Consider Approval to Request Proposals for Marshall Aquatic Center Design, Architecture, Engineering Services.**

The Marshall Aquatic Center has served the residents of Marshall and surrounding communities for more than 50 years—a long time for a community recreation facility. The current facility is showing its age and has numerous deficiencies in code compliance, operations, customer experience and maintenance costs.

The existing Marshall Aquatic Center includes three (3) vessels: a diving pool with 1-meter and 3-meter diving boards, a lap/ general use pool with a waterslide, and a wading pool. It also includes a bathhouse and concessions building. The original facility was constructed in 1960's.

For many years, the City has been studying and reviewing next steps with the 50-year old Aquatics Center. A study was completed in 2019 that provided recommendations on next steps (see attached Study).

In order to move the project to a decision stage staff is recommending we hire a firm to bring us from the conceptual stage to bidding documents in order to bring to the public for their consent.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to approve Request for Proposal Process. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Lozinski. Voting Nay: Councilmember Labat. The motion **Passed**.

**6-1**

### **Commission/Board Liaison Reports**

Byrnes            Southwest Regional Development Commission discussed regional economic competitiveness and how it relates to communities withing 60 miles of another state as well as an update on the reginal revolving loan fund.

Schafer        No Report

Meister        No Report

Edblom        Planning Commission met and acted on council item no. 13.

DeCramer      Economic Development Authority met and appointed Doris Huber as staff secretary to the EDA.

Marshall Municipal Utilities Commission discussed the resolution adopting the customer refund of \$2 million from MRES. MMU Commission also address change orders to the water treatment project.

Labat           Convention and Visitors Bureau met and determined that the craft beer festival will not happen this year. The Fairbanks Ice Dogs will hopefully stay in Marshall through May.

Lozinski        No Report

### **Councilmember Individual Items**

Councilmember Lozinski commented on the nice article written on the city hall project.

Councilmember Labat discussed his visit to den pack 238 and commented on great questions asked by the scouts.

Councilmember DeCramer thanked the council for the appointment for city council president, pro-tem.

Councilmember Schafer commented on the great work of the Street Dept. and snow removal.

Councilmember Meister discussed the vaccine rollout and all of the active partners in southwest Minnesota and the State's decision to make Marshall a hub for vaccines.

Mayor Byrnes commented on the Mayor for the day contest, commended the rollout and announcement of the vaccine clinic in Marshall. Mayor Byrnes also commented that there will be a City of Marshall Employee recognition lunch this coming Thursday.

#### **City Administrator**

City Administrator Sharon Hanson discussed the employee lunch event. Administrator Hanson touched on several items in discussion over the past month.

#### **Director of Public Works**

Director of Public Works/ City Engineer Jason Anderson provided an update on an upcoming MnDOT project on US Hwy 59.

#### **City Attorney**

No Report

#### **Information Only**

There were no questions on the information items.

#### **Upcoming Meetings**

There were no questions on the upcoming meetings.

#### **Adjourn**

At 7:30 P.M., Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Edblom, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Attest:

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Mayor

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City Clerk

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	AWARD OF BIDS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project Z82: North 1 <sup>st</sup> Street / West Redwood Street / West Marshall Street Reconstruction Project - 1) Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds; 2) Resolution Accepting Bid (Awarding Contract).
<b>Background Information:</b>	<p>This project consists of: reconstruction and utility replacement on North 1<sup>st</sup> Street from East Main Street to West Marshall Street, on West Redwood Street from East College Drive to North 1<sup>st</sup> Street, and on West Marshall Street from East College Drive to North 1<sup>st</sup> Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb &amp; gutter, new 5-ft. sidewalk on both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.</p> <p>On February 5, 2021, bids were received for the above-referenced project. Three bids were received as shown on the attached Resolution Accepting Bid. The low bid was from D&amp;G Excavating, Inc. of Marshall, Minnesota, in the amount of \$1,051,247.90. The engineer's estimate was approximately \$1,170,646.</p>
<b>Fiscal Impact:</b>	<p>The above-referenced project, or a portion thereof, may be financed by the sale of bonds with repayment coming from assessments and Debt Service Fund Levy. It is required that action be authorized by City Council via Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds.</p> <p>Attached is the "Resolution Accepting Bid" awarding the contract to D&amp;G Excavating, Inc. of Marshall, Minnesota, in the amount of \$1,051,247.90.</p> <p>The estimated total project cost including 5% allowance for contingencies and 16% for engineering and administrative costs is \$1,280,419.94.</p> <p>All improvements will be assessed according to the current Special Assessment Policy, including but not limited to participation from Marshall Municipal Utilities, Wastewater Department, Surface Water Management Utility Fund and Ad Valorem participation.</p> <p>The financing and cost participation will be forthcoming and addressed at the time of the Resolution Declaring Cost to be Assessed.</p>
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1 that the Council adopt RESOLUTION NUMBER XXXX, which provides for Resolution Declaring Official Intent Regarding the Reimbursement of Expenditures with the Proceeds of Tax-Exempt Bonds for Project Z82: North 1<sup>st</sup> Street Reconstruction Project.</p> <p>Recommendation No. 2 that the Council adopt RESOLUTION NUMBER XXXX, which provides for the Resolution Accepting Bid (Awarding Contract) and authorizing entering into an agreement with D&amp;G Excavating, Inc. of Marshall, Minnesota, in the amount of \$1,051,247.90 for Project Z82: North 1<sup>st</sup> Street Reconstruction Project.</p>



**RESOLUTION NUMBER 21-011**

**DECLARATION OF OFFICIAL INTENT  
REGARDING THE REIMBURSEMENT OF EXPENDITURES  
WITH THE PROCEEDS OF TAX-EXEMPT BONDS**

WHEREAS, under regulations adopted by the Secretary of the Treasury of the United States of America, the City of Marshall, Minnesota (the "City") is required to make a declaration of its official intent prior to making a capital expenditure, if it intends to be reimbursed for such capital expenditure at a future date from the proceeds of a tax-exempt bond; and

WHEREAS, the City intends to make capital expenditures with respect to the project described below and also intends to reimburse the fund or account described below from which the capital expenditure will be initially paid from the proceeds of an issue of tax-exempt bonds issued at a future date.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City as follows:

1. A general functional description of the project for which the expenditures to be reimbursed are paid is set forth below:

**PROJECT Z82: NORTH 1<sup>ST</sup> STREET / WEST REDWOOD STREET / WEST MARSHALL STREET RECONSTRUCTION PROJECT** - This project consists of: reconstruction and utility replacement on North 1<sup>st</sup> Street from East Main Street to West Marshall Street, on West Redwood Street from East College Drive to North 1<sup>st</sup> Street, and on West Marshall Street from East College Drive to North 1<sup>st</sup> Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb & gutter, new 5-ft. sidewalk on both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.

The principal amount of debt expected to be issued for the project referred to above will not exceed \$1,325,000.

2. The fund or account from which the expenditures to be reimbursed are to be paid and the general functional purpose of the fund or account is set forth below:

Capital Improvements Projects Fund

3. The City reasonably expects to reimburse the expenditures referred to above with the proceeds of tax-exempt bonds.
4. This statement of the official intent of the City is a declaration of official intent under the regulations adopted by the Secretary of the Treasury of the United States of America.

Passed and adopted by the City Council this 9<sup>th</sup> day of February, 2021.

ATTEST:

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

\_\_\_\_\_  
Mayor

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

**RESOLUTION NUMBER 21-012**  
**RESOLUTION ACCEPTING BID (AWARD CONTRACT)**

WHEREAS, pursuant to an advertisement for bids for the following project:

**PROJECT Z82: NORTH 1<sup>ST</sup> STREET / WEST REDWOOD STREET / WEST MARSHALL STREET RECONSTRUCTION PROJECT**

- This project consists of: reconstruction and utility replacement on North 1<sup>st</sup> Street from East Main Street to West Marshall Street, on West Redwood Street from East College Drive to North 1<sup>st</sup> Street, and on West Marshall Street from East College Drive to North 1<sup>st</sup> Street; sanitary sewer, watermain, and storm sewer will be replaced. This project will also include new curb & gutter, new 5-ft. sidewalk on both sides of the streets, driveway aprons, water services, and sewer services to the right-of-way.

bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Bidder	Bid Amount
D&G Excavating, Inc. Marshall, MN	\$1,051,247.90
Duininck, Inc. Prinsburg, MN	\$1,168,269.60
Kuechle Underground Kimball, MN	\$1,216,353.95

AND WHEREAS, D&G Excavating, Inc. of Marshall, Minnesota, is the lowest responsible bidder.

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

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with D&G Excavating, Inc. of Marshall, Minnesota, in the amount of \$1,051,247.90, in the name of the City of Marshall for the above referenced project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

Passed and adopted by the City Council this 9<sup>th</sup> day of February, 2021.

ATTEST:

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

\_\_\_\_\_  
Mayor

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

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Wastewater Treatment Facilities Improvement Project – 1) Consider Application for Payment No. 19 to Magney Construction, Inc.; 2) Consider Payment of Invoice 0263289 to Bolton & Menk, Inc.
<b>Background Information:</b>	<p>Attached are invoices as follows for the above-referenced project:</p> <ol style="list-style-type: none"> <li>1) Application for Payment No. 19 to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$235,379.36</li> <li>2) Invoice 0263289 to Bolton &amp; Menk, Inc., of Mankato, Minnesota, in the amount of \$24,887.50</li> </ol> <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p>
<b>Fiscal Impact:</b>	This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	<p>Recommendation No. 1 that the Council authorize Application for Payment No. 16, per the recommendation of the City's consultant, Bolton &amp; Menk, Inc., to Magney Construction, Inc. of Chanhassen, Minnesota, in the amount of \$235,379.36.</p> <p>Recommendation No. 2 that the Council authorize payment of Invoice 0263289 to Bolton &amp; Menk, Inc., of Mankato, Minnesota, in the amount of \$24,887.50.</p>



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

## MEMORANDUM

**Date:** February 2, 2021  
**To:** Bob Van Moer, Wastewater Treatment Superintendent  
**From:** Jon D. Peterson, P.E., Project Engineer  
**Subject:** Wastewater Treatment Facility Improvements – Magney Construction Inc.  
Pay Request No. 19  
City of Marshall, Minnesota  
Project No.: T22.115360

### INTRODUCTION

Pay Request No. 19 for the above-referenced project in the amount of \$235,379.36 is being submitted for approval.

### DISCUSSION

This pay application covers work completed on the project through January 28, 2021. The Contractor has completed installation of the new primary clarifier pump and has continued working on installation of piping in the sludge mixing building. The sludge transfer pump in the sludge mixing building has been installed and started. Startup has been completed for all blowers on site, and the aeration equipment installed in the post aeration tank. We recommend approval of the attached Request for Payment No. 19.

### BUDGET IMPACT

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

### ACTION REQUESTED

Approve the attached pay request from Magney Construction Inc. in the total amount of \$235,379.36.

**Application for Payment No. 19**

To: The City of Marshall, MN

From: Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317

Contract: \_\_\_\_\_

Project: Wastewater Treatment Facility Improvements

Owners Contract No. \_\_\_\_\_ Engineer's Project No. T22.115360

Date of this Invoice: 1/28/2021

Invoice Work Period: December 1-31, 2020

1) Original Contract amount	<u>\$14,074,300.00</u>
2) Change Orders to date	<u>\$0.00</u>
3) Revised Contract amount	<u>\$14,074,300.00</u>
4) Value completed to date	<u>\$12,099,423.65</u>
5) Materials stored on site	<u>\$0.00</u>
6) Total Earned to date	<u>\$12,099,423.65</u>
7) Amount retained	<u>\$604,971.18</u>
8) Amount previously paid	<u>\$11,259,073.11</u>
<b>Amount due this Payment</b>	<b><u>\$235,379.36</u></b>

Accompanying Documentation:

CONTRACTOR'S Certification:

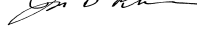
The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for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

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

By:   
Project Manager

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

Owner: City of Marshall Engineer: Bolton & Menk

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

Date: \_\_\_\_\_ Date: 2-2-21

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

Date of Application:  
 Work Completed Through:

# APPLICATION FOR PAYMENT SCHEDULE

	Pay Application #19	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
0520	Bond & Insurance	\$ 168,892	168,892.00	0.00	0.00	168,892.00	100%	0.00
1000	Mobilization	\$ 696,545	545,926.00	0.00	0.00	545,926.00	78%	150,619.00
1010	Supervision & General Conditions	\$ 276,000	214,000.00	13,000.00	0.00	227,000.00	82%	49,000.00
1020	<b>General Construction Allowance</b>	<b>\$ 250,000</b>	-21,398.70	15,945.97	0.00	-5,452.73	-2%	255,452.73
1021	<b>Building Permit Allowance</b>	<b>\$ 10,000</b>	7,499.38	0.00	0.00	7,499.38	75%	2,500.62
2060	Demolition of Existing WWTP Facilities:							
	Trickling Filter Pump Station Top	\$ 4,650	0.00	0.00	0.00	0.00	0%	4,650.00
	Trickling Filter Pump Station Pumps/Piping	\$ 3,480	0.00	0.00	0.00	0.00	0%	3,480.00
	Sludge Control Structure	\$ 13,540	13,540.00	0.00	0.00	13,540.00	100%	0.00
	Control Building Pumps and Piping	\$ 5,850	0.00	0.00	0.00	0.00	0%	5,850.00
	Blower Building Blowers and Piping	\$ 6,420	6,420.00	0.00	0.00	6,420.00	100%	0.00
	Trickling Filter Roof/Media/Rotary Distributor	\$ 62,460	62,460.00	0.00	0.00	62,460.00	100%	0.00
	Aeration Equipment and Piping	\$ 17,500	0.00	0.00	0.00	0.00	0%	17,500.00
	Intermediate Clarifier Equipment	\$ 26,417	26,417.00	0.00	0.00	26,417.00	100%	0.00
2140	Dewatering	\$ 19,555	19,555.00	0.00	0.00	19,555.00	100%	0.00
2210	Finish Grading	\$ 14,320	3,500.00	0.00	0.00	3,500.00	24%	10,820.00
2220	Structure Excavation - Final Clarifier and Splitter Box	\$ 71,200	71,200.00	0.00	0.00	71,200.00	100%	0.00
2221	Structure Excavation - Sludge Storage Structure	\$ 133,600	133,600.00	0.00	0.00	133,600.00	100%	0.00
2220A	Backfill of Structures - Final Clarifier and Splitter Box	\$ 91,500	91,500.00	0.00	0.00	91,500.00	100%	0.00
2221A	Backfill of Structures - Sludge Storage Structure	\$ 172,620	172,120.00	0.00	0.00	172,120.00	100%	500.00
2370	Erosion and Sediment Control	\$ 12,400	10,000.00	0.00	0.00	10,000.00	81%	2,400.00
2550	Site Utilities	\$ 565,333	565,333.00	0.00	0.00	565,333.00	100%	0.00
2551	Bypass Piping	\$ 49,504	0.00	0.00	0.00	0.00	0%	49,504.00
2600	Roads, Walks and Curbs	\$ 22,540	19,000.00	0.00	0.00	19,000.00	84%	3,540.00
2800	Fencing	\$ 12,200	5,500.00	0.00	0.00	5,500.00	45%	6,700.00
2920	Seeding	\$ 6,100	0.00	0.00	0.00	0.00	0%	6,100.00
3200	Rebar - Materials	\$ 678,400	678,400.00	0.00	0.00	678,400.00	100%	0.00
3201	Rebar - Labor	\$ 457,600	454,830.00	0.00	0.00	454,830.00	99%	2,770.00
3300	Concrete Work							
	Clarifier Splitter Structure	\$ 71,760	71,760.00	0.00	0.00	71,760.00	100%	0.00
	Final Clarifier	\$ 214,650	214,650.00	0.00	0.00	214,650.00	100%	0.00
	Control Structure	\$ 29,075	29,071.00	0.00	0.00	29,071.00	100%	4.00
	Sludge Storage Tank	\$ 2,180,839	2,180,839.00	0.00	0.00	2,180,839.00	100%	0.00
	Miscellaneous Concrete	\$ 1,860.00	0.00	0.00	0.00	0.00	0%	1,860.00
3410	Precast Double Tees	\$ 448,980	448,980.00	0.00	0.00	448,980.00	100%	0.00
3411	Precast Hollow Core Planks	W/Double Tees						

APPLICATION FOR PAYMENT SCHEDULE

Spec.	Pay Application #19	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
3460	Precast Non-Architectural Wall Panels	W/Double Tees						
5100	Structural Metals, Misc Metals and Handrail	\$ 456,850	452,224.00	0.00	0.00	452,224.00	99%	4,626.00
5500	Access Hatches	\$ 7,820	7,296.00	0.00	0.00	7,296.00	93%	524.00
7535	Fully Adhered Membrane Roofing & Sheet Metal	\$ 279,400	202,875.00	0.00	0.00	202,875.00	73%	76,525.00
7900	Joint Sealant	\$ 1,600	0.00	0.00	0.00	0.00	0%	1,600.00
8110	Hollow Metal Doors, Frames and Hardware	\$ 22,540	21,477.00	0.00	0.00	21,477.00	95%	1,063.00
9960	Painting	\$ 299,000	258,500.00	0.00	0.00	258,500.00	86%	40,500.00
10400	Identifying Devices	\$ 3,690	0.00	0.00	0.00	0.00	0%	3,690.00
11213	Vertical Non-Clog Solids Handling Pumps	\$ 212,600	204,274.04	0.00	0.00	204,274.04	96%	8,325.96
11214	Vertical Turbine Pumps	\$ 143,100	128,990.45	0.00	0.00	128,990.45	90%	14,109.55
11311	Submersible Centrifugal Pumps	\$ 17,400	17,400.00	0.00	0.00	17,400.00	100%	0.00
11312	Replace Vaughan Chopper Pump	\$ 36,400	32,840.00	3,560.00	0.00	36,400.00	100%	0.00
11316	Progressive Cavity Pumps	\$ 54,750	50,125.00	4,625.00	0.00	54,750.00	100%	0.00
11321	Grit Separation Equipment	\$ 96,560	96,560.00	0.00	0.00	96,560.00	100%	0.00
11351	Clarifier Equipment - Suction Type Clarifier	\$ 428,500	426,500.00	2,000.00	0.00	428,500.00	100%	0.00
11365	Gravity Actuated Rotary Distributor	\$ 135,840	135,840.00	0.00	0.00	135,840.00	100%	0.00
11366	Trickling Filter Media	\$ 345,600	345,600.00	0.00	0.00	345,600.00	100%	0.00
<b>11372</b>	<b>Blower Allowance</b>	<b>\$ 650,000</b>	<b>483,118.19</b>	<b>119,431.06</b>	<b>0.00</b>	<b>602,549.25</b>	<b>93%</b>	<b>47,450.75</b>
11372	Blower System (Positive Displacement w/ Enclosure)	\$ 4,630	4,400.00	230.00	0.00	4,630.00	100%	0.00
11374	Fine Pore Membrane Aeration Equipment	\$ 82,900	0.00	25,000.00	0.00	25,000.00	30%	57,900.00
11376	Hybrid Blower System	\$ 6,800	6,300.00	500.00	0.00	6,800.00	100%	0.00
13126	Circular Tank Covers	\$ 185,300	185,300.00	0.00	0.00	185,300.00	100%	0.00
13262	Long Term Storage Mixing System	\$ 266,500	256,740.00	0.00	0.00	256,740.00	96%	9,760.00
<b>13263</b>	<b>ATAD Equipment Replacement</b>	<b>\$ 140,000</b>	<b>117,800.00</b>	<b>22,200.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>100%</b>	<b>0.00</b>
13263	ATAD Equipment Installation	\$ 29,850	0.00	0.00	0.00	0.00	0%	29,850.00
13320	Blower Master Control Panel	\$ 900	0.00	900.00	0.00	900.00	100%	0.00
13890	Slide Gates	\$ 10,500	10,500.00	0.00	0.00	10,500.00	100%	0.00
13900	Fiberglass Baffles and Weir Plates	\$ 31,200	31,200.00	0.00	0.00	31,200.00	100%	0.00
14620	Portable Hoist	\$ 9,200	8,982.75	0.00	0.00	8,982.75	98%	217.25
15060	Process Piping - Materials	\$ 307,200	299,199.51	0.00	0.00	299,199.51	97%	8,000.49
15060	Process Piping - Labor	\$ 172,800	160,000.00	2,500.00	0.00	162,500.00	94%	10,300.00
15100	Valves - Materials	\$ 744,040	742,164.29	1,875.71	0.00	744,040.00	100%	0.00
15130	Gauges	\$ 1,600	800.00	0.00	0.00	800.00	50%	800.00
15140	Pipe Supports and Anchors	\$ 11,600	6,000.00	2,000.00	0.00	8,000.00	69%	3,600.00
15150	Stainless Steel Manways w/ Blind Flanges	\$ 34,500	34,500.00	0.00	0.00	34,500.00	100%	0.00
15250	Plumbing	\$ 14,800	7,500.00	4,500.00	0.00	12,000.00	81%	2,800.00
15500	HVAC	\$ 97,800	68,800.00	0.00	0.00	68,800.00	70%	29,000.00

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

Date of Application:  
 Work Completed Through:

# APPLICATION FOR PAYMENT SCHEDULE

	Pay Application #19	Scheduled	Work	Completed	Materials	Total	%	Balance
Spec.		Value	Previous	This	Presently	Completed &	Complete	To
Section	Description of Work		Application	Application	Stored	Stored to Date		Finish
16010	Electrical - Mobilization, Permits and Job Overhead	\$ 100,000	67,500.00	7,000.00	0.00	74,500.00	75%	25,500.00
16100	Basic Materials and Methods	\$ 260,575	133,358.00	20,000.00	0.00	153,358.00	59%	107,217.00
16150	Motors	\$ 20,000	10,800.00	2,500.00	0.00	13,300.00	67%	6,700.00
16400	Electrical Distribution	\$ 83,000	49,855.00	0.00	0.00	49,855.00	60%	33,145.00
16900	Starters and Motor Control Centers	\$ 463,000	459,743.00	0.00	0.00	459,743.00	99%	3,257.00
16950	Instrumentation and Controls	\$ 958,165	133,000.00	0.00	0.00	133,000.00	14%	825,165.00
<b>16990</b>	<b>Computer Allowance</b>	<b>\$ 50,000</b>	0.00	0.00	0.00	0.00	0%	50,000.00
	<b>Totals</b>	<b>14,074,300.00</b>	<b>11,851,655.91</b>	<b>247,767.74</b>	<b>0.00</b>	<b>12,099,423.65</b>	<b>86%</b>	<b>1,974,876.35</b>
		0.00						
	Original Contract amount		14,074,300.00					
	Change Orders to date		0.00					
	Revised Contract amount		14,074,300.00					
	Value completed to date		12,099,423.65					
	Materials stored on site		0.00					
	Total Earned to date		12,099,423.65					
	Amount retained		604,971.18					
	Amount previously paid		11,259,073.11					
	<b>Amount due this Payment</b>		<b>235,379.36</b>					


**BOLTON  
& MENK**

Real People. Real Solutions.

 Please Remit To: Bolton & Menk, Inc.  
 1960 Premier Drive | Mankato, MN 56001-5900  
 507-625-4171 | 507-625-4177 (fax)

 Payment by Credit Card Available Online at [www.Bolton-Menk.com](http://www.Bolton-Menk.com)  
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

 City of Marshall  
 Wastewater Treatment Facility  
 Bob Van Moer, Wastewater Superintendent  
 600 Erie Street  
 Marshall, MN 56258

 January 14, 2021  
 Project No: T22.115360  
 Invoice No: 0263289  
 Client Account: MARS

**Marshall/WWTF Improvements**

Marshall WWTF Improvement

Professional Services per Agreement from December 12, 2020 through January 8, 2021:

**Construction Services (004)**
**Professional Services**

	Hours	Amount	
Project Management			
Principal	1.00	205.00	
Meetings/Hearing/Presentation			
Principal	59.00	11,005.00	
Computer Aided Drafting			
Technician	15.00	2,100.00	
Contract Admin/Construction Engineering			
Design Engineer	6.00	1,110.00	
Construction Observation			
Senior Technician	61.00	9,262.50	
Grant/Funding Application			
Specialist	1.50	187.50	
Totals	143.50	23,870.00	
<b>Total Labor</b>			<b>23,870.00</b>

**Consultants**

Barr Engineering Company		925.00	
<b>Total Consultants</b>	<b>1.10 times</b>	<b>925.00</b>	<b>1,017.50</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	24,887.50	466,127.78 ✓	491,015.28 ✓
Limit			900,000.00 ✓
Remaining			408,984.72 ✓

**VENDOR #** 0724  
**INVOICE #** 0263289  
**\$ AMOUNT** 24,887.50  
**DATE** 1-14-21  
**ACCT & PROJ #** 602-49500-55120 W13  
**DESCRIPTION** Wastewater Improv.  
**SIGNATURE**

**Total this Task** \$24,887.50  
**Total this Invoice** \$24,887.50



# INVOICE

Barr Engineering Co.  
4300 MarketPointe Drive, Suite 200  
Minneapolis, MN 55435  
Phone: 952-832-2600; Fax: 952-832-2601  
FEIN #: 41-0905995 Inc: 1966

01/08/2021

Bolton & Menk, Inc.  
Attn: Accounts Payable  
1960 Premier Drive  
Mankato, MN 56001

September 29, 2020  
Invoice No: 23070063.71 - 25

<b>Total this Invoice</b>	<b>\$925.00</b>
---------------------------	-----------------

**Regarding: Marshall, MN - WWTP Improvements**  
**Project Budget: \$110,500**  
**Barr Project #: 23070063.71**  
**BMI#: T22.115360**

## Professional Services from August 8, 2020 to September 4, 2020

Job: 0552 MN WWTP Improvements

Task: 200 Phase 1 Design & Bidding (\$64,300)

Fee	0.00
<b>Task Subtotal</b>	<b>0.00</b>

Task: 201 Phase 2 Design & Bidding (\$6,200)

Fee	0.00
<b>Task Subtotal</b>	<b>0.00</b>

Task: 400 Construction Phase (\$40,000)

### Labor Charges

	Hours	Rate	Amount
Electrical Engineer			
Lehnherr, Patrick	5.00	185.00	925.00
	5.00		925.00
<b>Subtotal Labor</b>			<b>925.00</b>

**Task Subtotal \$925.00**

**Job Subtotal \$925.00**

**Total this Invoice \$925.00**

BARR		KD	
PROJECT	TASK	ACCOUNT	AMOUNT
T22.115360	004	5130	\$ 925.00
			\$

Current

Prior

Total

Received

A/R Balance

Item 4. REMIT TO ABOVE ADDRESS and INCLUDE INVOICE NUMBER ON CHECK.

Terms: Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.

Page 23

Project	23070063.71	Marshall MN WWTP Improvements	Invoice	25
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Invoiced to Date	925.00	90,678.25	91,603.25	89,423.25	2,180.00
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**Outstanding Invoices**

Invoice	Date	Balance
24	9/4/2020	1,255.00
<b>Total</b>		<b>1,255.00</b>

Thank you in advance for the prompt processing of this invoice. If you have any questions, please contact Pat Lehnherr, your Barr project manager, at (952) 832-2966 or email at [Plehnherr@barr.com](mailto:Plehnherr@barr.com).

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider authorization to declare surplus property for the Marshall Police Department.
<b>Background Information:</b>	This property has been abandoned or seized by the Marshall Police Department and has gone through the notification processes and required periods for disposal.
<b>Fiscal Impact:</b>	This property will be auctioned on-line at the state site or will be taken to Alters for disposal.
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	That the property be declared as surplus by the City of Marshall.

- Code 3 LED Lightbars (5 Total)
- Plastic Transport Seat and Partition (Cage) which was used for the old Impalas
- Equipment Tray with attached old radio – this was also used in the old cars
- Protective Bars for the windows
- Push Bumper
- 4 sets of 3 Traffic Hazard Triangles

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021																																																		
<b>Category:</b>	CONSENT AGENDA																																																		
<b>Type:</b>	ACTION																																																		
<b>Subject:</b>	Project Z50-2021: Chip Sealing on Various City Streets – Consider Authorization to Advertise for Bids.																																																		
<b>Background Information:</b>	<p>City staff has completed plans and specifications for our yearly city street sealcoating project. Attached is map that identifies each street that is proposed for the 2021 project. The table below shows the street segments.</p> <table border="1" data-bbox="521 653 1409 1539"> <thead> <tr> <th>Street</th><th>From-To</th></tr> </thead> <tbody> <tr><td>South 4th Street</td><td>Country Club Drive to Elaine Street</td></tr> <tr><td>South 1st Street</td><td>George Avenue to Southview Drive</td></tr> <tr><td>Madrid Street</td><td>Channel Parkway to Legion Field Road</td></tr> <tr><td>11th Street (South)</td><td>T.H. 68 to 380' South to Gravel</td></tr> <tr><td>11th Street (North)</td><td>T.H. 68 to Channel Parkway</td></tr> <tr><td>Fairview Street</td><td>11th Street to T.H. 59</td></tr> <tr><td>Fairview Street</td><td>T.H. 59 to 7th Street</td></tr> <tr><td>Viking Drive</td><td>Southview Drive to Deschepper Street</td></tr> <tr><td>Deschepper Street</td><td>Southview Drive to E. Thomas Avenue</td></tr> <tr><td>E. Thomas Avenue</td><td>1st Street to Saratoga Street</td></tr> <tr><td>David Drive</td><td>E. Thomas Avenue to E. Thomas Avenue</td></tr> <tr><td>Viking Circle</td><td>Off Viking Drive</td></tr> <tr><td>Cullen Circle</td><td>Off Deschepper Street</td></tr> <tr><td>McFarland Circle</td><td>Off E. Thomas Avenue</td></tr> <tr><td>Clifton Circle</td><td>Off David Drive</td></tr> <tr><td>Willow Avenue</td><td>N. Hill Street to N. Bruce Street</td></tr> <tr><td>Willow Lane</td><td>N. Bruce Street to Birch Street</td></tr> <tr><td>North Minnesota Street</td><td>Boxelder Avenue to 130' South of Willow</td></tr> <tr><td>Thunderbird Road</td><td>Windstar Street to Continental Road</td></tr> <tr><td>Holabird Circle</td><td>Canoga Park Drive</td></tr> <tr><td></td><td></td></tr> <tr><td colspan="2"><b>Alternates</b></td></tr> <tr><td>Legion Field Road</td><td>T.H. 68 to Railroad Tracks</td></tr> <tr><td>Legion Field Road</td><td>Railroad Tracks to T.H. 19</td></tr> </tbody> </table> <p>This memo is intended to introduce the project and authorize staff to advertise for bids. Staff is proposing a March 2, 2021 bid opening date, and staff will bring an award recommendation to Council at the March 9, 2021 meeting.</p>	Street	From-To	South 4th Street	Country Club Drive to Elaine Street	South 1st Street	George Avenue to Southview Drive	Madrid Street	Channel Parkway to Legion Field Road	11th Street (South)	T.H. 68 to 380' South to Gravel	11th Street (North)	T.H. 68 to Channel Parkway	Fairview Street	11th Street to T.H. 59	Fairview Street	T.H. 59 to 7th Street	Viking Drive	Southview Drive to Deschepper Street	Deschepper Street	Southview Drive to E. Thomas Avenue	E. Thomas Avenue	1st Street to Saratoga Street	David Drive	E. Thomas Avenue to E. Thomas Avenue	Viking Circle	Off Viking Drive	Cullen Circle	Off Deschepper Street	McFarland Circle	Off E. Thomas Avenue	Clifton Circle	Off David Drive	Willow Avenue	N. Hill Street to N. Bruce Street	Willow Lane	N. Bruce Street to Birch Street	North Minnesota Street	Boxelder Avenue to 130' South of Willow	Thunderbird Road	Windstar Street to Continental Road	Holabird Circle	Canoga Park Drive			<b>Alternates</b>		Legion Field Road	T.H. 68 to Railroad Tracks	Legion Field Road	Railroad Tracks to T.H. 19
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<b>Fiscal Impact:</b>	Current project estimate is \$138,700. The 2021 budget includes \$140,000 for this work.																																																		
<b>Alternative/ Variations:</b>	No alternative actions recommended.																																																		
<b>Recommendation:</b>	that the Council authorize advertisement for bids for Project Z50-2021: Chip Sealing on Various City Streets.																																																		



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider LG220 Application for Exempt Permit for the Knights of Columbus.
<b>Background Information:</b>	This LG220 application of Exempt Permit is for the Knights of Columbus to hold a raffle on May 15, 2021 to be held at the Campus Religious Center, 1418 Birch St., Marshall, Minnesota
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to Knights of Columbus to hold a raffle on May 15, 2021 to be held at Campus Religious Center, 1418 Birch St., Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30-day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall

**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

Organization Name: Knights of Columbus Holy Redeemer Council 1621 Previous Gambling Permit Number: \_\_\_\_\_

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

Mailing Address: P.O. Box 1105

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

Name of Chief Executive Officer (CEO): Michael Gruhot

CEO Daytime Phone: 507-537-1817 CEO Email: msgruhot87@outlook.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- ☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Campus Religious Center

Physical Address (do not use P.O. box): 1418 Birch St.

Check one:  
☒ City: Marshall, MN Zip: 56258 County: Lyon  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): May 15, 2021

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

- ☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

# LG220 Application for Exempt Permit

11/17  
Page 2 of 2

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

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Michael Gruhot Date: Jan 19 2021  
(Signature must be CEO's signature; designee may not sign)

Print Name: Michael Gruhot

## REQUIREMENTS

### Complete a separate application for:

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

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

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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

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

### Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer



**KNIGHTS OF COLUMBUS**  
MAKING A DIFFERENCE FOR LIFE

01/14/2021

Date

**CERTIFICATE OF EXEMPTION**

TO WHOM IT MAY CONCERN:

RE: FEDERAL INCOME TAX EXEMPT STATUS  
Knights of Columbus: **HOLY REDEEMER COUNCIL 1621**  
A Knights of Columbus affiliated Council  
Instituted: 04/01/1912  
EIN: [REDACTED]

This certifies that the above Council was duly constituted and is recognized by the Supreme Council of the Knights of Columbus, the central organization, as an affiliated unit at its institution date and is an active Council in good standing. This Council is included under a group exemption ruling from the Internal Revenue Service initially issued in 1940 to the Knights of Columbus Supreme Council, exempting it from Federal Income Tax pursuant to Internal Revenue Code Section 501(c)(8). The attached are true copies of the most recent supplemental rulings received regarding this exemption.

KNIGHTS OF COLUMBUS

Michael J. O'Connor  
Supreme Secretary

TJR/rdf  
attachments

Internal Revenue Service  
P. O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: May 9, 2017

KNIGHTS OF COLUMBUS  
SUPREME COUNCIL  
ONE COLUMBUS PLAZA  
NEW HAVEN CT 06510-3325

RECEIVED  
MAY 22 2017  
LEGAL DEPT

**Person to Contact:**

Mr. Schatz - 0196497

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

**Group Exemption Number:**

0188

Dear Sir or Madam:

This is in response to your request dated April 25, 2017, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in October 1940, and that you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(8).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(8).

For federal income tax purposes, donors can deduct contributions or gifts they make to you if the contributions or gifts are used exclusively for IRC Section 501(c)(3) purposes. If you solicit contributions or gifts for non-501(c)(3) purposes, the solicitation must include a statement that the contributions are not deductible for federal income tax purposes.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Sincerely yours,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248464870  
Dec. 09, 2009 LTR 4167C E0  
06-0416470 000000 00

00013191  
BODC: TE

KNIGHTS OF COLUMBUS  
SUPREME COUNCIL  
% JOHN MARRELLA GEN COUNCIL  
ONE COLUMBUS PLAZA  
NEW HAVEN CT 06510-3325

RECEIVED  
DEC 11 2009  
LEGAL DEPT

11270

Employer Identification Number:  
Group Exemption Number: 0188  
Person to Contact: MS LANE  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 30, 2009, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in October 1940, and that you are currently exempt under section 501(c)(8) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(8) of the Code.

Contributions or gifts by individuals to domestic fraternal societies, orders, or associations, operating under the lodge system, used exclusively for 501(c)(3) purposes are deductible under section 170(c)(4) of the Code. If solicitations are made for contributions or gifts by individuals for non-501(c)(3) purposes, the solicitation must include a statement indicating that these payments are not deductible as charitable contributions for Federal income tax purposes.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, D.C. 20224

OCT 15 1998

Knights of Columbus Supreme Council  
One Columbus Plaza  
New Haven, CT 06510-3325

Dear Sir or Madam:

This letter is in response to your request for a letter from the Internal Revenue Service confirming your exempt status and the exempt status of your subordinate units.

Our records indicate your Employee Identification Number is \_\_\_\_\_ and that a group ruling issued in October 1940, recognized your organization and subordinate councils as being exempt from federal income tax under what is now section 501(c)(8) of the Internal Revenue Code (IRC). Your Group Exemption Number is 0188. The group ruling is still in effect.

Sincerely,

A handwritten signature in cursive script, reading "Harold N. Toppall", is written over the typed name.

Harold N. Toppall  
Chief, Projects Branch 2  
Exempt Organizations Division



TREASURY DEPARTMENT  
WASHINGTON

OCT 25 1940

IT:P:11  
MJC

Knights of Columbus,  
c/o Mr. Luke E. Hart,  
Supreme Advocate,  
LaSalle Building,  
St. Louis, Missouri.

Sirs:

Reference is made to the information submitted by you for use in determining your status and the status of your local subordinate councils for Federal income and employment tax purposes.

It is the opinion of this office, based upon the evidence presented, that you and your subordinate councils listed in the "Directory of Councils and Officers, 1939-40" are exempt from Federal income tax under the provisions of section 101(3) of the Internal Revenue Code and the corresponding provisions of prior revenue acts.

Accordingly, you and your subordinate councils will not be required to file returns of income unless there is a change in the character of your organization, the purposes for which you were organized or your method of operation, or that of your subordinate councils. Any such changes should be immediately reported by you to this Bureau in order that the effect of such changes upon the present exempt status may be determined. You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing the names and addresses of any councils which were chartered during the calendar year and the names and addresses of any councils which for any reason ceased to exist. Such annual lists should be accompanied by a statement, sworn to by one of your principal officers, as to whether or not the information heretofore submitted by you and on which this ruling is based, is applicable in all respects to the new councils appearing on the lists, and should be forwarded so as to reach this office not later than February 15 of the following year.

The exemption evidenced by this letter relates specifically to Federal income tax, but since any organization which is exempt from such tax under the provisions of section 101 of the Internal

- 2 -

Knights of Columbus,  
St. Louis, Missouri.

Revenue Code also is entitled to exemption from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and your subordinate councils will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

The determination of the status of your organization and subordinate councils for Federal employment tax purposes will be made the subject of a separate communication.

A copy of this ruling is being transmitted to the collectors of internal revenue for the several districts in which you and your subordinate councils are located.

By direction of the Commissioner.

Respectfully,

*Wm. T. ...*

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of the bills/project payments
<b>Background Information:</b>	Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	The following bills and project payments be authorized for payment



Marshall, MN

# Council Check Report

By Vendor Name

Date Range: 01/29/2021 - 02/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	02/05/2021	EFT	0.00	1,989.89	6027
5813	ACE HOME & HARDWARE	02/05/2021	Regular	0.00	234.09	118239
6128	ACTION CO LLC	02/05/2021	EFT	0.00	948.00	6028
4971	ACTION FLAG CO.	01/29/2021	Regular	0.00	270.16	118189
0560	AFSCME COUNCIL 65	01/29/2021	EFT	0.00	1,327.10	5987
1533	AGPLUS COOPERATIVE	02/05/2021	Regular	0.00	741.86	118241
0578	AMAZON CAPITAL SERVICES	01/29/2021	EFT	0.00	158.26	5988
0578	AMAZON CAPITAL SERVICES	02/05/2021	EFT	0.00	59.65	6029
0583	AMERICAN FAMILY LIFE ASSURANCE CO	01/29/2021	EFT	0.00	1,869.40	5989
5837	ANDERSON, JASON	02/05/2021	EFT	0.00	80.00	6030
0658	AP DESIGN	01/29/2021	EFT	0.00	608.58	5990
6721	AQUARIUS WATER CONDITIONING	01/29/2021	Regular	0.00	73.50	118190
6721	AQUARIUS WATER CONDITIONING	02/05/2021	Regular	0.00	27.50	118242
0630	ARCTIC GLACIER	01/29/2021	Regular	0.00	62.04	118191
5447	ARTISAN BEER COMPANY	01/29/2021	Regular	0.00	1,910.55	118192
5447	ARTISAN BEER COMPANY	02/05/2021	Regular	0.00	270.26	118243
0656	AVERA MARSHALL REGIONAL MED CTR	01/29/2021	Regular	0.00	305.00	118193
5327	BAUMANN, ADAM	02/05/2021	EFT	0.00	30.00	6031
0688	BELLBOY CORPORATION	02/05/2021	EFT	0.00	5,995.81	6032
0689	BEND RITE FABRICATION INC	02/05/2021	Regular	0.00	5,000.22	118244
0699	BEVERAGE WHOLESALERS	01/29/2021	Regular	0.00	26,423.28	118194
0699	BEVERAGE WHOLESALERS	02/05/2021	Regular	0.00	18,833.80	118245
6341	BLUE RIDGE SOLUTIONS	02/05/2021	Regular	0.00	862.88	118246
0724	BOLTON & MENK INC	01/29/2021	EFT	0.00	25,875.25	5991
0724	BOLTON & MENK INC	02/05/2021	EFT	0.00	30,247.50	6033
0018	BORDER STATES ELECTRIC SUPPLY	01/29/2021	EFT	0.00	991.20	5992
0018	BORDER STATES ELECTRIC SUPPLY	02/05/2021	EFT	0.00	3,129.79	6034
4506	BOT, JOSEPH	02/05/2021	EFT	0.00	696.00	6035
6231	BOX, KYLE	02/05/2021	EFT	0.00	30.00	6036
4457	BREAKTHRU BEVERAGE	01/29/2021	Regular	0.00	6,997.72	118195
4457	BREAKTHRU BEVERAGE	02/05/2021	Regular	0.00	4,171.32	118247
6468	BRENNAN CONSTRUCTION OF MN, INC	02/05/2021	Regular	0.00	449,507.58	118249
5696	BROTHERS FIRE PROTECTION	02/05/2021	EFT	0.00	498.00	6037
3568	BRUNSVOLD, QUENTIN	02/05/2021	EFT	0.00	30.00	6038
0378	BUYSSE, JASON	02/05/2021	EFT	0.00	30.00	6039
0380	CALLENS, DAVID	02/05/2021	EFT	0.00	30.00	6040
0799	CARLOS CREEK WINERY	01/29/2021	Regular	0.00	144.00	118197
0815	CATTOOR OIL COMPANY INC	01/29/2021	EFT	0.00	2,195.64	5993
0818	CAUWELS, ROGER	02/05/2021	EFT	0.00	30.00	6041
0875	COMPUTER MAN INC	01/29/2021	EFT	0.00	266.50	5994
0875	COMPUTER MAN INC	02/05/2021	EFT	0.00	2,502.00	6042
0384	COUDRON, DEAN	02/05/2021	EFT	0.00	30.00	6043
0920	CULLIGAN WATER CONDITIONING OF MARSHALL	01/29/2021	Regular	0.00	6.00	118198
0934	D & G EXCAVATING INC	02/05/2021	EFT	0.00	825.00	6044
3819	DACOTAH PAPER CO	02/05/2021	Regular	0.00	233.15	118250
0948	DAKOTA RIGGERS & TOOL SUPPLY INC	01/29/2021	Regular	0.00	239.33	118199
6537	DEHN, JESSIE	02/05/2021	EFT	0.00	70.00	6045
0975	DEPUTY REGISTRAR #32	02/05/2021	Regular	0.00	41.25	118251
6472	DEUTZ, LAUREN	02/05/2021	EFT	0.00	80.00	6046
5731	DOLL DISTRIBUTING	01/29/2021	EFT	0.00	13,356.55	5995
5731	DOLL DISTRIBUTING	02/05/2021	EFT	0.00	15,372.26	6047
0375	DUBS, SHEILA	02/05/2021	EFT	0.00	7.96	6048
1029	EAGLE ENGRAVING	01/29/2021	EFT	0.00	245.95	5996
6248	ENGAN ASSOCIATES P.A.	01/29/2021	EFT	0.00	525.00	5997

## Council Check Report

Date Range: 01/29/2021 - 02/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6725	EQUIPMENT CONNECTIONS LLC	02/05/2021	Regular	0.00	2,850.00	118252
6700	EYEMED VISION CARE	01/29/2021	Regular	0.00	406.28	118200
1090	FASTENAL COMPANY	02/05/2021	EFT	0.00	237.61	6049
4656	FINANCE & COMMERCE	01/29/2021	EFT	0.00	198.70	5998
4656	FINANCE & COMMERCE	02/05/2021	EFT	0.00	385.85	6050
6723	FIRST NATIONAL BANK OF OMAHA	01/29/2021	Regular	0.00	35.10	118202
6415	FOXHOLE BREWHOUSE	01/29/2021	EFT	0.00	312.00	5999
6727	FREISS, CHARLES & SCHLAGEL, CATHERINE	02/05/2021	Regular	0.00	90.05	118253
3679	GENERAL REPAIR SERVICE	02/05/2021	Regular	0.00	40.52	118254
6560	GOVERNMENT FINANCE OFFICERS ASSOCIATION	01/29/2021	Regular	0.00	424.00	118203
6127	GRANDVIEW VALLEY WINERY, INC	02/05/2021	Regular	0.00	1,560.00	118255
6480	GREATER MINNESOTA	01/29/2021	Regular	0.00	110.00	118204
6291	GUARDIAN FLEET SAFETY	01/29/2021	Regular	0.00	11,919.41	118205
1243	HARDWARE HANK	01/29/2021	EFT	0.00	32.95	6000
1243	HARDWARE HANK	02/05/2021	EFT	0.00	35.98	6051
1256	HAWKINS INC	01/29/2021	Regular	0.00	5,804.96	118206
5408	HERITAGE POINTE PARTNERS LLC	02/05/2021	Regular	0.00	23,594.77	118256
5515	HOFFMANN, RYAN	02/05/2021	EFT	0.00	30.00	6052
1311	HYVEE FOOD STORES INC	02/05/2021	Regular	0.00	45.57	118257
1325	ICMA RETIREMENT TRUST #300877	01/29/2021	Regular	0.00	50.00	118207
1325	ICMA RETIREMENT TRUST #300877	02/05/2021	Regular	0.00	50.00	118258
5546	INDIAN ISLAND WINERY	01/29/2021	Regular	0.00	172.32	118208
1358	INTERNAL REVENUE SERVICE	02/05/2021	Bank Draft	0.00	26,206.26	DFT0000646
1358	INTERNAL REVENUE SERVICE	02/05/2021	Bank Draft	0.00	24,661.35	DFT0000647
1358	INTERNAL REVENUE SERVICE	02/05/2021	Bank Draft	0.00	8,125.94	DFT0000648
1399	JOHNSON BROTHERS LIQUOR COMPANY	01/29/2021	Regular	0.00	16,438.46	118209
1399	JOHNSON BROTHERS LIQUOR COMPANY	02/05/2021	Regular	0.00	17,335.83	118259
5095	KIBBLE EQUIPMENT	01/29/2021	EFT	0.00	134.98	6001
6235	KLAITH, BROCK	01/29/2021	EFT	0.00	175.00	6002
0450	KOPITSKI, JASON	02/05/2021	EFT	0.00	30.00	6053
5377	KRUK, CHRISTOPHER	02/05/2021	EFT	0.00	30.00	6054
1480	LAW ENFORCEMENT LABOR SERVICE INC	01/29/2021	EFT	0.00	1,270.00	6003
1481	LEAGUE OF MINNESOTA CITIES	01/29/2021	Regular	0.00	1,980.00	118211
6183	LEE, JERRED	01/29/2021	EFT	0.00	575.00	6004
6183	LEE, JERRED	02/05/2021	EFT	0.00	30.00	6055
5606	LEGALSHIELD	01/29/2021	Regular	0.00	130.55	118212
6494	LEON, MARIA	01/29/2021	Regular	0.00	2,000.00	118213
6567	LINCOLN CO SHERIFF'S OFFICE	02/05/2021	Regular	0.00	545.79	118261
6323	LUTHER, ERIC	02/05/2021	EFT	0.00	64.99	6056
1531	LYON COUNTY AUDITOR-TREASURER	01/29/2021	EFT	0.00	23,270.90	6005
5577	LYON COUNTY HAZARDOUS WASTE FACILITY	02/05/2021	EFT	0.00	24.50	6057
1545	LYON COUNTY HIGHWAY DEPARTMENT	02/05/2021	EFT	0.00	7,439.72	6058
1552	LYON COUNTY RECORDER	01/29/2021	EFT	0.00	138.00	6006
1565	MACQUEEN EQUIPMENT INC.	02/05/2021	EFT	0.00	350.80	6059
6292	MADDEN, GALANTER, HANSEN, LLP	01/29/2021	EFT	0.00	162.00	6007
1571	MADISON NATIONAL LIFE INSURANCE COMPANY	01/29/2021	EFT	0.00	1,062.03	6008
4736	MARCO	02/05/2021	EFT	0.00	640.64	6060
1604	MARSHALL AREA CHAMBER OF COMMERCE	02/05/2021	EFT	0.00	550.00	6061
1606	MARSHALL AREA FINE ARTS COUNCIL	01/29/2021	Regular	0.00	6,000.00	118214
1616	MARSHALL CONVENTION & VISITORS BUREAU	01/29/2021	EFT	0.00	7,561.42	6009
1616	MARSHALL CONVENTION & VISITORS BUREAU	02/05/2021	EFT	0.00	5,000.00	6062
1623	MARSHALL INDEPENDENT, INC	01/29/2021	Regular	0.00	951.54	118215
0460	MARSHALL JAMES	02/05/2021	EFT	0.00	217.50	6063
1633	MARSHALL MUNICIPAL UTILITIES	02/05/2021	EFT	0.00	132,446.14	6064
1635	MARSHALL NORTHWEST PIPE FITTINGS INC	02/05/2021	EFT	0.00	48.44	6065
1649	MARSHALL TRUCK SALVAGE INC.	01/29/2021	Regular	0.00	63.52	118216
1649	MARSHALL TRUCK SALVAGE INC.	02/05/2021	Regular	0.00	5.40	118262
5139	MATHESON TRI-GAS INC	01/29/2021	Regular	0.00	152.15	118217
6025	MELLENTIN, CODY	02/05/2021	EFT	0.00	30.00	6066
4980	MENARDS INC	01/29/2021	Regular	0.00	84.60	118218
4980	MENARDS INC	02/05/2021	Regular	0.00	136.75	118263

## Council Check Report

Date Range: 01/29/2021 - 02/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3971	MEULEBROECK, ANDY	02/05/2021	EFT	0.00	30.00	6067
3669	MINNESOTA STATE RETIREMENT SYSTEM	02/05/2021	Bank Draft	0.00	24,194.23	DFT0000643
1757	MN CHILD SUPPORT PAYMENT CENTER	01/29/2021	Regular	0.00	633.13	118219
1757	MN CHILD SUPPORT PAYMENT CENTER	02/05/2021	Bank Draft	0.00	356.25	DFT0000650
1757	MN CHILD SUPPORT PAYMENT CENTER	02/05/2021	Bank Draft	0.00	276.88	DFT0000651
1797	MN FIRE SERVICE CERTIFICATION BRD	02/05/2021	Regular	0.00	1,200.00	118264
6440	MN PEIP-C/O MMB FISCAL SVC	01/29/2021	Regular	0.00	152,514.90	118220
1818	MN REVENUE	02/05/2021	Bank Draft	0.00	11,330.77	DFT0000649
1890	MUNICIPAL CODE CORPORATION	01/29/2021	EFT	0.00	4,600.00	6010
2512	NATIONWIDE RETIREMENT	02/05/2021	Bank Draft	0.00	200.00	DFT0000635
2513	NATIONWIDE RETIREMENT-FIRE	02/05/2021	Bank Draft	0.00	41.15	DFT0000636
1923	NCPERS MN GROUP LIFE INS.	01/29/2021	EFT	0.00	368.00	6011
6726	NJ CRIMINAL INTERDICTION LLC	02/05/2021	Regular	0.00	299.00	118265
1945	NORMS GTC	01/29/2021	Regular	0.00	88.39	118226
1945	NORMS GTC	02/05/2021	Regular	0.00	721.74	118266
1946	NORTH CENTRAL LABS	01/29/2021	EFT	0.00	632.40	6012
1946	NORTH CENTRAL LABS	02/05/2021	EFT	0.00	27.34	6068
1958	NORTHERN BUSINESS PRODUCTS, INC	02/05/2021	EFT	0.00	622.92	6069
6463	OFFICE OF MNIT SERVICES	02/05/2021	Regular	0.00	640.87	118267
5891	ONE OFFICE SOLUTION	02/05/2021	EFT	0.00	501.91	6070
3809	O'REILLY AUTOMOTIVE STORES, INC	01/29/2021	Regular	0.00	8.42	118227
2019	PAUSTIS WINE COMPANY	01/29/2021	Regular	0.00	3,696.17	118228
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	01/29/2021	EFT	0.00	47.40	6013
2028	PERA OF MINNESOTA REG	02/05/2021	Bank Draft	0.00	53,920.72	DFT0000641
2036	PHILLIPS WINE AND SPIRITS INC	01/29/2021	Regular	0.00	4,720.41	118229
2036	PHILLIPS WINE AND SPIRITS INC	02/05/2021	Regular	0.00	22,180.46	118268
6569	PIPESTONE COUNTY SHERIFF'S OFFICE	02/05/2021	Regular	0.00	659.39	118271
2049	PLUNKETTS PEST CONTROL INC	01/29/2021	EFT	0.00	39.08	6014
3557	POMP'S TIRE SERVICE, INC.	02/05/2021	EFT	0.00	30.00	6071
2064	POWERPLAN	02/05/2021	Regular	0.00	126.88	118272
0477	PRZYBILLA, SCOTT	02/05/2021	EFT	0.00	30.00	6072
6166	PULVER MOTOR SVC, LLC	01/29/2021	EFT	0.00	1,025.00	6015
6166	PULVER MOTOR SVC, LLC	02/05/2021	EFT	0.00	150.00	6073
2096	QUARNSTROM & DOERING, PA	01/29/2021	EFT	0.00	1,749.50	6016
2096	QUARNSTROM & DOERING, PA	02/05/2021	EFT	0.00	10,874.67	6074
4112	RDO EQUIPMENT CO.	02/05/2021	Regular	0.00	467.00	118273
6571	REDWOOD FALLS POLICE DEPARTMENT	02/05/2021	Regular	0.00	940.96	118274
4092	REGENTS OF THE UNIV. OF MINNESOTA	02/05/2021	Regular	0.00	150.00	118275
6355	REVIZE, LLC	01/29/2021	EFT	0.00	6,250.00	6017
4826	RIEKE, BENJAMIN	02/05/2021	EFT	0.00	30.00	6075
5732	RITE	02/05/2021	Regular	0.00	106.96	118276
6365	RJM DISTRIBUTING, INC	01/29/2021	Regular	0.00	464.86	118230
2186	ROGGE EXCAVATING	02/05/2021	Regular	0.00	880.00	118277
0481	ROKEH, JASON	02/05/2021	Regular	0.00	30.00	118278
2201	RUNNINGS SUPPLY INC	02/05/2021	EFT	0.00	136.70	6076
6135	SCHUELKE, JOSEPH dba	01/29/2021	EFT	0.00	380.00	6018
4908	SFC GLOBAL SUPPLY CHAIN, INC.	02/05/2021	Regular	0.00	29,989.45	118279
4855	SOUTHERN GLAZER'S OF MN	01/29/2021	EFT	0.00	18,011.89	6019
4855	SOUTHERN GLAZER'S OF MN	02/05/2021	EFT	0.00	14,123.32	6077
6720	SOUTHERN MINNESOTA INSPECTION CO., LLC	01/29/2021	Regular	0.00	2,313.06	118231
2311	SOUTHWEST GLASS CENTER	02/05/2021	Regular	0.00	740.85	118280
0491	ST AUBIN, GREGORY	02/05/2021	EFT	0.00	30.00	6078
4522	ST LOUIS MRO INC.	01/29/2021	Regular	0.00	49.00	118232
3808	STELTER, GEOFFREY	02/05/2021	Regular	0.00	30.00	118281
4134	STENSRUD, PRESTON	02/05/2021	EFT	0.00	30.00	6079
6315	STEVE'S CURLING SUPPLIES	01/29/2021	Regular	0.00	164.89	118233
5491	STORM, ANNETTE	02/05/2021	EFT	0.00	80.00	6080
0495	SWANSON, GREGG	02/05/2021	Regular	0.00	30.00	118282
6724	THE BANKCORP BANK	01/29/2021	Regular	0.00	25.00	118234
2428	TITAN MACHINERY	02/05/2021	EFT	0.00	4,632.99	6081
2429	TKDA	01/29/2021	EFT	0.00	1,258.02	6021

## Council Check Report

Date Range: 01/29/2021 - 02/09/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
6156	TRUE BRANDS	02/05/2021	EFT	0.00	456.83	6082
3342	TRUEDSON, SCOTT	02/05/2021	EFT	0.00	30.00	6083
6510	TX CHILD SUPPORT, SDU	01/29/2021	Regular	0.00	45.21	118235
6682	TYLER BUSINESS FORMS	01/29/2021	Regular	0.00	184.61	118236
5106	ULINE	02/05/2021	EFT	0.00	448.22	6084
3443	VALIC DEFERRED COMP	02/05/2021	Bank Draft	0.00	1,052.00	DFT0000637
3443	VALIC DEFERRED COMP	02/05/2021	Bank Draft	0.00	81.65	DFT0000638
3443	VALIC DEFERRED COMP	02/05/2021	Bank Draft	0.00	1,350.00	DFT0000639
6092	VANDERMILLEN, SCOTT	02/05/2021	EFT	0.00	80.00	6085
0512	VANLEEUEWE, SARA J.	02/05/2021	EFT	0.00	70.00	6086
0513	VANMOER, ROBERT	02/05/2021	EFT	0.00	30.00	6087
5733	VAST BROADBAND	01/29/2021	Regular	0.00	770.75	118237
5733	VAST BROADBAND	02/05/2021	Regular	0.00	799.65	118283
4489	VERIZON WIRELESS	01/29/2021	EFT	0.00	1,686.06	6022
2538	VIKING COCA COLA BOTTLING COMPANY	01/29/2021	EFT	0.00	254.80	6023
2538	VIKING COCA COLA BOTTLING COMPANY	02/05/2021	EFT	0.00	226.15	6088
6085	VOYA - INVESTORS CHOICE	02/05/2021	Bank Draft	0.00	1,085.00	DFT0000644
4118	WALMART BUSINESS	02/05/2021	Regular	0.00	136.41	118284
0518	WENKER, JEFFREY	02/05/2021	Regular	0.00	30.00	118285
2591	WESTERN PRINT GROUP	01/29/2021	EFT	0.00	1,240.00	6024
2605	WINE MERCHANTS	01/29/2021	Regular	0.00	181.69	118238
6379	WINEBOW	01/29/2021	EFT	0.00	3,432.94	6025
6082	ZEUG, THOMAS	02/05/2021	EFT	0.00	265.00	6089
2632	ZIEGLER INC	01/29/2021	EFT	0.00	185.18	6026

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	181	84	0.00	835,353.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	152,882.20
EFT's	197	102	0.00	366,712.76
	<b>392</b>	<b>200</b>	<b>0.00</b>	<b>1,354,948.13</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	181	84	0.00	835,353.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	152,882.20
EFT's	197	102	0.00	366,712.76
	<b>392</b>	<b>200</b>	<b>0.00</b>	<b>1,354,948.13</b>

## Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	1/2021	372,487.64
999	POOLED CASH FUND	2/2021	982,460.49
			<b>1,354,948.13</b>

**CITY OF MARSHALL, MINNESOTA**  
**PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS**  
**2/9/2021**

OBJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2019 Prior Payments	2020 Prior Payments	2021 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE	
602-49500-55120		5/28/2019	WWTF Improvement Project	Magney Construction, Inc.	14,074,300.00		14,074,300.00	4,099,265.87	6,918,924.06	240,883.18	592,582.80	2,222,644.09	84.21%	
401-43100-55130		8/13/2019	Transit ADA Bus Access Project (UCAP)(MN/DOT)	Hisken Construction Inc.	185,250.15		185,250.15		184,169.25		1,860.30	(779.40)	100.42%	
630-49600-55130		9/24/2019	COE Flood Control 2019 Betterments	U.S. Army Corps of Engineers	190,000.00		190,000.00	150,483.00				39,517.00	79.20%	
494-43300-55120		11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	232,733.00	5,262,933.00		3,039,722.04	375,798.81	449,507.58	269,664.65	1,128,239.92	78.56%
476-43300-55170		4/14/2020	S 4th St Reconstruction	R & G Construction	2,583,754.90	10,885.14	2,594,640.04		2,528,408.74			25,539.42	40,691.88	98.43%
476-43300-55170		5/26/2020	S 1st St Reconstruction	Duininck, Inc	617,136.55	5,683.75	622,820.30		562,896.42			29,626.13	30,297.75	95.14%
630-49600-55170		6/23/2020	Legion Field Strom Water Improvements-Phase 1	Towne & Country Excavating LLC	277,943.00	(2,967.25)	274,975.75		257,658.64			2,602.61	14,714.50	94.65%
630-49600-55170		9/8/2020	MERIT Center Outfall Project	Towne & Country Excavating LLC	251,297.00		251,297.00						251,297.00	0.00%
					<u>23,209,881.60</u>	<u>246,334.64</u>	<u>23,456,216.24</u>	<u>4,249,748.87</u>	<u>13,491,779.15</u>	<u>449,507.58</u>	<u>921,875.91</u>	<u>3,726,622.74</u>		

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Consider the request of Monte Buntjer for a Variance Adjustment Permit at 516A Main Street East.
<b>Background Information:</b>	<p>The owner desires to use a shipping container as a permanent storage next to his building at the address listed above. The Ordinance prohibits using shipping containers as accessory buildings (Sec. 86-163 (10)) or permanent storages (Sec. 86-248 (f)).</p> <p>To grant a variance, City Ordinance and State Statutes require the presence of practical difficulties. The term "practical difficulties," as used in connection with granting a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique (usually something related to physical characteristics of the property not allowing to comply with the Ordinance) to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. The State Statutes essentially forbid granting variances if those conditions are not met. The Findings of Fact, based on the League of Minnesota Cities template, is attached to this memo, and explains each item listed above in detail.</p> <p>Shipping containers do not meet building codes and do not fit into typical city environment, which may lead to reduction in surrounding properties' values. Based on the above information, staff does not believe that there are any practical difficulties in this case and therefore recommends that the variance be denied. It is the opinion of City Staff that allowing this variance will set a precedent for the entire city.</p> <p>The variance regulations and procedures are found in Section 86-29  <a href="https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV1GE_S86-29VA">https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIIADEN_DIV1GE_S86-29VA</a>. A property aerial photo is attached for reference.</p> <p>At the Planning Commission meeting on January 20, 2021, a public hearing was held and a motion was made by Knieff, second by Lee to recommend approval to the City Council of the request by Monte Buntjer for a Variance Adjustment Permit for a shipping pod as permanent storage at 516A East Main Street. All voted in favor of the motion.</p> <p>At the City Council meeting on January 26, 2021, the council tabled the item to allow the applicant to review his options.</p>
<b>Fiscal Impact:</b>	None known.
<b>Alternative/ Variations:</b>	Deny the request, as recommended by staff, based on Ordinance and Statutory requirements for variance approval.
<b>Recommendation:</b>	<p>Recommendation No. 1 Remove the item from the table.</p> <p>Recommendation No. 2 that the Council approve the request by Monte Buntjer for a Variance Adjustment Permit for a shipping pod as permanent storage at 516A East Main Street, as recommended by the Planning Commission.</p>

**Marshall Planning Commission**  
**Findings of Fact – Request for Variance Permit**  
**516A East Main Street, City of Marshall, Lyon County, Minnesota**

1. Mr. Buntjer is the owner of a parcel of land located at 516A East Main Street.
2. The subject property is legally described as found on Exhibit A.
3. Mr. Buntjer has applied to the City for a variance to install a 40 foot shipping container as a permanent storage building.
4. The proposal would vary from Ordinance in that it requests using a shipping container as a permanent storage which is explicitly prohibited by Ordinance 86-163(b)(10).
5. Minnesota Statute Section 462.357, subd. 6 provides:
  - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
  - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.  
“Practical difficulties,” as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
  - c. Economic considerations alone shall not constitute practical difficulties.
6. City Ordinance allows variances if “(t)he applicant shall prove that the literal enforcement of the provisions of this chapter would cause practical difficulties because of circumstances unique to the individual property under consideration and the granting of the variances will be in keeping with the spirit and intent of this chapter” according to Section 86-29 (e). The practical difficulties are further defined according to the State Statutes as presented in Item 5 above.
7. City Ordinance Section 86-163 (b) (10) states that “Trailers, semi-trailers, and storage containers (including, but not limited to, cargo and shipping container and PODS or any structures made of the above components) must not be used as accessory buildings in all classes of residential or business districts.” Additionally, Section 86-248 (f) states that “Storage containers, including, but not limited to, trailers, semi-trailers, cargo and shipping containers, PODS, and dumpsters, are not allowed as permanent storage structures in all classes of residential or business districts.” Storage and shipping containers do not meet building code and do not fit into typical city environment, which may lead to reduction in surrounding properties’ values.
8. Below is analysis of the Minnesota Statute Section 462.357, subd. 6 applicability:

- a. The requested variance is not in harmony with the purpose and intent of the ordinance because it will deviate from the purpose of uniformity and maintaining property values.
  - b. The requested variance is unrelated to the comprehensive plan.
  - c. The property owner does not propose to use the property in a reasonable manner because conventional storage building may be built to comply with the Ordinance.
  - d. There are not unique circumstances to the property not created by the landowner because its size and location is not remarkable.
  - e. The variance will not maintain the essential character of the locality because there are no other storage containers in the neighborhood.
9. Based on the above information, staff concluded that there are no practical difficulties in this case and recommended that the variance request be denied.
10. A public hearing was conducted at the special January 20, 2021, Planning Commission meeting. Notice of that hearing was published and was mailed pursuant to provisions of Marshall Ordinance Sec. 86-47 and in compliance with Minnesota Statutes.
11. Following a public hearing on the application, the Planning Commission has recommended approval of the variance based on the fact that there are already several such containers around town that are a lot more of an eye sore than this one, which is barely visible from the street.

At the conclusion of the public hearing, motion was made by Commission Member Lee, seconded by Commission Member Knieff to recommend approval of the variance permit to the City Council.

**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 to allow storage container as permanent storage on the premises described as:

**SEE EXHIBIT A**

**City of Marshall, County of Lyon, State of Minnesota  
516 A East Main Street**

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 Monte Buntjer for a Variance Adjustment Permit to allow storage container as permanent storage 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: February 9, 2021.**

ATTEST:

\_\_\_\_\_  
Mayor

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

(SEAL)

This Instrument Drafted By:  
Jason R. Anderson, P.E.  
City Engineer/Zoning Administrator  
File No. 1141

# EXHIBIT A

## TRACT I

That part of the Northeast Quarter (NE ¼) of section Nine (9), Township One Hundred Eleven (111), Range Forty-one (41), West of the Fifth Principal Meridian, bounded and described as follows: Beginning on the Southwesterly line of East Main Street extended in the City of Marshall at a Point 1229.7 feet Northwesterly from the intersection of said street line with East line of said Section Nine (9); running thence in a Southwesterly direction at right angles to said street line, a distance of 314 feet to the true point of beginning; continuing thence in a Southwesterly direction along said line, and at right angles to said street line, a distance of 233 feet more or less to the former right of way of Winona and St. Peter Railway and designated as Point "A"; beginning again at the true point of beginning and running in a Northwesterly direction parallel with East Main Street a distance of 75 feet; thence at right angles and in a Southwesterly direction to the former right of way of Winona and St. Peter Railway; thence in the Southeasterly direction along said railway right of way to Point "A", Lyon County, Minnesota, as shown by instrument recorded in Book 141 of Deeds, Page 293, in the Office of the County Recorder of Lyon County, Minnesota, subject to highways and easements of record.

AND

## TRACT II

That part of the Northeast Quarter (NE ¼) of Section Nine (9), Township One Hundred Eleven (111), Range Forty-one (41), West of the Fifth Principal Meridian, bounded and described as follows: Beginning on the Southwesterly line of East Main Street extended in the City of Marshall at a Point 1304.7 feet Northwesterly from the intersection of said street line with East line of said Section Nine (9); running thence in a Southwesterly direction, at right angles to said street line, a distance of 314 feet to the true point of beginning, continuing thence in a Southwesterly direction along said line, and at right angles to said street line, to the former right of way of Winona and St. Peter Railway and designated as Point "A"; beginning again at the true point of beginning and running in a Northwesterly direction parallel with East Main Street a distance of 75 feet; thence at right angles and in a Southwesterly direction a distance of 219.5 feet more or less to the former right of way of Winona and St. Peter Railway; thence in a Southeasterly direction along said railway right of way of Point "A", Lyon County, Minnesota, as shown by instrument recorded in Book 141 of Deeds, page 292, in the Office of the County Recorder of Lyon County, Minnesota, subject to highways and easements of record.



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Establish Aquatic Center RFP Selection and Construction Committee
<b>Background Information:</b>	<p>Staff is recommending establishment of a pool RFP selection committee and Construction Planning Committee (could be the same group of people).</p> <p>Some initial thoughts on membership:</p> <ul style="list-style-type: none"> <li>City Administrator</li> <li>CS Director</li> <li>Jessie D-Assist Engineer</li> <li>Preston</li> <li>2-3 Councilmembers</li> <li>2 CS Board members</li> <li>2 Community Members</li> </ul> <p>Establishment of the Committee will allow for scheduling of the RFP review in March.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Establish Committee and Consider Appointment of City Councilmembers

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO/ACTION
<b>Subject:</b>	Authorization to Purchase Two 72" Commercial Mowers for Parks Department
<b>Background Information:</b>	<p>Mowers are essential pieces of equipment now only for maintaining our green areas in our Parks but also for snow removal and fall leaf clean up in the parks.</p> <p>Staff has worked with Kibble Equipment recently to secure pricing to keep all 72" mowers under warranty during the City's ownership and work toward trading in mowers every 2 years when the warranties expire.</p> <p>Last year the City purchased the first two mowers to initiate this program. In the 2021 CIP, two more mowers are budgeted for replacement. One mower is estimated at \$20,000 and the other at \$18,000.</p> <p>Staff received quotes to purchase two new mowers and trade-in 2 mowers from Kibble Equipment based on last year's discussion and direction to move forward with the replacement plan.</p> <p>Our existing mowers are a 2009 1445 John Deere and a 2014 1545 John Deere.</p> <p>Both quotes are attached to the Council agenda.</p>
<b>Fiscal Impact:</b>	\$37,900 after trade-in of both mowers.
<b>Alternative/ Variations:</b>	N/A
<b>Recommendations:</b>	Authorization to purchase two new 72" commercial mowers per the attached quotes from Kibble Equipment of Marshall, MN.

### Quote Summary

**Prepared For:**

CITY OF MARSHALL, INC  
344 W MAIN ST  
MARSHALL, MN 56258  
Business: 507-537-6763  
Preston.Stensrud@ci.Marshall.mn.us

**Prepared By:**

Travis Przybilla  
Kibble Equipment  
1100 Highway 59 N  
Marshall, MN 56258  
Phone: 507-537-1523  
travis.przybilla@kibbleeq.com

**Quote Id:** 23237327  
**Created On:** 01 December 2020  
**Last Modified On:** 28 January 2021  
**Expiration Date:** 31 December 2020

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE Z997R DIESEL NA	\$ 27,319.00	\$ 17,500.00 X	1 =	\$ 17,500.00
JOHN DEERE 14 Bushel Dump From Seat MCS (Z997R)	\$ 6,415.53	\$ 5,500.00 X	1 =	\$ 5,500.00

**Equipment Total** **\$ 23,000.00**

Trade In Summary	Qty	Each	Extended
2009 JOHN DEERE 1445 - TC1445D090109	1	\$ 4,000.00	\$ 4,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 4,000.00

**Trade In Total** **\$ 4,000.00**

**Quote Summary**

Equipment Total	\$ 23,000.00
Trade In	\$ (4,000.00)
SubTotal	\$ 19,000.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 19,000.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 19,000.00</b>

**Quote Id:** 23237327

**Customer:** CITY OF MARSHALL, INC

## JOHN DEERE Z997R DIESEL NA

**Hours:**
**Suggested List**
**Stock Number:**
**\$ 27,319.00**

Code	Description	Qty
091QTC	Z997R DIESEL NA	1

### Standard Options - Per Unit

001A	United States/Canada	1
1150	26x12x12 Pneumatic Turf Tires	1
1506	72 In. 7-Iron PRO Side Discharge Mower Deck	1

### Other Charges

Freight	1
EnviroCrate	1
Setup	1

## JOHN DEERE 14 Bushel Dump From Seat MCS (Z997R)

**Hours:**
**Suggested List**
**Stock Number:**
**\$ 6,415.53**

Code	Description	Qty
0776TC	14 Bushel Dump From Seat MCS (Z997R)	1

### Standard Options - Per Unit

001A	United States and Canada	1
3406	Attaching Parts for 182.88 cm (72 In.) 7-Iron PRO Decks	1
3500	7-Iron Blower for 7-Iron PRO and 7-Iron PRO Mulch-On-Demand Decks	1

### Dealer Attachments

UC13263	Quik-Tatch Weight, 42 lb (19 kg)	4
DMA210494	Upper Weight Bracket (997)	1

### Other Charges

Freight	1
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**Quote Id:** 23237327

**Customer:** CITY OF MARSHALL, INC

Setup	1

# Trade In

Quote Id: 23237327

Customer: CITY OF MARSHALL, INC

<b>2009 JOHN DEERE 1445</b> <b>SN# TC1445D090109</b>	
<b>Machine Details</b>	
<b>Description</b> 2009 JOHN DEERE 1445 SN# TC1445D090109 Your Trade In Description	<b>Net Trade Value</b>  <b>\$ 4,000.00</b>
<b>Additional Options</b>	
<b>Hour Meter Reading</b>	2850
<b>Original Factory Build Codes</b>	
<b>Code</b>	<b>Description</b>
1000	1445 2WD
2000	23X10.5-12 4PR TURF TIRES
3002	AIR RIDE SEAT KIT

### Quote Summary

**Prepared For:**

CITY OF MARSHALL, INC  
344 W MAIN ST  
MARSHALL, MN 56258  
Business: 507-537-6763  
Preston.Stensrud@ci.Marshall.mn.us

**Prepared By:**

Travis Przybilla  
Kibble Equipment  
1100 Highway 59 N  
Marshall, MN 56258  
Phone: 507-537-1523  
travis.przybilla@kibbleeq.com

**Quote Id:** 23415288  
**Created On:** 04 January 2021  
**Last Modified On:** 29 January 2021  
**Expiration Date:** 29 January 2021

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 1575 TerrainCut™ with ComfrotCab Commercial Front Mower (Less Mower Deck)	\$ 44,215.70	\$ 27,334.80 X	1 =	\$ 27,334.80
JOHN DEERE 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck	\$ 5,517.00	\$ 3,565.20 X	1 =	\$ 3,565.20

**Equipment Total** **\$ 30,900.00**

Trade In Summary	Qty	Each	Extended
2014 JOHN DEERE 1545 - 1TC1545XAET125080	1	\$ 12,000.00	\$ 12,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 12,000.00

**Trade In Total** **\$ 12,000.00**

**Quote Summary**

Equipment Total	\$ 30,900.00
Trade In	\$ (12,000.00)
SubTotal	\$ 18,900.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 18,900.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 18,900.00</b>



Quote Id: 23415288

Customer: CITY OF MARSHALL, INC

## JOHN DEERE 1575 TerrainCut™ with ComfrotCab Commercial Front Mower (Less Mower Deck)

Hours:

Suggested List

Stock Number:

\$ 44,215.70

Code	Description	Qty
2445TC	1575 TerrainCut™ with ComfrotCab Commercial Front Mower (Less Mower Deck)	1
<b>Standard Options - Per Unit</b>		
001A	United States and Canada	1
<b>Dealer Attachments</b>		
LVB24853	Rear Work Light Kit (2 Lights) (Cab Only)	1
<b>Other Charges</b>		
	Freight	1
	Setup	1

## JOHN DEERE 72 In. 7-Iron PRO Commercial Side Discharge Mower Deck

Hours:

Suggested List

Stock Number:

\$ 5,517.00

Code	Description	Qty
0347TC	72 In. 7-Iron PRO Commercial Side Discharge Mower Deck	1
<b>Standard Options - Per Unit</b>		
001A	United States and Canada	1
<b>Other Charges</b>		
	Freight	1
	EnviroCrate	1

# Trade In

**Quote Id:** 23415288

**Customer:** CITY OF MARSHALL, INC

<b>2014 JOHN DEERE 1545</b> <b>SN# 1TC1545XAET125080</b>	
<b>Machine Details</b>	
<b>Description</b> 2014 JOHN DEERE 1545 SN# 1TC1545XAET125080 Your Trade In Description	<b>Net Trade Value</b> <b>\$ 12,000.00</b>
<b>Additional Options</b>	
<b>Hour Meter Reading</b>	2291
<b>Original Factory Build Codes</b>	
<b>Code</b>	<b>Description</b>
3000	DELUXE SUSPENSION SEAT

## Extended Repair Plan Proposal

## PowerGard™ Protection Plan Residential

**Date :** January 29, 2021

Machine/Use Information		Plan Description	Price	
Manufacturer	<b>JOHN DEERE</b>	Plan Type:	Deductible:	
Equipment Type	1575 TERRAIN CUT T4	Coverage:	Quoted Price	\$ 0.00
Model	1575 TERRAIN CUT T4	Total Months:		
		Total Hours:		

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

**Proposal Prepared for:**

*I have been offered this coverage and*

Customer Name - Please Print

☐ **I ACCEPT** the Residential plan

☒ **I DECLINE** the Residential plan

Customer Signature

*If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.*

**Note :** This is **not** a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website([www.JohnDeere.com](http://www.JohnDeere.com)) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

### PowerGard™ Protection Plan Residential (Residential plan) is:

The PowerGard™ Protection Plan Residential is an extended repair plan that provides parts and labor coverage up to four years beyond the manufacturer's warranty. It is available on all riding lawn equipment, zero-turn radius mowers, utility vehicles, utility tractors and compact utility tractors. Your John Deere equipment will be in the hands of qualified, certified technicians from John Deere dealers using Genuine John Deere Parts.

### Not covered under a Residential plan:

Residential plans do not cover routine maintenance services or items normally designed to be replaced by the purchaser due to normal wear and tear. They do not cover any product used for commercial or rental applications. They also do not cover repairs for damage from accident, misuse, fire, theft, or exposure to weather conditions such as lightning, hail, flood or water. See the actual PowerGard™ Protection Plan Residential Terms and Conditions for a complete listing of coverage, and limitations and conditions under the program.

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**Benefits of a Residential plan:**

- Offer the choice of adding up to 4 years of repair coverage beyond the machine's factory warranty.
- Do not require preapproval before repairs are made by the authorized John Deere dealership.
- Is transferable by the original purchaser for the balance of the original agreement period.
- Ensures higher resale value and makes equipment more marketable during sale or trade-in.
- Comprehensive Plans:
  - No deductibles and no out-of-pocket costs on covered repairs.
  - Free transportation for factory warranty and extended repair plan repairs for the term of the plan(Note:A surcharge may apply for machines located outside of the dealership's normal service area).
- Limited Powertrain Plans:
  - Low deductibles on covered repairs
  - Do not provide transportation coverage

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO
<b>Subject:</b>	Public Works Mapping and Informational Update.
<b>Background Information:</b>	<p>Public Works would like to show the City Council our current utility and infrastructure map that we've been developing in coordination with Marshall Municipal Utilities. The map utilizes the ESRI ArcGIS program to store data and display our systems over aerial imagery. MMU has had their facilities documented in this program for a number of years, while the City has been working over the past 2-3 years to collect data from our systems and get them included into this program. Developing this map takes many, many hours with coordination and effort from many different employees and departments. The City plans to continue driving forward with this program and we have plans to continually add data into this program.</p> <p>Further, Public Works would like to show City Council some of the additional information and flyers that we have been creating to help inform our public of our capital improvement program and our current construction projects. This information is available on our website and it is a continual work in progress.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendation:</b>	Informational

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, January 26, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	INFO
<b>Subject:</b>	Municipal Separate Storm Sewer Systems (MS4) Update.
<b>Background Information:</b>	<p>The City is currently in the process of applying for our new 2020 Municipal Separate Storm Sewer Systems (MS4) General Permit. The MS4 permit is a 28 page permit that outlines numerous requirements that the city must meet as an operator of a storm sewer system. There are some other qualifiers, but generally this permit applies to all communities in our state with a population over 5,000. This permit is generally updated and reissued every five years. In this instance, the 2020 permit will replace our existing 2013 permit. MPCA has been working toward rolling this permit out since 2018.</p> <p>A large bulk of the changes to this permit revolve around record keeping and 'measurables'. There is a large push from the MPCA to ensure that each community is following through on permit requirements and documenting how the goals are being met. The MS4 is largely guided by meeting six different "Minimum Control Measures (MCMs), each with numerous requirements that must be met to be in compliance with the permit. The MCMs are as follows:</p> <p>MCM 1: Public Education and Outreach  MCM 2: Public Participation/Involvement  MCM 3: Illicit Discharge Detection and Elimination (IDDE)  MCM 4: Construction Site Stormwater Runoff Control  MCM 5: Post-Construction Stormwater Management  MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations</p> <p>As part of our application for new permit coverage, Engineering staff is reviewing our entire MS4 program to both audit ourselves and also update and amend our City Stormwater Pollution Prevention Plan (SWPPP). Along with submitting the new application, we will need to convey to the MPCA whether we are meeting any applicable and approved Total Maximum Daily Load (TMDL) waste load allocations (WLAs). For example, the City of Marshall is required to show a reduction of 30% in Total Phosphorus (TP) output from our MS4 as compared to a baseline year of 1988. This is related to an EPA-approved Lower Minnesota River Dissolved Oxygen TMDL.</p> <p>City staff is currently working with Bolton &amp; Menk on a stormwater modeling project. Within this project, we are creating a basic, cost-effective approach to reviewing our MS4 for compliance with our approved TMDLs. We believe that our work with Bolton &amp; Menk will be adequate to satisfy the MPCA's desire to see measurable progress toward meeting our TMDLs.</p>

	<p>Lastly, some changes that we can expect to see coming forward as a result of our new MS4 permit:</p> <ul style="list-style-type: none"> <li>- Improved policies and procedures to better document our processes and verify that we are enforcing permit requirements</li> <li>- Ordinance addition to address proper salt storage at commercial/industrial/institutional facilities</li> <li>- Increased amount of training and individuals receiving training; largely related to salt use, illicit discharge detection, and procedures to follow</li> <li>- Update post-construction stormwater management ordinances for private and public development and construction projects</li> </ul> <p>Our new permit application is due by April 15, 2021. The permit application is a very large task and it takes a lot of staff time to complete. Once staff has prepared the application and is ready to submit, we will plan to inform the Council and likely give Council an opportunity to review.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	
<b>Recommendation:</b>	Informational.

## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 9, 2021
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Approve City Hall Furniture Purchase
<b>Background Information:</b>	Staff have been reviewing furniture needs. Due to smaller office spaces, most offices need desks that fit the office. In addition, Council Chamber addition and various other meeting space have needs. City Hall Committee has reviewed furniture needs and will be providing a formal recommendation following their next scheduled meeting held on Tuesday Feb 9 <sup>th</sup> .
<b>Fiscal Impact:</b>	Approximately \$130,000 to \$150,000
<b>Alternative/ Variations:</b>	None at this time.
<b>Recommendations:</b>	Approve City Hall Committee mtg February 9, 2021 Recommendation

02-04-2021  
City of Marshall Changes  
01-31-21.sif  
City of Marshall

P. O. Number:  
Contract Number:  
Authorized By:

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Sold To:

Ship To:

City of Marshall  
344 West Main Street  
Marshall MN 56258

Contact:  
Dave Parsons

Contact:

Phone:  
507.537.6771

Phone:

Fax:

Fax:

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Sales: Tom Kremer

Number: 507-360-7881





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Dealer: One Office Solution  
705 W Main Street  
Marshall, MN 56258

Number: 800.861.2001

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Comments:

Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
1		0		Main Floor Offices 226,227,228,229,233,234,236,237 & 238		0.00	0.00
2	STO	9	PL101	71x36 Desk Shell		185.50	1669.50
3	STO	9	PL197	42x24 Bridge		97.00	873.00
4	STO	9	PL143	71x24 Credenza Shell		167.50	1507.50
5	STO	9	PL166	BBF Locking Pedestal		188.00	1692.00

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
6	STO	2	PL2044OH	71" Wall Mounted Hutch	237.50	475.00
						
7	STO	2	PL44LD	Doors For Hutch	20.50	41.00
						
8	STO	5	PL207	Bookcase w/doors	245.50	1227.50
9	STO	4	PL155	48"h 3 shelf bookcase	134.00	536.00
10	LLR	3	LLR 62000	CHAIR,HI BACK,PADDED SEAT	225.00	675.00
						

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

11	STO	4	3128G	Baker Guest Chair w/arms Leathertek Seat Mesh Back	112.00	448.00
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12			SUBTOTAL			9144.50
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13		0		Main Floor 212	0.00	0.00
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14	STO	2	PL101	71x36 Desk Shell	185.50	371.00
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15	STO	2	PL192	24x35 Return	93.50	187.00
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Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

16	STO	2	PL166	BBF Locking Pedestal		
					188.00	376.00



17	STO	2	PL175	FF Locking Pedestal		
					188.00	376.00



18	STO	2	PL208OH	36" Wall Mounted Hutch		
					142.50	285.00



19	STO	2	PL44LD	Doors For Hutch		
					20.50	41.00



20	LLR	1	LLR 62000	CHAIR,HI BACK,PADDED SEAT		
					225.00	225.00



Rec#Mfg	Qty	Part Number	Part Description		
		Tag 1			
		Tag 2		Cust\$	EXT Cust\$
		Option Note Description			
		Option Description			
21		SUBTOTAL			1861.00
22	0		Main Floor Area 212	0.00	0.00

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
23	AIS	2	F-SSC427230C	LB Lounge 3 Seat 42H X 72W X 30 Open Base		
					958.29	1916.58
			Laminate - Absolute Acajou - (A-T-W- LB LOUNGE BACK 1 FABRIC CHOICE GRADE A FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED ----- LB LOUNGE BACK 2 FABRIC CHOICE GRADE A FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED ----- LB LOUNGE BACK 3 FABRIC CHOICE GRADE A FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED ----- LB LOUNGE SEAT 1 FABRIC CHOICE GRADE A FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED ----- LB LOUNGE SEAT 2 FABRIC CHOICE GRADE A FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED ----- LB LOUNGE SEAT 3 FABRIC CHOICE GRADE A FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED -----			
24	AIS	1	F-VO183030	LB Ottoman 18H X 30W X 30D W/Feet		
					445.71	445.71
			FABRIC MODULAR CHOICE GRADE A UPHOLSTERY ----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

25	STO	1	PL219	24x48 Coffee Table		
					159.50	159.50



26			SUBTOTAL			2521.79
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27		0		Main Floor Area 217		
					0.00	0.00

28	STO	6	PLT2472	24x72 Table Top		
					93.50	561.00





29	STO	12	PLT-TLEG24	Table T Legs		
					69.50	834.00



30	STO	12	PLTCS	Casters for T-Legs		
					5.00	60.00



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
31	STO	18	3128G	Baker Guest Chair w/arms Leathertek Seat Mesh Back		112.00	2016.00
							
32			SUBTOTAL				3471.00
33		0		Main Floor Training / Council Room		0.00	0.00
34	UNV	9	W-WS1872	Worksurface Rect 18"D X 72"W X 1 1/8"Th		152.14	1369.26
			2mm Grade A				
			----- UNSELECTED -----				
			Option A - No additional grommets				
			----- UNSELECTED -----				

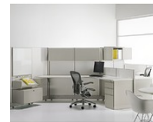
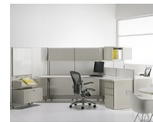
Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
35	UNV	2	W-WS2460	Rectangular - 2mm Edge - 24D x 60W		129.57	259.14
			2mm Grade A				
			----- UNSELECTED -----				
			Option A - No additional grommets				
			----- UNSELECTED -----				
36	STO	22	PLT-TLEG24	Table T Legs		69.50	1529.00
37	STO	22	PLTCS	Casters for T-Legs		5.00	110.00
38	STO	33	3128G	Baker Guest Chair w/arms Leathertek Seat Mesh Back		112.00	3696.00
39	STO	9	10311	Sierra High Back		220.00	1980.00



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
40			SUBTOTAL			8943.40
41		0		Main Floor Area 222	0.00	0.00
42	UNV	2	W-WS2442	Rectangular - 2mm Edge - 24D x 42W		
			J		106.75	213.50
			2mm Grade A			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
43	UNV	1	W-WS2454	Rectangular - 2mm Edge - 24D x 54W		
			J		127.29	127.29
			2mm Grade A			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
44	UNV	1	W-WS2496	Rectangular - 2mm Edge - 24D x 96W		
			J		225.42	225.42
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			2mm Grade A			
			----- UNSELECTED -----			
45	UNV	1	W-WSD3060	D-Top - 2mm Edge - 30D x 60W		
			J		175.72	175.72
			2mm Grade A			
			----- UNSELECTED -----			
			2mm T-Mold Edge - Grade A - Curved			
			Edging			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
46	UNV	1	W-WSD3072	D-Top - 2mm Edge - 30D x 72W		
			J		207.17	207.17
			2mm Grade A			
			----- UNSELECTED -----			
			2mm T-Mold Edge - Grade A - Curved			
			Edging			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			











Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
47	UNV	2	WFS-LEG	Combination Leg		
			J		86.47	172.94
			Painted			
			Paint Option			
			----- UNSELECTED -----			
48	UNV	1	S-FDUMX24	Type C Flipper Unit - Solid Face - 24W		
			J		152.90	152.90
			Metal Door			
			Flipper Door Standard Suspension			
			----- UNSELECTED -----			
49	UNV	1	S-FDUMX30	Type C Flipper Unit - Solid Face - 30W		
			J		155.95	155.95
			Metal Door			
			Flipper Door Standard Suspension			
			----- UNSELECTED -----			
50	UNV	1	S-FDUMX36	Type C Flipper Unit - Solid Face - 36W		
			J		161.02	161.02
			Metal Door			
			Flipper Door Standard Suspension			
			----- UNSELECTED -----			







Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
51	UNV	1	S-FDUMX60	Type C Flipper Unit - Solid Face - 60W		
			J		212.49	212.49
			Metal Door			
			No Option Selected			
			Flipper Door Standard Suspension			
			----- UNSELECTED -----			
52	AO2	1	P-HEAR6724	Acoustic Panel - Non Powered - 67H x 24W		
			B		207.17	207.17
			Fabric Grade A			
			----- UNSELECTED -----			
			Fabric Grade A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
53	AO2	1	P-HEAR6730	Acoustic Panel - Non Powered - 67H x 30W		
			B		224.66	224.66
			Fabric Grade A			
			Directional Fabric - Grade A			
			----- UNSELECTED -----			
			Fabric Grade A			
			Directional Fabric - Grade A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
54	AO2	1	P-HEAR6742	Acoustic Panel - Non Powered - 67H x 42W		
			B		261.94	261.94
			Fabric Grade A			
			----- UNSELECTED -----			
			Fabric Grade A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
						
55	AO2	1	P-HEEC67	End Connector - 67H		
			B		25.10	25.10
			----- UNSELECTED -----			
			----- UNSELECTED -----			
						
56	AO2	1	P-HMWM62/67	Wall Mount Kit 62/67H		
			B		21.55	21.55
			Paint Grade A			
			----- UNSELECTED -----			
						
57	UNV	7	A-WTRK84HM	Wall Track - 84H		
			B		42.35	296.45
						

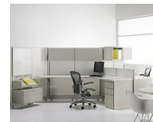
Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
58	AO2	3	P-HMROD62/67	Straight Rod Connector - 62/67H			
			B			17.75	53.25
							
59	UNV	1	S-BCL6636	Bookcase - 66H x 36W x 13 3/8D			
			US			410.53	410.53
			----- UNSELECTED -----				
							
60	UNV	2	S-PEDBBFJ24	Pedestal - B/B/F - 24D			
			UP			208.94	417.88
			----- UNSELECTED -----				
							
61	TBS	1	X-CTR42102R	Cbx Table Rectangle 42d X 102w 2mm 3 Sec 3 A-base			
						980.05	980.05
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			NO GROMMET				
			----- UNSELECTED -----				
			AIS GRADE A CONF TABLE LAMINATES				
			----- UNSELECTED -----				
							

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
62	AO2	6	WPS-HECT24P	Regular Cantilever - Pair - 24D		
					35.50	213.00
			BK - Black			
						
63	AO2	1	WPS-SSHM	Side/Support Rear Bracket - Pair		
					25.61	25.61
			BK - Black			
						
64	AO2	6	WPS-FP	Flat Plate		
					6.09	36.54
						
65	STO	2	3128G	Baker Guest Chair w/arms Leathertek Seat Mesh Back		
					112.00	224.00
						

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
66			SUBTOTAL			5202.13
67		0		Main Floor Area 224	0.00	0.00
68	UNV	3	W-WS2442	Rectangular - 2mm Edge - 24D x 42W		
			J		106.75	320.25
			2mm Grade A			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
69	UNV	2	W-WS2460	Rectangular - 2mm Edge - 24D x 60W		
			J		139.21	278.42
			2mm Grade A			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
70	UNV	1	W-WS2472	Rectangular - 2mm Edge - 24D x 72W		
			J		170.91	170.91
			2mm Grade A			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
71	UNV	3	W-WSCC2436	Curvilinear Corner - 2mm Edge - 24D x 36W		
			J		148.85	446.55
			2mm Grade A			
			----- UNSELECTED -----			
			2mm T-Mold Edge - Grade A - Curved Edging			
			----- UNSELECTED -----			
			B - Rear Center - Location 1 (Default)			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
72	UNV	1	W-WSD3060	D-Top - 2mm Edge - 30D x 60W		
			J		175.72	175.72
			2mm Grade A			
			----- UNSELECTED -----			
			2mm T-Mold Edge - Grade A - Curved Edging			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			B - Location 1			
			Grommet Cover Color Selection			
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
73	UNV	2	W-WSD3072	D-Top - 2mm Edge - 30D x 72W			
			J			207.17	414.34
			2mm Grade A				
			----- UNSELECTED -----				
			2mm T-Mold Edge - Grade A - Curved				
			Edging				
			----- UNSELECTED -----				
			B - Location 1				
			Grommet Cover Color Selection				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
74	UNV	3	WFS-LEG	Combination Leg			
			J			86.47	259.41
			Painted				
			Paint Option				
			----- UNSELECTED -----				
75	UNV	5	S-FDUMX36	Type C Flipper Unit - Solid Face - 36W			
			J			161.02	805.10
			Metal Door				
			Flipper Door Standard Suspension				
			Paint Grade A				
			----- UNSELECTED -----				
76	UNV	1	S-FDUMX42	Type C Flipper Unit - Solid Face - 42W			
			J			164.31	164.31
			Metal Door				
			Flipper Door Standard Suspension				
			----- UNSELECTED -----				



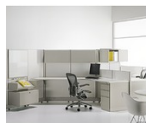
Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
77	UNV	1	S-FDUMX60	Type C Flipper Unit - Solid Face - 60W		
			J		212.49	212.49
			Metal Door			
			No Option Selected			
			Flipper Door Standard Suspension			
			----- UNSELECTED -----			
78	UNV	2	A-TACKHE1524	Fabric Tackboard - 15H x 24W		
			J		50.46	100.92
			----- UNSELECTED -----			
79	UNV	9	A-TACKHE1536	Fabric Tackboard - 15H x 36W		
			J		55.53	499.77
			----- UNSELECTED -----			
80	UNV	1	A-TACKHE1542	Fabric Tackboard - 15H x 42W		
			J		59.34	59.34
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
81	UNV	1	A-TACKHE1560	Fabric Tackboard - 15H x 60W			
			J			81.90	81.90
			----- UNSELECTED -----				
82	AO2	4	P-HEAR8530	Acoustic Panel - Non Powered - 85H x 30W			
			B			257.37	1029.48
			Fabric Grade A				
			Directional Fabric - Grade A				
			----- UNSELECTED -----				
			Fabric Grade A				
			Directional Fabric - Grade A				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
83	AO2	5	P-HEAR8536	Acoustic Panel - Non Powered - 85H x 36W			
			B			291.61	1458.05
			Fabric Grade A				
			Directional Fabric - Grade A				
			----- UNSELECTED -----				
			Fabric Grade A				
			Directional Fabric - Grade A				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
				Tag 1			
				Tag 2			
				Option Note Description			
				Option Description			
84	AO2	2	P-HEAR8542	Acoustic Panel - Non Powered - 85H x 42W			
			B			306.06	612.12
			Fabric Grade A				
			Directional Fabric - Grade A				
			----- UNSELECTED -----				
			Fabric Grade A				
			Directional Fabric - Grade A				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			Paint - AO Panel Trim				
			Grade A (Quote Only)				
85	AO2	1	P-HEAR8548	Acoustic Panel - Non Powered - 85H x 48W			
			B			327.11	327.11
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
86	AO2	4	P-HEEC85	End Connector - 85H			
			B			28.91	115.64
			----- UNSELECTED -----				
			----- UNSELECTED -----				
87	AO2	4	P-HMWM80/85	Wall Mount Kit 80/85H			
			B			23.84	95.36
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note	Description		
			Option Description		Cust\$	EXT Cust\$

88	UNV	23	A-WTRK84HM	Wall Track - 84H		
			B		42.35	974.05



89	AO2	9	P-HMROD80/85	Straight Rod Connector - 80/85H		
			B		18.00	162.00



90	AO2	3	P-HECC85	2-Way 90 Degree Connector - 85H		
			B		66.94	200.82

----- UNSELECTED -----  
 Paint Color - Connector Corner Grade A  
 Grade A (Quote Only)



91	AO2	2	P-HETC85	3-Way 90 Degree Connector - 85H		
			B		93.06	186.12

----- UNSELECTED -----  
 Paint Color - Connector 3-Way Grade A  
 Grade A (Quote Only)



Rec#	Mfg	Qty	Part Number	Part Description			
			Tag 1				
			Tag 2			Cust\$	EXT Cust\$
			Option Note Description				
			Option Description				
92	AO2	1	P-UNRPSEOR82	End of Run Sliding Door Kit			
			B			105.99	105.99
			----- UNSELECTED -----				
			PAINT COLOR - CONNECTOR 3-WAY				
			GRADE A				
			GRADE A (QUOTE ONLY)				
93	AO2	3	P-SARPSS8036	80"h Sliding Door w/top track bar			
			B			591.07	1773.21
			----- UNSELECTED -----				
			PAINT COLOR - CONNECTOR 3-WAY				
			GRADE A				
			GRADE A (QUOTE ONLY)				
94	UNV	3	S-PEDBBFJ24	Pedestal - B/B/F - 24D			
			UP			208.94	626.82
			----- UNSELECTED -----				
95	UNV	3	S-CABL2D66	2-Door Cabinet - 65 7/8H x 36W			
			US			808.89	2426.67
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

96	AO2	12	WPS-HECT24P	Regular Cantilever - Pair - 24D		
					35.50	426.00
			BK - BLACK			



97	AO2	3	WPS-SSHM	Side/Support Rear Bracket - Pair		
					25.61	76.83
			BK - BLACK			





98	AO2	9	WPS-FP	Flat Plate		
					6.09	54.81



99	AO2	3	WPS-FP	Flat Plate		
					6.09	18.27

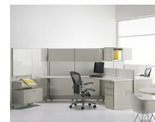
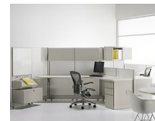


Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
100	LLR	3	LLR 62000	CHAIR,HI BACK,PADDED SEAT		225.00	675.00
							
101			SUBTOTAL				15333.78
102		0		Main Floor Area 221A		0.00	0.00
103	UNV	4	W-WS2436	Rectangular - 2mm Edge - 24D x 36W		98.89	395.56
			J				
			2mm Grade A				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			B - Location 1				
			Grommet Cover Color Selection				
			----- UNSELECTED -----				
							

Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
104	UNV	1	W-WS2484	Rectangular - 2mm Edge - 24D x 84W			
			J			193.98	193.98
			2mm Grade A				
			----- UNSELECTED -----				
			B - Location 1				
			Grommet Cover Color Selection				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
105	UNV	2	W-WSCC2436	Curvilinear Corner - 2mm Edge - 24D x 36W			
			J			148.85	297.70
			2mm Grade A				
			----- UNSELECTED -----				
			2mm T-Mold Edge - Grade A - Curved Edging				
			----- UNSELECTED -----				
			B - Rear Center - Location 1 (Default)				
			Grommet Cover Color Selection				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
106	UNV	2	S-SHFLMX36	Linear End Shelf 36"W - Matrix			
			J			62.63	125.26
			----- UNSELECTED -----				
107	UNV	2	S-FDUMX42	Type C Flipper Unit - Solid Face - 42W			
			J			164.31	328.62
			Metal Door				
			Flipper Door Standard Suspension				
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
108	AO2	2	P-HEAR6724	Acoustic Panel - Non Powered - 67H x 24W			
			B			207.17	414.34
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
109	AO2	8	P-HEAR6736	Acoustic Panel - Non Powered - 67H x 36W			
			B			251.29	2010.32
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
110	AO2	2	P-HECC67	2-Way 90 Degree Connector - 67H			
			B			57.05	114.10
			----- UNSELECTED -----				
			----- UNSELECTED -----				
111	AO2	4	P-HEEC67	End Connector - 67H			
			B			25.10	100.40
			----- UNSELECTED -----				
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				

112	AO2	4	P-HMWM62/67	Wall Mount Kit 62/67H			
			B			21.55	86.20
			----- UNSELECTED -----				



113	UNV	9	A-WTRK84HM	Wall Track - 84H			
			B			42.35	381.15



114	AO2	8	P-HMROD62/67	Straight Rod Connector - 62/67H			
			B			17.75	142.00



115	UNV	2	S-PEDBBFJ24	Pedestal - B/B/F - 24D			
			UP			208.94	417.88
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note	Description		
			Option Description		Cust\$	EXT Cust\$

116	UNV	2	S-CABL2D28	2-Door Cabinet - 28 3/8H x 36W		
			US		602.23	1204.46
			----- UNSELECTED -----			



117	AO2	7	WPS-HECT24P	Regular Cantilever - Pair - 24D		
			BK - BLACK		35.50	248.50



118	AO2	1	WPS-SSHM	Side/Support Rear Bracket - Pair		
			BK - BLACK		25.61	25.61



119	AO2	4	WPS-FP	Flat Plate		
					6.09	24.36



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

120	LLR	2	LLR 62000	CHAIR,HI BACK,PADDED SEAT	225.00	450.00
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121			SUBTOTAL			6960.44
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122		0		Upper Floor Offices 327,328,329,330,338,339,341,343,344,345 ,346 & 347	0.00	0.00
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123	STO	9	PL101	71x36 Desk Shell	185.50	1669.50
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124	STO	9	PL197	42x24 Bridge	97.00	873.00
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Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

125	STO	9	PL143	71x24 Credenza Shell		
					167.50	1507.50



126	STO	9	PL166	BBF Locking Pedestal		
					188.00	1692.00



127	STO	4	PL2044OH	71" Wall Mounted Hutch		
					237.50	950.00



128	STO	4	PL44LD	Doors For Hutch		
					20.50	82.00



129	STO	8	PL156	Bookcase w/doors		
					245.50	1964.00

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

130	LLR	4	LLR 62000	CHAIR,HI BACK,PADDED SEAT		
					225.00	900.00



131	STO	11	3128G	Baker Guest Chair w/arms Leathertek Seat Mesh Back		
					112.00	1232.00



132			SUBTOTAL			10870.00
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133		0		Upper Floor Room 348		
					0.00	0.00

134	STO	1	PL237CUBE	120x33"-48" Boat Shape Table w/cube base		
					574.00	574.00



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

135	STO	8	10921KT	Nova III Mid Back Leathertek		
					256.00	2048.00



136			SUBTOTAL			2622.00
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137		0		Upper Floor Room 349		
					0.00	0.00

138	STO	1	PL135	71x36 Racetrack Conf Table		
					225.00	225.00



139	STO	6	10921KT	Nova III Mid Back Leathertek		
					256.00	1536.00






Rec#	Mfg	Qty	Part Number	Part Description	Tag 1	Tag 2	Option Note Description	Option Description	Cust\$	EXT Cust\$
140			SUBTOTAL							1761.00
141		0		Upper Floor Room 350					0.00	0.00
142	STO	1	PL168BSCUBE	168x33"-48" Boat Shape Table w/cube base					839.50	839.50
										
143	STO	12	10921KT	Nova III Mid Back Leathertek					256.00	3072.00
										
144			SUBTOTAL							3911.50
145		0		Upper Floor Room 326					0.00	0.00

Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
146	STO	1	PL168BSCUBE	144x33"-48" Boat Shape Table w/cube base		759.50	759.50
147			SUBTOTAL				759.50
148		0		Upper Floor Area 311		0.00	0.00
149	AIS	1	F-SBCR304830C	LB LOUNGE, BACKLESS, 48 WIDTH OPEN BOTTOM		428.00	428.00
			----- UNSELECTED -----				
			LB LOUNGE SEAT 1 FABRIC CHOICE				
			GRADE A				
			FABRIC MODULAR CHOICE GRADE A				
			UPHOLSTERY DIR				
			----- UNSELECTED -----				
			LB LOUNGE SEAT 1 FABRIC CHOICE				
			GRADE A				
			FABRIC MODULAR CHOICE GRADE A				
			UPHOLSTERY DIR				
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
150	AIS	1	F-SSC503030C	LB Lounge 1 Seat 50H X 30W X 30 Open Base		542.29	542.29
			----- UNSELECTED -----				
			LB LOUNGE BACK 1 FABRIC CHOICE				
			GRADE A				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
151	AIS	1	F-SSC507230C	LB Lounge 3 Seat 50H X 72W X 30 Open Base		1010.29	1010.29
			----- UNSELECTED -----				
			LB LOUNGE BACK 1 FABRIC CHOICE				
			GRADE A				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
			----- UNSELECTED -----				
152	AIS	1	F-VO183030	LB Ottoman 18H X 30W X 30D W/Feet		445.71	445.71
			FABRIC MODULAR CHOICE GRADE A				
			UPHOLSTERY				
			----- UNSELECTED -----				
153	STO	1	PL219	24x48 Coffee Table		159.50	159.50




Rec#	Mfg	Qty	Part Number	Part Description	Tag 1	Tag 2	Option Note Description	Option Description	Cust\$	EXT Cust\$
154			SUBTOTAL							2585.79
155		0		Upper Floor Area 321					0.00	0.00
156	STO	2	PLT30R/PLTRBPO ST19BRU  IV	Round Coffee Table w/brushed metal base 30"					249.00	498.00
										
157	AIS	3	3570CYE  WC  FABRIC MODULAR CHOICE PAXTON/PIERCE/STOW SEA FABRIC MODULAR CHOICE GRADE A UPHOLSTERY DIR ----- UNSELECTED -----	Pierce Stool Limeade Back/fabric Choice Seat Gray Frame					261.71	785.13
										
158	UNV	1	A-RWB758828	ROLLING WHITEBOARD 75 X 88 X 28 W/CASTERS & SILVER TRIM					1465.14	1465.14
										

Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
				Tag 1			
				Tag 2			
				Option Note Description			
				Option Description			
159	AIS	1	F-LBLL1572	LB LOUNGE LEDGE KIT 15"d X 72"w		578.29	578.29
				2mm Grade A			
				----- UNSELECTED -----			
				AIS Grade A Laminates			
				----- UNSELECTED -----			
				Paint Grade A			
				----- UNSELECTED -----			
160	AIS	3	F-SSC343030C	LB Lounge 1 Seat 34H X 30W X 30 Open Bottom		476.00	1428.00
				----- UNSELECTED -----			
				LB LOUNGE BACK 1 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
				LB LOUNGE SEAT 1 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
161	AIS	1	F-SSC347230C	LB Lounge 3 Seat 34H X 72W X 30 Open Base		906.29	906.29
				----- UNSELECTED -----			
				LB LOUNGE BACK 1 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
				LB LOUNGE BACK 2 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
				LB LOUNGE BACK 3 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
				LB LOUNGE SEAT 1 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
				LB LOUNGE SEAT 2 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			
				LB LOUNGE SEAT 3 FABRIC CHOICE			
				GRADE A			
				----- UNSELECTED -----			

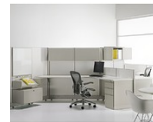



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
162	AIS	1	F-SSC507230C	LB Lounge 3 Seat 50H X 72W X 30 Open Base		
					1010.29	1010.29
			----- UNSELECTED -----			
			LB LOUNGE BACK 1 FABRIC CHOICE			
			GRADE A			
			----- UNSELECTED -----			
			LB LOUNGE BACK 2 FABRIC CHOICE			
			GRADE A			
			----- UNSELECTED -----			
			LB LOUNGE BACK 3 FABRIC CHOICE			
			GRADE A			
			----- UNSELECTED -----			
			LB LOUNGE SEAT 1 FABRIC CHOICE			
			GRADE A			
			----- UNSELECTED -----			
			LB LOUNGE SEAT 2 FABRIC CHOICE			
			GRADE A			
			----- UNSELECTED -----			
			LB LOUNGE SEAT 3 FABRIC CHOICE			
			GRADE A			
			----- UNSELECTED -----			
163	AIS	4	F-VO183030	LB Ottoman 18H X 30W X 30D W/Feet		
					445.71	1782.84
			FABRIC MODULAR CHOICE GRADE A			
			UPHOLSTERY			
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			
164			SUBTOTAL			8453.98
165		0		Upper Floor Area 331	0.00	0.00
166	LLR	1	LLR 62000	CHAIR,HI BACK,PADDED SEAT	225.00	225.00
						
167			SUBTOTAL			225.00
168		0		Upper Floor Area 340 & 325	0.00	0.00

Rec#	Mfg	Qty	Part Number	Part Description		Cust\$	EXT Cust\$
			Tag 1				
			Tag 2				
			Option Note Description				
			Option Description				
169	UNV	4	W-WS2472	Rectangular - 2mm Edge - 24D x 72W			
			J			170.91	683.64
			2MM GRADE A				
			----- UNSELECTED -----				
			B - LOCATION 1				
			GROMMET COVER COLOR SELECTION				
			----- UNSELECTED -----				
			AIS GRADE A LAMINATES				
			----- UNSELECTED -----				
170	UNV	6	W-WS2496	Rectangular - 2mm Edge - 24D x 96W			
			J			225.42	1352.52
			B - LOCATION 1				
			GROMMET COVER COLOR SELECTION				
			----- UNSELECTED -----				
			AIS GRADE A LAMINATES				
			----- UNSELECTED -----				
			2MM GRADE A				
			----- UNSELECTED -----				
171	UNV	4	W-WS3072	Rectangular - 2mm Edge - 30D x 72W			
			J			202.60	810.40
			2mm Grade A				
			----- UNSELECTED -----				
			B - Location 1				
			Grommet Cover Color Selection				
			----- UNSELECTED -----				
			AIS Grade A Laminates				
			----- UNSELECTED -----				
172	UNV	1	S-SHFLMX36	Linear End Shelf 36"W - Matrix			
			J			62.63	62.63
			Paint Grade A				
			----- UNSELECTED -----				



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
173	UNV	1	S-SHFLMX60	Linear End Shelf 60"W - Matrix		
			J		77.34	77.34
			Paint Grade A			
			----- UNSELECTED -----			
						
174	UNV	4	S-FDUMX36	Type C Flipper Unit - Solid Face - 36W		
			J		161.02	644.08
			METAL DOOR			
			FLIPPER DOOR STANDARD			
			SUSPENSION			
			PAINT GRADE A			
			----- UNSELECTED -----			
						
175	AO2	9	P-HEAP6724	Acoustic Panel - Powered - 67H x 24W		
			B		271.57	2444.13
			FABRIC GRADE A			
			----- UNSELECTED -----			
			FABRIC GRADE A			
			----- UNSELECTED -----			
			PAINT - AO PANEL TRIM			
			GRADE A (QUOTE ONLY)			
			(DEFAULT) 8 WIRE 4 CIRCUIT			
			RACEWAY UNIT			
			BASE COVER - COLOR SELECTION			
			----- UNSELECTED -----			
						

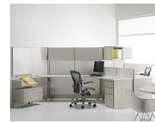
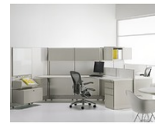
Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
176	AO2	2	P-HEAR6724	Acoustic Panel - Non Powered - 67H x 24W		
			B		207.17	414.34
			FABRIC GRADE A			
			----- UNSELECTED -----			
			FABRIC GRADE A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			PAINT - AO PANEL TRIM			
			GRADE A (QUOTE ONLY)			
177	AO2	4	P-HEAR6730	Acoustic Panel - Non Powered - 67H x 30W		
			B		224.66	898.64
			Fabric Grade A			
			Directional Fabric - Grade A			
			----- UNSELECTED -----			
			Fabric Grade A			
			Directional Fabric - Grade A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			Paint - AO Panel Trim			
			Grade A (Quote Only)			
178	AO2	11	P-HEAP6736	Acoustic Panel - Powered - 67H x 36W		
			B		313.92	3453.12
			FABRIC GRADE A			
			----- UNSELECTED -----			
			FABRIC GRADE A			
			----- UNSELECTED -----			
			PAINT - AO PANEL TRIM			
			GRADE A (QUOTE ONLY)			
			(DEFAULT) 8 WIRE 4 CIRCUIT			
			RACEWAY UNIT			
			BASE COVER - COLOR SELECTION			
			----- UNSELECTED -----			



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
179	AO2	13	P-HEAR6736	Acoustic Panel - Non Powered - 67H x 36W		
			B		251.29	3266.77
			FABRIC GRADE A			
			----- UNSELECTED -----			
			FABRIC GRADE A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			PAINT - AO PANEL TRIM			
			GRADE A (QUOTE ONLY)			
180	AO2	2	P-HEAR6760	Acoustic Panel - Non Powered - 67H x 60W		
			B		333.45	666.90
			Fabric Grade A			
			Directional Fabric - Grade A			
			----- UNSELECTED -----			
			Fabric Grade A			
			Directional Fabric - Grade A			
			----- UNSELECTED -----			
			----- UNSELECTED -----			
			Paint - AO Panel Trim			
			Grade A (Quote Only)			
181	AO2	4	P-HECC67	2-Way 90 Degree Connector - 67H		
			B		57.05	228.20
			----- UNSELECTED -----			
			Paint Color - Connector Corner Grade A			
			Grade A (Quote Only)			



Rec#	Mfg	Qty	Part Number	Part Description	Tag 1	Tag 2	Option Note Description	Option Description	Cust\$	EXT Cust\$
182	AO2	2	P-HETC67	3-Way 90 Degree Connector - 67H						
			B						82.16	164.32
				----- UNSELECTED -----						
				Paint Color - Connector 3-Way Grade A						
				Grade A (Quote Only)						
183	AO2	3	P-HMXC62/67	4-Way 90 Degree Connector - 62/67H						
			B						86.21	258.63
				Paint Color - Connector 4-Way Grade A						
				Grade A (Quote Only)						
184	AO2	10	P-HEEC67	End Connector - 67H						
			B						25.10	251.00
				----- UNSELECTED -----						
				Paint Grade A						
				Grade A (Quote Only)						
185	AO2	2	E-UN8W4CIF	Ceiling In Feed (AO,DV,MW) 144 in.						
			B						112.33	224.66

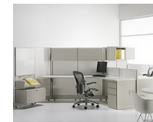


Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
186	AO2	2	A-PPDCHM	Power/data Pole Kit - 136h		
					140.73	281.46
			Paint Grade A			
			Grade A (Quote Only)			
187	AO2	24	P-HMROD62/67	Straight Rod Connector - 62/67H		
			B		17.75	426.00
188	AO2	11	E-HM8W4OUT1	OUTLET DUPLEX 8W 4C CIRCUIT 1		
				W/SCREW		
			8		14.96	164.56
189	AO2	11	E-HM8W4OUT2	OUTLET DUPLEX 8W 4C CIRCUIT 2		
				W/SCREW		
			8		14.96	164.56



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

190	AO2	1	E-HM8W4OUT3	OUTLET DUPLEX 8W 4C CIRCUIT 3 W/SCREW		
			8		14.96	14.96



191	UNV	4	S-PEDBBFJ24	Pedestal - B/B/F - 24D		
			UP		208.94	835.76
			PAINT GRADE A			
			----- UNSELECTED -----			



192	UNV	7	S-LATJ4D36	Lateral File L Series Sq. Front 4 Drawer 36 in.		
			UL		624.29	4370.03
			PAINT GRADE A			
			GRADE A (QUOTE ONLY)			



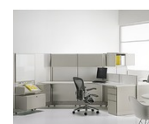
193	AO2	8	WPS-FP	Flat Plate		
					6.09	48.72



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

194	AO2	13	WPS-HECT24P	Regular Cantilever - Pair - 24D		
					35.50	461.50

BK - Black



195	AO2	4	WPS-CTLT30	AO2 30" Cantilever - Pair		
					70.49	281.96

BK - Black



196	AO2	12	E-MX8W4PTPC18	18 in. Electrical Jumper (Panel To Panel)		
					41.08	492.96



197	AO2	5	E-MX8W4PTPC21	21 in. Electrical Jumper (Extended Panel To Panel)		
					43.11	215.55



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2			
			Option Note Description		Cust\$	EXT Cust\$
			Option Description			

198	LLR	4	LLR 62000	CHAIR,HI BACK,PADDED SEAT		
					225.00	900.00



199			SUBTOTAL			24559.34
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200		0		Lower Level Break Room		
					0.00	0.00

201	STO	2	PLT3072	30x72 Tabletop		
					121.00	242.00



202	STO	4	PLT-TLEG30	30" T-Leg		
					76.50	306.00



Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
203	STO	8	3080TQ	Agenda Plus Stacking Chair		
					59.00	472.00
						
204			SUBTOTAL			1020.00
205		0		Lower Floor Mothers Room		
					0.00	0.00
206	STO	1	9883	Manhattan Sofa		
					775.00	775.00
						
207	STO	1	PL220	24x24 End Table		
					113.50	113.50
						

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
208			SUBTOTAL			888.50
209		0		Lower level Room 120	0.00	0.00
210	TEN	20	ZA423060-3D-SND	Open Banker Box Shelving 42w x 30d x 60h, box capacity 36	111.23	2224.60
211	ONE	1	FREIGHT	Freight	786.00	786.00
212			SUBTOTAL			3010.60
213		0		Misc Product	0.00	0.00

Rec#	Mfg	Qty	Part Number	Part Description		
			Tag 1			
			Tag 2		Cust\$	EXT Cust\$
			Option Note Description			
			Option Description			
214	LLR	28	LLR 69158	CHAIRMAT,45X53 WD/LIP 25X12		
					55.20	1545.60
215			SUBTOTAL			1545.60

Total Customer: \$115,650.85

**Additional Charges:**

Install: \$15000.00

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**Totals:**

Total Customer: \$115,650.85  
Total Added Charges: \$15,000.00  
Total Customer Order: \$130,650.85

5

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**Shipping Notes:**

## CITY OF MARSHALL AGENDA ITEM REPORT

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

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

FROM: Sharon Hanson, City Administrator

DATE: February 9, 2021

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- I am finalizing the completion documents for Phase 2 of the Unique Opportunity Development and working towards initiating Phase 3.
- I am working toward the completion of land sales to both BEST TOPSOIL LLC, and Border States.
- Criminal prosecution numbers for January are as follows:

**January:**

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	5		2		3	3	4	17	21
Dismissed									
Non- Prosecution		1						1	2
Refer to County						1		1	

**Administration**

Continued discussions and meetings on City Hall construction. We still anticipate the building construction to be completed 1<sup>st</sup> week in May. We have notified SMSU of our proposed leave date of May 31 to allow for time to move staff and furniture back to City Hall. In addition, security and IT needs, which we have under contract directly from the City, will need to be finalized prior to move in date. Staff have been reviewing City Hall furniture needs and a review and recommendation by the City Hall Committee will be brought forward hopefully at the February 9<sup>th</sup> City Council meeting.

The Aquatic Center pool RFP has been finalized and posted on the city's website and the League's website. Director VanDerMillen has received multiple calls seeking interest in the RFP.

Attended Marshall School District mtg to discuss closing of the MATEC daycare. This topic is extremely important to our community in terms of workforce, supporting families and our employers. The School

Board meets on Tuesday Feb 16<sup>th</sup> to decide the future. The City hopes to schedule additional meetings between now and that meeting to explore all options.

Attended virtually Coalition of Greater MN Cities Board meeting—discussed legislative priorities, future meeting/education dates. I will provide materials once they are posted/shared with everyone.

Attended virtually the MN City/County Managers Association Winter Workshop. Discussed 2020 challenges, change and the Workshop allowed for small group interaction which was helpful in terms of meeting other fellow City Administrators.

Many conversations and meetings with staff on multiple city work areas.

### **Economic Development**

- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- Staff is working with additional companies on tax abatement.
- Staff is in discussion with four new developers/new businesses.
- Staff is working with management company to send proposal for former Shopko building.
- Staff is completing the Marshall Resiliency Grant.
- Staff is working with Studio 1 on video marketing series.
- Staff is meeting with Marshall Public Schools on CTE/workforce development.
- Staff is drafting 2020 annual report.
- Staff is completing daycare study for Marshall Public Schools
- Staff is working with management company on Super 8 property.
- Staff is working with management company on Market Street Mall.

### **Human Resources**

- Staffing update: the application period closed on 01/25/21 for the CS/ADM Administrative Assistant position; interviews have been scheduled for February 11<sup>th</sup> and 12. Applications are now being accepted for a wide variety of community education/recreation positions as well as seasonal Public Ways Maintenance and Parks Maintenance positions---getting ready for Spring seasonal hiring!
- Safety program: February is CPR/First Aid and AED training.
- W2's have been mailed/distributed. ACA Notices (1095's) will be distributed soon.
- Staff are completing review of the seven proposals received for a Class and Comp Study. The proposals present wide variation on study methods and service levels. Staff will be bringing proposals to the Council for consideration shortly.

### **Clerk**

- Continuing to establish the framework for the Diversity, Equity, and Inclusion Commission
  - Received approximately 25 applications for appointment for the DEI Commission
  - Drafting bylaws for the Commission's consideration
- Recovery Transition Meeting for the 2019 Declared Disaster (Flooding) with FEMA will occur on 2/16

- **Community Services**

- ADULT BASIC EDUCATION**

- Office hours/class formats changed beginning Monday, January 11<sup>th</sup>. English classes will be held in person Monday through Friday from 9-11 am. SW ABE Office hours will be M, W, and F from 8:30-11 am and Th from 8:30-9 and 10:15-11 am.

- ABE was recently awarded a \$25,000 grant from the Otto Bremer Trust to create new curriculum for ESL, employability skills, and digital literacy in 4 different languages.

- ADULT COMMUNITY CENTER**

- In-person activities resumed as of January 5<sup>th</sup>. Social distancing and safety protocols are still being practiced. Staff will continue monitoring activity with cautious optimism towards additional programming in February & March. Barb Lipinski, Coordinator, was recently recognized for her 25 years of service to the City of Marshall.

- COMMUNITY EDUCATION**

- Amanda has been working collectively with several community stakeholders in presenting the third annual Cultures on the Prairie of Southwest Minnesota Conference (Tuesday, February 23<sup>rd</sup>). The entire conference will be delivered virtually

- Driver Education and Behind the Wheel instruction has restarted with classroom instruction being delivered virtually. Sessions for 2021/2022 have been released to the public.

- **PARKS**

- Staff is currently preparing for two upcoming projects: 1) Adding a Restroom/Shelter at Patriot Park located on Windstar Street. (Currently the City provides a portable rental unit). 2) Implementing some inclusive playground amenities surrounding the new playground at Independence Park.

City Administrator Sharon Hanson will give our Advisory Board members an update at our April meeting regarding the status of the Aquatic Center project

- RECREATION**

- Cam continues to adjust programming to meet the ever-changing requirements for safe recreational activities. Youth registrations have been steady and limited to individuals from the Marshall community only.

The Sticks & Stones Hockey & Curling Tournament is scheduled to take place at the Red Baron Arena on March 5<sup>th</sup> & 6<sup>th</sup>. This is becoming a popular annual adult event that the community has embraced.

- **STUDIO 1 TV**

With hockey events being permitted to take place at the Red Baron Arena, staff has been working daily to keep up with live streaming events for the public due to limited attendance restrictions. Along with MAHA, Ice Dogs and Tigers hockey, Studio 1 TV continues to cover and provide access to Marshall High School basketball & wrestling teams throughout their modified seasons.

## **Finance**

- 2020 Audit – Staff have begun audit prep for the 2020 Audit, which will take place in April of 2021. The auditors will be on site in March to do preliminary testing.
- 2021 Bonding – A work session will be scheduled in February to review capital items and the City's long-term plan. The bonding process will begin at the February 23<sup>rd</sup> council meeting.
- Policy Work – Finance staff will be working on updating the purchasing policy to present to the council at a future date.

## **Assessing**

- All should have received calendar appointments for the following
  - Pre- LBAE workshop – March 23<sup>rd</sup>, 4:00pm, Merit Center/Zoom
  - Local Board of Appeal and Equalization – April 19<sup>th</sup>, 5:30pm, Library
  - LBAE Reconvene. – April 27<sup>th</sup> 5:00pm, Merit Center/Zoom
- Staff is completing value changes based on our sales analysis. Those changes will be discussed and reviewed at the March 23<sup>rd</sup> Meeting.
- Continue to work on Tax Court Cases, we have recently settled the Tax Court Case with Super 8 and Menards. There are two additional cases that are currently active and two cases we are still awaiting scheduling orders
- We are still seeing low inventory in Marshall for residential homes for sale. This, along with low interest rates, and newly founded teleworking options are contributing to strong sale prices.
- Continue to support other departments as needed. The transition with the Assessing Technician and EDA Assistant has been going smoothly.
- Staff is encouraged for Spring and the opportunity to move home (City Hall)

## **Liquor Store**

- January Financials: Sales \$481,617 + 28%, Customer Count 14,811 +9.9%, Ticket Average \$32.52 +%16.81. Another strong month for all financials. The increased sales trend has continued along with customers stocking their pantries with more product and larger package sizes.
- The staff has been 'catching up' with some of the cleaning, dusting and warehouse organization tasks during the month.
- Preparations have begun to implement an online ordering system that will integrate with our Point of Sale System. When completed, customers will be able to order through our Tall Grass website, pay through the website and pickup curbside.

## **COMMUNITY PLANNING**

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

- About 300 open job files. UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction but issued temporary Certificates of Occupancy construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Waiting on Hisken to provide contract paperwork to continue with project close-out.
- Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street -- R & G Construction Co. has completed construction on this project. The contractor will be returning in spring 2021 to complete final seeding and turf establishment.
- Project Z76: South 1<sup>st</sup> Street – Duinick has completed the street reconstruction portion of this project including utilities, pavement and driveways. Due to cold weather and schedule constraints, new sidewalk on the west side of the street will be completed in spring 2021.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed work on this project. The Contract will be closed after turf has established in spring 2021.
- Project Z81: MERIT Drainage - Towne & Country to complete work in 2021 (contract end July 30th).
- Project Z82: N. 1<sup>st</sup>/Redwood/Marshall – Bids opening on 2/5/21 at 10 a.m. Contract Award will be brought forward at the 2/9/21 Council meeting.
- Project Z83: James/Camden – Contract is currently advertising. Bids opening on 2/19/21 at 10 a.m. Contract Award will be brought forward at the 2/23/21 Council meeting
- RFP for S. 4<sup>th</sup> St/Country Club Intersection study – RFP has been sent out. Proposals are due 2/12/21 at noon. Engineering staff will evaluate proposals and bring a recommendation for award at the 2/23/21 Council meeting.
- **Policy Updates**
  - MS4 General Permit
    - The new MS4 General Permit application is due in April. Engineering staff is working on preparation of the application including a “renovation” of the existing MS4 program including policies, procedures and ordinances to achieve compliance with the new General Permit requirements.
  - Engineering Design Standards (new) – In development
  - Driveway Ordinance (update) – In development
  - Snow Plowing and Removal Policy (update) – In development

## **Building Maintenance**

- 

## **Street Department**

- 

## **Airport/Public Ways Maintenance**

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## **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction is working on building plumbing, fencing, door replacement, and large ATAD pump and valve replacement.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on year end reporting requirements.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, PFAS, Lake Pepin TMDL.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to twelve (12) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (8)
  - Fire; Structure (3)
  - Medical Assist (0)
  - Vehicle Accident (1)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 555 calls for the month of January. Seventy-one (71) criminal offenses were reported with a total number of twenty-eight (28) adults arrested and one juvenile held.

### **OFFICER'S REPORT**

- Alarms (11)
- Accidents (29)
- Alcohol involved incidents (1)
- Assaults (5)
- Domestic Assaults (13)
- Burglaries (1)
- Criminal Sexual Conduct (4)
- Damage to Property (2)
- Keys Locked in Vehicles (33)

- Loud Party (4)/ Public Disturbances (6)
- Thefts (14)
- Traffic Related Complaints (50)
- Vandalism (0)
- Warrant Pickups (11)
- Welfare Checks (24)

## **PERSONNEL/OTHER**

- Police/city personnel have assisted the State of MN with the pilot vaccination site held at the Marshall Middle School. Two more follow-up sites will be held at the same location by the MDH and assistance will be given to provide site security and traffic flow.
- Assistance will also be given to our local health care provider, AVERA Regional Medical Center, with their vaccination site.
- The two surplus squad cars that have been replaced were sold on the State of MN Auction site. \$16,725.00 was the total received for the vehicles.

## **DETECTIVE REPORT**

- A Worthington man was arrested on Controlled Substance Crime charges following the investigation of a disturbance call at a Marshall motel. Approximately 30 pounds of marijuana, 1341 grams of THC wax, 26 packages of marijuana edibles, 175 prepackaged marijuana cigars, and \$18,640 in cash were seized after the execution of a search warrant of the man's motel room. The Brown-Lyon-Redwood-Renville Drug Task Force assisted in this case.
- A Marshall man was arrested on Controlled Substance Crime charges after being found in possession of approximately 2 ½ pounds of marijuana.
- A Marshall man was arrested and charged with felony possession of stolen property after an investigation of a theft of a check from the mail. A multi-county investigation involving mail theft, check forgeries, and identity theft is active and additional charges are possible.
- The death of a 63 year old Marshall man found outside his home during a blizzard remains under investigation pending receipt of the final autopsy report. No foul play is suspected and there is no danger to the public.
- Four cases of criminal sexual conduct were investigated in the month of January. Two of those cases have been cleared, one case remains under investigation, and one case was determined to be a false report and was forwarded to the Lyon County Attorney's Office for falsely reporting a crime charges.
- Four theft by swindle cases involving scams are under investigation. The scams included an unemployment insurance benefits scam, a scam where the victim was told that their Apple iPhone was infected, a real estate scam, and a scam where the victim was told their computer was infected.
- Three assaults and six theft cases were investigated during the month of January.
- Four cases of check forgery are under investigation. Two of the cases involve forged checks passed in multiple jurisdictions. A case of the issuance of dishonored checks in the City of Marshall is also under investigation.
- Two cases of voter registration fraud were investigated. One case is cleared and the other remains under investigation.

- A residential burglary was investigated and the case was forwarded to the Lyon County Attorney's Office for charges.
- 26 child protection reports and 1 report from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Detective Kaylynn Sandgren joined the Detective's Division with her promotion on January 4<sup>th</sup>.

## **MERIT CENTER**

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings/planning.
- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 13 exams completed on the track in January.
- Meier Electric conducted safety training at the MERIT Center on Jan 18<sup>th</sup>.
- Beck's Hybrid hosted their PFR insights training at the MERIT Center on Jan 20<sup>th</sup>. 24 participants attended this event.
- MN West conducted a CDL Preparation Course, Automated Systems course and a trained medical aide class in January.
- The MERIT Center was utilized 18 out of 30 days in January with 151 participants attending

## **EMERGENCY MANAGEMENT**

- The Department of Public Safety continues to hold weekly briefings on Mondays and Fridays with all the CLEO'S (Chief Law Enforcement Officers) in the state. These meetings are conducted at the State Emergency Operations Center and cover a variety of topics related to COVID-19 response and issues related to public safety.
- Recent meetings with CLEO's regarding the response to upcoming trials in the Metro and possible out-state assistance have been started.
- Many meetings were held with the Minnesota Department of Health and their leadership team for the Marshall vaccination site. A total of 2,314 vaccines were dispersed to those who were able to register through the Primary Bio site created for the State of MN.



**BUILDING PERMIT LIST**  
**February 09, 2021**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
ACE HOME & HARDWARE	800 ANDREW ST	NEW BUILDING	418,000.00
CARR, JAMES C	1000 SOUTHVIEW DR E	EXTERIOR REMODEL	10,000.00
PODRATZ, AMANDA L	506 GENESIS AVE	INTERIOR REMODEL	1,000.00
SUSSNER CONSTRUCTION, INC.	204 MUSTANG TR	RE-ROOFING	28,000.00
CHARLES N FREISS, CATHERINE A SCHLAGEL	1109 WASHINGTON AVE	INTERIOR REMODEL	34,900.00
COIL, JONATHAN O & JESSICA	612 MAIN ST W	DECK	600.00
TUTT CONSTRUCTION, INC.	1108 WILLOW LN	OVERHEAD GARAGE DOOR	3,600.00
Woody's Plumbing and Repair Inc.	111 G ST	HVAC	2,265.00
GESKE HOME IMPROVEMENT CO.	702 6TH ST N	Windows	600.00
PERSON, DANIEL L	607 SOUTHVIEW DR W	DOORS	1,357.00
LAYLE FRENCH CONSTRUCTION INC.	600 SHERMAN AVE	INTERIOR REMODEL	29,100.00
LOUWAGIE, BRADLEY & MARGARET	407 WHITNEY ST S	INTERIOR REMODEL	5,000.00
ANDRIES, DOUGLAS D & KATHLEEN	1003 TRAVIS RD	EXTERIOR REMODEL	4,000.00
TRIO PLUMBING & HEATING	109 E ST	HVAC	2,400.00



**PLUMBING PERMIT LIST**  
**February 09, 2021**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
TRIO PLUMBING & HEATING	103 SOUTHVIEW DR W	INTERIOR REMODEL	1,500.00



**SIGN PERMIT LIST**  
**February 09, 2021**

APPLICANT	LOCATION ADDRESS	DESCRIPTION OF WORK	VALUATION
AP Design	1608 COLLEGE DR E	N/A	5,859.00

# 2021 Regular Council Meeting Dates

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month

5:30 P.M.

Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 Erie Road

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

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

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### **January**

1. January 12, 2021
2. January 26, 2021

### **February**

1. February 09, 2021
2. February 23, 2021

### **March**

1. March 09, 2021
2. March 23, 2021

### **April**

1. April 13, 2021
2. April 27, 2021

### **May**

1. May 11, 2021
2. May 25, 2021

### **June**

1. June 08, 2021
2. June 22, 2021

### **July**

1. July 13, 2021
2. July 27, 2021

### **August**

1. August 10, 2021
2. August 24, 2021

### **September**

1. September 14, 2021
2. September 28, 2021

### **October**

1. October 12, 2021
2. October 26, 2021

### **November**

1. November 09, 2021
2. November 23, 2021

### **December**

1. December 14, 2021
2. December 28, 2021

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## **2021 Uniform Election Dates**

- |                     |                    |
|---------------------|--------------------|
| • February 09, 2021 | • May 11, 2021     |
| • April 13, 2021    | • August 10, 2021  |
|                     | • November 2, 2021 |

### **204C.03 PUBLIC MEETINGS PROHIBITED ON ELECTION DAY.**

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



## Upcoming Meetings

### February

- 02/09 Regular Meeting, 5:30 PM, MERIT Center
- 02/23 Regular Meeting, 5:30 PM, MERIT Center

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### March

- 03/09 Regular Meeting, 5:30 PM, MERIT Center
- 03/23 Work Session, Pre LBAE, MERIT Center
- 03/23 Regular Meeting, 5:30 PM, MERIT Center

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### April

- 04/13 Regular Meeting, 5:30 PM, MERIT Center
- 04/19 Local Board of Appeal and Equalization, 5:30 PM, Marshall Lyon County Library
- 04/27 LBAE Reconvene, 5:00 PM, MERIT Center
- 04/27 Regular Meeting, 5:30 PM, MERIT Center