



CITY OF MARSHALL
City Council Meeting
Agenda

Tuesday, January 14, 2025 at 5:30 PM
City Hall, 344 West Main Street

OPENING ITEMS

1. Ceremonial Swearing in of Elected Officials
2. Mayor for a Day

APPROVAL OF AGENDA

APPROVAL OF MINUTES

3. Consider Approval of the Minutes from the Meeting Held on December 17

PUBLIC HEARING

4. Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

CONSENT AGENDA

5. Consider Resolution Designating the Official Newspaper.
6. Consider Resolution Designating the Official Depositories for City Funds for 2025
7. Consider Resolution Delegating Authority to the City to Make Electronic Fund Transfers
8. Adopt an Annual Election to Set a Micro-Purchase Threshold of \$25,000
9. Renewal of Unlicensed Maintenance Electrician Inspection Agreement for 2025-2026
10. Consider Approval to Change Regular Meeting Date in November
11. Consider Approval for a Raffle Permit for Holy Redeemer Church on February 3, 2025
12. Consider Approval of a Temporary Liquor License for the SMSU Foundation for February 8, 2025
13. Consider Mayoral Appointment for Councilmembers to Boards/Commissions and Committees.
14. Consider Approval of the Bills/Project Payments

NEW BUSINESS

15. Selection of City Council President Pro Tempore by City Council
16. Noticed Closure from Broadmoor Manufactured Home Park 1) Closed Session Pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b) for an Attorney-Client Protected Discussion with the City's Attorney Regarding Threatened Litigation by Schierholz & Associates in Response to City Receipt of the Minnesota Attorney General's Office's Objection to Broadmoor Valley Closure Statement 2) Discussion of Cancellation of Public Hearing
17. Consider Approval of Joint Powers Agreement Renewal with Marshall Public Schools
18. Consider Resolution for 2025 Municipal State Aid Street (MSAS) Funds Advance:
 - Project Z88/SAP 139-103-004 - 2021 State Aid Overlay Project Payment
 - Project PK-013/SAP 139-590-001 (2025 AT Grant Project)
 - Project PK-015/SAP 139-090-006 C Street/Southview Trail Improvements
 - Project ST-015/SAP 139-122-007, 139-111-007, 139-107-009, 139-115-005 College Drive Reconstruction
 - Project ST-025/SAP 139-110-009 N. 4th Street Culvert Crossing Fence Replacement Project
19. Authorize to Advertise for Request for Qualifications (RFQ) for Airport Consultant Services for 5-Year CIP Items at Airport
20. Project ST-012-2024: South Whitney Street Reconstruction Project (E College Dr to Jean Ave) - Consider Change Order No. 4 (Final) and Acknowledgement of Final Pay Request (No. 9)

COUNCIL REPORTS

21. Commission/Board Liaison Reports
22. Councilmember Individual Items

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.

STAFF REPORTS

- 23. City Administrator
- 24. Director of Public Works/City Engineer
- 25. City Attorney

ADMINISTRATIVE REPORTS

- [26.](#) Administrative Brief

INFORMATION ONLY

- [27.](#) City of Marshall Strategic Plan Action Update
- [28.](#) Building Permits

MEETINGS

- [29.](#) Upcoming Meetings

ADJOURN

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, January 14, 2025
Category:	APPROVAL OF MINUTES
Type:	ACTION
Subject:	Consider Approval of the Minutes from the Meeting Held on December 17
Background Information:	Enclosed are the minutes from the previous meetings.
Fiscal Impact:	
Alternative/ Variations:	Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
Recommendations:	That the minutes from the meetings held on December 17th 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, December 17, 2024**

The regular meeting of the Common Council of the City of Marshall was held December 17, 2024, at City Hall, 344 West Main Street. The meeting was called to order at 5:30 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, See Moua-Leske, John Alcorn, Steve Meister, Amanda Schroeder and James Lozinski. Absent: None. Staff present included: Sharon Hanson; City Administrator; Pamela Whitmore, City Attorney; Jason Anderson, Director of Public Works/ City Engineer; E.J. Moberg, Director of Administrative Services; Jim Marshall, Director of Public Safety; Sheila Dubs, Human Resource Manager; Jasmine DeSmet, Community Education Coordinator; Preston Stensrud, Park and Rec Supervisor; Ilya Gutman, Plans Examiner; and Steven Anderson, City Clerk.

Recognition of Steve Meister

Mayor Byrnes recognized Dr. Steven Meister for his years serving as a member of the council and thanked him for his service.

Consider Approval of the Minutes of the Meetings Held on December 10th

There were no requests to amend the minutes from the meeting on December 10, 2024.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to approve the minutes. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Notice of Closure from Broadmoor Manufactured Home Park

Attorney Whitmore outlined the notice that was received about the closure of Broadmoor Valley Mobile Home Park. The city had received notice from Paul Schierholz on behalf of Schierholz & Associates with the intent to cease operation of Broadmoor Valley as a manufactured home park as of December 1, 2025. The notice triggered a statutory hearing process for the City under Minn. Stat. § 327C.07 et seq., and specifically Minn. Stat. § 327C.095. The statute looped the City in as a “host or steward” of the public to ensure that the residents of the Park are getting notice of the intended closure, having an opportunity to be heard and to learn about options for financial reimbursement from a state fund. The statute required notification of the City Council when the City received the notice and required the Council to set a public hearing (hosted by the Council) on the closure. At the public hearing was to be set, the Council appoints a neutral third-party arbiter to oversee the hearing, gather information and act as an arbitrator for requests from the park residents. The statute encourages Schierholz & Associates to mutually agree to an arbiter with the park homeowners. If the two parties cannot agree on one, then the city selects the third party qualified neutral. As a result, the City was working on getting a qualified neutral lined up. The qualified neutral’s hourly cost would be paid from the Minnesota Manufactured Home Relocation Trust Fund. The neutral third party shall act as a paymaster and arbitrator, with decision-making authority to resolve any questions or disputes regarding any contributions or disbursements to and from the fund by either the manufactured home park owner or the manufactured homeowners.

Mr. Schierholz indicated Schierholz & Associates did not intend to engage in a conversion of the park, and, as a result, no requested zoning amendment requests would be made. Statute would require additional notice and hearing requirements for any zoning amendments related to a conversion of use. Schierholz & Associates had accepted a grant from MN Housing a few years ago for Broadmoor. The grant contained a covenant that the Park must continue to be used as a Manufactured Home Park for twenty-five (25) years.

Mayor Byrnes allowed Deb Ertl, a representative of the park residents and Paul Schierholz, stockholder of Schierholz & Associates to both make statements to address the notice of closure.

Motion made by Councilmember Schafer, Seconded by Councilmember Moua-Leske to set a public hearing date of February 18 at 5:30PM at the Marshall Middle School auditorium. Voting Yea: Mayor Byrnes, Councilmember Schafer

Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Request of an On-Sale Wine License for the Marshall A's Baseball Assoc.1) Public Hearing 2) Consider a Request to Approve an On-Sale Wine and 3.2% Malt Liquor License for the Marshall A's Baseball Assoc.

On October 8, 2024, the council passed Ordinance 24-019 amending Chapter 6 Alcoholic Beverages to match the same establishments allowed by state statute to possess a liquor license. Under Section 6-53 of the city code a Summer collegiate baseball team or baseball team competing in a league established by the Minnesota Baseball Association may hold an on-sale intoxicating liquor license or wine license. The Marshall A's Baseball Association has applied for an on-sale wine license under the new amendment. City Ordinance requires that any new on-sale intoxicating liquor or wine license hold a public hearing before a license can be issued. Mayor Byrnes opened the public hearing and no comments from the gallery had.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to close the public hearing. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to approve the Marshall A's Baseball Association to hold an On-Sale Wine License and to renew their 3.2% Malt Liquor License for 2025. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Project AP-008: Instrument Landing System (ILS) Replacement-Runway 12 - Consider Award of Bids and Authorize to Submit Grant Request

The ILS was a radio navigation system that provided short-range guidance to aircraft and allowed them to approach a runway at night or in poor weather conditions. The ILS system had reached a point where the manufacturer would no longer service and repair equipment, and MnDOT would like to replace the system as soon as they are able. The project required City participation, and the city was responsible for civil sitework and building costs, while MnDOT was responsible for covering the costs of the ILS equipment. Bids were received on December 10, 2024, with the low bid coming from Werner Bros. Inc. of Marshall, Minnesota, in the amount of \$360,306.00. With Council authorization, City staff would submit for a 70-30 MnDOT grant to cover 70% of the construction and engineering services cost for this project. The 2024 capital budget includes the ILS project at a total cost of \$1,000,000, with \$300,000 included for local costs.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to award the contract for Project AP-008 to Werner Bros. Inc of Marshall in the amount of \$360,306 contingent on grant funding and to authorize staff to submit for a 70-30 MnDOT grant to cover construction and engineering services cost. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Approval of the Consent Agenda

Councilmember Moua-Leske requested that "Consider Approval of Adult Community Center Rental Contracts with ABE and Lutheran Social Services "be removed from the consent agenda.

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

- Consider Approval of Employee Retirement Resolutions

- Consider Approval of a Resolution to Authorize the Finance Director to Pay Certain Claims
- Authorize Transfer of Funds and Temporary Financing for Aquatic Center
- Authorize Transfer of Funds for Debt Service Funds
- Consider Amendment 1 to Commercial Lease and Fixed Base Operator's Agreement with Southwest Aviation, Inc.
- Consider Approval of Liquor License Renewals for 2025
- Consider Approval of Taxicab License Renewals
- Consider Acceptance of Donations to the Adult Community Center
- Consider Acceptance of Donations Made to the Marshall Fire Department
- Consider Approval of the Bills/Project Payments

Consider Approval of Adult Community Center Rental Contracts with ABE and Lutheran Social Services

Councilmember Moua-Leske was employed by Adult Basic Education and had a conflict of interest. No other questions or concerns were brought forward regarding the item.

Motion made by Councilmember Meister, Seconded by Councilmember Schroeder to approve the Adult Community Center rental contract with Adult Basic Education and to extend the current Lutheran Social Services contract 90 days. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Lozinski. Voting Abstaining: Councilmember Moua-Leske. The motion **Carried. 6-0-1.**

Consider Approval of the Labor Agreement Between the City and Law Enforcement Labor Services, Inc., Local No. 245

Sheila Dubs presented the collective bargaining agreements with Law Enforcement Labor Services, Inc. Local 245 set to expire on December 31, 2024. Tentative agreement with the union on contract terms for a new three-year agreement (2025- 2027) had been reached. The general wage increases proposed in the tentative agreement are consistent with the general wage increases approved by the Council for the LELS Patrol contract and non-union employees. There has been a reduction in the number of licensure eligible and licensed Police Officer applicants for our vacancies, as well as a significant number of law enforcement agencies that were hiring in the State of Minnesota, creating a unique attraction and retention concern for our Police department. The terms of the contract addressed these unique attraction and retention concerns.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister to adopt Resolution 24-116 approving the 2025-2027 labor agreement with Law Enforcement Labor Services, Inc Local 245. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Acceptance of Donations Made to the Marshall Parks and Recreation Department for FY 2024

Preston Stensrud thanked the community for nearly \$250,000 in donations for their continued support in Marshall parks and recreational facilities.

Motion made by Councilmember Lozinski, Seconded by Councilmember Meister to adopt Resolution 24-109 accepting donations to the City of Marshall Parks and Recreation Department. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Consider Acceptance of Donations to the Administration Department

E.J. Moberg indicated that the Sunrise Rotary/Ted Rowe Legacy Fund had donated \$143,22.70 to the City of Marshall for projects but had not yet designated what the donation would be used for. As such, the donations would be added

to the Administration Department until the Sunrise Rotary makes their designation and the funds would be moved accordingly.

Motion made by Councilmember Alcorn, Seconded by Councilmember Schafer to adopt Resolution 24-110 accepting a donation to the City of Marshall Administration Department for projects to be designated at a later date. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Tiger Office Park - 1) Approval of Preliminary Plat; 2) Consider Resolution Adopting the Final Plat

The purpose of the plat was to create individual parcels for each building in Tiger Office Park. Outlot B encompassed all of the parking and access from public rights-of-way for each building lot. Access easement over Outlot B would need to be created for each building lot. A copy of the proposed subdivision was sent to the local utility companies for their review and comments. A public hearing was held on the preliminary plat at the special Planning Commission meeting on December 4, 2024. Councilmember Schroeder confirmed that the Planning Commission didn't have any issues with the plat and recommended its approval. The applicant had paid the \$300 escrow for direct costs relating to the plat, and the difference would be refunded or billed to the applicant according to the current fee schedule.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schroeder to approve the Preliminary Plat of Tiger Office Park. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adopt Resolution 24-123 approving the Final Plat of Tiger Office Park. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Project PK-034: Camden Trail – Northern Section Overlay Project – 1) Consider Resolution Authorizing Agent of Sponsoring Agency for Transportation Alternatives Project; 2) Consider Resolution Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project

MnDOT District 8 was soliciting for 2029 Transportation Alternatives (TA) grant applications. The TA grant was an 80-20 grant to match program that provided funds for pedestrian and bike facilities, historic preservation, Safe Routes to School, and more. Previous projects the City had funded through the program included the Rectangular Rapid Flashing Beacon School Crossings Project which was constructed in 2022, the C St.-Southview Trail Project which was scheduled for construction in 2025, the East Lyon Street Trail Project which was scheduled for construction in 2026, the Justice Park Trail Project and the Country Club Trail Reconstruction Project which are both scheduled for construction in 2028. The proposed project included overlaying 12,100 LF of the existing trail that runs along the north side of Marshall. The limits of this work would be from TH 59 to N 7th Street, Kossuth Ave to Bruce Street to State Street (along TH 23) on the east side of Marshall. The proposed overlay would be 2" thick with Class 1 and shoulders with new curb ramps that are up to current ADA standards. These sections of trail were constructed in 2009 and the trail would require an overlay in 2029 to extend the life of the trail. The engineers estimate for the overlay project was \$452,000, our total request for the TA grant is for the amount of \$361,600. If the city were awarded a grant, notification would be in Spring 2025. In today's dollars, our cost estimate for City participation was \$90,400 in cash with the City also providing the engineering services for grant application, project design, project permitting, and construction administration. These engineering services are valued at approximately \$72,320. The Engineering Department would continue to look for future grants to help pay the match, including but not limited, to State AT (Active Transportation) Grants.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to adopt Resolution 24-117 Authorizing an Agent of Sponsoring Agency for Transportation Alternatives Project and adopt Resolution 24-117 Identifying Responsibility for Operation and Maintenance for Transportation Alternatives Project. Voting Yea:

Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Abstaining: Mayor Byrnes. The motion **Carried. 7-0.**

Approve the 2025 through 2039 Lease Agreement for Golf Range Use Between the City of Marshall and the Marshall Golf Club and Adopt Resolution 24-124 Authorizing Execution of Marshall Driving Range Agreement

On November 14, 1983, the City of Marshall, as part of the airport acquisition, purchased the current golf range land in the amount of \$157,000 from FJ McLaughlin Co. To the best of the city's knowledge, the golf range was established at or near the same time frame. Previous lease agreements dated prior to 2010. The prior lease agreement from 2010 through the end of 2024 had yearly payments of \$1,000 annually. The proposed revised agreement would be from 2025 through 2039 and has incremental adjustments every five years. The Marshall Golf Board had already approved the agreement and signed.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to approve the 2025-2039 Lease Agreement for Golf Range Use Between the City of Marshall and the Marshall Golf Club and adopt Resolution 24-124 Authorizing Execution of the Marshall Driving Range Agreement. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Appoint Pam Whitmore, Kennedy and Graven as Civil Attorney and Matt Gross as Criminal Attorney, Approve Legal Services Agreement with Kennedy and Graven and Quarnstrom and Doering

Mayor Byrnes had nominated Pamela Whitmore of Kennedy and Graven as Civil Attorney and Matthew Gross as Criminal Attorney during the December 10, 2024, council meeting. Hanson provided the 2025 and 2026 contracts for both attorneys. Councilmember Meister asked about prior years' attorney services costs. Moberg provided the amounts and Hanson also mentioned that the costs were varied because of unforeseen circumstances such as the officer involved shooting.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to accept the agreements appointing Pamela Whitmore as Civil Attorney and Matthew Gross as Criminal Attorney. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Consider Approval of the 5 Year Capital Improvement Plan (CIP)

The five-year CIP serves as a guide that laid out capital expenditure over the next five years by department as well as by the funding sources. The CIP was meant as a guide for Council and Management and does not give authorization for the projects until formally approved based on the City's Purchasing Policy. The five-year CIP was a fluid document that is updated on an annual basis. Some projects get pushed back to later years, some projects drop off and some projects move up in years depending on priorities. Ultimately, the funding is a major factor in determining which projects within the five-year CIP get completed.

Motion made by Councilmember Lozinski, Seconded by Councilmember Schafer to adopt the five-year Capital Improvement Plan. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Consider Resolution Adopting Tax Levy for 2025

At the August 27th Council work session, staff proposed a property tax levy increase of 14.25%. The main contributing factors for the increase were increased personnel and health insurance costs, an increase in debt related levies from 2024 to 2025, and increasing the levy for capital equipment to purchase vehicles instead of leasing via Enterprise. Staff continued to work to reduce the increase for the preliminary levy that that was set on September 24th. The 2025 preliminary levy was set at \$9,869,560, which was an increase of 9.8% from the 2024 levy. Staff recommended no change to the final levy.

Motion made by Councilmember Schafer, Seconded by Councilmember Alcorn to adopt Resolution 24-122 Approving the 2025 Tax Levy. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Resolution Adopting 2025 Budget

No questions were raised regarding the 2025 Budget.

Motion made by Councilmember Schafer, Seconded by Councilmember Lozinski to adopt Resolution 24-121 Budget for 2025. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Adopt City of Marshall Diversity Equity and Inclusion Strategic Plan 2025-2030

The city originally went through a strategic planning process in 2019 that started with a World Café Event. Ensuring our diverse population was reached and part of the future goals of the city was a key input received as part of that process. Since then, the city's Strategic Plan had been updated and included the goal to Cultivate an informed, engaged and inclusive community. Core strategies included expanding outreach to ethnically and culturally diverse members of the community; increase engagement and representation across various commissions, committees and organizations within the city; working with DEI Commission and staff to develop a diverse talent pipeline for city staff positions; and support efforts of the DEI Commission to create a community-wide culture of value and respect. Hanson gave a short presentation on the history and future of the DEI Commission.

Motion made by Councilmember Moua-Leske, Seconded by Councilmember Schroeder to adopt the Diversity, Equity, and Inclusion Strategic Plan for 2025-2030. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Consider Appointments to Various Boards, Commission, Bureaus, and Authorities

The council held interviews prior to the regular meeting. Mayor Byrnes appointed Anne Marie Vorbach to the Library Board with a term ending December 31, 2027, Mary Jane Striegel to the Library Board with a term ending December 31, 2027, and Jan Loft to the Library Board with a term ending December 31, 2028.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski to confirm the nominations to the Library Board by Mayor Byrnes. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. The motion **Carried. 7-0.**

Commission/Board Liaison Reports

Byrnes	SWRD received their 2021/2022 audit. SWRD had to change auditors and are also working on the 2022/2023 and 2023/2024 audits.
Schafer	No report.
Meister	No report.
Schroeder	Public Housing was working on a sewer line update.
Alcorn	No report.

Moua-Leske The Convention and Visitors Bureau would be donating to the YMCA and were looking to hire an intern.

Lozinski No report.

Councilmember Individual Items

Councilmembers wished everyone happy holidays.

Councilmember Moua-Leske announced that Heart-to-Heart had moved locations from the Armory to SMSU and the “It Begins with Us” conference had moved from the SMSU conference room to The Upper Room event space.

Councilmember Steven Meister thanked everyone and encouraged citizens to run for office as it was a great opportunity to learn about the city and serve its citizens.

City Administrator

December 20 Sheila Dubs and Hanson would be continuing union negotiations at 5:00 PM.

Director of Public Works/City Engineer

No report.

City Attorney

No report.

Information Only

There were no questions or comments about the Information Only items.

Upcoming Meetings

There were no questions or comments about the Upcoming Meetings.

Adjourn

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to adjourn the meeting. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Schroeder, Councilmember Alcorn, Councilmember Moua-Leske, Councilmember Lozinski. Voting Nay: Councilmember Meister. The motion **Carried. 6-1.**

Attest:

City Clerk

Mayor

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	PUBLIC HEARING
Type:	ACTION
Subject:	Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project - 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
Background Information:	<p>Property owners affected by the above-referenced project have been notified, according to law, that a hearing would be held on January 14, 2025. A public presentation will be made followed by any discussion.</p> <p>This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.</p> <p>This reconstruction project has been discussed at multiple meetings of the PI/T Committee. In addition, City staff invited all property owners in the project area to a project informational meeting that was held on November 21, 2024 in the City Council Chambers.</p> <p>If the City Council decides to proceed, the attached resolution has been prepared ordering the improvement and the preparation of project plans. At a future City Council meeting, the City Council will be asked to pass a resolution that approves construction plans and specifications and authorizes staff to advertise for bids.</p> <p>To proceed with this project, adoption of the resolution ordering improvement requires a “super-majority” vote, meaning the Council can only adopt the resolution by a four-fifths vote of all members of the Council.</p> <p>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.</p>
Fiscal Impact:	<p>The engineer’s estimate for the construction portion of the project is \$1,146,600. The total estimated project cost, including 10% allowance for contingencies and 16% for engineering and administrative costs is \$1,463,100.</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. Final approval of each project must include determination of funding sources.</p>
Alternative/Variations:	No alternative actions recommended.

Recommendations:	<p>Recommendation No. 1: that the Council close the public hearing on improvement for Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project.</p> <p>Recommendation No. 2: that the Council adopt RESOLUTION NUMBER 25-005, which is the “Resolution Ordering Improvement and Preparation of Plans” for the above-referenced project.</p> <p>Recommendation No. 3 that the Council adopt the Resolution 25-006, which is the “Resolution Approving Plans and Specifications and Ordering Advertisement for Bids” for the above-referenced project.</p>
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RESOLUTION NO. 25-005

**RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS**

WHEREAS, a resolution of the City Council adopted the 10th day of December, 2024, fixed a date for a Council hearing for proposed improvements under the following project:

PROJECT ST-012-2025: S HILL STREET / S MINNESOTA STREET / CHARLES AVENUE RECONSTRUCTION PROJECT -- This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 14th day of January, 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution receiving the Feasibility Report adopted the 10th day of December, 2024.
3. Jason R. Anderson, P.E. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Passed and adopted by the Council this 14th day of January, 2025.

Mayor

ATTEST:

City Clerk

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

RESOLUTION NUMBER 25-006

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the council on January 14, 2025, the City Engineer has prepared plans and specifications under the following project in the following location and has presented such plans and specifications to the Council for approval.

PROJECT ST-012-2025: S HILL STREET / S MINNESOTA STREET / CHARLES AVENUE RECONSTRUCTION PROJECT -- This project consists of: reconstruction and utility replacement on South Hill Street and South Minnesota Street from East College Drive to Charles Avenue, two alleys from East College Drive to Charles Avenue and Charles Avenue from South Whitney Street to South Minnesota Street. All utilities will be replaced, including watermain, sanitary sewer, and storm sewer within the areas identified above. This project will include new water and sewer services to the right-of-way. Other items of work included in this project are pavement removal, aggregate base, bituminous surfacing, concrete surfacing, sidewalks, curb and gutter and other minor work.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official newspaper, the Marshall Independent, in Finance & Commerce, on the City of Marshall website, eGram, and on the Mn/DOT eAdvert website, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published two times in the Marshall Independent, one time in Finance & Commerce, and continuously on the City of Marshall website, eGram and the Mn/DOT eAdvert website until the date of bid opening, shall specify the work to be done, shall state the date, time and place that the bids will be received by the City Clerk, which time they will be publicly opened by the City Clerk and Director of Public Works/City Engineer, will then be tabulated, and will indicate the date, time and place time that the bids will be considered by the City Council. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Clerk for 10 percent of the amount of such bid.

Passed and adopted by the Council this 14th day of January, 2025.

Mayor

ATTEST:

City Clerk

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



MARSHALL
CULTIVATING THE BEST IN US

FEASIBILITY REPORT

PROJECT ST-012-2025

**S. HILL ST., S. MINNESOTA ST. (COLLEGE TO CHARLES)
AND CHARLES AVE. (WHITNEY TO MINNESOTA)
RECONSTRUCTION PROJECTS**

DECEMBER 10, 2024



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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.



By: _____

Eric R. Hanson, P.E.

Registration No. 53316

FEASIBILITY REPORT

S. HILL ST., S. MINNESOTA ST. (COLLEGE TO CHARLES) AND CHARLES AVE. (WHITNEY TO MINNESOTA) RECONSTRUCTION PROJECTS CITY OF MARSHALL, MINNESOTA

1.0 SCOPE

This Feasibility Report as authorized by the City Council, covers the following proposed improvements: Reconstruction of the sidewalk, roadways and utility replacement on South Hill Street and South Minnesota Street from College Drive to Charles Avenue, and Charles Avenue from South Whitney Street to South Minnesota Street. All public utilities will be replaced, including watermain, sanitary sewer, and storm sewer on South Hill Street, South Minnesota Street and Charles Avenue. Other items of work included in this project are pavement removal, aggregate base, concrete surfacing, sidewalks, curb and gutter, streetscaping, and other minor work.

2.0 BACKGROUND / EXISTING CONDITIONS

Street

City records show this area was platted between 1938 and 1939 with 80' rights-of-way. The earliest city records show the streets with 1.5" of paving in 1957 and has had overlays over the years. The original pavement section does not meet the City's current standards for thickness and load rating. The existing pavement surface is beginning to show its age with considerable cracking. There are numerous patches due to pavement degradation.

The existing street widths in this project area are 80' back of curb to back of curb. This area of Marshall has a unique layout for the streets that include a 20.' (back of curb to back of curb) surface, a 20' grass island with trees and another 20.5' (back of curb to back of curb) surface. Currently the existing 20' surfaces include a 12' travel lane and an eight-foot parallel parking lane.

The existing rights-of-way in the allies vary from 19' to 26' with the bituminous paving varying from 16' to 19'.

The sidewalk within the limits of the project is five feet wide and at the back of the curb. The sidewalk has exhibited signs of issues with cracking and buckling observed. This sidewalk does not meet the current requirements of ADA accessibility due to several areas of cracking and faulting. Several of the existing pedestrian ramps are not ADA compliant.

Utilities

The water distribution for the two blocks of houses north of Charels Avenue, East of Whitney Street and West of Minnesota Avenue is a two-inch copper line that is in both alleys, the services connect to the back of the houses. Charles Avenue has an existing four-inch Cast Iron Pipe (CI) and Ductile Iron Pipe (DIP) watermain except for the six-inch PVC watermain at Hill Street. All the DIP in this project area is in poor condition, undersized, and does not provide sufficient fire hydrant pressures for today's standards.

The existing sanitary sewer in Hill Street and Minnesota Street flow from south to north in an eight-inch vitrified clay pipe (VCP) pipe between Charles Avenue and East College Drive. Our records show that the sewers were constructed in 1939 by the WPA, this puts their age at approximately 84 years old. During review of the project the sewer system was televised and evaluated. The age and condition of the sewer in these segments make this sewer a good candidate for replacement with this project.

There is a limited existing drainage system with the project area. There are insufficient catch basins to provide adequate surface drainage and downstream storm sewer main within the project area and further are not large enough to provide sufficient capacity for the drainage areas.

3.0 PROPOSED IMPROVEMENTS

Street

A bituminous pavement section will be proposed and discussed in this feasibility report. Staff is proposing a street section comprised of four-inch of bituminous surfacing and 12-inch of Class 5 aggregate base. A geotextile fabric will be placed on the subgrade prior to the placement of the aggregate base. A four-inch perforated drain tile shall be installed at the back of the curb below the aggregate base to provide subsurface drainage for the street section in area where it is needed.

The proposed roadway starting 80 feet south of College Drive will be two 21-foot (as measured back of curb to back of curb) lanes separated with a 17-foot island. Each of the proposed lanes has a 12-foot travel lane and an 8-foot parking lane. The 17-foot island will continue to have trees in it. The project layout that is included with this report reflects these possible changes.

The proposed alley widths vary from 16-19' and are planned to be wither bituminous or concrete surfacing.

The project is proposing to install a 6-foot sidewalk adjacent to the back of curb on the outside of each 20' lanes. The median will not have any parallel sidewalk installed. The pedestrian ramps will be reconstructed to bring them into compliance with ADA standards.

Utilities

The proposed utility improvements include replacing existing VCP sanitary sewer, existing DIP watermain, and existing storm sewer.

The watermain improvements will consist of replacing all DIP watermain with Polyvinyl Chloride (PVC) watermain pipe. Watermain improvements are planned in close coordination with MMU staff input. The existing 4" CIP and DIP in the project will be replaced with 8" PVC pipe. All water lines in the alleys would be replaced with new 6" PVC, the service lines and curb stops will be replaced to the right-of-way line.

The sanitary sewer system improvements will include replacing all manholes, sewer main, and sewer services along the project. Generally, the VCP main will be replaced with an 8-inch PVC main on S Hill Street and S Minnesota Street between East College Drive and Charels Avenue. All sewer services will be replaced to the right-of-way (ROW) with a minimum 4" pipe size.

The storm sewer system improvements will include replacing all manholes, intakes, and piping. Additional catch basins would be installed in the intersection of S Hill Street and Charles Avenue. The work in this area will also include replacing all catch basin leads and existing manholes.

4.0 STATEMENT OF PROBABLE COST

The estimated costs to complete the proposed improvements are shown below. The estimated construction costs include a 10% allowance for contingencies and a 16% allowance for administrative and engineering costs. The unit prices for each item of work used in determining the estimated cost of construction is based on previous projects similar in nature and is subject to change.

<i>Street and Curb and Gutter</i>	<i>\$757,000.00</i>
<i>Watermain Replacement</i>	<i>\$245,000.00</i>
<i>Sanitary Sewer Replacement</i>	<i>\$104,000.00</i>
<i>Storm Sewer Replacement</i>	<i>\$99,000.00</i>
<i>Subtotal Estimated Construction Cost</i>	<i>\$1,205,000.00</i>
<i>Contingencies (10%)</i>	<i><u>\$121,000.00</u></i>
<i>Total Estimated Construction Cost</i>	<i>\$1,326,000.00</i>
<i>Estimated Engineering, & Administration (16%)</i>	<i><u>\$213,000.00</u></i>
<i>Total Estimated Project Cost</i>	<i><u>\$1,539,000.00</u></i>

5.0 PROPOSED ASSESSMENTS

The adjacent properties will not be assessed for the watermain improvements. All costs for watermain and related work will be paid by MMU.

The adjacent properties will not be assessed for sanitary sewer main improvements. All costs for sanitary sewer main will be paid by the City of Marshall Wastewater Department. Sanitary sewer service lines and connection points to the main will be assessed to the adjacent property owners according to current sanitary sewer assessment procedures.

Costs for the street replacements will be partially assessed to the adjacent property owners in accordance with the most recent Special Assessment Policy and partially funded by the Wastewater Department, MMU, and Surface Water Management Utility fund.

Streetscaping improvements will be partially assessed to the adjacent property owners as directed through Council action describing the split amounts.

A preliminary assessment roll showing the estimated assessments for each benefiting parcel, City Participation, and utility participation will be prepared at a later date for consideration by the City Council in accordance with the most recent Special Assessment Policy.

6.0 FEASIBILITY/CONDITIONS/QUALIFICATIONS

The proposed improvements as described in this report are necessary, cost-effective, and feasible from an engineering standpoint. The feasibility of this project is contingent upon the findings of the City Council pertaining to project financing and public input.

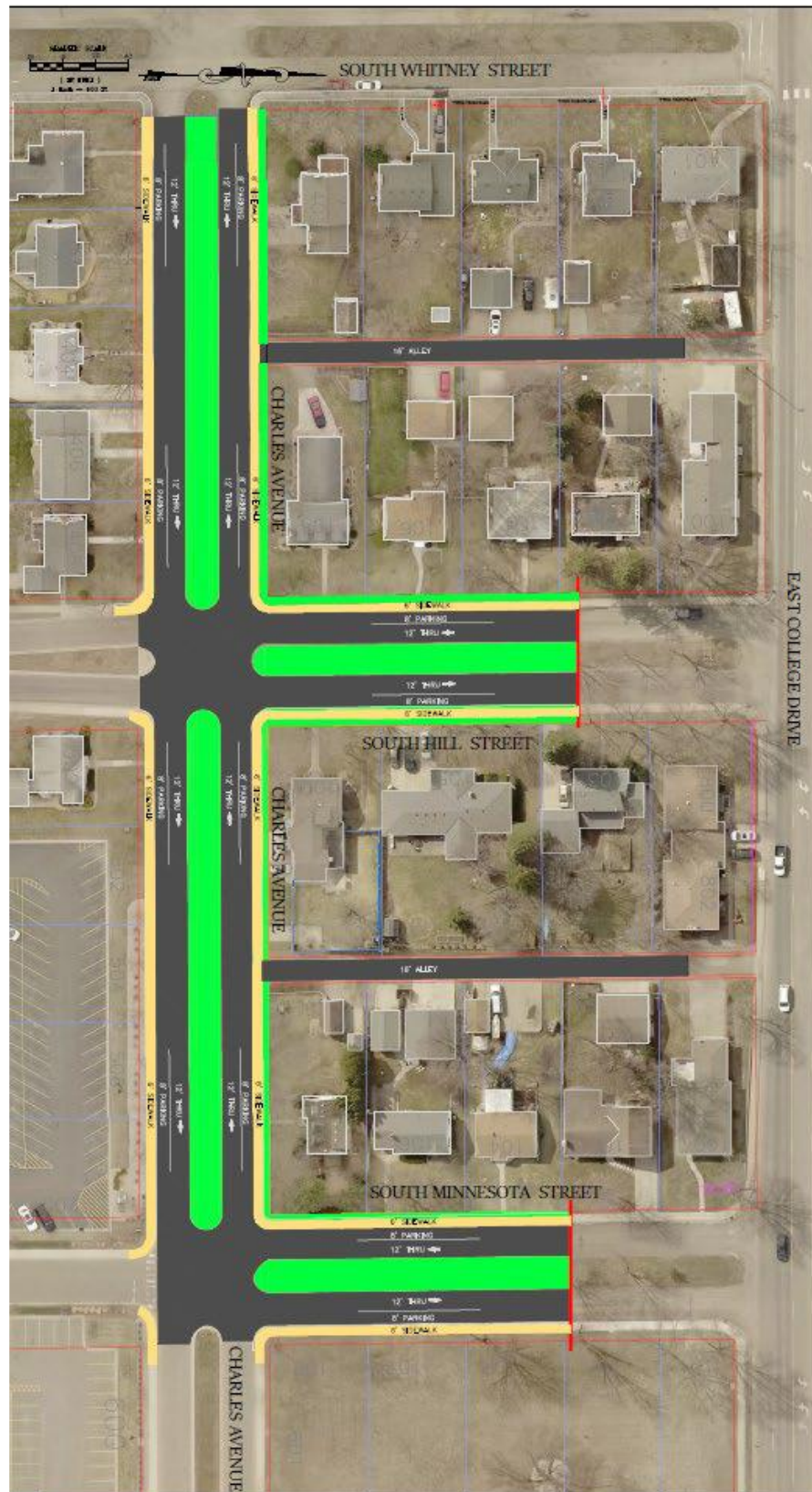
7.0 PROPOSED PROJECT SCHEDULE

The following is the anticipated schedule for the project, assuming the City Council elects to proceed with the proposed improvements.

- November 12, 2024 Ordering Preparation of Report on Improvements
- December 10, 2024 Receiving Report & Calling for Hearing on Improvement
- January 14, 2025..... Public Hearing on Improvement/Order Plans & Specs
- January 14, 2025..... Approve Plans & Specs/Authorize Call for Bids
- January 17-February 12, 2025 Advertise for Bids
- February 12, 2025..... Bid Opening Date
- February 25, 2025..... Award Contract
- March 2025..... Notice to Proceed
- April 2025 Begin Construction
- October 2025..... End Construction
- February 2026..... Public Hearing on Assessment/Adopt Assessment

APPENDIX

PROJECT LAYOUT



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider a Resolution Designating the Official Newspaper.
Background Information:	<p>City Charter, Section 12.01 of the City of Marshall requires the City Council to annually designate a local newspaper as its official newspaper for purposes of public notice.</p> <p>The Marshall Independent is the local newspaper, and staff would recommend that the council designate the Marshall Independent as the official newspaper for city notices as required.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To adopt resolution 25-001 designating the Marshall Independent as the official newspaper for the City of Marshall

RESOLUTION NUMBER 25-001

**RESOLUTION DESIGNATING THE MARSHALL MINNESOTA “INDEPENDENT” AS
THE OFFICIAL NEWSPAPER FOR THE CITY OF MARSHALL**

WHEREAS, the City Charter, Section 12.01 of the City of Marshall, Minnesota requires the City Council to annually designate a local newspaper as its official newspaper;

NOW THEREFORE, BE IT RESOLVED, the Marshall, Minnesota “Independent” is designated as the official Newspaper for the City of Marshall, Minnesota.

Passed and adopted this 14th day of January 2025.

Mayor of the City of Marshall

ATTEST:

City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Resolution Designating the Official Depositories for City Funds for 2025
Background Information:	State Statutes require that the City designates general depositories for the City monies. The attached resolution designates Bremer Bank, N.A. as the official general depository for 2025.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The adoption of RESOLUTION NUMBER 25-002 appointing the Official Depositories for City Funds for 2025.

RESOLUTION NUMBER 25-002
APPOINTING OFFICIAL DEPOSITORIES FOR CITY FUNDS FOR 2025

WHEREAS, State Statutes require that the City designate general depositories for the City monies:

WHEREAS, Additional banks have been added or changed names;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARSHALL, MINNESOTA, that Bremer Bank, N.A. be designated as the official general depository for 2024 for the City's general operating checking accounts;

BE IT FURTHER RESOLVED that the following be designated as official depositories or brokers for the City's investment program for 2025.

BMO Bank N.A.	Bremer Bank, N.A.
Bremer Trust, N.A.	First Independent Bank
First Interstate Bank	Minnwest Bank
U.S. Bank	Old National Bank
Wells Fargo Bank Minnesota, N.A.	State Bank of Taunton
4M Fund – Minnesota Municipal Money Market Fund	
Moreton Capital Markets	
Ehlers Public Finance Advisors	

BE IT FURTHER RESOLVED that investment counselors may be utilized for the acquisition of commercial paper, banker's acceptances, brokered CDs, taxable munis and governmental securities;

BE IT FURTHER RESOLVED that the designation of the foregoing depositories is contingent upon receipt by the City of Marshall of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.

BE IT FURTHER RESOLVED, that the Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Passed and adopted by the City Council this 17th day of December 2024.

Robert Byrnes, Mayor

ATTEST:

Steven Anderson, City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Resolution Delegating Authority to the City to Make Electronic Fund Transfers
Background Information:	Minnesota Statute 471.38 allows for electronic fund transfers (EFT) payments for payroll, contributions to pension and retirement funds, vendors and bond principal, bond interest and fiscal agent fees.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Approve Resolution Number 25-003 giving the City authority to make Electronic Fund Transfers

RESOLUTION NUMBER 25-003

**RESOLUTION GIVING THE CITY AUTHORITY TO
MAKE ELECTRONIC FUND TRANSFERS**

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

- a. for a claim for payment from an imprest payroll bank account or investment of excess money;
- b. for a payment of tax or aid anticipation certificates;
- c. for vendor payments;
- d. for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Marshall delegates the authority to make electronic funds transfers on behalf of the city to the city's finance director or her designee.

BE IT FURTHER RESOLVED, the Finance Director is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

Passed and adopted by the City Council this 14th day of January 2025.

Robert J. Byrnes, Mayor

ATTEST:

Steven Anderson, City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	E.J. Moberg
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Adopt an annual election to set a micro-purchase threshold of \$25,000
Background Information:	<p>The City implemented a federal purchasing policy during 2021 that addressed methods of procurement, including procurement by micro-purchase to purchase supplies or services using simplified acquisition procedures, not to exceed \$10,000.</p> <p>2 CFR § 200.320 (a) (1)(iv) [see https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d] states:</p> <p style="padding-left: 40px;">(iv) <i>Non-Federal entity increase to the micro-purchase threshold up to \$50,000.</i> Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <p style="padding-left: 80px;">(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</p> <p style="padding-left: 80px;">(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</p> <p style="padding-left: 80px;">(C) For public institutions, a higher threshold consistent with State law.</p> <p>Minn. Stat. § 471.345, subd 5 allows contracts estimated to be \$25,000 or less to be made either upon quotation or in the open market.</p> <p>The \$25,000 amount specified is a higher threshold consistent with state law, so staff recommends Council annually approve the statutory amount as the threshold for micro-purchases. The \$25,000 threshold was approved by Council in January 2023 and January 2024.</p> <p>This threshold is requested annually.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Adopt an annual election to set a micro-purchase threshold of \$25,000 to be consistent with current Minnesota statutes for the Federal Grant (Uniform Guidance) policy approved in November 2021.

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Renewal of Unlicensed Maintenance Electrician Inspection Agreement for 2025-2026
Background Information:	<p>The City currently has an existing Unlicensed Maintenance Electrician Inspection Agreement with Meier Electric Inc. until December 31, 2024. Attached is an updated agreement for 2 years from January 1, 2025 to December 31, 2026.</p> <p>Several City employees do routine and emergency electrical work as part of their job duties. The Department of Labor and Industry requires any employer doing electrical maintenance for the City on the City premises needs to be registered with the State of Minnesota as an “Unlicensed Maintenance Electrician” and have the work inspected by a Master Electrician.</p> <p>Michael Meier has agreed to do the supervision and inspection for the registered City employees on an hourly rate as needed to ensure the work meets the National Electric Code.</p>
Fiscal Impact:	At the current time we are looking at 13 employees that would need to be registered annually at \$19.00 each. This would offset the cost of hiring an electrician for all the work currently done by staff.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize execution of the attached “Agreement for the Supervision of Electrical Maintenance Work only by Responsible Master Electrician of an Electrical Contractor” between the City of Marshall and Michael Meier dba Meier Electric Inc.



ATTN: **Robert Byrnes**
robert.byrnes@ci.marshall.mn.us

Subject: **Agreement for The Supervision of Electrical Maintenance Work only by Responsible Master Electrician of an Electrical Contractor for Jan. 1, 2025 to Dec. 31, 2026.**

This Agreement is to certify that the Class A master electrician of record for the electrical contractor **Meier Electric Inc.** is under contract to provide services for which an electrical contractor's license is required for the employer the **City of Marshall**.

As such, this master electrician will be responsible for planning, laying out, and supervising all electrical maintenance and repair work performed by this employer's registered unlicensed maintenance electricians on this employer's premises, as permitted under Minnesota Statutes § 326B.33, subd. 21, and for compliance of such work with National Electrical Code safety standards, as required under Minnesota Statutes § 326B.35.

The **City of Marshall** recognizes that under Minnesota Rules 3800.3500, subp. 8, the maintaining and repairing of electrical wiring, apparatus, and equipment permitted to be done by registered unlicensed individuals under the supervision of a master electrician is limited to the adjustment or repair or replacement of worn or defective parts of electrical equipment and replacement of defective receptacle outlets and manual switches for lighting control, and does not include the installation of new wiring, apparatus, and equipment or additions, alterations, or extensions to existing wiring, apparatus, or equipment.

The **City of Marshall** further understand that it is a misdemeanor under Minnesota Statutes § 326B.084 to knowingly and willfully make a false statement in any license application or other required form, or to perform or direct others to perform electrical work without the required license, and that under Minnesota Statutes § 326B.082, the Commissioner may revoke, suspend, or refuse to renew electrical licenses for such violations and may impose civil penalties up to \$10,000.00 for each violation.

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

The **City of Marshall** further understands that the department may require that the employer or designated responsible individual provide evidence of the manner in which they comply with the requirements of Minnesota Electrical Act.

The **City of Marshall** will notify the Department of Labor and Industry immediately upon termination of employment of the master electrician by Meier Electric Inc, upon termination of Meier Electric's **Agreement for The Supervision of Electrical Maintenance Work**, and of any changes of the unlicensed persons that are to be supervised under this agreement.

The **City of Marshall** declares that the information that is provided to MN DOLI on the "*certificate for The Supervision of Electrical Maintenance Work only by Responsible Master Electrician of an Electrical Contractor*" is true and correct to the best of the **City of Marshall** knowledge, and agrees to comply with the requirements of the Minnesota Electrical Act administered by the Department of Labor and Industry

The **City of Marshall** agrees to only allow knowledgeable, qualified individuals that are registered with the state of MN to perform electrical maintenance work at their facilities. It is the responsibility of the **City of Marshall** to provide the training and Personal Protective Equipment to their employees who engage in electrical maintenance work, as well as to determine which individuals are to be considered Qualified.

The **City of Marshall** will maintain and provide to Meier Electric a complete and accurate list of all electrical maintenance work that has been performed on a monthly basis for the purpose of inspection. Meier Electric will inspect this work and will correct any work that is not in compliance with the national electrical code.

Meier Electric Agrees to provide the Supervision of Electrical Maintenance Work to the **City of Marshall** on an Hour + Material basis as listed below.

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

BASE LABOR RATE FOR NORMAL BUSINESS HOURS	
ELECTRICIAN PER HR	85.00
APPRENTICE ELECTRICIAN PER HR	60.00

ELECTRICIAN OVER TIME LABOR RATE (> 8HRS PER DAY OR > 40HRS PER WK)	
BASE	47.00
Burden / Benefits	38.00
Net	85.00
Overhead and Profit	13.00
Overtime	23.50
TOTAL LOADED RATE	\$ 121.50

ELECTRICIAN SUNDAY AND HOLIDAY LABOR RATE	
BASE	47.00
Burden / Benefits	38.00
Net	85.00
Overhead and Profit	13.00
Overtime	47.00
TOTAL LOADED RATE	\$ 145.00

APPR. ELECTRICIAN OVER TIME LABOR RATE (> 8HRS PER DAY OR > 40HRS PER WK)	
BASE	33.00
Burden / Benefits	27.00
Net	60.00
Overhead and Profit	14.85
Overtime	16.50
TOTAL LOADED RATE	\$ 91.35

APPR. ELECTRICIAN SUNDAY AND HOLIDAY LABOR RATE	
BASE	33.00
Burden / Benefits	27.00
Net	60.00
Overhead and Profit	14.85
Overtime	33.00
TOTAL LOADED RATE	\$ 107.85

MATERIAL +	AT COST
SALES TAX +	7.38%
SHIPPING +	AT COST
MARK-UP +	15%
TOTAL	TOTAL MATERIAL

ELECTRICAL INSPECTION FEES (INVOICED AT COST)	TBD
ELECTRIC UTILITY SERVICE FEES AND CHARGES (INVOICED AT COST	TBD

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

Mike Meier

This Agreement is Valid for 24 Months

ACCEPTANCE OF AGREEMENT

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

ACCEPTED:

Name and Title

Signature

Date:

Electrical Contracting and Service

This is an estimate only, not a contract for services. This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval to Change Regular Meeting Date in November
Background Information:	<p>Minnesota Statute 13D.04 Notice of Meetings requires that a schedule of regular meetings of the public body is kept on file at its primary offices, which would be the office of the City Clerk. The regular meeting of the city council on November 11, 2025, would take place during Veteran's Day, which is a Federal Holiday and city offices will be closed.</p> <p>Staff are recommending that the November 11th Regular Meeting date be moved to Monday, November 10th due to the Veteran's Day Holiday.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	<ol style="list-style-type: none"> 1) Move the November 11, 2025 regular meeting to Monday, November 10, 2025. 2) Direct the City Clerk to update the schedule of 2025 Regular Council Meeting Dates that are to be kept on file to comply with Minnesota Statute 13D.04 to reflect the recommended changes.

2025 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 14, 2025
2. January 28, 2025

February

1. February 11, 2025
2. February 25, 2025

March

1. March 11, 2025
2. March 25, 2025

April

1. April 8, 2025
2. April 22, 2025

May

1. May 13, 2025
2. May 27, 2025

June

1. June 10, 2025
2. June 24, 2025

July

1. July 8, 2025
2. July 22, 2025

August

1. August 12, 2025
2. August 26, 2025

September

1. September 9, 2025
2. September 23, 2025

October

1. October 14, 2025
2. October 28, 2025

November

1. Monday, November 10, 2025
2. November 25, 2025

December

1. December 9, 2025
2. December 23, 2025

2025 Uniform Election Dates

- February 11, 2025
- March 04, 2025
- April 08, 2025
- May 13, 2025
- August 12, 2025
- November 04, 2025

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.

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval for a Raffle Permit for Holy Redeemer Church on February 3, 2025
Background Information:	<p>Holy Redeemer Church will be holding a raffle fund raiser at Holy Redeemer School located at 501 S. Whitney Street, February 22, 2025.</p> <p>Gambling permits are issued by the State of MN but require local approval before submittal.</p>
Fiscal Impact:	
Alternative/ Variations:	None recommended.
Recommendations:	To approve the LG220 Application for Exempt Permit for Holy Redeemer Church on February 22, 2025, at 501 S. Whitney Street.

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Holy Redeemer Church

Previous Gambling Permit Number: X-04549

Minnesota Tax ID Number, if any: 8382653

Federal Employer ID Number (FEIN), if any: 41-0718327

Mailing Address: 503 W. Lyon St

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

Name of Chief Executive Officer (CEO): Fr. Steven J. Verhelst

CEO Daytime Phone: 507-532-5711 CEO Email: sverhelst@holy-redeemer.com

(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☒ Religious

☐ Veterans

☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 501 Whitney St. S.

Check one:

☒ City: Marshall Zip: 56258 County: Lyon

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 3, 2025

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

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

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

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

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="checked" 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: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> The city or county must sign before submitting application to the Gambling Control Board. </div>	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Fr. Steven J. Verhelst* Date: 12-03-2024
 (Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Steven J. Verhelst

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 Depart-

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.

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Steven Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider Approval of a Temporary Liquor License for the SMSU Foundation for February 8, 2025
Background Information:	<p>The SMSU Foundation has applied for a one-day temporary liquor license for Tropical Night at the SMSU Campus RA Facility.</p> <p>All temporary liquor licenses require municipal approval and final approval from the Alcohol and Gambling Enforcement Division.</p>
Fiscal Impact:	
Alternative/ Variations:	None recommended.
Recommendations:	To approve the temporary on-sale liquor license for the SMSU Foundation on February 8, 2025 at 1501 State Street.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Southwest Minnesota State University (SMSU) Foundation		October 17, 1963		31153	
Organization Address (No PO Boxes)		City	State	Zip Code	
1501 State Street		Marshall	Minnesota	56258	
Name of person making application		Business phone		Home phone	
Nathan Polfliet		507/ 537-6285			
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
Saturday, February 8, 2025 (Tropical Night)		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Nathan Polfliet, Executive Director		Marshall	Minnesota	56258	
Organization officer's name		City	State	Zip Code	
Brad Bacon, SMSU Foundation President Board of Directors			Minnesota		
Organization officer's name		City	State	Zip Code	
			Minnesota		

Location where permit will be used. If an outdoor area, describe.
SMSU Campus, RA Facility

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
North Risk Partners \$2,000,000 / \$2,000,000

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, January 14, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Mayoral Appointment for Councilmembers to Boards/Commissions and Committees.
Background Information:	<p>Under Section 2-143 of the Marshall City Code: Appointments to all boards, commissions, bureaus, and authorities shall be by the mayor and shall be confirmed by the council with the exception of the housing and redevelopment authority.</p> <p>The proposed appointments are attached.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve the Mayoral Appointment for Councilmembers to Boards/Commissions and Committees.

CITY COUNCIL COMMITTEES

President Pro-Tem – Craig Schafer

Equipment Review Committee

John Alcorn
Craig Schafer
James Lozinski

Public Improvement/ Transportation

Craig Schafer
John Alcorn
James Lozinski

Legislative & Ordinance Committee

Amanda Schwartz
See Moua-Leske
James Lozinski

Ways & Means Committee

See Moua-Leske
Amanda Schwartz
Amanda Schroeder

Personnel Committee

Amanda Schwartz
Craig Schafer
Amanda Schroeder

Liaisons & Board Members on the City Boards & Commissions:

Adult Community Center Commission – See Moua-Leske

Airport Commission – Craig Schafer

Cable Commission – Amanda Schwartz

Charter Commission – City Administrator, Sharon Hanson & City Attorney, Pamela Whitmore (No Council Liaisons)

Community Services Advisory Board – Amanda Schwartz

Convention & Visitors Bureau – See Moua-Leske

Diversity, Equity, and Inclusion Commission – See Moua-Leske

Economic Development Authority – John Alcorn & Amanda Schroeder

Joint Law Enforcement Center Management Committee – James Lozinski & Amanda Schroeder

Library Board – Amanda Schwartz

Marshall Area Transit Committee – John Alcorn

Marshall Municipal Utilities Commission – James Lozinski

M.E.R.I.T. Center Commission – Craig Schafer

Planning Commission – Amanda Schroeder

Police Advisory Board – James Lozinski

Public Housing Commission – John Alcorn

Southwest Minnesota Amateur Sports Commission – Craig Schafer

Other Appointments:

City Council-County Board/Library Agreement & Operations – Amanda Schwartz & Bob Byrnes

Fire Relief Association – Bob Byrnes & Finance Director, Karla Drown

Housing & Redevelopment Authority – Mayor & City Council

Regional Development Commission – Bob Byrnes

SW Minnesota Emergency Communication Board (ECB)- Craig Schafer & Alternate Bob Byrnes

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Karla Drown
Meeting Date:	Tuesday, January 14, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of the bills/project payments
Background Information:	Staff encourage the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works, Jason Anderson at 537-6051 or Finance Director, Karla Drown at 537-6764
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	The following bills and project payments be authorized for payment.



Marshall, MN

Check Report

By Vendor Name

Date Range: 12/14/2024 - 01/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-REG AP						
4549	A & B BUSINESS, INC	12/20/2024	EFT	0.00	2,369.60	18645
4549	A & B BUSINESS, INC	01/10/2025	EFT	0.00	2,369.60	18866
4193	A & C EXCAVATING	12/20/2024	Regular	0.00	12,307.10	125376
6128	ACTION COMPANY LLC	01/10/2025	EFT	0.00	1,915.00	18867
0560	AFSCME COUNCIL 65	12/27/2024	EFT	0.00	1,324.40	18715
6412	AG PLUS COOPERATIVE	12/20/2024	EFT	0.00	66.72	18646
6412	AG PLUS COOPERATIVE	01/10/2025	EFT	0.00	258.81	18868
5119	ALL FLAGS, LLC	12/20/2024	EFT	0.00	1,089.45	18647
0578	AMAZON CAPITAL SERVICES, INC.	12/20/2024	EFT	0.00	890.04	18648
0578	AMAZON CAPITAL SERVICES, INC.	12/27/2024	EFT	0.00	239.69	18716
0578	AMAZON CAPITAL SERVICES, INC.	12/31/2024	EFT	0.00	266.89	18753
0578	AMAZON CAPITAL SERVICES, INC.	01/03/2025	EFT	0.00	147.30	18792
0578	AMAZON CAPITAL SERVICES, INC.	01/10/2025	EFT	0.00	294.46	18869
2701	ANDERSON, JASON	01/03/2025	EFT	0.00	80.00	18793
0658	AP DESIGN, INC. / NICHOLAS J SCHWARZ OR JILI	12/20/2024	EFT	0.00	25.00	18649
0630	ARCTIC GLACIER U.S.A., INC	12/20/2024	Regular	0.00	182.67	125377
0630	ARCTIC GLACIER U.S.A., INC	01/10/2025	Regular	0.00	424.55	125443
0629	ARNOLD MOTOR SUPPLY, LLP	12/20/2024	EFT	0.06	3.13	18650
0629	ARNOLD MOTOR SUPPLY, LLP	12/31/2024	EFT	0.70	34.29	18754
0629	ARNOLD MOTOR SUPPLY, LLP	01/03/2025	EFT	0.90	44.09	18794
6041	AUTOMATIC BUILDING CONTROLS, ABC INC	12/31/2024	Regular	0.00	1,222.00	125414
0656	AVERA MARSHALL	01/10/2025	Regular	0.00	123.00	125444
7256	BALDWIN SUPPLY COMPANY	12/20/2024	Regular	0.00	123.02	125378
2362	BAUMANN, ADAM	01/03/2025	EFT	0.00	40.00	18795
7505	BEAM TECHNOLOGIES INC	01/03/2025	Bank Draft	0.00	4,154.96	DFT0004644
7505	BEAM TECHNOLOGIES INC	01/03/2025	Bank Draft	0.00	4,154.27	DFT0004682
7505	BEAM TECHNOLOGIES INC	01/03/2025	Bank Draft	0.00	1,183.11	DFT0004706
0688	BELLBOY CORPORATION	12/31/2024	EFT	0.00	5,543.82	18755
0688	BELLBOY CORPORATION	01/10/2025	EFT	0.00	1,449.84	18870
0689	BEND RITE CUSTOM FABRICATION, INC.	12/27/2024	Regular	0.00	9.28	125404
0689	BEND RITE CUSTOM FABRICATION, INC.	12/31/2024	Regular	0.00	130.00	125415
3040	BESSE, NATHAN	12/27/2024	EFT	0.00	285.78	18717
0699	BEVERAGE WHOLESALERS, INC.	12/20/2024	Regular	0.00	29,347.09	125379
0699	BEVERAGE WHOLESALERS, INC.	12/31/2024	Regular	0.00	30,125.11	125416
0699	BEVERAGE WHOLESALERS, INC.	01/03/2025	Regular	0.00	36,427.12	125427
0699	BEVERAGE WHOLESALERS, INC.	01/10/2025	Regular	0.00	34,875.62	125445
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	8,465.61	DFT0004628
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	1,472.28	DFT0004629
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	55,524.84	DFT0004630
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	4,870.60	DFT0004631
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	8,465.61	DFT0004666
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	1,472.28	DFT0004667
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	55,524.27	DFT0004668
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	4,870.55	DFT0004669
6909	BLUE CROSS & BLUE SHIELD OF MINNESOTA	12/20/2024	Bank Draft	0.00	6,580.83	DFT0004707
2604	BOLLIG, MARK	12/20/2024	EFT	0.00	200.00	18651
0724	BOLTON & MENK INC	12/20/2024	EFT	0.00	977.00	18652
0726	BORCH'S SPORTING GOODS, INC.	12/31/2024	EFT	0.00	2,045.00	18756
0726	BORCH'S SPORTING GOODS, INC.	01/03/2025	EFT	0.00	387.00	18796
0018	BORDER STATES INDUSTRIES, INC.	12/20/2024	EFT	0.00	174.26	18653
0018	BORDER STATES INDUSTRIES, INC.	12/31/2024	EFT	0.00	216.91	18757
0018	BORDER STATES INDUSTRIES, INC.	01/03/2025	EFT	0.00	39.02	18797
0018	BORDER STATES INDUSTRIES, INC.	01/10/2025	EFT	0.00	344.92	18871
3829	BRAU BROTHERS	12/20/2024	EFT	0.00	483.50	18654

Check Report

Date Range: 12/14/2024 - 01/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3829	BRAU BROTHERS	12/31/2024	EFT	0.00	600.75	18758
3829	BRAU BROTHERS	01/03/2025	EFT	0.00	1,051.25	18798
3829	BRAU BROTHERS	01/10/2025	EFT	0.00	727.75	18872
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	12/20/2024	EFT	0.00	5,763.07	18655
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	12/31/2024	EFT	0.00	2,027.68	18759
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	01/03/2025	EFT	0.00	27,963.09	18799
4457	BREAKTHRU BEVERAGE MINNESOTA WINE & SF	01/10/2025	EFT	0.00	1,777.73	18873
6539	BREMER BANK	12/16/2024	Bank Draft	0.00	4,556.26	DFT0004698
6539	BREMER BANK	12/30/2024	Bank Draft	0.00	6,741.47	DFT0004741
5696	BROTHERS FIRE PROTECTION	01/03/2025	EFT	0.00	2,300.00	18800
2683	BROWN, TOM	01/10/2025	EFT	0.00	199.95	18874
0186	BRUNSVOLD, QUENTIN	01/03/2025	EFT	0.00	40.00	18801
3413	BRUSVEN, KATHERINE	01/03/2025	EFT	0.00	40.00	18802
0763	BSN SPORTS LLC	12/27/2024	Regular	0.00	2,499.96	125405
0204	BUYSSE, JASON	01/03/2025	EFT	0.00	40.00	18803
6744	C&L DISTRIBUTING	12/20/2024	EFT	0.00	1,511.82	18656
0216	CALLENS, DAVID	12/20/2024	EFT	0.00	93.45	18657
0216	CALLENS, DAVID	01/03/2025	EFT	0.00	40.00	18804
0815	CATTOOR OIL COMPANY, INC	12/20/2024	EFT	0.00	939.84	18658
0239	CAUWELS, ROGER	01/03/2025	EFT	0.00	40.00	18805
7841	CCM HEALTH	12/20/2024	Regular	0.00	2,275.00	125380
2034	CHANGE FUND	12/27/2024	Regular	0.00	19.94	125406
0836	CHARTER COMMUNICATIONS, LLC	12/20/2024	EFT	0.00	61.99	18659
7848	CHRISTENSEN, JULIA	12/27/2024	Regular	0.00	500.00	125407
7507	CIGNA HEALTH AND LIFE INSURANCE COMPAN	12/20/2024	EFT	0.00	1,246.43	18660
7165	CITY HIVE, INC.	01/02/2025	Bank Draft	0.00	94.40	DFT0004742
7845	CITY OF SIOUX FALLS	12/20/2024	Regular	0.00	14.39	125381
7127	CIVICPLUS, LLC	01/03/2025	EFT	0.00	4,830.00	18806
5733	CLARITY TELECOM, LLC	12/20/2024	EFT	0.00	2,276.38	18661
5733	CLARITY TELECOM, LLC	12/31/2024	EFT	0.00	614.55	18760
0831	COALITION OF GREATER MINNESOTA CITIES	01/10/2025	Regular	0.00	30,801.00	125447
0865	COLEMAN ELECTRIC, INC.	12/31/2024	EFT	0.00	117.06	18761
0272	COUDRON, DEAN	01/03/2025	EFT	0.00	40.00	18807
7394	CRESTED RIVER CANNABIS COMPANY	12/20/2024	EFT	0.00	661.00	18662
0920	CULLIGAN WATER CONDITIONING OF MARSHAL	01/10/2025	Regular	0.00	119.50	125448
0934	D & G EXCAVATING INC	12/27/2024	EFT	0.00	1,837.00	18718
3819	DACOTAH PAPER CO	12/27/2024	EFT	3.08	304.99	18719
3819	DACOTAH PAPER CO	01/10/2025	EFT	14.70	1,476.21	18875
7102	DAHLHEIMER BEVERAGE	12/31/2024	EFT	0.00	2,737.75	18762
7849	DESMET, EUGENE	12/27/2024	Regular	0.00	400.00	125408
2913	DESMET, JASMINE	12/20/2024	EFT	0.00	38.46	18663
2913	DESMET, JASMINE	01/10/2025	EFT	0.00	29.20	18876
7854	DEUTZ, JESSE	01/03/2025	Regular	0.00	1,300.00	125428
3259	DEUTZ, LAUREN	01/03/2025	EFT	0.00	80.00	18808
7657	DEX SUSTAINABLES INC	12/31/2024	Regular	0.00	396.00	125418
4356	DIGI-KEY, INC	12/20/2024	EFT	0.00	209.42	18664
0993	DIRECT DIGITAL CONTROL, INC	12/20/2024	Regular	0.00	22,170.00	125382
5731	DOLL DISTRIBUTING LLC	12/20/2024	EFT	0.00	14,645.30	18665
5731	DOLL DISTRIBUTING LLC	12/31/2024	EFT	0.00	17,221.45	18763
5731	DOLL DISTRIBUTING LLC	01/03/2025	EFT	0.00	25,284.75	18809
5731	DOLL DISTRIBUTING LLC	01/10/2025	EFT	0.00	4,505.11	18877
4126	DOOM & CUYPER CONSTRUCTION	12/20/2024	EFT	0.00	233.44	18666
0380	DUBS, SHEILA	01/03/2025	EFT	0.00	40.00	18810
1020	DUININCK, INC.	01/03/2025	EFT	0.00	100.00	18811
1035	ECOLAB PEST ELIMINATION SERVICES	12/20/2024	EFT	0.00	323.47	18667
7181	ENTERPRISE FLEET MANAGEMENT TRUST	12/20/2024	Bank Draft	0.00	17,529.61	DFT0004704
3566	ERAL, ADAM	12/31/2024	EFT	0.00	124.79	18764
1090	FASTENAL COMPANY	12/20/2024	EFT	0.00	127.86	18668
1090	FASTENAL COMPANY	12/27/2024	EFT	0.00	100.91	18720
1090	FASTENAL COMPANY	01/03/2025	EFT	0.00	29.46	18812
1090	FASTENAL COMPANY	01/10/2025	EFT	0.00	181.83	18878

Check Report

Date Range: 12/14/2024 - 01/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7233	FEDERAL INSURANCE COMPANY	01/03/2025	Regular	0.00	2,793.00	125429
7500	FINNLYTECH INC	01/03/2025	EFT	0.00	8,293.85	18813
6444	FIRST ARRIVING IO, INC.	01/03/2025	Regular	0.00	998.00	125430
7828	FISERV/MERCHANT BANK	01/03/2025	Bank Draft	0.00	729.82	DFT0004743
7073	FIXEN CHIROPRACTIC	12/20/2024	EFT	0.00	115.00	18669
1158	GALLS INC	12/20/2024	EFT	0.00	119.24	18670
1158	GALLS INC	01/03/2025	EFT	0.00	183.43	18814
1167	GENESIS LAMP CORPORATION	12/31/2024	EFT	0.00	266.36	18765
0422	GOODMUND, DOUG	12/20/2024	Regular	0.00	17.28	125383
6478	GOPHER STATE ONE CALL	01/10/2025	EFT	0.00	45.90	18879
1201	GRAINGER INC	12/20/2024	EFT	0.00	16.97	18671
1201	GRAINGER INC	12/27/2024	EFT	0.00	122.28	18721
1201	GRAINGER INC	01/10/2025	EFT	0.00	122.58	18880
1208	GREAT PLAINS NATURAL GAS COMPANY	01/06/2025	Bank Draft	0.00	15,022.74	DFT0004744
3760	GROWMARK INC.	12/20/2024	EFT	0.00	126.30	18672
1230	HACH COMPANY	12/27/2024	EFT	0.00	11,616.00	18722
3565	HANSON, ERIC	12/20/2024	EFT	0.00	139.99	18673
3565	HANSON, ERIC	01/03/2025	EFT	0.00	70.00	18815
2946	HANSON, SHARON	12/27/2024	EFT	0.00	38.71	18723
3349	HARRIS, DARREN	12/27/2024	EFT	0.00	170.49	18724
7145	HARTFORD LIFE AND ACCIDENT INSURANCE CO	12/20/2024	Bank Draft	0.00	397.04	DFT0004638
7145	HARTFORD LIFE AND ACCIDENT INSURANCE CO	12/20/2024	Bank Draft	0.00	396.73	DFT0004676
7145	HARTFORD LIFE AND ACCIDENT INSURANCE CO	12/20/2024	Bank Draft	0.00	32.12	DFT0004696
1256	HAWKINS INC	12/27/2024	EFT	0.00	12,181.92	18725
1199	HEARTLAND TIRE	12/20/2024	EFT	0.00	16.00	18674
1267	HEIMAN INC.	12/27/2024	EFT	0.00	639.00	18726
1267	HEIMAN INC.	12/31/2024	EFT	0.00	48.00	18766
1271	HENLE PRINTING COMPANY	01/03/2025	EFT	0.00	7,540.49	18816
1271	HENLE PRINTING COMPANY	01/10/2025	EFT	0.00	946.55	18881
6962	HERIGON, STEVE	12/20/2024	EFT	0.00	13,600.00	18675
3686	HOEKSTRA, MATTHEW	01/10/2025	EFT	0.00	30.00	18882
3686	HOEKSTRA, MATTHEW	12/27/2024	Regular	0.00	256.00	125409
2153	HOFFMANN, RYAN	01/03/2025	EFT	0.00	40.00	18817
6324	HOOK, MATT	12/20/2024	EFT	0.00	50.00	18676
1311	HY-VEE, INC	01/03/2025	Regular	0.00	427.94	125431
1325	ICMA RETIREMENT TRUST #300877	12/20/2024	EFT	0.00	50.00	18677
1325	ICMA RETIREMENT TRUST #300877	01/03/2025	EFT	0.00	50.00	18818
6073	IDEAL SERVICE, INC	01/03/2025	Regular	0.00	954.24	125432
0998	IIA LIFTING SERVICES, INC.	12/27/2024	EFT	0.00	1,300.00	18727
1343	INDEPENDENT LUMBER OF MARSHALL INC	12/20/2024	EFT	0.00	209.16	18678
1343	INDEPENDENT LUMBER OF MARSHALL INC	12/27/2024	EFT	0.00	907.98	18728
5546	INDIAN ISLAND WINERY	12/20/2024	Regular	0.00	155.04	125384
6536	INNOVATIVE OFFICE SOLUTIONS, LLC	12/20/2024	EFT	0.00	71.58	18679
1358	INTERNAL REVENUE SERVICE	12/20/2024	Bank Draft	0.00	30,029.80	DFT0004686
1358	INTERNAL REVENUE SERVICE	12/20/2024	Bank Draft	0.00	24,020.57	DFT0004687
1358	INTERNAL REVENUE SERVICE	12/20/2024	Bank Draft	0.00	9,173.24	DFT0004688
1358	INTERNAL REVENUE SERVICE	12/20/2024	Bank Draft	0.00	36.18	DFT0004692
1358	INTERNAL REVENUE SERVICE	12/20/2024	Bank Draft	0.00	265.73	DFT0004693
1358	INTERNAL REVENUE SERVICE	12/20/2024	Bank Draft	0.00	8.46	DFT0004694
1358	INTERNAL REVENUE SERVICE	01/03/2025	Bank Draft	0.00	15.14	DFT0004712
1358	INTERNAL REVENUE SERVICE	01/03/2025	Bank Draft	0.00	94.54	DFT0004713
1358	INTERNAL REVENUE SERVICE	01/03/2025	Bank Draft	0.00	3.54	DFT0004714
1358	INTERNAL REVENUE SERVICE	01/03/2025	Bank Draft	0.00	30,263.76	DFT0004736
1358	INTERNAL REVENUE SERVICE	01/03/2025	Bank Draft	0.00	23,467.26	DFT0004737
1358	INTERNAL REVENUE SERVICE	01/03/2025	Bank Draft	0.00	9,264.36	DFT0004738
5479	IOWA PUMP WORKS, INC	12/20/2024	EFT	0.00	10,130.50	18680
6383	JASPER ENGINEERING & EQUIPMENT CO	12/20/2024	Regular	0.00	4,239.00	125385
2064	JOHN DEERE FINANCIAL	12/27/2024	EFT	0.00	97.64	18729
2064	JOHN DEERE FINANCIAL	01/10/2025	EFT	0.00	283.16	18883
1399	JOHNSON BROTHERS LIQUOR COMPANY	12/20/2024	EFT	0.00	10,827.99	18681
1399	JOHNSON BROTHERS LIQUOR COMPANY	12/31/2024	EFT	0.00	8,801.16	18769

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1399	JOHNSON BROTHERS LIQUOR COMPANY	01/03/2025	EFT	0.00	18,189.55	18822
1399	JOHNSON BROTHERS LIQUOR COMPANY	01/10/2025	EFT	0.00	5,591.35	18886
2036	JOHNSON BROTHERS LIQUOR COMPANY	12/20/2024	EFT	0.00	9,416.78	18684
2036	JOHNSON BROTHERS LIQUOR COMPANY	12/31/2024	EFT	0.00	15,182.02	18770
2036	JOHNSON BROTHERS LIQUOR COMPANY	01/03/2025	EFT	0.00	24,736.42	18819
2036	JOHNSON BROTHERS LIQUOR COMPANY	01/10/2025	EFT	0.00	8,558.24	18885
2605	JOHNSON BROTHERS LIQUOR COMPANY	12/20/2024	EFT	0.00	1,697.07	18682
2605	JOHNSON BROTHERS LIQUOR COMPANY	12/31/2024	EFT	0.00	5,070.66	18768
2605	JOHNSON BROTHERS LIQUOR COMPANY	01/03/2025	EFT	0.00	1,648.04	18820
5447	JOHNSON BROTHERS LIQUOR COMPANY	12/20/2024	EFT	0.00	555.90	18683
5447	JOHNSON BROTHERS LIQUOR COMPANY	12/31/2024	EFT	0.00	825.05	18767
5447	JOHNSON BROTHERS LIQUOR COMPANY	01/03/2025	EFT	0.00	1,257.80	18821
5447	JOHNSON BROTHERS LIQUOR COMPANY	01/10/2025	EFT	0.00	2,350.80	18884
4479	JOHNSON FEED INC.	12/27/2024	EFT	0.00	2,360.85	18730
4479	JOHNSON FEED INC.	01/03/2025	EFT	0.00	4,950.11	18823
7843	JOHNSON, STEVE	12/20/2024	Regular	0.00	200.00	125386
1417	KENNEDY & GRAVEN, CHARTERED	01/03/2025	EFT	0.00	6,400.00	18824
5095	KIBBLE EQUIPMENT LLC	12/20/2024	EFT	0.00	5,000.00	18685
5095	KIBBLE EQUIPMENT LLC	12/20/2024	EFT	0.00	1,155.70	18686
5095	KIBBLE EQUIPMENT LLC	12/27/2024	EFT	0.00	1,157.77	18731
5095	KIBBLE EQUIPMENT LLC	12/31/2024	EFT	0.00	358.87	18771
5095	KIBBLE EQUIPMENT LLC	01/03/2025	EFT	0.00	208.44	18825
2389	KLAITH, BROCK	12/20/2024	EFT	0.00	192.43	18687
5675	KNOCHENMUS ENTERPRISES, LLP	12/20/2024	Regular	0.00	30,000.00	125387
0785	KOPITSKI, JASON	01/03/2025	EFT	0.00	40.00	18826
2363	KRUK, CHRISTOPHER	01/03/2025	EFT	0.00	40.00	18827
5138	L & A SYSTEMS, LLC	01/03/2025	EFT	0.00	795.65	18828
1480	LAW ENFORCEMENT LABOR SERVICE INC	12/27/2024	EFT	0.00	1,410.00	18732
2625	LEE, JERRED	01/03/2025	EFT	0.00	40.00	18829
6068	LEHMAN, CHRISTINE	12/20/2024	EFT	0.00	10.00	18688
1508	LOCKWOOD MOTORS INC	01/03/2025	EFT	0.00	39.06	18830
7435	LONG, SHERRIE	12/27/2024	Regular	0.00	1,000.00	125410
6020	LOUWAGIE, ALLAN	01/03/2025	Regular	0.00	500.00	125433
3065	LUTHER, ERIC	01/03/2025	EFT	0.00	40.00	18831
3816	LUTHERAN SOCIAL SERVICES	01/10/2025	Regular	0.00	23.80	125449
1531	LYON COUNTY AUDITOR-TREASURER	12/20/2024	EFT	0.00	706.45	18689
1531	LYON COUNTY AUDITOR-TREASURER	01/03/2025	EFT	0.00	5,730.00	18832
1545	LYON COUNTY HIGHWAY DEPARTMENT	01/10/2025	EFT	0.00	7,648.77	18887
1546	LYON COUNTY HISTORICAL SOCIETY	01/03/2025	Regular	0.00	7,009.25	125434
1552	LYON COUNTY RECORDER	12/20/2024	EFT	0.00	112.00	18690
1552	LYON COUNTY RECORDER	01/10/2025	EFT	0.00	286.00	18888
1552	LYON COUNTY RECORDER	01/10/2025	EFT	0.00	62.80	18889
1555	LYON-LINCOLN ELECTRIC COOPERATIVE INC	12/20/2024	Regular	0.00	27.42	125388
7824	MACHT, ALAN	01/03/2025	Regular	0.00	200.00	125435
6292	MADDEN, GALANTER, HANSEN, LLP	12/27/2024	EFT	0.00	3,843.21	18733
1571	MADISON NATIONAL LIFE INSURANCE COMPAN	12/27/2024	EFT	0.00	1,223.19	18734
1604	MARSHALL AREA CHAMBER OF COMMERCE	12/27/2024	EFT	0.00	1,025.00	18735
1604	MARSHALL AREA CHAMBER OF COMMERCE	01/10/2025	EFT	0.00	3,853.00	18890
1616	MARSHALL CONVENTION & VISITORS BUREAU	01/03/2025	EFT	0.00	7,000.00	18833
1616	MARSHALL CONVENTION & VISITORS BUREAU	01/10/2025	EFT	0.00	16,467.66	18891
6961	MARSHALL GYMNASTICS BOOSTERS	12/20/2024	Regular	0.00	1,000.00	125389
1623	MARSHALL INDEPENDENT, INC	12/20/2024	Regular	0.00	528.50	125390
1623	MARSHALL INDEPENDENT, INC	12/20/2024	Regular	0.00	1,616.48	125391
5813	MARSHALL LUMBER CO	12/20/2024	EFT	0.00	74.05	18691
5813	MARSHALL LUMBER CO	12/27/2024	EFT	0.00	29.65	18736
5813	MARSHALL LUMBER CO	12/31/2024	EFT	0.00	78.25	18772
5813	MARSHALL LUMBER CO	01/03/2025	EFT	0.00	0.79	18834
5813	MARSHALL LUMBER CO	01/10/2025	EFT	0.00	41.76	18892
1633	MARSHALL MUNICIPAL UTILITIES	12/20/2024	EFT	0.00	7,827.08	18692
1633	MARSHALL MUNICIPAL UTILITIES	01/10/2025	EFT	0.00	79,497.83	18893
3545	MARSHALL RADIO	01/10/2025	EFT	0.00	2,050.00	18896

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0933	MARSHALL, JAMES	01/03/2025	EFT	0.00	80.00	18835
6733	MARTI, GEORGE & PAULA	01/10/2025	Regular	0.00	302.40	125450
7488	MARTIUS, BEN	12/31/2024	Regular	0.00	200.00	125419
6747	MATTRESS BARN	01/10/2025	Regular	0.00	98.85	125451
7077	MEDSURETY, LLC	12/20/2024	Bank Draft	0.00	10,716.54	DFT0004680
7077	MEDSURETY, LLC	12/20/2024	Bank Draft	0.00	6,761.96	DFT0004685
7077	MEDSURETY, LLC	12/16/2024	Bank Draft	0.00	285.00	DFT0004699
7077	MEDSURETY, LLC	12/20/2024	Bank Draft	0.00	228.70	DFT0004702
7077	MEDSURETY, LLC	12/20/2024	Bank Draft	0.00	5,217.75	DFT0004703
7077	MEDSURETY, LLC	12/27/2024	Bank Draft	0.00	397.25	DFT0004708
7077	MEDSURETY, LLC	01/03/2025	Bank Draft	0.00	11,647.77	DFT0004728
7077	MEDSURETY, LLC	01/03/2025	Bank Draft	0.00	7,042.10	DFT0004735
7077	MEDSURETY, LLC	01/03/2025	Bank Draft	0.00	229.18	DFT0004740
2593	MELLENTIN, BRADY	12/20/2024	EFT	0.00	100.00	18693
2719	MELLENTIN, CODY	01/03/2025	EFT	0.00	40.00	18836
4980	MENARDS INC	12/20/2024	EFT	0.00	458.39	18694
4980	MENARDS INC	12/27/2024	EFT	0.00	68.20	18737
4980	MENARDS INC	12/31/2024	EFT	0.00	653.54	18773
4980	MENARDS INC	01/03/2025	EFT	0.00	74.90	18837
4980	MENARDS INC	01/10/2025	EFT	0.00	714.90	18897
7852	MES INDUSTRIES, INC.	12/31/2024	Regular	0.00	3,207.75	125420
0973	MEULEBROECK, ANDY	01/03/2025	EFT	0.00	40.00	18838
4281	MIDWEST GLASS LLC.	12/20/2024	Regular	0.00	1,031.38	125393
1757	MINNESOTA CHILD SUPPORT PAYMENT CENTER	12/20/2024	Bank Draft	0.00	414.85	DFT0004678
1757	MINNESOTA CHILD SUPPORT PAYMENT CENTER	12/20/2024	Bank Draft	0.00	306.87	DFT0004679
1757	MINNESOTA CHILD SUPPORT PAYMENT CENTER	01/03/2025	Bank Draft	0.00	414.85	DFT0004726
1757	MINNESOTA CHILD SUPPORT PAYMENT CENTER	01/03/2025	Bank Draft	0.00	306.87	DFT0004727
1766	MINNESOTA DEPARTMENT OF AGRICULTURE	01/03/2025	Regular	0.00	15.00	125436
1002	MINNESOTA DEPARTMENT OF NATURAL RESOL	01/10/2025	Regular	0.00	140.00	125452
1818	MINNESOTA DEPARTMENT OF REVENUE	12/20/2024	Bank Draft	0.00	12,404.17	DFT0004689
1818	MINNESOTA DEPARTMENT OF REVENUE	12/20/2024	Bank Draft	0.00	145.36	DFT0004695
1818	MINNESOTA DEPARTMENT OF REVENUE	12/19/2024	Bank Draft	0.00	68,224.00	DFT0004705
1818	MINNESOTA DEPARTMENT OF REVENUE	01/03/2025	Bank Draft	0.00	37.72	DFT0004715
1818	MINNESOTA DEPARTMENT OF REVENUE	01/03/2025	Bank Draft	0.00	12,331.40	DFT0004739
1784	MINNESOTA DEPARTMENT OF TRANSPORTATIC	12/20/2024	Regular	0.00	1,684.58	125394
1784	MINNESOTA DEPARTMENT OF TRANSPORTATIC	01/03/2025	Regular	0.00	494.75	125437
1774	MINNESOTA DEPTARTMENT OF LABOR & INDU	01/10/2025	Regular	0.00	4,258.68	125453
0974	MINNESOTA STATE FIRE DEPARTMENT ASSOCIA	01/03/2025	Regular	0.00	450.00	125438
3669	MINNESOTA STATE RETIREMENT SYSTEM	12/20/2024	Bank Draft	0.00	11,114.42	DFT0004683
3669	MINNESOTA STATE RETIREMENT SYSTEM	01/03/2025	Bank Draft	0.00	50,667.02	DFT0004733
1839	MINNESOTA VALLEY TESTING LABS INC	12/27/2024	EFT	0.00	234.40	18738
4896	MINNWEST PLUMBING & HEATING	01/10/2025	Regular	0.00	2,702.88	125454
7703	MISSOURI BASIN MUNICIPAL POWER AGENCY	12/31/2024	Regular	0.00	975.40	125421
3453	MOBERG, E.J.	01/03/2025	EFT	0.00	80.00	18839
6398	MORRELL MANUFACTURING	12/20/2024	EFT	0.00	1,439.92	18695
1894	MURRAY'S AUTO GLASS	01/10/2025	Regular	0.00	75.00	125455
2512	NATIONWIDE RETIREMENT	12/20/2024	Bank Draft	0.00	100.00	DFT0004673
2512	NATIONWIDE RETIREMENT	12/20/2024	Bank Draft	0.00	275.00	DFT0004690
2512	NATIONWIDE RETIREMENT	12/20/2024	Bank Draft	0.00	1,030.99	DFT0004691
2512	NATIONWIDE RETIREMENT	01/03/2025	Bank Draft	0.00	190.00	DFT0004710
2512	NATIONWIDE RETIREMENT	01/03/2025	Bank Draft	0.00	343.99	DFT0004711
2512	NATIONWIDE RETIREMENT	01/03/2025	Bank Draft	0.00	100.00	DFT0004721
1923	NCPERS MN GROUP LIFE INS.	12/27/2024	EFT	0.00	208.00	18739
1945	NORMS GTC	12/20/2024	Regular	0.00	4.29	125395
1945	NORMS GTC	01/03/2025	Regular	0.00	65.08	125439
1945	NORMS GTC	01/10/2025	Regular	0.00	387.38	125456
1986	NORTH CENTRAL INTERNATIONAL LLC	12/20/2024	EFT	0.00	311.07	18696
7166	NORTHAMERICAN BANCARD/EPX	01/02/2025	Bank Draft	0.00	15,624.20	DFT0004745
1961	NORTHERN SAFETY CO INC	12/31/2024	EFT	0.00	7.21	18774
1961	NORTHERN SAFETY CO INC	01/10/2025	EFT	0.00	398.50	18898
1960	NORTHERN SAFETY TECHNOLOGY, INC	12/27/2024	EFT	0.00	238.26	18740

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6463	OFFICE OF MNIT SERVICES	12/20/2024	Regular	0.00	709.62	125396
5891	ONE OFFICE SOLUTION	12/20/2024	EFT	0.00	71.41	18697
5891	ONE OFFICE SOLUTION	12/27/2024	EFT	0.00	46.95	18741
5891	ONE OFFICE SOLUTION	01/10/2025	EFT	0.00	21.99	18899
3809	O'REILLY AUTOMOTIVE STORES, INC	12/20/2024	EFT	0.00	35.98	18698
3809	O'REILLY AUTOMOTIVE STORES, INC	12/31/2024	EFT	0.00	163.02	18775
3809	O'REILLY AUTOMOTIVE STORES, INC	01/10/2025	EFT	0.00	10.52	18900
5205	PAINTED PRAIRIE VINEYARD, LLC	12/20/2024	EFT	0.00	180.00	18699
1243	PATZERS INC	12/20/2024	EFT	0.00	122.43	18700
1243	PATZERS INC	12/31/2024	EFT	0.00	1,408.74	18776
1243	PATZERS INC	01/03/2025	EFT	0.00	16.99	18840
1243	PATZERS INC	01/10/2025	EFT	0.00	6.49	18901
2019	PAUSTIS WINE COMPANY	01/10/2025	EFT	0.00	3,189.75	18902
7168	PAYLIDIFY/GATEWAY SERVICES	01/06/2025	Bank Draft	0.00	13.53	DFT0004746
7163	PAYLIDIFY/MERCHANT BANK	01/03/2025	Bank Draft	0.00	348.89	DFT0004747
7163	PAYLIDIFY/MERCHANT BANK	01/03/2025	Bank Draft	0.00	228.24	DFT0004748
5707	PAYPAL INC	12/16/2024	Bank Draft	0.00	29.99	DFT0004700
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	12/31/2024	EFT	0.00	38.81	18777
2026	PEPSI COLA BOTTLING OF PIPESTONE MN INC	01/03/2025	EFT	0.00	40.50	18841
2028	PERA OF MINNESOTA REG	12/20/2024	Bank Draft	0.00	59,446.23	DFT0004681
2028	PERA OF MINNESOTA REG	01/03/2025	Bank Draft	0.00	61,184.98	DFT0004731
7053	PERFORMANCE FOOD GROUP, INC.	01/10/2025	EFT	0.00	77.58	18903
2049	PLUNKETTS PEST CONTROL INC	01/10/2025	EFT	0.00	43.50	18904
3557	POMP'S TIRE SERVICE, INC.	12/31/2024	EFT	0.00	156.00	18778
3557	POMP'S TIRE SERVICE, INC.	01/03/2025	EFT	0.00	1,003.20	18842
3451	POWERS, BEN	12/31/2024	EFT	0.00	79.99	18779
5606	PRE-PAID LEGAL SERVICES, INC.	12/20/2024	Bank Draft	0.00	225.83	DFT0004639
5606	PRE-PAID LEGAL SERVICES, INC.	12/20/2024	Bank Draft	0.00	225.60	DFT0004677
5606	PRE-PAID LEGAL SERVICES, INC.	12/20/2024	Bank Draft	0.00	0.12	DFT0004709
1163	PRZYBILLA, SCOTT	01/03/2025	EFT	0.00	40.00	18843
6166	PULVER MOTOR SVC, LLC	12/27/2024	EFT	0.00	80.00	18742
6166	PULVER MOTOR SVC, LLC	12/31/2024	EFT	0.00	80.00	18780
6166	PULVER MOTOR SVC, LLC	01/03/2025	EFT	0.00	80.00	18844
2096	QUARNSTROM & DOERING, PA	01/10/2025	EFT	0.00	6,666.67	18905
4112	R.D. OFFUT COMPANY	12/27/2024	EFT	0.00	8,900.00	18743
2199	RAFF, ED	12/20/2024	EFT	0.00	95.95	18701
5885	REGION 5 MAAO	01/10/2025	Regular	0.00	300.00	125457
2125	RIEKE, BENJAMIN	01/03/2025	EFT	0.00	40.00	18845
7853	RINKE NOONAN, LTD	12/31/2024	Regular	0.00	3,377.00	125422
0707	ROADSIDE DEVELOPERS INC	01/10/2025	Regular	0.00	224.85	125458
2186	ROGGE EXCAVATING	12/31/2024	EFT	0.00	1,800.00	18781
1211	ROKEH, JASON	01/03/2025	EFT	0.00	40.00	18846
7844	ROSENBAUER MINNESOTA, LLC	12/20/2024	Regular	0.00	172,150.00	125397
3498	ROTH, CONNOR	01/10/2025	EFT	0.00	256.00	18906
5867	ROUND LAKE VINEYARDS & WINERY	12/31/2024	EFT	0.00	1,000.00	18782
5180	RTVISION INC	12/27/2024	EFT	0.00	1,400.00	18744
5006	RUNCHEY, LOUWAGIE & WELLMAN	12/31/2024	Regular	0.00	841.00	125423
2201	RUNNING SUPPLY, INC	12/20/2024	EFT	0.00	438.94	18702
2201	RUNNING SUPPLY, INC	12/31/2024	EFT	0.00	75.77	18783
2470	SANDGREN, KAYLYNN	01/03/2025	EFT	0.00	40.00	18847
5838	SCHEDULEPLUS LLC	01/03/2025	Regular	0.00	1,000.00	125440
1116	SCHREURS, JODI	12/20/2024	EFT	0.00	343.51	18703
5772	SLAGEL, MICHAEL	12/27/2024	EFT	0.00	1,772.72	18745
6735	SMALL LOT COOP, LLC	01/03/2025	EFT	0.00	373.04	18848
2288	SMI & HYDRAULICS, INC.	01/03/2025	EFT	0.00	454.48	18849
4086	SOUTHERN MN RECREATION & PARK ASSOCIAT	01/03/2025	Regular	0.00	15.00	125441
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	12/20/2024	EFT	0.00	7,673.38	18704
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	12/31/2024	EFT	0.00	16,334.30	18784
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	01/03/2025	EFT	0.00	16,054.94	18850
4855	SOUTHERN GLAZER'S WINE AND SPIRITS, LLC	01/10/2025	EFT	0.00	9,534.59	18907
6720	SOUTHERN MINNESOTA INSPECTION CO., LLC	12/20/2024	Regular	0.00	495.44	125398

Check Report

Date Range: 12/14/2024 - 01/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2311	SOUTHWEST GLASS CENTER, INC	12/20/2024	EFT	0.00	387.27	18705
2311	SOUTHWEST GLASS CENTER, INC	12/31/2024	EFT	0.00	175.00	18785
2318	SOUTHWEST SANITATION INC.	01/10/2025	EFT	0.00	2,998.74	18908
7663	SPEEDEE DELIVERY SERVICE, INC	12/27/2024	Regular	0.00	22.86	125411
1334	ST AUBIN, GREGORY	01/03/2025	EFT	0.00	40.00	18851
2556	STANTON, TROY	01/10/2025	EFT	0.00	199.99	18909
1659	STELTER, GEOFFREY	01/03/2025	EFT	0.00	40.00	18852
1350	STENSRUD, PRESTON	01/03/2025	EFT	0.00	40.00	18853
6800	STOCKWELL ENGINEERS	01/10/2025	EFT	0.00	108,824.00	18910
7840	STOLL, TIMOTHY	12/20/2024	EFT	0.00	750.00	18706
6706	SUN LIFE FINANCIAL	12/27/2024	EFT	0.00	1,543.73	18746
2190	SUNRISE ROTARY CLUB OF MARSHALL	12/20/2024	EFT	0.00	475.00	18707
2190	SUNRISE ROTARY CLUB OF MARSHALL	01/03/2025	EFT	0.00	237.50	18854
1378	SWANSON, GREGG	01/03/2025	EFT	0.00	40.00	18855
6277	TALKING WATERS BREWING CO, LLC	12/31/2024	EFT	0.00	620.00	18786
0875	THE COMPUTER MAN INC	01/03/2025	EFT	0.00	1,375.00	18856
0875	THE COMPUTER MAN INC	01/10/2025	EFT	0.00	2,309.80	18911
1193	THE PROPHET CORPORATION	12/20/2024	EFT	0.00	159.49	18708
6709	THERMO KING OF SIOUX FALLS INC	01/03/2025	EFT	0.00	494.99	18857
7842	THOMASSON, ROSE OR JERRY	12/20/2024	Regular	0.00	400.00	125399
1765	THOMSEN, MIKE	01/10/2025	EFT	0.00	17.22	18912
2428	TITAN MACHINERY	12/20/2024	EFT	0.00	20.70	18709
2428	TITAN MACHINERY	12/27/2024	EFT	0.00	452.60	18748
2428	TITAN MACHINERY	12/31/2024	EFT	0.00	30.00	18787
2428	TITAN MACHINERY	01/10/2025	EFT	0.00	13,550.00	18913
5329	TRI-STATE POWER SOLUTIONS, INC.	12/31/2024	EFT	0.00	36.00	18788
6156	TRUE FABRICATIONS, INC.	12/20/2024	EFT	0.00	955.70	18710
1423	TRUEDSON, SCOTT	01/03/2025	EFT	0.00	40.00	18858
7418	UDOFOT ENTERPRISES, INC	12/31/2024	EFT	0.00	562.50	18789
5106	ULINE	01/03/2025	EFT	0.00	188.70	18859
5106	ULINE	01/10/2025	EFT	0.00	609.74	18914
0853	ULTIMATE SAFETY CONCEPTS, INC.	12/27/2024	EFT	0.00	279.10	18749
0853	ULTIMATE SAFETY CONCEPTS, INC.	12/31/2024	EFT	0.00	292.12	18790
2486	UNITED WAY OF SW MINNESOTA	12/27/2024	Regular	0.00	2,055.04	125412
2497	UNIVERSITY OF MINNESOTA EXTENSION SERVIC	12/31/2024	Regular	0.00	183.75	125424
2499	US BANK	01/03/2025	EFT	0.00	550.00	18860
3443	VALIC DEFERRED COMP	12/20/2024	Bank Draft	0.00	1,336.54	DFT0004674
3443	VALIC DEFERRED COMP	12/20/2024	Bank Draft	0.00	1,396.15	DFT0004675
3443	VALIC DEFERRED COMP	01/03/2025	Bank Draft	0.00	1,258.08	DFT0004722
3443	VALIC DEFERRED COMP	01/03/2025	Bank Draft	0.00	636.16	DFT0004723
2941	VANKEULEN, KURTIS	01/03/2025	EFT	0.00	134.72	18861
4489	VERIZON WIRELESS	12/20/2024	EFT	0.00	39.02	18711
4489	VERIZON WIRELESS	12/20/2024	EFT	0.00	35.01	18712
4489	VERIZON WIRELESS	12/27/2024	EFT	0.00	1,193.94	18750
4489	VERIZON WIRELESS	12/27/2024	EFT	0.00	440.11	18751
4489	VERIZON WIRELESS	01/03/2025	EFT	0.00	35.01	18862
6694	VESTIS GROUP, INC.	12/20/2024	Regular	0.00	111.87	125400
2538	VIKING COCA COLA BOTTLING CO.	12/20/2024	EFT	0.00	42.50	18713
2538	VIKING COCA COLA BOTTLING CO.	12/31/2024	EFT	0.00	378.30	18791
2538	VIKING COCA COLA BOTTLING CO.	01/03/2025	EFT	0.00	492.70	18863
2538	VIKING COCA COLA BOTTLING CO.	01/10/2025	EFT	0.00	112.00	18915
4594	VINOCOPIA INC	01/10/2025	EFT	0.00	2,911.00	18916
7851	VIRTUALSETS.COM, INC	12/31/2024	Regular	0.00	47.00	125425
2545	VOLUNTEER FIREFIGHTERS BENEFIT ASSOC	12/20/2024	Regular	0.00	420.00	125401
6085	VOYA - INVESTORS CHOICE	12/20/2024	Bank Draft	0.00	4,053.26	DFT0004684
6085	VOYA - INVESTORS CHOICE	01/03/2025	Bank Draft	0.00	4,495.57	DFT0004734
6791	WALMART	12/20/2024	Regular	0.00	471.74	125402
6791	WALMART	12/27/2024	Regular	0.00	26.57	125413
6791	WALMART	12/31/2024	Regular	0.00	38.24	125426
6791	WALMART	01/03/2025	Regular	0.00	141.06	125442
6791	WALMART	01/10/2025	Regular	0.00	72.22	125459

Check Report

Date Range: 12/14/2024 - 01/10/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
7855	WEWETZER, RANDY	01/10/2025	Regular	0.00	200.00	125460
7011	WIDSETH SMITH NOLTING & ASSOCIATES, INC.	01/10/2025	Regular	0.00	1,500.00	125461
3133	WILSON, SCOTT	01/03/2025	EFT	0.00	40.00	18864
7199	YSI, INC.	12/20/2024	EFT	0.00	2,050.00	18714
2632	ZIEGLER INC	12/27/2024	EFT	0.00	52,678.52	18752
2632	ZIEGLER INC	01/03/2025	EFT	0.00	1,330.00	18865

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	113	82	0.00	458,634.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	75	75	0.00	680,319.11
EFT's	515	269	19.44	779,988.14
	703	426	19.44	1,918,942.23

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	113	82	0.00	458,634.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	75	75	0.00	680,319.11
EFT's	515	269	19.44	779,988.14
	703	426	19.44	1,918,942.23

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH FUND	12/2024	1,064,627.56
999	POOLED CASH FUND	1/2025	854,314.67
			1,918,942.23

CITY OF MARSHALL, MINNESOTA
PRIOR AND CURRENT YEARS CONSTRUCTION CONTRACTS
1/14/2025

PROJECT #:	Coding	DATE	CONTRACTOR:	ORIGINAL CONTRACT AMOUNT:	CHANGE ORDERS	CURRENT CONTRACT AMOUNT	2024 Prior Payments	2025 Prior Payments	PYMTS THIS MEETING:	RETAINAGE	BALANCE:	PERCENT COMPLETE
CH1	494-43300-55120	11/12/2019	City Hall Renovation	Brennan Companies	5,030,200.00	749,360.00	5,779,560.00			11,822.00	-	100.00%
AP-007	480-43400-55170	2022	Crack Filling w/Sealcoat	City Staff - Street/Airport	75,000.00		75,000.00				23,459.37	68.72%
AP-003	482-43400-55120	2/13/2024	SRE Building	Sussner Construction	2,913,100.00		2,913,100.00	1,457,511.41		76,711.13	1,378,877.46	52.67%
ST-012	482-43300-55170	2/27/2024	S Whitney (E College to Jean)	D & G Excavating	1,565,706.60	50,738.00	1,616,444.60	1,530,061.80		80,529.57	5,853.23	99.64%
ST-010	482-43300-55170	4/23/2024	Lyon Circle Reconstruction	A&C Excavating, LLC	161,580.80	(20,000.00)	141,580.80	120,029.86		12,307.10	1,336.74	94.42%
AP-008		12/17/2024	Instrument Landing System	Werner Bros. Inc.	360,306.00		360,306.00				360,306.00	0.00%
					10,105,893.40	780,098.00	10,885,991.40	3,107,603.07	12,307.10	170,399.44	1,776,403.16	

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, January 14, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Selection of City Council President Pro Tempore by City Council
Background Information:	In accordance with Section 2.06 of the City Charter, the Council shall choose from its members a President Pro tempore who shall hold office at the pleasure of the Council and shall serve as president at the Mayor's absence and as a Mayor in case of the Mayor's disability or absence from the City.
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve selection of President Pro-tempore by City Council

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Pamela Whitmore
Meeting Date:	Thursday, January 9, 2025
Category:	STAFF REPORTS
Type:	INFO/ACTION
Subject:	Noticed Closure from Broadmoor Manufactured Home Park 1) Closed Session Pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b) for an Attorney-Client Protected Discussion with the City's Attorney Regarding Threatened Litigation by Schierholz & Associates in Response to City Receipt of the Minnesota Attorney General's Office's Objection to Broadmoor Valley Closure Statement 2) Discussion of Cancellation of Public Hearing
Background Information:	<p>The City received notice from Paul Schierholz on behalf of Schierholz & Associates of the intent to cease operation of Broadmoor Valley as a manufactured home park as of December 1, 2025. The notice received contained the mandatory language typed in the correct font as required under Minn. Stat. §327C.095 and addressed the topics required by Minn. Stat. § 327C.015. Accordingly, the City had to presume sufficiency of the notice.</p> <p>Violations of Minn. Stat. Chapter 327C, including the sufficiency of closure notices, falls within the purview of the duties of the Office of Attorney General. <i>See generally</i>, Minn. Stat. § 327C.015, Minn. Stat. § 8.31. As you may recall, there were concerns from at least one of the speakers at the December 17, 2024 council meeting that they had heard the Notice was not sufficient. At that time, staff instructed Council that the AG made that determination as the enforcement agency.</p> <p>On January 8, 2025, the City received a copy of a letter sent that same day from the Office of the Attorney General to Paul Schierholz and Schierholz & Associates, Inc., as well as to his attorneys, notifying Mr. Schierholz that the AG deemed the notice insufficient. The AG based its findings on the fact that the Notice contained the word “unknown” with respect to when sites located within the specific, alternative parks listed out in the notice would become available and at what cost.</p> <p>As a reminder, the statutory hearing process with which the City must comply under Minn. Stat. § 327C.07 et seq., and specifically Minn. Stat. § 327C.095 becomes triggered only upon receipt of receiving the “closure statement”. The AG now has deemed no notice of closure has yet occurred because of the deficiencies in the November notice. Specifically, the AG letter states “[b]ecause your November 18 letter does not contain this critical information, it does not meet the lawful standard for a “closure statement” under section 327C, and so does not operate as 12-months’ lawful notice of Broadmoor Valley’s closure under section 327C.095(a).” The AG set forth next steps for Mr. Schierholz/Schierholz & Associates, requiring “.... you must rescind your November 18, 2024, letter immediately by notifying all persons to whom you sent the letter that it was not a lawful “closure statement,” and that consequently you are not able to close Broadmoor Valley on December 1, 2025, in compliance with Minnesota law.” With respect to possible (likely) future notices, the AG wrote “[f]inally, any future legally effective closure notices must meet <i>all</i> requirements set by section 327C, including the provision of at least 12-months’ notice to park residents from the date of any future closure statement. <i>See</i> Minn. Stat. § 327C.095, subd. 1. The</p>

	<p>previous attempts to notify residents about the closure of the park lacked critical, legally required information, and so did not start the 12-month clock.”</p> <p>As a result, staff proposes cancelling the public hearing unless an updated notice containing the additional information identified as missing by the AG is received by the City before the meeting. If Council approves cancellation, then staff likely will come before Council again at a future date to set a new date of public hearing and provide Council with a copy of an updated Closure Statement. Of course, if staff receives notice between the date of this memorandum and the Council Meeting, then staff likely will recommend Council keep the current hearing date, time and location as scheduled.</p>
Fiscal Impact:	None
Alternative/ Variations:	Keep the Public Hearing on the calendar as schedule
Recommendations:	Approve cancellation of the Public Hearing



The Office of
Minnesota Attorney General Keith Ellison
helping people afford their lives and live with dignity, safety, and respect • www.ag.state.mn.us

January 8, 2025

Via U.S. Mail and e-mail

Schierholz & Associates, Inc.
c/o Alethea M. Huyser
Fredrikson & Byron, P.A.
60 S. 6th St, Ste 1500
Minneapolis, MN 55402
ahuyser@fredlaw.com

Paul Schierholz
c/o Kevin Riach, Esq.
Law Office of Kevin Riach, PLLC
125 Main Street SE, Ste 339
Minneapolis, MN 55414
kevin@riachdefense.com

Re: Unlawful Attempted Closure of Broadmoor Valley

Mr. Schierholz:

I write regarding your letter dated November 18, 2024, bearing the heading: “Announcement: The owner of Broadmoor Valley will cease operation as a manufactured home park on December 1, 2025.” This letter, which purports to be a “closure statement” under Minnesota Statutes section 327C.095, does not meet the statutory requirements for a closure statement required by section 327C.015, subd. 3. Consequently, your November 18 letter is not a lawful closure statement, and does not have the force and effect of a closure statement created by Minnesota law. Consequently, Schierholz & Associates, Inc. cannot close Broadmoor Valley on December 1, 2025, and comply with Minnesota law.

In particular, Minnesota section 327C.015, subd. 3 requires a lawful “closure statement” to provide residents with critical information regarding other housing options necessitated by the park owner’s decision to close their manufactured home park 12 months in advance of closure. Specifically, a park owner must do this by “addressing the availability [] and potential costs of adequate replacement housing within a 25 mile radius of the park that is closing . . .” in a letter 12 months before closing their park. Your November 18 letter does not contain this information. Instead, it states:

“There are two MHC within 25 miles of Marshall, Minnesota, their location is below. [Name and location of parks.] The availability of sites at the time of park closure is unknown The potential costs of adequate housing are unknown at the time of park closure.”

As Broadmoor Valley’s park owners, it is not legally adequate to say that the availability and potential costs of adequate replacement housing is “unknown” to you. Instead, section 327C.015, subd. 3 places an affirmative obligation on you to actually provide to park residents information

regarding “the availability [] and potential costs of adequate replacement housing within a 25 mile radius of the park that is closing.” This information must be provided 12 months before the scheduled closing.

Because your November 18 letter does not contain this critical information, it does not meet the lawful standard for a “closure statement” under section 327C, and so does not operate as 12-months’ lawful notice of Broadmoor Valley’s closure under section 327C.095(a). To the contrary, sending a letter to park residents that purports to be a lawful “closure statement” under section 327C but that does not contain this critical and required relocation information violates, *inter alia*, the Minnesota Consumer Fraud Act (325F.69) and the Minnesota Deceptive Trade Practices Act (325D.44). Both laws, in addition to sections 327C, are enforceable by the Attorney General’s Office under section 8.31, and may be subject to injunctive relief, restitution for all affected persons, civil penalties of up to \$25,000 per violation, as well as payment of the State’s court costs and attorney’s fees.

To correct this unlawful notice, you must rescind your November 18, 2024, letter immediately by notifying all persons to whom you sent the letter that it was not a lawful “closure statement,” and that consequently you are not able to close Broadmoor Valley on December 1, 2025, in compliance with Minnesota law. Send a copy of this letter to me so that I can ensure compliance.

Finally, any future legally effective closure notices must meet *all* requirements set by section 327C, including the provision of at least 12-months’ notice to park residents from the date of any future closure statement. *See* Minn. Stat. § 327C.095, subd. 1. The previous attempts to notify residents about the closure of the park lacked critical, legally required information, and so did not start the 12-month clock.

I can be reached to discuss further at (651) 757-1235, or by email at bennett.hartz@ag.state.mn.us.

Sincerely,

/s/ Bennett Hartz

BENNETT HARTZ

Assistant Attorney General

cc: City of Marshall (via email, sharon.hanson@ci.marshall.mn.us)
Kennedy & Graven, Chartered (via email, pwhitmore@kennedy-graven.com)
Minnesota Housing Finance Agency (via email, oliver.larson@ag.state.mn.us)
Southwest Health and Human Services (via email, jason.kloss@swmhhs.com)

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sharon Hanson / Preston Stensrud / Jasmine DeSmet
Meeting Date:	Tuesday, January 14, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider Approval of Joint Powers Agreement Renewal with Marshall Public Schools
Background Information:	<p>This Agreement is reviewed and renewed annually with Marshall Public Schools. Marshall Public Schools (MPS) has already reviewed the JPA and approved it during their December 16, 2024, board meeting.</p> <p>The main revisions from the previous JPA are as follows:</p> <ul style="list-style-type: none"> • Removed Parent/Student Connectors from agreement as they are only part of MPS • Changed Director of Business Services to Director of Finance (MPS) • Changed Director of Community Services to Director of Community Education (City) • Added updated MPS Org Chart • Updated list of school and city facilities (Exhibit B) • Updated list of join programs/services (Exhibit A) • Removed Exhibit C – created separate by-laws document
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	To approve the Joint Powers Agreement with Marshall Public Schools (ISD 413) relating to the establishment and operation of a jointly sponsored community education and recreation program and shared facilities use.

JOINT POWERS AGREEMENT

AGREEMENT BETWEEN THE CITY OF MARSHALL AND INDEPENDENT SCHOOL DISTRICT #413 RELATING TO THE ESTABLISHMENT AND OPERATION OF A JOINTLY SPONSORED COMMUNITY EDUCATION AND RECREATION PROGRAM AND SHARED FACILITIES USE

AGREEMENT, as amended, on this 1st day of January 2025 by and between INDEPENDENT SCHOOL DISTRICT NO. 413, Marshall, Minnesota ("School District") and the CITY OF MARSHALL, a Minnesota municipal corporation ("City").

WHEREAS, the School District is organized for the purpose of providing public school education, including life-long learning opportunities, continuing education programs and associated recreation programs within its geographic boundaries; and

WHEREAS, the City is authorized to and does provide recreation and civic programs for citizens within its geographic boundaries; and

WHEREAS, the School District and the City ("Sponsors") desire to cooperate in the establishment and operation of a Community Education and Recreation Program, as that term is defined herein below in Article 1, within the total area encompassed by the boundaries of the City and the School District.

NOW, THEREFORE, the Sponsors hereby agree to as follows:

ARTICLE 1. JOINT POWERS AGREEMENT

- 1.1. Purpose: The Sponsors, in order to better coordinate education and recreation programs and facilities, to eliminate duplication of services, and to maximize the effectiveness of the services/programs offered do hereby establish a joint powers agreement to operate a Community Education and Recreation Program in accordance with Minnesota Statutes Sec. 471.59 and other applicable laws delineating the powers and duties of the Sponsors.

- 1.2. Definition: The Community Education and Recreation Program is defined as follows:

A program of social, educational, vocational and recreational services and coordination utilizing School District facilities, City park and recreation facilities, and private resources for all ages, for all social and economic groups residing within the geographic boundaries of the Sponsors. Services and programs offered by Sponsors may be amended as agreed by Sponsors.

ARTICLE 2. GOVERNANCE

- 2.1. Establishment: A joint powers board known as the Marshall Community Services Advisory Board ("Board") has been previously established through resolution upon signing of this Joint Powers Agreement by each Sponsor.

Each party hereto has been duly authorized by its governing body to execute this Agreement in furtherance of the purposes contained herein.

- 2.2. Powers: The Board is advisory in nature and shall have all expressed and necessarily implied powers and duties set forth in this Joint Powers Agreement and any Amendments thereto.
- 2.3. Membership and Term of Office: The Board shall consist of nine (9) voting members, one City Council member and one School Board member, jointly appointed by the Marshall City Council and the Marshall Board of Education, and one Marshall High School Junior appointed by the Marshall Board of Education. Reference the Agreement bylaws for the Procedure for the Appointment of Members to the Board.

- 2.4. Quorum: A quorum of the Board shall consist of five (5) members.
- 2.5. Voting: Each at-large member of the Board shall have one (1) vote on any matter presented for approval by the Board.
- 2.6. Meetings: The Board shall meet at times and places established by the Board. A schedule of such meetings shall be available at the City Administration Office and the Office of the Superintendent of Schools. Notice to members and the public of all meetings shall comply with the Minnesota Open Meeting Law.
- 2.7. Program Administration: An individual licensed by the State of Minnesota to administer and manage community education and recreation programs will be employed and funded by the City. This Individual, as designated by the City Administrator, shall serve as the Community Education Director and shall serve as a non-voting ex-officio member of the Board.
- 2.8. By-laws: The Board may create and modify policies or by-laws governing its procedures as it sees fit and amend or modify from time to time as it deems appropriate. These policies or by-laws may include the time, location, and frequency of its regular meetings, the manner of calling special meetings, the duties and powers of its officers, and such other provisions as it may be useful and necessary for the efficient conduct of its business. No policy or by-law shall be adopted which conflicts with the provisions of the Agreement, the Joint Powers Act, the laws or rules of the State of Minnesota, or federal laws and regulations.
- 2.9. Conduct of Business: The Board may continue to conduct business at any meeting at which a quorum was present, even though a member or members have left the meeting, and a quorum is no longer present.

The Board shall annually elect one (1) member to serve as Chairperson, one (1) member to serve as Vice Chairperson, and one (1) member to serve as Secretary. The Board may adopt such rules of procedure as they deem necessary and appropriate.

ARTICLE 3. POWERS AND DUTIES

- 3.1. Specifications: The Board serves in an advisory capacity to the City Council and the Board of Education and shall have such powers and duties as specified in this Agreement or as may hereafter be assigned to it by written agreement and resolutions adopted by both the City and the School District that are in accordance with state law, as follows:
 - a. The Board shall serve in an advisory capacity to the City Council and Board of Education on all business relating to the operations, personnel, and budget for all services and programming the Sponsors jointly agree to offer. Reference Exhibit A for listing of operations applicable to this Agreement.
 - b. The Board shall plan and establish a joint community services program for the City and School District according to the needs of the community.
 - c. The Community Education Director shall work with the City and School District finance departments to facilitate financial matters and procedures.
 - d. The Board shall review the annual budget and develop recommendations that shall be submitted to the School District and City.
 - e. The Board shall be responsible for monitoring regularly the finances for operations of the City Community Services programs and the Marshall Board of Education budgets under Section 5.2.a. and other provisions of this Agreement, and to advise the Sponsors as deemed appropriate.
 - f. The Board shall make recommendations to the City Council and the Board of Education on amendments to rules, policies, or procedures in order to advance the purpose of this agreement.
 - g. The Board shall advise on the acquisition, development and maintenance of recreation and leisure facilities and parks.
 - h. The Board shall publicize and engage in collaborative programs and services.

ARTICLE 4. FACILITIES

- 4.1. Usage: Each Sponsor shall determine which of its lands, buildings, and equipment will be made available. Reference Exhibit B for a listing of facilities. Each Sponsor shall adopt a policy for the use of the facilities stating general policies, scheduling practices and priorities. Each use policy shall be approved by the respective governing authority.
- 4.2. Maintenance and Insurance: Each Sponsor will make their respective facilities available at no cost unless otherwise identified and mutually agreed upon to provide services and programs. Each Sponsor shall retain responsibility for maintaining their own respective facilities, including but not limited to: maintaining insurance, providing all utility, custodial, and maintenance services in a manner consistent with its use.

ARTICLE 5. PERSONNEL / PROGRAMMING

- 5.1. Community Education Director: An individual licensed by the State of Minnesota to administer and manage community education and recreation programs will be employed and funded by the City. The City Administrator shall designate the individual as the Community Education Director. The City, with input from the Superintendent, will provide for annual performance evaluations for this employee in accordance with the City's policy.
- 5.2. Other Personnel:
- a. The School District shall employ personnel or contract for such services and provide the budget necessary to implement but not limited to the following programs: Early Childhood and Family Education, Adult Basic Education, and Driver's Education.
 - b. The City shall employ or contract for such services and be responsible to provide the supervision and budget necessary to implement all other community education and recreation programming not specified in 5.2.a. above.
- 5.3. Supervision: The Community Education Director shall be responsible for overseeing the supervision and evaluation of performance of personnel employed by the School District as referenced in 5.2.a. with the exception of Early Childhood and Family Education and Adult Basic Education, and the City as referenced in 5.2.b. The personnel management and performance evaluation of personnel in these instances shall be performed in accordance with the respective Sponsor's policies and procedures utilizing established Sponsor forms. Reference Appendix A and B for respective organizational charts that may be updated as changes occur.

ARTICLE 6. FINANCES / BUDGET

- 6.1. Community Education Revenue: The School District shall levy funds in accordance with Minnesota Statute §1240.20 for general community education, youth service programs, and youth after-school enrichment programs. Upon School District annual budgetary adoption, an itemized summary of the utilization/allocation of these funds shall be provided annually to the Board for review.
- 6.2. Transfer of Funds: The School District shall transfer levy and aid Fund 4 Community Education funding revenues to the City's General Fund for management of the Community Education and Recreation Programs. The transfer of funds to the City shall occur within thirty days of receipt of funds from the State, which occurs in February and October. The payments shall be made by check to:
- City of Marshall
Attn: Finance Director
344 West Main Street Marshall, MN 56258
- 6.3. Budget Administration: The Community Education Director shall prepare an annual Community

Services Division budget and submit the same for review to the Board. Upon recommendation by the Community Education Director, the City Council shall amend and adopt the Community Services Division budget.

The Community Education Director shall also prepare an annual budget to the Board related to the budget request to the Marshall Board of Education. Upon recommendation by the Community Education Director, the Marshall Board of Education shall amend and adopt those related budgets.

- 6.4. Board Financial Oversight: The Board shall be responsible to monitor the finances, including but not limited to, regular budget to actual expenditures of the operations of the City Community Services Programs and of the Marshall Board of Education budgets under 5.2.a. and other provisions of this Agreement. The Board shall advise the City Council and Board of Education on related financial matters as deemed appropriate.

ARTICLE 7. INSURANCE

- 7.1. Sponsors Insurance: Each Sponsor agrees to maintain a commercial general public liability insurance policy and property insurance naming the other sponsor as an additional insured in amounts no less than the statutory limits of liability set forth in Minnesota Statutes Section 466.04. Each Sponsor agrees annually to provide and jointly review their respective copies of the Certificates of Insurance to:
Director of Finance 401 South Saratoga Street Marshall, MN 56258
Finance Director 344 West Main Street Marshall, MN 56258
- 7.2. Workers Compensation: The Sponsors shall maintain workers compensation coverage and any other coverage required for employees of the respective organizations. Each Sponsor agrees to provide their respective copies of policies to the Sponsor representatives listed in article 7.1. above.
- 7.3. Indemnity: The Sponsors agree to indemnify and hold each other harmless for any and all liability, claims, and causes of action of any kind or nature which are related to the programs or services that may be offered under this Agreement.

ARTICLE 8. DISPUTE RESOLUTION

- 8.1. Disputes: A dispute is defined as a disagreement as to the interpretation or application of the specific terms and conditions of this Agreement. Disputes between the Sponsors hereto shall be resolved utilizing the procedures set forth in this Article.
- 8.2. Notice: Written notice of the dispute shall be received in accordance with Article 10.1. The Superintendent and City Administrator shall, in turn, provide notice to all members of their respective governing authorities.
- 8.3. Meetings: The School District and the City shall meet within thirty days of written notice of the dispute. The Sponsors shall be represented by: Board of Education Chair, City of Marshall Mayor, School Superintendent, City Administrator and the Community Education Director. Where a dispute involves the Community Education Director, the Community Education Director may be excused from the meeting. The Sponsors shall formulate a recommendation to present to their respective governing bodies. These meetings are not subject to the requirements of the Minnesota Open Meeting Law pursuant to Minn. Statute §13D.05 Subd. 2(b).
- 8.4. Mediation: If the subject dispute cannot be resolved under the procedure established in Article 8.4., the Sponsors will engage in non-binding mediation through a mutually acceptable mediator. In the event the Sponsors are unable to agree on a mediator, a mediator will be selected through alternate striking from a list of names of mediators provided by the Bureau of Mediation Services. The Sponsors agree to share the costs of mediation equally.
- 8.5. Resolution: In the event the dispute cannot be resolved through mediation, any contractual dispute or dispute over liability for debts or distribution of assets shall be resolved through the courts as

provided by law. All other non-resolved disputes shall be resolved through mutual consultant to terminate this Agreement in accordance with the provisions of Article 9, or as mutually agreed upon. Such agreement shall not relieve either Sponsor from financial or legal commitments entered into pursuant to this Agreement.

ARTICLE 9. REVIEW / TERMINATION

- 9.1. Review: This Agreement shall be reviewed by the Board of Education and the City Council annually. The Community Education Director shall initiate review of the Agreement. Any amendments to the Agreement need to be reviewed, added, and agreed to by the Sponsors in accordance with Article 10.2.
- 9.2. Termination: This Agreement shall remain in effect and shall govern the jointly sponsored Community Education and Recreation Program and Shared Facilities Use, unless the Sponsors mutually agree to terminate this Agreement. If a Sponsor proposes to terminate without mutual agreement of the other Sponsor, the Dispute Resolution process in Article 8 shall govern. Upon termination of this Agreement, each Sponsor shall be responsible for any of its financial obligations incurred up to the date of completion of the termination. Upon termination of the Agreement, any assets belonging to the Board shall be distributed to the Sponsors as agreed by the Board, taking into consideration the entity whose funds furnished the assets and the entity that will use the assets and implement the programs following termination of the Agreement.

ARTICLE 10. GENERAL PROVISIONS

- 10.1. Notices: All notices required to be given under this Agreement shall be in writing and be addressed to the Board of Education Chairperson, Mayor of the City, and the Marshall Community Services Advisory Board Chairperson.

Marshall Board of Education Chairperson
401 South Saratoga Street
Marshall, MN 56258

MCS Advisory Board Chairperson
344 West Main Street
Marshall, MN 56258

Mayor, City of Marshall
344 West Main Street
Marshall, MN 56258

Copies shall be sent to the School Superintendent and City Administrator.

Independent School District #413 Superintendent 401 South Saratoga Street
Marshall, MN 56258

Marshall City Administrator 344 West Main Street Marshall, MN 56258

All notices shall be sent via certified mail, return receipt requested, or personally delivered and shall be deemed given upon delivery.

- 10.2. Amendments: This Agreement may be amended by approval of each of the Sponsors and filed with the Board.
- 10.3. Savings Clause: Should any provision of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by so doing the purposes of this Agreement taken as a whole can be made operative. Should any provision be found unlawful, the Board of Education and /or City Council shall attempt to agree upon an amendment to this Agreement to replace the unlawful part.

10.4. Captions: Captions used in this Agreement are for reference purposes only and shall not be considered in interpreting the substance of this Agreement.

10.5 Entire Agreement: The Agreement, together with any exhibits attached hereto, constitutes the entire understanding and agreement of the parties hereto in relation to the subject matter hereof. This agreement supersedes all prior agreements, written or oral, between the City and the School District, and will constitute the entire Agreement and understanding between the parties with respect to the subject matter hereof. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended, or altered except by a writing signed by the City and the School District.

ARTICLE 11. NONDISCRIMINATION

11.1. Access: Access to Community Education and Recreation Programs and Shared Facilities Use Agreement shall be available to all residents of the Sponsoring agencies without regard to race, color, creed, religion, national origin, gender or sexual orientation, disability or public assistance status.

11.2. Employment: No applicant for employment or employee hired pursuant to the Agreement shall be discriminated against with respect to that person's race, color, creed, religion, national origin, gender or sexual orientation, disability or public assistance status.

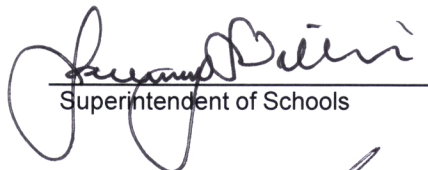
IN WITNESS WHEREOF the sponsors hereto have caused this agreement to be executed by their respective duly authorized officers pursuant to the authority granted by the attached resolutions adopted by the City Council of Marshall and the Board of Education of Independent District No. 413.

Marshall Public Schools ISD 413


City of Marshall


Board of Education Chair

Mayor


Superintendent of Schools

City Administrator


School Board Clerk

Date: 12/14/2024

Date: _____



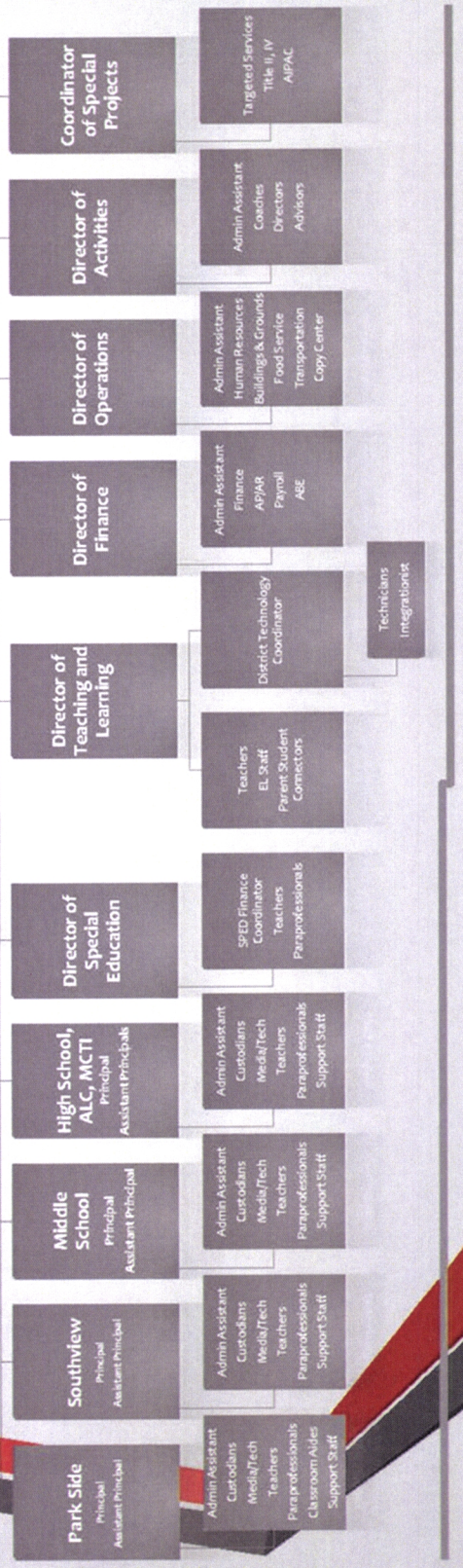
MARSHALL PUBLIC SCHOOLS ORGANIZATIONAL STRUCTURE

School Board

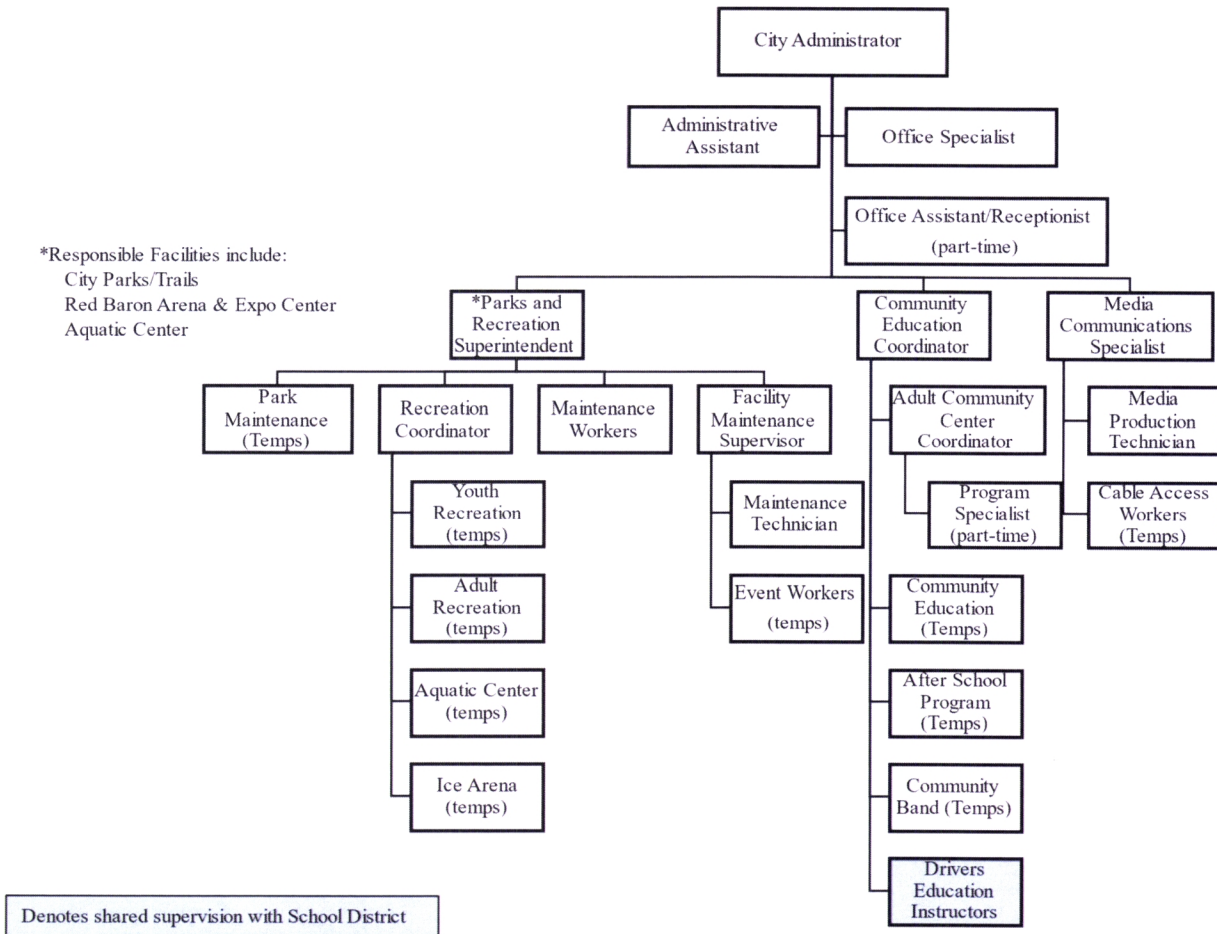
Superintendent

Executive Assistant

School Board
Chairperson
Vice-Chair
Treasurer
Clerk
Director
Director



Organization Chart—COMMUNITY SERVICES



approved 05-09-2023

**EXHIBIT B
FACILITIES**

School Facilities

City Facilities

Park Side Elementary	American Legion Field Park
Southview Elementary	Marshall Aquatic Center
Marshall Middle School	Liberty Park
Marshall High School	Independence Park
ALC	Adult Community Center
District Office – PD Room	Red Baron Arena & Expo
MPS Outdoor Practice Fields	Memorial Park
MCTI Center	Justice Park Freedom Park
	Channel Parkway Softball Complex
	Victory Park
	Patriot Park
	Municipal Building
	Marshall Lyon County
	Library
	Merit Center
	Amateur Sports Complex

EXHIBIT A

JOINT PROGRAMS/ SERVICES *

Southwest Regional Amateur Sports Commission (REC)
Adult Basic Education (CE)
Driver's Education Program (CE)
After School Program all locations (CE)
Youth Programs in Community Education and Recreation (CE & REC)
Adult Programs in Community Education and Recreation (CE & REC)
Senior Adult Programming (CE & REC)
Youth Enrichment Grants (CE)
Outdoor Rec Grants (CE & REC)
Facilities usage and scheduling including sports associations (CE & REC)
Community Services Fund Support (Crossing Guards)
School Resource Officer (CE)
Cable Access Programming and Productions (CE & REC)
Early Childhood and Family Education (CE)

CE=Community Education REC=Recreation

*This listing of programs may or may not be all inclusive of the programs/services governed by this Agreement.
Program and service opportunities may change over time.

**For any changes, please refer to the adapted by-laws

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	<p>Consider Resolution for 2025 Municipal State Aid Street (MSAS) Funds Advance:</p> <ul style="list-style-type: none"> -Project Z88/SAP 139-103-004 - 2021 State Aid Overlay Project Payment -Project PK-013/SAP 139-590-001 (2025 AT Grant Project) -Project PK-015/SAP 139-090-006 C Street/Southview Trail Improvements -Project ST-015/SAP 139-122-007, 139-111-007, 139-107-009, 139-115-005 College Drive Reconstruction -Project ST-025/SAP 139-110-009 N. 4th Street Culvert Crossing Fence Replacement Project
Background Information:	<p>The Municipal State Aid Street program provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program is administered by MnDOT's State Aid for Local Transportation.</p> <p>The current MSAS construction account balance as of 12/30/2024 is (\$1,048,755). Because we have "advanced" future years of funding to finance past projects, we have a negative account balance. The total maximum MSAS advance, set by the Minnesota Commissioner of Transportation is the lesser of \$4,000,000 or five (5) times the City annual construction apportionment. The 2025 City of Marshall annual construction apportionment is estimated at \$918,072, which multiplied by five results in an amount of \$4,590,360. Therefore, the maximum amount of MSAS advance for the City is (\$4,000,000).</p> <p>The attached resolution is required to allow MSAS advance funding for the listed projects that meet MSAS funding eligibility criteria. The resolution identifies a request to advance funds for the following: Z88 2021 State Aid Mill & Overlay, PK-013 RRFB and Trail Improvements, PK-015 C Street/Southview Trail Project, ST-015 College Drive Reconstruction Project, and Project ST-025 N 4th Street Culvert Crossing Fencing Project. Descriptions for each project are included below.</p> <p>The 2021 State Aid Overlay Project (Z88) was substantially completed in 2021 with final completion in 2022. The project was financed through municipal bonds that were issued locally, with the intent of utilizing Municipal State Aid Street (MSAS) funds to make bond payments. This advance request will cover the cost of making the bond principal payment. Bond interest payment is already encumbered through our MSAS Maintenance Allocation.</p> <p>Project PK-013 includes shared use trail and RRFB improvements at three different locations. The project adds trail along US 59 between Boyer Drive and Windstar Street, adds an RRFB pedestrian crossing of US 59 at A Street, and adds an RRFB pedestrian crossing of CR7/Airport Road near the Redwood River and includes realignment of the existing bike trail to eliminate the need to use County Road 7/Airport Road as a bike trail. This project is funded by an Active Transportation (AT) Grant award to the City of Marshall, in the amount of \$360,381. The intent is to utilize MSAS funds to pay for applicable engineering fees and to cover construction costs in excess of our AT Grant award.</p> <p>Project PK-015 includes a new 8-FT wide shared use path that improves connectivity in the City trail system. The new path alignment heads south from the intersection of C Street/Progress Drive and then east from Southview Drive/Southview Court to US 59/Main Street. The project has both Transportation Alternative grant funding (80-20 federal grant) and Active Transportation grant</p>

	<p>funding (state funds to cover the 20% TA match). This advance request will be used to cover engineering costs, as well as construction costs that exceed our grant awards.</p> <p>Project ST-015 College Drive Reconstruction is the complete reconstruction of College Drive from approximately 500-FT west of Marlene Street to S. Bruce Street, including Bruce Street for a few hundred feet in each direction. The project will be split into two phases and constructed over the 2025 and 2026 construction seasons. The city has received Local Road and Bridge Project funding and RAISE grant funding, both federal grants, totaling roughly \$2.9M. Sanitary sewer, water main, and storm water drainage infrastructure will be paid by each utility, and sanitary sewer service lines will be assessed to benefitting property owners. This advance request will be used to provide matching 20% funds for the LRBP grant, cover city engineering costs, and cover eligible construction costs that exceed our grant awards.</p> <p>Project ST-025 N. 4th Street Fencing project includes the replacement of the chain link fencing at the culvert crossing of N. 4th Street, just north and west of the N. 4th Street/W. Marshall Street intersection. This advance request will be used to cover construction and engineering costs for this project.</p>
Fiscal Impact:	Staff recommends a total of \$865,000 in 2025 MSAS disbursements, resulting in total State Aid advance in an amount up to \$995,683 required to be repaid in accordance with the regulations established by MnDOT from future MSAS disbursements.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council adopt RESOLUTION NUMBER 25-007, which is the “Resolution for Municipal State Aid Street Funds Advance” requesting an advance of Municipal State Aid System (MSAS) funding in the amount of up to \$995,683.

RESOLUTION NUMBER 25-007
RESOLUTION FOR MUNICIPAL STATE AID STREET FUNDS ADVANCE

WHEREAS, the Municipality of Marshall is planning to implement Municipal State Aid Street Project(s) in 2025 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of date <u>12/30/2024</u>	\$ <u>(1,048,755)</u>
Anticipated 2025 Construction Allotment (Fall 2024)	\$ <u>918,072</u>
Less estimated disbursements:	
Project # <u>139-590-001</u>	\$ <u>(150,000)</u>
Project # <u>139-090-006</u>	\$ <u>(75,000)</u>
Project # <u>139-122-007</u>	
Project # <u>139-111-007</u>	
Project # <u>139-107-009</u>	
Project # <u>139-115-005</u>	\$ <u>(350,000)</u>
Project # <u>139-110-009</u>	\$ <u>(50,000)</u>
Bond Principal (139-103-004)	\$ <u>(240,000)</u>
Project Finals (overruns-if any)	\$ _____
Other _____	\$ _____
Total Estimated Disbursements	\$ <u>(865,000)</u>
Advance Amount (amount in excess of acct balance)	\$ <u>(995,683)</u>

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Marshall in an amount up to (\$995,683). I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

Passed and adopted by the Council this 14th day of January, 2025.

Mayor

ATTEST:

City Clerk

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Authorize to Advertise for Request for Qualifications (RFQ) for Airport Consultant Services for 5-Year CIP Items at Airport
Background Information:	<p>Consultant selection for assistance in the completion of airport projects included in the Capital improvement Plan for the Airport must be performed every 5 years to satisfy FAA requirements. The current TKDA Professional Services Agreement expires on March 10, 2025. Any future Project Authorizations will be subject to going through the consultant selection process and executing a new Professional Services Agreement.</p> <p>Attached is the Request for Qualifications (RFQ) that City staff would like to advertise. An RFQ review committee was established by the Airport Commission at their January 7, 2025 meeting. The review committee is proposed to be two City staff, two Airport Commission members, and one City Council member. The Airport Commission established the RFQ review committee to consist of Jason Anderson (staff), Dean Coudron (staff), Ron Halgerson (airport), Quentin Fixen (airport), and Craig Schafer (Council-airport liaison).</p>
Fiscal Impact:	None at this time.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize advertisement for airport consultant services, per FAA requirements.

REQUEST FOR QUALIFICATIONS (RFQ)
AIRPORT CONSULTANT SERVICES
SOUTHWEST MINNESOTA REGIONAL AIRPORT
MARSHALL, MINNESOTA

The City of Marshall desires to retain the professional services of a qualified airport consulting firm (or team) for a five-year period to assist the Southwest Minnesota Regional Airport (MML) in the completion of airport projects included in the Capital Improvement Plan (CIP). Projects undertaken will meet the requirements of all applicable laws, rules, regulations, and codes.

The required professional services includes architectural and engineering (preliminary, design, bidding, construction, and closeout phase), land acquisition, and other related special services to complete projects listed on the CIP.

Subject to receipt of Federal Aviation Administration (FAA) and MnDOT Aeronautics funding, the following CIP projects may be initiated within this consultant selection period:

- Acquire Land in the Runway Approach
- Wildlife Management Plan Update
- Acquire Snow Removal & Other Airfield Equipment Acquisition
- Design and Construct Corporate Hangar Facility
- Airport Pavement Maintenance, Rehabilitation, and Reconstruction
- Construct Hangar Site Taxilanes and T-Hangars
- Install Airport Perimeter Fencing and Access Gates
- Install Airfield Lighting, Markings & Navigational Aids
- Rehabilitate Hangar
- Relocate Fuel Farm
- Design and Construct Dual Use Fire/ARFF Facility
- Conduct Environmental Assessment to Extend Runway 2/20 and Taxiway B
- Construct Runway 2/20 and Taxiway B Extension
- Conduct Exhibit A Property Map Update
- Conduct Miscellaneous Studies for the Above Listed Projects

Projects are expected to follow all applicable requirements of FAA Advisory Circulars. All services must meet the current requirements for FAA funded projects. The work may be accomplished during the course of multiple grants and work orders.

To facilitate review, submissions should conform to the following format and include:

1. **Experience of the Firm:** Provide description of your firm's prior experience and qualifications in airport architectural, engineering, and land acquisition projects similar in scope to the Southwest Minnesota Regional Airport.
2. **Project Team:** Identify proposed team members, responsibilities, background, and experience.
3. **Project Approach:** Describe your understanding and knowledge of the Airport and approach to projects listed on the CIP.
4. **References:** Provide name and contact information for at least three (3) references of similar size airports familiar with the quality of work by your firm.
5. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm

The Statement of Qualifications (SOQ) shall be limited to 20 pages in length, excluding cover(s) and cover letter.

The following criteria will be used in screening, ranking and selecting the successful firm:

1. Qualifications of the Firm and Key Personnel (20 points)
2. Experience with State and Federal Grant Programs and Requirements (20 points)
3. Demonstrated Understanding and Knowledge of Airport Needs (20 points)
4. Approach to Projects (20 points)
5. Experience on Comparable Projects (10 points)
6. References of Similar Size and Scope Airports (10 points)

A qualification based selection process conforming to Change 1 FAA Advisory Circular 150/5100-14E will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and must not be submitted with the SOQ.

The selection committee will review and rank the SOQ's submitted based on the selection criteria. The City may directly select the most qualified firm, or develop a short-list and conduct interviews.

The City intends to retain the selected firm for five years after the date of the initial contract for this procurement period. Fees will be negotiated as individual project contracts are initiated. Contracts are subject to Federal contract provisions found on the FAA's website.

http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/

Interested firms must submit five (5) hard copies and digital PDF copy of the Statement of Qualifications no later than 3:00 p.m. on January 31, 2025 to:

City of Marshall
344 West Main Street
Marshall, MN 56258

Envelopes should be clearly marked as "Airport Consultant Statement of Qualifications".

All questions regarding this RFQ should be directed to: Office of the Director of Public Works/City Engineer at 507-537-6773.

CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, January 14, 2025
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-012-2024: South Whitney Street Reconstruction Project (E College Dr to Jean Ave) - Consider Change Order No. 4 (Final) and Acknowledgement of Final Pay Request (No. 9)
Background Information:	<p>This project consisted of: reconstruction of the sidewalk, roadways and utility replacement on South Whitney Street from East College Drive to Jean Avenue. All public utilities were replaced, including watermain, sanitary sewer, and storm sewer on South Whitney Street. Other items of work included in this project were pavement removal, aggregate base, bituminous surfacing, sidewalks, curb and gutter, and other minor work.</p> <p>The items on the attached Change Order No. 4 (Final Reconciling Change Order) for the above project are the result of final measurements and changes in item quantities during construction.</p> <p>All work has been completed in accordance with the specifications. Attached is a copy of Final Pay Request (No. 9) in the amount of \$77,689.57.</p>
Fiscal Impact:	Change Order No. 4 (Final) results in a contract decrease in the amount of (\$5,853.23). Final Pay request No. 9 in the amount of \$77,689.57 results in a total contract amount of \$1,607,751.37, a net increase of \$42,044.77 (+2.69%) from the original contract amount of \$1,565,706.60.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council approve Change Order No. 4 (Final) resulting in contract decrease in the amount of (\$5,853.23) and acknowledge Final Pay Request No. 9 in the amount of \$77,689.57 for the above-referenced project to D&G Excavating, Inc. of Marshall, Minnesota.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	4
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Project Location	Section 4 T111N, R41W From East College Drive to Jean Avenue		
Local Agency	City of Marshall Public Works	Local Project No.	ST-012
Contractor	D & G Excavating, Inc.	Contract No.	ST-012
Address/City/State/Zip	2334 County Road 30 / Marshall / MN / 56258		
Total Change Order Amount		(\$5,853.23)	

Final Reconciling Change Order #4 based on actual quantities installed.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)							
Group/ Funding Category**	Item No.		Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Street	2	2101.524/00040	CLEARING	TREE	\$600.00	-9	(\$5,400.00)
Street	3	2101.524/00050	GRUBBING	TREE	\$500.00	-9	(\$4,500.00)
Street	4	2104.501	REMOVE AND REINSTALL CONCRETE BLOCK RETAINING WALL	L F	\$30.00	-45	(\$1,350.00)
Street	7	2104.502/00790	REMOVE CATCH BASIN	EACH	\$500.00	1	\$500.00
Street	9	2104.503/00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$6.00	20.15	\$120.90
Street	10	2104.503/00205	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$5.00	43	\$215.00
Street	12	2104.504/00090	REMOVE CONCRETE PAVEMENT	S Y	\$12.95	47.6	\$616.42
Street	15	2106.607	COMMON EXCAVATION (P)	CU YD	\$13.50	41.67	\$562.55
Street	18	2123.510	EXPLORATORY DIGGING	HOURL	\$300.00	-5	(\$1,500.00)
Street	19	2211.607	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$30.00	65	\$1,950.00
Street	20	2360.609	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$115.00	-6.15	(\$707.25)
Street	21	2411.607	CONCRETE STEPS	EACH	\$150.00	-10	(\$1,500.00)
Street	22	2451.509/00060	AGGREGATE FOUNDATION	TON	\$30.00	-64.5	(\$1,935.00)
Street	23	2502.503	4" PERF PVC PIPE DRAIN	L F	\$12.50	-140	(\$1,750.00)
Street	29	2503.603	12" RC PIPE SEWER CLASS III	L F	\$60.00	39.4	\$2,364.00
Street	36	2503.603	18" PVC PIPE SEWER	L F	\$100.00	-2.5	(\$250.00)



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	4
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Street	32	2503.603	28" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$130.50	-1	(\$130.50)
Street	30	2503.603	15" RC PIPE SEWER CLASS III	L F	\$61.00	-16.8	(\$1,024.80)
Street	31	2503.603	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$132.00	1.3	\$171.60
Street	33	2503.603/21004	4" PVC PIPE SEWER	L F	\$30.00	-17	(\$510.00)
Street	34	2503.603/21008	8" PVC PIPE SEWER	L F	\$62.00	-17.4	(\$1,078.80)
Street	35	2503.603/21010	10" PVC PIPE SEWER	L F	\$93.00	24.5	\$2,278.50
Street	37	2503.611	PUMPING	DAY	\$375.00	-3	(\$1,125.00)
Street	38	2504.602/00006	1" WATER SERVICE (COMPLETE)	EACH	\$1,900.00	-1	(\$1,900.00)
Street	43	2504.602/00202	4" SLEEVE	EACH	\$600.00	-2	(\$1,200.00)
Street	44	2504.602/00203	6" SLEEVE	EACH	\$650.00	-1	(\$650.00)
Street	50	2504.602/00806	6" GATE VALVE & BOX	EACH	\$3,500.00	1	\$3,500.00
Street	52	2504.603/02004	4" PVC WATERMAIN	L F	\$38.50	3.5	\$134.75
Street	53	2504.603/02006	6" PVC WATERMAIN	L F	\$45.50	-3.6	(\$163.80)
Street	54	2504.603/02008	8" PVC WATERMAIN	L F	\$49.00	-4.3	(\$210.70)
Street	56	2506.502	MODIFY CASTING ASSEMBLY	EACH	\$850.00	-14	(\$11,900.00)
Street	57	2506.502/06020	ADJUST FRAME & RING CASTING	EACH	\$500.00	-4	(\$2,000.00)
Street	58	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$975.00	2.3	\$2,242.50
Street	59	2506.503/03620	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$1,325.00	0.2	\$265.00
Street	61	2506.603/60040	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$570.00	1.8	\$1,026.00
Street	62	2521.518/00040	4" CONCRETE WALK	S F	\$5.65	-612	(\$3,457.80)
Street	63	2521.518/00060	6" CONCRETE WALK	S F	\$9.00	-112.5	(\$1,012.50)
Street	65	2531.503	CONCRETE CURB & GUTTER DESIGN R418	L F	\$21.00	-25	(\$525.00)
Street	66	2531.504/00060	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$72.00	47.6	\$3,427.20
Street	67	2531.603	CONCRETE SILL	L F	\$4.50	-599	(\$2,695.50)
Street	68	2531.604/60106	7" CONCRETE VALLEY GUTTER	SQ YD	\$85.00	277.6	\$23,596.00
Street	69	2531.618/00010	TRUNCATED DOMES	S F	\$60.00	-6	(\$360.00)



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	4
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Street	71	2571.524/12200	DECIDUOUS TREE 2" CAL B&B	TREE	\$1,000.00	-2	(\$2,000.00)
Street	72	2573.501/00025	STABILIZED CONSTRUCTION EXIT	LS	\$1,000.00	-1	(\$1,000.00)
Street	74	2574.507/00104	BOULEVARD TOPSOIL BORROW	C Y	\$29.00	127	\$3,683.00
Street	76	2575.623	RAPID STABILIZATION METHOD 3	MGAL	\$335.00	-2	(\$670.00)
Net Change this Change Order							(\$5,853.23)

Project Engineer: *Eric Hanson*

Date: *12/12/2024*

Print Name: *Eric Hanson*

Contractor Signature: _____

Date: _____

Print Name: _____

Contract Number: ST-012
Pay Request Number: 9

Project Number	Project Description
ST-012	Whitney Street Reconstruction

Contractor: D & G Excavating, Inc. 2334 County Road 30 Marshall, MN 56258	Vendor Number: 01-0934 Up To Date: 12/11/2024
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Contract Amount

Funds Encumbered

Original Contract	\$1,565,706.60	Original	\$1,565,706.60
Contract Changes	\$42,044.77	Additional	\$42,044.77
Revised Contract	\$1,607,751.37	Total	\$1,607,751.37

Work Certified To Date

Base Bid Items	\$1,559,853.37
Contract Changes	\$47,898.00
Material On Hand	\$0.00
Total	\$1,607,751.37

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
(\$2,840.00)	\$1,607,751.37	\$0.00	\$1,530,061.80	\$77,689.57	\$1,607,751.37
Percent: Retained: 0%			Percent Complete: 100%		

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

Approved By

Eric Hanson

County/City/Project Engineer

12/12/2024

Date

Approved By D & G Excavating, Inc.

[Signature]

Contractor

12/18/2024

Date

Type text here

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-05-07	\$205,106.33	\$10,255.32	\$194,851.01
2	2024-06-04	\$157,666.23	\$7,883.31	\$149,782.92
3	2024-06-26	\$154,768.02	\$7,738.40	\$147,029.62
4	2024-07-30	\$248,915.26	\$12,445.76	\$236,469.50
5	2024-08-27	\$221,131.73	\$11,056.59	\$210,075.14
6	2024-09-24	\$363,678.38	\$18,183.92	\$345,494.46
7	2024-10-22	\$219,741.95	\$10,987.10	\$208,754.85
8	2024-11-18	\$39,583.47	\$1,979.17	\$37,604.30
9	2024-12-11	(\$2,840.00)	(\$80,529.57)	\$77,689.57

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Street		\$1,607,751.37	\$0.00	\$1,530,061.80	\$77,689.57	\$1,607,751.37

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
482	Local Agency Bonds Applied	\$77,689.57	\$1,607,751.37	\$1,610,591.37	\$1,607,751.37

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501/001010	MOBILIZATION (P)	LS	\$68,000.00	1	0	\$0.00	1	\$68,000.00
Base Bid	2	2101.524/00040	CLEARING	TREE	\$600.00	6	0	\$0.00	6	\$3,600.00
Base Bid	3	2101.524/00050	GRUBBING	TREE	\$500.00	6	0	\$0.00	6	\$3,000.00
Base Bid	4	2104.501	REMOVE AND REINSTALL CONCRETE BLOCK RETAINING WALL	L F	\$30.00	0	0	\$0.00	0	\$0.00
Base Bid	5	2104.501	REMOVE FENCE	L F	\$5.00	135	0	\$0.00	135	\$675.00
Base Bid	6	2104.502/000780	REMOVE MANHOLE	EACH	\$800.00	6	0	\$0.00	6	\$4,800.00
Base Bid	7	2104.502/000790	REMOVE CATCH BASIN	EACH	\$500.00	5	0	\$0.00	5	\$2,500.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	8	2104.502/00880	REMOVE HYDRANT	EACH	\$400.00	4	0	\$0.00	4	\$1,600.00
Base Bid	9	2104.503/00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$6.00	232.15	0	\$0.00	232.15	\$1,392.90
Base Bid	10	2104.503/00205	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$5.00	714	0	\$0.00	714	\$3,570.00
Base Bid	11	2104.503/00315	REMOVE CURB & GUTTER	L F	\$4.50	5560	0	\$0.00	5560	\$25,020.00
Base Bid	12	2104.504/00090	REMOVE CONCRETE PAVEMENT	S Y	\$12.95	100.6	0	\$0.00	100.6	\$1,302.77
Base Bid	13	2104.504/00130	REMOVE BITUMINOUS SURFACING	S Y	\$2.95	8345	0	\$0.00	8345	\$24,617.75
Base Bid	14	2104.518/00080	REMOVE SIDEWALK	S F	\$1.70	16730	0	\$0.00	16730	\$28,441.00
Base Bid	15	2106.607	COMMON EXCAVATION (P)	CU YD	\$13.50	3261.67	0	\$0.00	3261.67	\$44,032.55
Base Bid	16	2108.504	GEOTEXTILE FABRIC, TYPE 7	S Y	\$3.00	8770	0	\$0.00	8770	\$26,310.00
Base Bid	17	2112.604/00010	SUBGRADE PREPARATION	S Y	\$1.40	8505	0	\$0.00	8505	\$11,907.00
Base Bid	18	2123.510	EXPLORATORY DIGGING	HOURL	\$300.00	5	0	\$0.00	5	\$1,500.00
Base Bid	19	2211.607	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$30.00	2999	0	\$0.00	2999	\$89,970.00
Base Bid	20	2360.609	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$115.00	1658.85	0	\$0.00	1658.85	\$190,767.75

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	21	2411.607	CONCRETE STEPS	EACH	\$150.00	3	0	\$0.00	3	\$450.00
Base Bid	22	2451.509/00060	AGGREGATE FOUNDATION	TON	\$30.00	35.5	0	\$0.00	35.5	\$1,065.00
Base Bid	23	2502.503	4" PERF PVC PIPE DRAIN	L F	\$12.50	921	0	\$0.00	921	\$11,512.50
Base Bid	24	2502.603	INSTALL TP PIPE DRAIN	LIN FT	\$10.00	1400	0	\$0.00	1400	\$14,000.00
Base Bid	25	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$20.00	2	0	\$0.00	2	\$40.00
Base Bid	26	2503.602/138402	8"X4" PVC WYE	EACH	\$450.00	3	0	\$0.00	3	\$1,350.00
Base Bid	27	2503.602/138502	10"X4" PVC WYE	EACH	\$450.00	14	0	\$0.00	14	\$6,300.00
Base Bid	28	2503.602/138902	18"X4" PVC WYE	EACH	\$1,000.00	14	0	\$0.00	14	\$14,000.00
Base Bid	29	2503.603	12" RC PIPE SEWER CLASS III	L F	\$60.00	199.4	0	\$0.00	199.4	\$11,964.00
Base Bid	30	2503.603	15" RC PIPE SEWER CLASS III	L F	\$61.00	559.2	0	\$0.00	559.2	\$34,111.20
Base Bid	31	2503.603	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$132.00	61.3	0	\$0.00	61.3	\$8,091.60
Base Bid	32	2503.603	28" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$130.50	349	0	\$0.00	349	\$45,544.50
Base Bid	33	2503.603/214004	14" PVC PIPE SEWER	L F	\$30.00	1403	0	\$0.00	1403	\$42,090.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	34	2503.603/21008	8" PVC PIPE SEWER	L F	\$62.00	224.6	0	\$0.00	224.6	\$13,925.20
Base Bid	35	2503.603/21010	10" PVC PIPE SEWER	L F	\$93.00	685.5	0	\$0.00	685.5	\$63,751.50
Base Bid	36	2503.603	18" PVC PIPE SEWER	L F	\$100.00	582.5	0	\$0.00	582.5	\$58,250.00
Base Bid	37	2503.611	PUMPING	DAY	\$375.00	9	0	\$0.00	9	\$3,375.00
Base Bid	38	2504.602/00006	1" WATER SERVICE (COMPLETE)	EACH	\$1,900.00	32	0	\$0.00	32	\$60,800.00
Base Bid	39	2504.602/00020	HYDRANT	EACH	\$8,000.00	4	0	\$0.00	4	\$32,000.00
Base Bid	40	2504.602	6"X4" REDUCER	EACH	\$550.00	1	0	\$0.00	1	\$550.00
Base Bid	41	2504.602/00052	8"X4" REDUCER	EACH	\$550.00	2	0	\$0.00	2	\$1,100.00
Base Bid	42	2504.602/00053	8"X6" REDUCER	EACH	\$650.00	1	0	\$0.00	1	\$650.00
Base Bid	43	2504.602/00022	4" SLEEVE	EACH	\$600.00	1	0	\$0.00	1	\$600.00
Base Bid	44	2504.602/00023	6" SLEEVE	EACH	\$650.00	1	0	\$0.00	1	\$650.00
Base Bid	45	2504.602/00032	4" PIPE BEND 45 DEGREE	EACH	\$650.00	4	0	\$0.00	4	\$2,600.00
Base Bid	46	2504.602	6" PIPE BEND 90 DEGREE	EACH	\$800.00	1	0	\$0.00	1	\$800.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	47	2504.602/00533	6"X6" TEE FITTING	EACH	\$850.00	4	0	\$0.00	4	\$3,400.00
Base Bid	48	2504.602/00543	6"X6" TEE FITTING	EACH	\$900.00	1	0	\$0.00	1	\$900.00
Base Bid	49	2504.602/00544	6"X8" TEE FITTING	EACH	\$900.00	1	0	\$0.00	1	\$900.00
Base Bid	50	2504.602/00806	6" GATE VALVE & BOX	EACH	\$3,500.00	8	0	\$0.00	8	\$28,000.00
Base Bid	51	2504.602/00808	6" GATE VALVE & BOX	EACH	\$4,000.00	3	0	\$0.00	3	\$12,000.00
Base Bid	52	2504.603/02004	4" PVC WATERMAIN	L F	\$38.50	54.5	0	\$0.00	54.5	\$2,098.25
Base Bid	53	2504.603/02006	6" PVC WATERMAIN	L F	\$45.50	1274.4	0	\$0.00	1274.4	\$57,985.20
Base Bid	54	2504.603/02008	8" PVC WATERMAIN	L F	\$49.00	400.7	0	\$0.00	400.7	\$19,634.30
Base Bid	55	2506.502/00010	CONST DRAINAGE STRUCTURE DESIGN A	EACH	\$3,800.00	14	0	\$0.00	14	\$53,200.00
Base Bid	56	2506.502	MODIFY CASTING ASSEMBLY	EACH	\$850.00	0	0	\$0.00	0	\$0.00
Base Bid	57	2506.502/06020	ADJUST FRAME & RING CASTING	EACH	\$500.00	1	0	\$0.00	1	\$500.00
Base Bid	58	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$975.00	14.6	0	\$0.00	14.6	\$14,235.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	59	2506.503/03620	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$1,325.00	4.2	0	\$0.00	4.2	\$5,565.00
Base Bid	60	2506.603	CONSTRUCT 8" OUTSIDE DROP	L F	\$1,000.00	3.1	0	\$0.00	3.1	\$3,100.00
Base Bid	61	2506.603/60040	48" DIA. SANITARY SEWER MANHOLE	LIN FT	\$570.00	59.6	0	\$0.00	59.6	\$33,972.00
Base Bid	62	2521.518/00040	4" CONCRETE WALK	S F	\$5.65	17288	0	\$0.00	17288	\$97,677.20
Base Bid	63	2521.518/00060	6" CONCRETE WALK	S F	\$9.00	3110.5	0	\$0.00	3110.5	\$27,994.50
Base Bid	64	2531.503	CONCRETE CURB & GUTTER DESIGN B418	L F	\$22.00	3181	0	\$0.00	3181	\$69,982.00
Base Bid	65	2531.503	CONCRETE CURB & GUTTER DESIGN R418	L F	\$21.00	2571	0	\$0.00	2571	\$53,991.00
Base Bid	66	2531.504/00060	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$72.00	110.6	0	\$0.00	110.6	\$7,963.20
Base Bid	67	2531.603	CONCRETE SILL	L F	\$4.50	2201	0	\$0.00	2201	\$9,904.50
Base Bid	68	2531.604/60106	7" CONCRETE VALLEY GUTTER	SQ YD	\$85.00	424.6	0	\$0.00	424.6	\$36,091.00
Base Bid	69	2531.618/00010	TRUNCATED DOMES	S F	\$60.00	209	0	\$0.00	209	\$12,540.00
Base Bid	70	2563.601/00010	TRAFFIC CONTROL	LS	\$7,500.00	1	0	\$0.00	1	\$7,500.00
Base Bid	71	2571.524/1200	DECIDUOUS TREE 2" CAL B&B	TREE	\$1,000.00	13	0	\$0.00	13	\$13,000.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	72	2573.501/0025	STABILIZED CONSTRUCTION EXIT	LS	\$1,000.00	0	0	\$0.00	0	\$0.00
Base Bid	73	2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	\$375.00	20	0	\$0.00	20	\$7,500.00
Base Bid	74	2574.507/00104	BOULEVARD TOPSOIL BORROW	C Y	\$29.00	407	0	\$0.00	407	\$11,803.00
Base Bid	75	2575.601	TURF ESTABLISHMENT	LS	\$4,500.00	1	0	\$0.00	1	\$4,500.00
Base Bid	76	2575.623	RAPID STABILIZATION METHOD 3	MGAL	\$335.00	4	0	\$0.00	4	\$1,340.00
Base Bid Totals:								\$0.00		\$1,559,853.37

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
ST-012		\$0.00	\$1,559,853.37

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ST-012	CO1	77	2104.502 SAWING CATCH BASIN (P) (EACH)	\$1,250.00	1	\$1,250.00	ITM	\$0.00	\$0.00	1	\$1,250.00
ST-012	CO1	78	2104.502 SALVAGE AND REINSTALL CATCH BASIN (EACH)	\$2,500.00	1	\$2,500.00	ITM	\$0.00	\$0.00	1	\$2,500.00
ST-012	CO1	79	2571.602 TREE PROTECTION (EACH)	\$600.00	9	\$5,400.00	ITM	\$0.00	\$0.00	9	\$5,400.00
ST-012	CO1	80	2503.603 RELOCATE SANITARY SEWER SERVICE (Each)	\$1,875.00	8	\$15,000.00	ITM	\$0.00	\$0.00	8	\$15,000.00
ST-012	CO2	81	2575.601 TURF ESTABLISHMENT (LS)	\$0.00	1	\$0.00	ITM	\$0.00	\$0.00	1	\$0.00
ST-012	CO2	82	2104.505 REMOVE BITUMINOUS PAVEMENT (S Y)	\$10.00	124	\$1,240.00	ITM	\$0.00	\$0.00	124	\$1,240.00

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ST-012	CO2	83	2105.601 SITE GRADING (LS)	\$1,500.00	1	\$1,500.00	ITM	\$0.00	\$0.00	1	\$1,500.00
ST-012	CO2	84	2531.503 CONCRETE CURB & GUTTER HAND BUILD (L F)	\$44.00	221	\$9,724.00	ITM	\$0.00	\$0.00	221	\$9,724.00
ST-012	CO2	85	2104.501 REMOVE AND REPLACE CURB AND GUTTER (LIN FT)	\$59.00	36	\$2,124.00	ITM	\$0.00	\$0.00	36	\$2,124.00
ST-012	CO2	86	2503.603 TRENCH DRAIN (LS)	\$12,000.00	1	\$12,000.00	ITM	\$0.00	\$0.00	1	\$12,000.00
ST-012	CO3	87	2360.601 BITUMINOUS SURFACE DEFECTS (SY)	(\$10.00)	284	(\$2,840.00)	ITM	\$284.00	(\$2,840.00)	284	(\$2,840.00)
ST-012	CO4	2	2101.524/00040 CLEARING (TREE)	\$600.00	-9	(\$5,400.00)	ADJ				
ST-012	CO4	3	2101.524/00050 GRUBBING (TREE)	\$500.00	-9	(\$4,500.00)	ADJ				
ST-012	CO4	4	2104.501 REMOVE AND REINSTALL CONCRETE BLOCK RETAINING WALL (L F)	\$30.00	-45	(\$1,350.00)	ADJ				
ST-012	CO4	7	2104.502/00790 REMOVE CATCH BASIN (EACH)	\$500.00	1	\$500.00	ADJ				
ST-012	CO4	9	2104.503/00195 SAWING CONCRETE PAVEMENT (FULL DEPTH) (L F)	\$6.00	20.15	\$120.90	ADJ				
ST-012	CO4	10	2104.503/00205 SAWING BIT PAVEMENT (FULL DEPTH) (L F)	\$5.00	43	\$215.00	ADJ				
ST-012	CO4	12	2104.504/00090 REMOVE CONCRETE PAVEMENT (S Y)	\$12.95	47.6	\$616.42	ADJ				
ST-012	CO4	15	2106.607 COMMON EXCAVATION (P) (CU YD)	\$13.50	41.67	\$562.55	ADJ				
ST-012	CO4	18	2123.510 EXPLORATORY DIGGING (HOUR)	\$300.00	-5	(\$1,500.00)	ADJ				
ST-012	CO4	19	2211.607 AGGREGATE BASE (CV) CLASS 5 (P) (CU YD)	\$30.00	65	\$1,950.00	ADJ				
ST-012	CO4	20	2360.609 TYPE SP 9.5 WEARING COURSE MIX (3,C) (TON)	\$115.00	-6.15	(\$707.25)	ADJ				
ST-012	CO4	21	2411.607 CONCRETE STEPS (EACH)	\$150.00	-10	(\$1,500.00)	ADJ				
ST-012	CO4	22	2451.509/00060 AGGREGATE FOUNDATION (TON)	\$30.00	-64.5	(\$1,935.00)	ADJ				
ST-012	CO4	23	2502.503 4" PERF PVC PIPE DRAIN (L F)	\$12.50	-140	(\$1,750.00)	ADJ				
ST-012	CO4	29	2503.603 12" RC PIPE SEWER CLASS III (L F)	\$60.00	39.4	\$2,364.00	ADJ				

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ST-012	CO4	30	2503.603 15" RC PIPE SEWER CLASS III (L F)	\$61.00	-16.8	(\$1,024.80)	ADJ				
ST-012	CO4	31	2503.603 22" SPAN RC PIPE-ARCH SEWER CL IIA (L F)	\$132.00	1.3	\$171.60	ADJ				
ST-012	CO4	32	2503.603 28" SPAN RC PIPE-ARCH SEWER CL IIA (L F)	\$130.50	-1	(\$130.50)	ADJ				
ST-012	CO4	33	2503.603/21004 4" PVC PIPE SEWER (L F)	\$30.00	-17	(\$510.00)	ADJ				
ST-012	CO4	34	2503.603/21008 8" PVC PIPE SEWER (L F)	\$62.00	-17.4	(\$1,078.80)	ADJ				
ST-012	CO4	35	2503.603/21010 10" PVC PIPE SEWER (L F)	\$93.00	24.5	\$2,278.50	ADJ				
ST-012	CO4	36	2503.603 18" PVC PIPE SEWER (L F)	\$100.00	-2.5	(\$250.00)	ADJ				
ST-012	CO4	37	2503.611 PUMPING (DAY)	\$375.00	-3	(\$1,125.00)	ADJ				
ST-012	CO4	38	2504.602/00006 1" WATER SERVICE (COMPLETE) (EACH)	\$1,900.00	-1	(\$1,900.00)	ADJ				
ST-012	CO4	43	2504.602/00202 4" SLEEVE (EACH)	\$600.00	-2	(\$1,200.00)	ADJ				
ST-012	CO4	44	2504.602/00203 6" SLEEVE (EACH)	\$650.00	-1	(\$650.00)	ADJ				
ST-012	CO4	50	2504.602/00806 6" GATE VALVE & BOX (EACH)	\$3,500.00	1	\$3,500.00	ADJ				
ST-012	CO4	52	2504.603/02004 4" PVC WATERMAIN (L F)	\$38.50	3.5	\$134.75	ADJ				
ST-012	CO4	53	2504.603/02006 6" PVC WATERMAIN (L F)	\$45.50	-3.6	(\$163.80)	ADJ				
ST-012	CO4	54	2504.603/02008 8" PVC WATERMAIN (L F)	\$49.00	-4.3	(\$210.70)	ADJ				
ST-012	CO4	56	2506.502 MODIFY CASTING ASSEMBLY (EACH)	\$850.00	-14	(\$11,900.00)	ADJ				
ST-012	CO4	57	2506.502/06020 ADJUST FRAME & RING CASTING (EACH)	\$500.00	-4	(\$2,000.00)	ADJ				
ST-012	CO4	58	2506.503 CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020 (LIN FT)	\$975.00	2.3	\$2,242.50	ADJ				
ST-012	CO4	59	2506.503/03620 CONST DRAINAGE STRUCTURE DES 72-4020 (L F)	\$1,325.00	0.2	\$265.00	ADJ				
ST-012	CO4	61	2506.603/60040 48" DIA. SANITARY SEWER MANHOLE (LIN FT)	\$570.00	1.8	\$1,026.00	ADJ				

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
ST-012	CO4	62	2521.518/00040 4" CONCRETE WALK (S F)	\$5.65	-612	(\$3,457.80)	ADJ				
ST-012	CO4	63	2521.518/00060 6" CONCRETE WALK (S F)	\$9.00	-112.5	(\$1,012.50)	ADJ				
ST-012	CO4	65	2531.503 CONCRETE CURB & GUTTER DESIGN R418 (L F)	\$21.00	-25	(\$525.00)	ADJ				
ST-012	CO4	66	2531.504/00060 6" CONCRETE DRIVEWAY PAVEMENT (S Y)	\$72.00	47.6	\$3,427.20	ADJ				
ST-012	CO4	67	2531.603 CONCRETE SILL (L F)	\$4.50	-599	(\$2,695.50)	ADJ				
ST-012	CO4	68	2531.604/60106 7" CONCRETE VALLEY GUTTER (SQ YD)	\$85.00	277.6	\$23,596.00	ADJ				
ST-012	CO4	69	2531.618/00010 TRUNCATED DOMES (S F)	\$60.00	-6	(\$360.00)	ADJ				
ST-012	CO4	71	2571.524/12200 DECIDUOUS TREE 2" CAL B&B (TREE)	\$1,000.00	-2	(\$2,000.00)	ADJ				
ST-012	CO4	72	2573.501/00025 STABILIZED CONSTRUCTION EXIT (LS)	\$1,000.00	-1	(\$1,000.00)	ADJ				
ST-012	CO4	74	2574.507/00104 BOULEVARD TOPSOIL BORROW (C Y)	\$29.00	127	\$3,683.00	ADJ				
ST-012	CO4	76	2575.623 RAPID STABILIZATION METHOD 3 (MGAL)	\$335.00	-2	(\$670.00)	ADJ				
Contract Change Totals:									(\$2,840.00)		\$47,898.00

Contract Change Totals			
Number	Description	Effective Date	Amount
1	1. Realign service lines around trees 8 trees X \$1,875 2. Working Around Trees 9 trees X \$600 3. Modify Catch Basins at Church & Whitney to miss duct bank. 4. Salvage & Reinstall Catch Basin Southeast corner of Marshall & Whitney	09/18/2024	\$24,150.00
2	1. Final out contract and carry over final seeding into spring of 2025. 2. Extra asphalt removal at the Holy Redeemer playground. 3. Regrade playground area and install new pea rock at playground 4. Hand build extra curb and gutter near trench drain. 5. Remove & Replace Curb and gutter to correct grade. 6. Install trench Drain at Holy Redeemer Playground.	10/31/2024	\$26,588.00
3	Bituminous Surface Defects	12/03/2024	(\$2,840.00)
4		12/11/2024	(\$5,853.23)

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance					
Item	Description	Date	Added	Used	Remaining

26	2503.602/13 402	8"X4" PVC WYE	2024-05-03	3 EACH \$214.83	3 EACH \$214.83	0 EACH \$0.00
27	2503.602/13 502	10"X4" PVC WYE	2024-05-03	14 EACH \$3,885.98	14 EACH \$3,885.98	0 EACH \$0.00
28	2503.602/13 902	18"X4" PVC WYE	2024-05-03	1 EACH \$885.51	1 EACH \$885.51	0 EACH \$0.00
33	2503.603/21 004	4" PVC PIPE SEWER	2024-05-03	657 L F \$1,366.56	657 L F \$1,366.56	0 L F \$0.00
34	2503.603/21 008	8" PVC PIPE SEWER	2024-05-03	217 L F \$1,879.22	217 L F \$1,879.22	0 L F \$0.00
35	2503.603/21 010	10" PVC PIPE SEWER	2024-05-03	23 L F \$309.81	23 L F \$309.81	0 L F \$0.00
36	2503.603	18" PVC PIPE SEWER	2024-05-03	582.5 L F \$19,304.05	582.5 L F \$19,304.05	0 L F \$0.00
38	2504.602/00 006	1" WATER SERVICE (COMPLETE)	2024-05-03	32 EACH \$23,450.88	32 EACH \$23,450.88	0 EACH \$0.00
39	2504.602/00 020	HYDRANT	2024-05-03	4 EACH \$19,200.00	4 EACH \$19,200.00	0 EACH \$0.00
40	2504.602	6"X4" REDUCER	2024-05-03	1 EACH \$211.45	1 EACH \$211.45	0 EACH \$0.00
41	2504.602/00 052	8"X4" REDUCER	2024-05-03	2 EACH \$535.94	2 EACH \$535.94	0 EACH \$0.00
42	2504.602/00 053	8"X6" REDUCER	2024-05-03	1 EACH \$275.26	1 EACH \$275.26	0 EACH \$0.00
43	2504.602/00 202	4" SLEEVE	2024-05-03	1 EACH \$183.66	1 EACH \$183.66	0 EACH \$0.00
44	2504.602/00 203	6" SLEEVE	2024-05-03	1 EACH \$278.98	1 EACH \$278.98	0 EACH \$0.00
45	2504.602/00 322	4" PIPE BEND 45 DEGREE	2024-05-03	4 EACH \$709.80	4 EACH \$709.80	0 EACH \$0.00
46	2504.602	6" PIPE BEND 90 DEGREE	2024-05-03	1 EACH \$290.16	1 EACH \$290.16	0 EACH \$0.00
47	2504.602/00 533	6"X6" TEE FITTING	2024-05-03	4 EACH \$1,701.20	4 EACH \$1,701.20	0 EACH \$0.00
48	2504.602/00 543	8"X6" TEE FITTING	2024-05-03	1 EACH \$516.61	1 EACH \$516.61	0 EACH \$0.00
49	2504.602/00 544	8"X8" TEE FITTING	2024-05-03	1 EACH \$599.83	1 EACH \$599.83	0 EACH \$0.00
50	2504.602/00 806	6" GATE VALVE & BOX	2024-05-03	7 EACH \$10,655.19	7 EACH \$10,655.19	0 EACH \$0.00
51	2504.602/00 808	8" GATE VALVE & BOX	2024-05-03	3 EACH \$6,501.93	3 EACH \$6,501.93	0 EACH \$0.00

52	2504.603/02 004	4" PVC WATERMAIN	2024-05-03	26 L F \$136.24	26 L F \$136.24	0 L F \$0.00
53	2504.603/02 006	6" PVC WATERMAIN	2024-05-03	1,272 L F \$13,559.52	1,272 L F \$13,559.52	0 L F \$0.00
54	2504.603/02 008	8" PVC WATERMAIN	2024-05-03	400 L F \$7,320.00	400 L F \$7,320.00	0 L F \$0.00
55	2506.502/00 010	CONST DRAINAGE STRUCTURE DESIGN A	2024-05-03	8 EACH \$8,896.26	8 EACH \$8,896.26	0 EACH \$0.00
61	2506.603/60 040	48" DIA. SANITARY SEWER MANHOLE	2024-05-03	1 LIN FT \$489.04	1 LIN FT \$489.04	0 LIN FT \$0.00

Contract Total	\$1,607,751.37
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CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Mayor Byrnes
Meeting Date:	Tuesday, January 14, 2025
Category:	COUNCIL REPORTS
Type:	INFO
Subject:	Commission/Board Liaison Reports
Background Information:	<p>Alcorn – Economic Development Authority, Marshall Area Transit Committee, Public Housing Committee</p> <p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Lozinski –Joint LEC Management Committee, Marshall Municipal Utilities Commission, Police Advisory Board</p> <p>Moua-Leske – Adult Community Center, Convention & Visitors Bureau; Diversity, Equity & Inclusion Commission</p> <p>Schafer – Airport Commission, MERIT Center Commission, SW Amateur Sports Commission, SW MN Emergency Communication Board</p> <p>Schroeder – Economic Development Authority, Joint LEC Management Committee, Planning Commission</p> <p>Schwartz – Cable Commission, Community Services Advisory Board, Library Board</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	

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

FROM: Sharon Hanson, City Administrator

DATE: January 14, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of December:

- Attended meetings.
- Answered rental ordinance questions and code compliance.
- Worked on assisting City with finding neutral.
- Prepared informational memo for Council regarding Closure Statement and statutory process for manufactured park closings.
- Touched base with staff regarding necessary Charter Commission annual meeting and attended Charter Commission meeting.
- Review MOA No. 697DCM-25-L-00010 between City and FAA and provide feedback.
- Worked on legal agreement.
- Discussed emergency service aid and next steps.
- Revised proposed amendments to graffiti ordinance and discuss with staff/City Administrator.
- Reviewed garbage hauler contract.
- Answered Facebook posing questions.
- Reviewed question from I. Gutman regarding a CUP for 212 Carrow Circle.
- Reviewed Marshall Golf Club Agreement, revise and send to client.
- Discussed of joining meeting remotely and requirements.
- Discussed Chicken Ordinance with staff.
- Reviewed MPCA resiliency grant.
- Drafted Temporary Cannabis Event ordinance.
- Reached out to litigation attorneys for Schierholz to get payments for deposition time.
- Worked on press releases with staff.
- Updated staff on OCM's decision to abandon the pre-approval process and providing OCM's new timelines.
- Answered questions about Resolutions versus Ordinances and sent overview.
- Reviewed MMU commission agenda.
- Drafted Resolution for Lease Agreement.
- Drafted Resolution for approval of Golf Course contract.
- Discussed comments at meetings related to Broadmoor.
- Reviewed planning commission materials for meeting.
- Reviewed and have meeting on public works question.
- Discussed with Preston and Sharon regarding CVB and Marshall Sports commission.
- Reviewed LSS contract for Katie Brusven.

- Reviewed fire contracts city has with townships and opine on interpretation of certain provisions.
- Responded to attorneys for Schierholz & Associates related to trial subpoenas.
- Answered question from I. Gutman regarding public hearing in front of PC which did not get published with sufficient time because of paper's holiday schedule.
- Sent clerk template for Order for court to fill Charter Commission vacancy.
- Responded to question about reselling bleachers (and learned about a relevant statute from Sharon all at the same time!)

CITY PROSECUTOR:

October:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	2		4		8	8	2	24	23
Dismissed									
Non-Prosecution	3	1			1			5	10
Refer to County								1	1

November:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	4		14		7	9	1	35	21
Dismissed									
Non-Prosecution	1						1	2	8
Refer to County									

December:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	4		7	1	4	7	1	24	30
Dismissed									
Non-Prosecution	4	1				1	2	8	
Refer to County			1					1	

ADMINISTRATION

- This past month several conversations regarding the Broadmoor Valley closure notice and subsequent planning for upcoming public hearing.
- The city has settled and approved union agreements with Law Enforcement Labor Services (LELS), AFSMCE union has been scheduled for mediation on Tuesday January 21st.
- Township representatives have requested a meeting with city officials to discuss annual township fire contracts. Staff have been discussing the formula and its history. In recent years, townships have pursued

less expensive options for fire service with neighboring fire departments that have resulted in questions on the cost of Marshall Fire Department service to township. Marshall Fire Department utilizes a formula most identical to League of MN Cities/Assn of Townships formula/model agreement. However, this formula- which is based on population, service calls, taxable value of property, operational budget-has meant a much higher rate than surrounding fire departments rates. Staff have argued that the level of service is different in ways that result in higher costs. An existing mutual aid contract among all fire departments means that one fire department can serve as a safety net for another fire department and thus the true costs of fire service are not entirely reflected in certain township contracts. One important item that we need to be aware of for 2025 is that townships are likely to reduce the number of sections contracted with the Marshall Fire Department, which in turn will mean less revenue than budgeted for in 2025.

- Leadership team have been discussing the year ahead in terms of goals and projects. We will review in the upcoming month as to how it relates to the city's recently adopted Strategic Plan.
- State of the City has been set for February 26th and initial discussions have occurred on topics and presentation material.

Economic Development Authority

- Staff attended Community Venture Network in Lakeville and heard business pitches from eight companies looking to expand.
- Staff continues to work with Revocity on the development of a hotel adjacent to the Red Baron Arena. The developer is pursuing incentives but staff has requested additional financial information on the projects proforma.
- Work continues at the former Shopko building for the new Marshalls department store. Interior framing is complete and contractors were on site this week installing roof units.
- Solugen representative will be attending EDA Board meeting in January to provide project updates.
- Staff continues to work with MNDEED on three State RFI's that Marshall is flagged as finalists for site selection. The State has provided incentive proposals to all three developers for review.
- 20 of the 26 East College Grant recipients have been issued payment.
- Staff is currently reviewing and updating the EDA Strategic Plan from 2023.

Human Resources

- Staff are completing the many various reporting requirements due on an annual basis: completion and distribution of W-2's, annual PERA reporting, 1095 audit and prep, GASB 75 reporting, workers compensation audit, and OSHA 300 logs.
- The AFSCME union agreement expired on 12/31/2024; however, in accordance with the law, the existing contract remains in place until a successor contract is agreed upon. Staff have had two negotiations sessions with the AFSCME representatives to date. The City filed for mediation in December. The Bureau of Mediation Services has scheduled mediation for January 21, 2025.
- The new MN law on paid leave benefits will be effective on January 1, 2026. The statute outlining this new benefit is in place, but the rule-making process has not yet been completed by the State. Staff continue to monitor the progress and will be prepared to implement a personnel policy that complies with the law, as well as provide the necessary information to supervisors and employees to educate them on this benefit. This paid leave program is different than the earned sick and safe time leave approved by the State in 2023. The new paid leave program will provide job protections and partial wage replacement to employees who are unable to work due to a qualifying condition lasting at least 7 days. The benefit payments will be paid directly to an employee by the State of MN.
- Safety program: employees received training on AWAIR, employee right to know, hazard communication, bloodborne pathogens, and personal protective equipment---each of these topics are required by OSHA on an annual basis for all employees.

Clerk

- The Marshall Charter Commission met and nominated Nathan Doose as chair, Mark Mather as vice-chair and Mike Fox as secretary. The commission recommended that James Zmeskal be appointed to the commission as there were openings and recommended that an annual report be submitted to the Chief Judge of the Fifth District Court.
- The Ways and Means Committee discussed alley reconstruction projects and a cost share policy amendment with property owners.
- Met with the Director of Public Safety, Fire Chief and City Administrator to review upcoming township fire service agreements.
- Renewals of liquor and tobacco licenses were completed. 15 On-Sale Intoxicating Liquor, 3 On-Sale Wine, 3 On-Sale 3.2% Malt Liquor, 12 3.2% Off-Sale Malt Liquor, and 13 tobacco licenses were reissued for 2025. Two low-potency THC edible licenses were also issued until the Office of Cannabis Management begins their new licensing process.
- Renewals of animal, UTV, and mobile food vendors continues.

Finance

- 2025 Budget – The 2025 budget was adopted in December 2024. The Finance Director has generated electronic copies of the budget book. Copies have been sent to Council and staff and posted on the City's website.
- 2024 Audit – Staff will be working to close out 2024 and will continue to prepare information for our auditors over the next few months.
- 2025 Bonding – The bonding process to ensure funding is secured for 2025 projects has started. The tentative plan is our yearly project bonding will be completed at the same time as any aquatic center bonding (with separate issuances). The current plan for timing includes resolutions authorizing the sales in March, with sale of the obligations in April and receipt of the proceeds and settlement of the obligations in May.

Liquor Store

- December Financials: Sales \$774,128 (8.7%), Ticket Count 19,117 (7.46%), Ticket Average \$40.49 (1.34%). December numbers were not as good as 2023. For the year total sales for 2024 were slightly higher than 2023.
- Staff have started the annual dusting/detail cleaning of floor display shelves.
- *Cold Days Hot Deals* marketing focus will run January and February in an effort to drive customers back into the store after the holiday season.

COMMUNITY SERVICES

Parks & Recreation

- Work continues on redesign of The Splash – new rendering has been received and will be meeting with construction manager(s) and architect and engineers in coming weeks to work towards re-bid.
- Completed reimbursement for Re-Leaf Grant through DNR.
- Working on Tree City Application for 2024-25.
- Finalizing bid documents for Independence Shelter and Restroom – staff is reviewing options for interior as this restroom is open year-round.
- A claw vending machine has been added at Red Baron Arena and Expo.
- Working with associations on upcoming tournaments for summer of 2025 – we have already been awarded a new baseball tournament that hasn't been hosted in Marshall previously.
- Schools back in session and programming has resumed after the holiday break! Make sure to take some time to flip thru our new winter/spring brochure which covers the months of January – May.
- 17 large ash trees were removed from Legion Field Park in December – EAB signs and symptoms continue to be noticed throughout the community.

- Learn to skate lessons, junior boys' and girls' basketball, indoor soccer and gymnastics all have started for youth activities, with adult curling leagues and pickleball resuming for adult options.
- Open community skating at the Red Baron Arena was well attended over the holiday break with January having many more opportunities to hit the ice on the weekends.

Community Education

- Community Education had a successful fall programming season! Classes, programs and events impacted approximately 358 members of our community as well as surrounding communities.
- The second annual Santa Event held at the Marshall Lyon County Library was another well-attended event with approximately 129 children and their families that stopped by to visit Santa!
- Changes and improvements to the Driver's Education program continue with our transition to our partner organization (A+ Driving School) on track to begin taking over the program as of July 1, 2025. We continue to receive registrations in our February in-person session which is nearly full (2/25 open seats remaining). Forty-three students registered through MCS for the online classroom session. As of January 2025 we are directing new students to register through A+ Driving School. We will be adding one more in-person session offered in June 2025.
- Updates were made to the Joint Powers Agreement between the City of Marshall and Marshall Public Schools. The agreement was approved by the school board and is on the agenda for the January 14th City Council meeting.
- Community Education offered the Mayor for a Day Essay contest offered by the League of MN cities. The winner will be announced at the January 14th City Council meeting and on social media.
- Planning has begun on the Juneteenth celebration event to take place this summer.
- Several new courses and programs are being offered in the Winter/Spring brochure including online social media/technology courses, a sourdough 101 class, amigurumi crochet and an intro to graphic design class for teens. As always, some of our community favorites return as well. Some of those classes include Early Out Theater, Babysitting training, Valentine's Egg roll cooking class, cookie and cake pop decorating and more!
- We have started taking registrations for Garden Plots and are working on improvements to the plots and the communication of planting location and guidelines.

Studio 1

- On December 3rd, we provided a multi-camera live broadcast of the Southwest Minnesota Orchestra "Holiday Cheer!" performance. This performance was then replayed on the SMSU Media and Studio 1 channels many times over the holiday season.
- We provided a live broadcast of the MAHA Bantam A tournament as well as the Fairbanks Ice Dogs games on December 6th through 8th.
- We also covered several school holiday concerts, varsity basketball, hockey and wrestling games throughout the month as well.
- We have been working closely with BluePeak to upgrade our cable channels on their system from standard definition to high definition. This will also allow for our closed captioning to be available on those channels as well. We are about 95% complete with this upgrade process at this point and are still in the early stages of upgrading the channels on Spectrum as well.
- A calendar of all scheduled live broadcasts can be found at www.marshallstudio1tv.com.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open permits.

- An SRE building, Les Schwab's tires, Marshall's, SWWC building, and Stone Meadow apartments are the largest projects under construction.
- Over 500 Rental registrations have been issued. Over 100 are in the Pending status.
- Sign ordinance is being reviewed.
- The department web page and access to information have been updated and improved.

PUBLIC WORKS DIVISION

Engineering

- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Project is complete and open to the public. City staff working with contractor on punch list items, final reconciling change order and final payment.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – D&G Excavating, Inc. of Marshall, Minnesota – Final Reconciling Change Order and Final Payment on 01/14/2025 City Council.
- Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project – 01/14/2025 Council items: 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

Wastewater

- Staff have completed 321 296 preventive maintenance work orders in the last 30 days.
- Working on annual MPCA reports due in November and January, February, and March.
- Jetting of the sanitary lines have been completed for the season.
- Triannual generator emissions testing has been completed.
- Four lift stations have been upgraded to cellular alarm systems.
- Biosolids reports have been completed, all equipment has been washed, serviced and parked for the season.
- Working with the Street Department on removal of invasive trees on the North and east of City WWTF Property.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to seventeen (17) calls for service in the month of December. In 2024 the Marshall Fire Department responded to 225 calls for service. December calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (6)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 966 calls for the month of December. In 2024 the Marshall Police Department received 11,716 calls for service. December calls resulted in 67 criminal cases with 35 adults and 1 juvenile being arrested.

OFFICER'S REPORT

- Alarms (13)
- Accidents (44)
- Alcohol involved incidents (6)
- Assaults (3)
- Domestic Assaults (17)
- Burglaries (4)
- Criminal Sexual Conduct (4)
- Damage to Property (2)
- Keys Locked in Vehicles (33)
- Loud Party (5)/ Public Disturbances (4)
- Thefts (24)
- Traffic Related Complaints (223)
- Vandalism (4)
- Warrant Pickups (10)
- Welfare Checks/Mental Health (64)

DETECTIVE REPORT

- A 43-year-old Marshall man was arrested for Predatory Offender Registration Violation at the completion of an investigation.
- A case of mail theft where a package was stolen from a Marshall apartment building was investigated and referred to the Lyon County Attorney's Office for formal charges against a Marshall man.
- Five cases of criminal sexual conduct, three thefts by swindle cases, and an identity theft case were investigated during the month.
- Twenty-seven child protection reports and one report from the Minnesota Adult Abuse Reporting Center were investigated.



MERIT Center

- In December, MN West held Hazwoper refresher courses and CDL training utilizing the driving track at the MERIT Center.
- On December 5th MN PHCC conducted Plumbing, Heating & Cooling training with 29 attendees.
- On December 10th the USDA/NRC held a meeting with 42 people attending.
- On December 10th North Star Training and Consulting held firefighter re-tests.
- On December 11th BYTR held a meeting with 12 people attending.
- From December 12th to December 19th ARMOR Training Services held GWO training with 3 people attending each day.
- On December 17th Ralco held meetings with 35 people attending.
- On December 18th a PSAP Leadership meeting was held with 7 people attending.
- On December 19th ADM held their monthly contractor safety meeting with 50 attendees.
- The MERIT Center was utilized on 8 out of 31 days with 12 reservations in December with 207 attendees.

MONTHLY REPORT OF ACTIVITY FOR MARSHALL POLICE For Month and Year ending November 2024 (YTD TOTALS)

OFFENSE/ARREST DATA

	Offenses		Actual	Total Arrests/Excluding traffic	
	Reported	Unfounded	Offenses	Adult	Juvenile
January	75	0	75	33	0
February	93	0	93	19	2
March	66	0	66	33	0
April	98	0	98	36	2
May	115	0	115	48	2
June	69	0	69	35	0
July	50	0	50	23	0
August	75	0	75	32	2
September	88	0	88	45	0
October	108	0	108	51	1
November	95	0	95	46	0
December					

YTD 2024	932	0	932	401	9
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Averages for all Activities (Calls for Service)

	#Calls	Time in Hrs
	Total	Spent
January	762	347
February	809	325
March	1061	378
April	865	350
May	981	435
June	1062	420
July	1011	426
August	1033	401
September	1020	437
October	1071	428
November	1075	404
December		
YTD 2024	10750	4351

Accidents	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sep	Oct.	Nov.	Dec.	YTD
Hit and Run	2	3	7	8	6	6	8	10	6	3	5		64
Property Damage	26	15	22	16	17	13	18	28	21	21	32		229
Personal Injury	3	3	5	2	4	5	5	6	6	5	1		45
Fatalities	1	0	0	0	0	0	0	0	0	0	0		1
TOTAL 2024	32	21	34	26	27	24	31	44	33	29	38	0	339

CITATIONS	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Citations	17	106	134	70	104	82	55	65	71	68	188		960

Parking Tickets

24	30	72	18	2	5	20	3	16	3	110		303
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Activities (Calls For Service) *High Hours Expended

	Jan.	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Alarms	20	14	10	8	8	12	21	19	8	15	18		153
Alcohol	1	2	1	1	1	0	2	4	1	7	5		25
Animal Bite	2	2	1	1	3	3	1	3	3	4	2		25
Animal Complaint	8	0	11	13	16	21	15	11	17	14	9		135
Assault	8	3	6	9	4	6	8	9	10	10	12		85
Assists	56	49	53	45	52	50	72	38	57	59	44		575
Auto Theft	0	3	0	1	2	1	0	2	3	0	1		13
Bike Found	1	4	7	6	5	11	6	5	4	4	6		59
Bike Theft	0	2	0	0	1	3	5	1	2	3	3		20
Burglary	4	3	1	4	3	3	6	3	5	4	6		42
Bus Violation	11	2	3	3	2	0	3	0	5	9	5		43
Check Forgery	0	1	0	0	0	0	0	0	0	0	0		1
Check Fraud	1	1	0	0	0	0	0	0	0	4	1		7
Civil Matters	8	8	11	15	18	18	28	26	19	15	18		184
Criminal Sex	4	8	6	0	0	4	2	0	3	7	5		39
Damage to Prp	1	2	3	2	3	5	4	2	3	0	2		27
Death Investigation	3	4	5	2	2	1	2	0	4	1	0		24
Domestics	21	12	12	16	17	17	8	15	11	13	11		153
Drugs/Narcotics	0	2	2	1	2	0	4	3	2	5	6		27
Family Matters	7	8	17	11	9	8	9	8	8	7	5		97
Fire Alarm	0	0	0	0	0	0	0	2	1	0	0		3
Gas Meal Assist	1	2	3	0	3	2	1	7	4	2	2		27
Gun Permits	6	6	18	9	8	8	7	5	6	12	8		93
Harassment	9	12	13	9	10	12	11	13	5	9	9		112
Intoxicated/Detox	0	1	1	1	1	3	2	8	1	3	4		25
Keys Locked In vehicles	26	23	23	21	25	28	27	29	24	19	20		265
Mental Health	12	3	11	8	10	14	24	20	14	18	37		171
Fraud	0	3	2	3	2	5	3	8	2	1	2		31
Parking Complaints	41	75	129	25	23	17	32	13	29	16	115		515
Party Loud Party	4	6	7	7	5	12	5	4	7	6	1		64
Pred - Sex Offender	0	0	0	2	1	2	2	2	2	2	1		14
Property Found	13	4	6	10	16	13	6	16	11	14	13		122
Public Disturbance	8	11	15	14	7	17	18	12	10	13	13		138
Pursuit	0	0	0	0	0	0	0	0	0	0	0		0
Runaway	7	6	2	3	3	6	7	0	6	12	2		54
Escort Funeral, other	7	10	8	11	9	13	18	13	12	15	11		127
Search Warrant	0	0	0	0	1	0	1	0	1	0	0		3
Suspicious Anything	15	12	21	35	43	50	29	27	18	7	8		265
Suspicious Vehicle	6	15	7	10	6	7	10	9	13	11	7		101
Tobacco Violation	4	9	6	4	1	0	0	1	4	1	2		32
Theft	22	16	16	24	18	24	22	21	25	53	18		259
Trains	0	0	0	0	0	0	0	0	0	1	3		4

Transport (Marshall PD etc)	2	1	4	2	4	4	2	3	6	4	0		32
Trespassing	5	8	8	7	7	4	10	9	10	6	11		85
Traffic Related Complaints	111	148	289	203	258	281	238	293	292	291	269		2673
Unsecured Building	0	0	0	1	4	15	4	1	1	2	2		30
Vandalism	4	5	5	7	7	6	4	7	5	3	8		61
Violation of OFP	4	4	2	5	6	6	5	11	4	6	5		58
Warrant Pickups	8	7	14	5	5	9	6	8	11	12	11		96
Welfare Checks	27	18	22	18	22	38	25	14	26	23	27		260
Welfare Fraud	0	0	0	0	0	0	0	0	0	0	0		0
ERU Activated	0	0	0	1	0	0	0	0	1	0	0		2
Weapons Involved	2	2	0	4	0	1	0	8	1	5	1		24
YTD 2024	500	537	781	587	653	760	715	713	717	748	769	0	7480

OFFENSE ACTIVITY BY DAY OF WEEK

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
January	13	17	13	8	8	5	11
February	9	16	19	13	20	8	8
March	10	15	11	3	9	12	6
April	17	14	10	16	18	7	16
May	13	9	14	11	26	22	20
June	6	13	10	4	9	6	21
July	3	12	7	7	7	7	7
August	11	7	10	10	17	15	5
September	15	10	9	13	17	14	10
October	11	8	16	20	6	10	37
November	7	6	8	15	27	23	9
December							

YTD 2024	115	127	127	120	164	129	150
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DETECTIVE / INVESTIGATIONS ACTIVITIES

	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	YTD
Felonies	28	23	28	22	29	21	16	25	31	27	20		270
Gross Misdemeanors	36	28	24	20	19	16	18	10	25	32	27		255
Misdemeanors	19	21	18	24	32	23	21	38	25	17	22		260

CITY OF MARSHALL STRATEGIC PLAN 2024-2027-November 2024 Progress

GOALS	OBJECTIVES	STRATEGIES	Potential Tactics (To be further refined and prioritized by each department)	SUPPORTING PARTNERS/ROLES	Milestones/ Key Accountability	PRIORITY
Enrich and enhance quality of life	<i>Create vibrant, accessible, and well-maintained public parks and recreation amenities that contribute to the overall quality of life for residents and visitors.</i>	Develop a Master Park and Recreation Plan incorporating indoor recreation study and outdoor recreation needs.	Utilize indoor recreation study to continue to explore and plan for opportunities that address the lack of indoor recreational space for families during winter months.	YMCA, MPS, SMSU	Waiting on YMCA Director Hire, Development of new Sports Commission	
			Review, prioritize and complete upgrades to existing parks and recreation facilities. Continue to invest in inclusive playground equipment to improve the accessibility of parks and recreation amenities.	City Council, Legislature, State grants	Legislation proposed for Band Shell, seeking additional outdoor grant,	
			Continue to invest in Adult Community Center facility/building improvements.	City Council, State and local grants	Annual Budget Process, future CIP Process	
			Continue to explore and invest in programming opportunities for both indoor and outdoor recreation for all community members.	YMCA, MPS, SMSU	Development of new Sports Commission	
			Explore options for old softball complex; Future trail extensions; Soccer fields; Outdoor Pickleball Courts;	City Council	Initiating Master Park Planning Process	
			Review and Prioritize Upgrades: Legion Field, Archery Range Storage, New hoops at Justice Park, Bathroom facilities at Victory Park, Irrigation at Several Parks, Expand Park Shop Building; Reconstruction of Band Shell	City Council, Legislature, State grants	Annual CIP Process, working with CGMC on bonding, active in grants, legislation proposed for band shell	
			Strengthen walking, biking and park infrastructure.	Parks and Engineering Depts, City Council	Annual CIP Process, State grants	
		Explore and initiate a wide range of resource development opportunities.	Continue working with the "Jump In, Make a Splash" community to support amenities for the Aquatic Center	City Council	Council Action on Jan 28th to re-authorize bids	High
			Develop sponsorship/donation packet for potential funding partners; explore creation of a Friends group for ongoing fundraising and support	Parks and Admin Staff	Preliminary sponsorship packet being developed	
			Revitalization of Sports/Recreation Commission with Sports/Rec Partners	Parks, CVB Staff	Preliminary discussions, initial meeting, by-laws being developed and reviewed	
	<i>Provide an enriched community experience for residents and visitors of all ages through local arts, entertainment, education, and natural resources.</i>	Expand community education offerings through advanced partnerships.	Identify and attract more talent as instructors to advance quality community education offerings	MPS, Community Services staff	On-going	
			Develop outreach information to share widely in the community;	MPS, Community Services staff	On-going	
			Work with community/regional organizations to find new talent/offerings	MPS, Community Services staff	Initial mtg with Library to schedule	
		Promote and support a range of opportunities that highlight and celebrate the arts, cultural diversity and creativity.	Work with DEI Commission to identify and promote key multi-cultural events	Community Services staff	Juneteenth Planning mtg scheduled for January 22	
			Explore opportunities to enhance public art through grants and other supporting organizations. i.e. an artist in residency program	Admin, Community Services staff	No work on this started yet	
			Collaborate with the community and arts organizations to raise funds and create public art that supports Marshall's sense of place.	Admin, Community Services staff	No work on this started yet	
		Maintain our designation as a Tree City and work to further ensure the care and expansion of community forestry.	Work to address Emerald Ash Borer infestations within our community.	Park and Public Works staff	Tree removal and replacement started and on-going, residential program initiated, more promotion needed	
			Explore and identify measures to provide a flourishing urban tree canopy for our streets	Park Supt	On-going	
		Promote the library as an indispensable resource for encouraging reading, learning, and exploration.	Partner with library to offer workshops or other approaches to create and collect community memories & stories	Community Education	Initial mtg with Library to schedule	
			Partner with library to create, market & support city activities/strategic tactics where appropriate	Community Education	Initial mtg with Library to schedule	
			Offer workshops to capture community memories/stories	Community Education	Initial mtg with Library to schedule	

	Provide for a Safe and Secure Community	Maintain and advance public safety partnerships with townships, surrounding communities, and the private sector.	Explore options and best practices for future delivery of fire protection/emergency services for neighboring townships.	Public Safety Director and Fire Chief	Tentative date with townships scheduled for Jan 23rd		
		Continually invest in critical training, equipment and infrastructure that ensures high-quality and efficient public safety departments (fire and law enforcement.)	Invest in personal protective equipment	Public Safety Director/Fire Chief/City Council	On-going		
			Plan/budget for fleet replacement rotation	Chief/City Council	On-going		
			Continual investment in specific lighting, security cameras, electronic public safety awareness systems.	Public Safety Director/Fire Chief/City Council	On-going		
Stimulate economic vibrancy and growth	Support the creation, retention, and growth of businesses and industry.	Increase incentives and support for small businesses and entrepreneurs through advanced collaboration.	Research and fund a small business incubator/spec building to provide business start-up resources, support.	EDA Director/Board	No work on this started yet		
			Increase incentives for small businesses	EDA Director/Board	Review current funding available and provide to EDA Board for exchange of ideas		
			Work with Small Business Development Center, SMSU, Chamber, Marshall, Lyon County, and others to support and attract small businesses/entrepreneurs.	EDA Director/Board	On-going		
		Raise awareness of business support resources of the EDA and other organizations.	Promote available online and print resources that help provide a roadmap for business support from the EDA and other community organizations.	CareerForce, Extension	Enlist EDA Support Staff to Initiate this Work		
			Work with library to create online resource guide and purchase appropriate business support materials for checkout	EDA Director/Board	Enlist EDA Support Staff to Initiate this Work		
		Develop an intake process for potential new business development/projects.	Explore the creation of an annual roundtable or business leader group to help identify and seek out prospective new businesses and or leverage existing businesses for future growth.	EDA Director/Chamber	Has been completed on annual basis		
		Advance partnerships and pursue funding to facilitate business building improvements.	Pursue grant funds, incentives and partners that can facilitate business building improvements such as upgrading or replacement of major systems (e.g., mechanical, electrical, HVAC or plumbing), windows, elevators, interior and exterior materials, universal design elements, lighting, landscaping and aesthetics.	UCAP (Small Cities)			
		Collaborate on efforts to address workforce, housing, and childcare challenges.	Promote skilled training, job openings, and youth engagement opportunities that strengthen our workforce.	Identify and promote critical jobs that need to be filled and/or expanded across city departments and area businesses	Chamber, SMSU, High School	Need to review with HR	
				Partner with community entities on skilled training opportunities for employees of the city and area businesses	CareerForce, CTI, SMSU	CTI Success, SMSU Partnership with Avera, North Star Mutual	
				Engage and educate youth about roles within our city departments as well as across our business community	HR Director	High School Career Fair	
			Support efforts to help alleviate barriers for employees seeking child care.		SWIF	Child Care Study Initiated	
			Work to address housing barriers in collaboration with developers and area businesses.	Work with area businesses to help provide greater public awareness of the critical role of the housing supply in the community's economic future.	EDA/Chamber		
Stay informed of and advocate for better housing, land-use, and development policies and regulations.	EDA/City Council			On-going			
Work to address barriers across local ordinances, building codes, and the comprehensive plan.	EDA/Planning and Zoning			Sign Ordinance Update under review			
Reduce development costs by providing greater clarity/flexibility to developers.	EDA						
Support business awareness of and access to information and resources to help address these challenges.			EDA				
Expand Marshall's position as a regional center of business, resident, and visitor attraction and	Facilitate redevelopment projects that enhance our community as an employment, cultural and retail hub.	Investigate transload opportunities including potential partnerships with area industry/businesses	EDA	No work on this started yet			
	Support transportation planning, funding and expansion in the region.		Public Works/Mayor	ATP Representation, grants sought out			

	<i>retention.</i>	Support efforts to attract and retain residents, students, and visitors.	Develop marketing materials/avenues that promote Marshall as the place to live, work, and play	EDA/Chamber	Enlist EDA Support Staff to Initiate this Work	
			Engage SMSU Admissions on providing important community information to potential students	EDA/Chamber	Enlist EDA Support Staff to Initiate this Work	
			Expand city entrance features including signage at key gateways into the city.	City Council	Funding needed	
			Encourage and incentivize development near SMSU to improve the attractiveness of our community to students.	EDA		
	<i>Promote orderly and efficient growth by regulating development and guiding planning.</i>	Explore new avenues to aid public communication/outreach related to planning, zoning, and building.	Work to improve the delivery of information to help community members and the building community better navigate the permitting process	EDA/Planning and Zoning		
			Work with Admin Services on better communication of Building Inspection Department requirements	EDA/Administration	Initial mtgs held to discuss communication options	
		Implement policies, tools, and regulations that help maintain and develop a healthy, diverse, and affordable housing stock for current and future residents.	Protect quality rental housing through rental housing inspections for compliance with rental code ordinance;	Community Planning	Registrations nearly complete, compliance letters sent, 100 property owners need to return	
			Continue to Partner with MN Housing Finance on Broadmoor Valley Infrastructure Improvements;	City staff	On-going	
			Amend zoning/development ordinances and/or regulations to allow flexibility in housing development to respond to needs	Planning and Zoning	Initial work on sign ordinance	
			Collaborate to address the removal and/or improvement of dilapidated homes	EDA	No work on this started yet	
		Work with county, legal, and city leadership to plan for, adopt, and implement THC cannabis ordinances/restrictions.		City Attorney/Staff	Registration and Zoning Ordinances Approved	
		Utilize the Comprehensive Plan to establish annual priorities and implement departmental work plans.		Planning and Zoning	No work on this started yet	
	<i>Promote and support community resilience</i>	<i>Coordinate street/road infrastructure projects to ensure an integrated approach that maximizes public investments and benefits.</i>	Annually prioritize and invest in street maintenance and rehabilitation, using the 5-Yr Capital Improvement Plan as a guide.	Research and consider factors such as age, street condition, utilities condition and the type of street to prioritize and establish near and long-term plans.	Public Works Director/PIT Committee	On-going
			Annually revisit street, utility and other PW/CIP	Public Works Director	Work Session to be scheduled with Council to review	
			Consider/explore alley assessment process/funding	Public Works Director/PIT Committee	Brought forward to PIT and Ways and Means	
		Collaborate on advanced planning for future transportation needs of the city, county and region.	Work with MNDOT on US59 ; Work with MNDOT/Local Transportation Group on HWY 23 Safety Issues and Improvements as well as Other Major Corridor Improvements such as Hwy 212	Public Works Director/Mayor	ATP Representation, grants sought out, Mayor Hwy 23 Coalition	
		<i>Maintain a system of high-quality utilities and services that respond to change by focusing on the maintenance of regular operations as well as expansion investments.</i>	Work to explore future technology and equipment replacement needs.	Work to complete the new wastewater treatment facility plan	Wastewater Superintendent	
			Govern and regulate water management practices and infrastructure to ensure safe and sustainable services.	Provide public education and outreach to help reach National Pollutant Discharge Elimination System (NPDES) requirements and discuss Storm Water Pollution Prevention (SWPP)	Wastewater Superintendent	
			Plan for and implement improvements to enhance airport accessibility, safety, capacity, and efficiency.	Complete SRE Building at Airport; Build/Secure additional private hangar space	Public Works Director	In-Progress
			Develop a vehicle life cycle replacement policy to foster efficient and cost-effective purchases.		Director of Admin Services	Initial review of policy
		<i>Establish and utilize high performing human resource practices, policies and procedures to effectively and efficiently deliver essential services.</i>	Develop intentional recruitment and retention strategies across all departments, including working with area high schools, colleges, and universities to advance career awareness and job opportunities	Actively plan for and engage in high school, college, and community outreach practices that showcase the importance of fire and police personnel and ultimately increase the pool of potential recruits.	Public Safety Director	On-going
				Develop recruitment strategies in partnership with Minnesota colleges and universities.	Public Safety Director	
				Review existing and explore new hiring/retention best practices that may increase the pool of potential hires.	Public Safety Director	

		Work to create a more supportive and inclusive workplace culture that values diversity and open communications.	Work with DEI Commission and staff to create an internal culture where everyone feels valued and respected, where different perspectives and ideas are welcomed, and where all employees have an equal opportunity to succeed.	HR Director/DEI Commission		
		Improve employee onboarding/training to efficiencies and advance employee retention/satisfaction.	Implement online onboarding process	HR Director		
			Implement online leave/timekeeping process	HR Director		
			Develop intentional professional development/training opportunities for staff	HR Director		
			Work with staff to identify and implement advancements to internal policies and procedures to improve efficiencies and working conditions.	HR Director		
		Explore and understand internal talent needs in relationship to planned/potential leadership changes across the next five to seven years.	Identify key positions of recent and/or upcoming leadership changes;	HR Director	Division Directors met with HR Director to discuss	
			Help ensure smooth transitions of staffing through advanced leadership development and supervisory training	HR Director		
	<i>Work collaboratively to ensure financial capacity to deliver essential services and sustainable infrastructure.</i>	Develop and adopt a 2-year budget for internal planning purposes and ensure the city's CIP plan is updated to reflect inflationary effects on total cost.	Ensure we maintain an unqualified audit	Director of Admin Services		
			Identify potential new revenue and funding sources: non-tax revenues, grants, bonding, sales tax, donations/sponsorships, etc. to ensure adequate/stable funding for planned expenditure increases across city departments	Director of Admin Services		
		Actively engage in the State bonding process and seek grant funding opportunities to increase revenue from non-city of Marshall specific property taxpayers.	Ensure that State aid funds, included advanced state air funds remain and increase by actively engaging in the State bonding process Ensure we maintain our AA Bond rating	City Council	MERIT and Band Shell Legislation proposed	
		Maintain municipal liquor store to control the distribution of alcohol while simultaneously generating revenue for the community through property tax reduction.	Explore and implement opportunities to increase sales through marketing and transparency of the use of non-tax revenue generated through the liquor store.	Director of Admin Services/Liquor Store Manager	On-going	
			Explore and determine the future of THC/cannabis sales	City Council		
			Work to overcome challenges presented by competition through increased promotion, pricing, and advertising.	Director of Admin Services/Liquor Store Manager	On-going	
		Continue to promote legislation which is specifically beneficial to municipal liquor operations and oppose/attempt to change legislation which is specifically harmful thereto.		Liquor Store Manager/MMBA	On-going	
	<i>Balance investments and regulatory requirements that aid environmental stewardship.</i>	Explore options in wastewater treatment that balances regulatory compliance and cost-effectiveness of potentially regulated compounds, i.e. nitrogen, phosphorous, PFAS, chlorides	Reduce phosphorus output from stormwater by 30% and suspended solids to 154 lbs./acre/year	Wastewater Superintendent		
		Implement PFAS and Chloride Management Plans	Continue to work through perfluoroalkyl substances (PFAS) recommendations/future requirements in drinking water, coordinating with Lyon County; Continue to work with MPCA/Industries on Chloride and other future limits	Wastewater Superintendent	PFAS Industries Identified/PFAS MPCA Workplan developed	
		Continue to fund programs that allow residents to assist in environmental stewardship through education and rebate programs.		Public Works Director	Water softener rebates, rain barrels	
		Expand citizen volunteer opportunities concept of the Adopt a Park program to include specific public right of ways-such as 3rd Street, Saratoga Bridge and trails.		Public Works Director	No work on this started yet	
		Ensure we maintain Tree City and Green Step Cities Level 5 Designations		Park and Rec Superintendent	On-going	
Cultivate an informed, engaged and inclusive community	<i>Create and sustain on-going dialogue and purposeful action that builds a diverse, inclusive, and equitable community.</i>	Expand outreach to ethnically and culturally diverse members of the community to increase engagement and representation across various commissions, committees, and organizations within the city.	Departmental-level planning/staff development for embracing diversity and opening up greater opportunities for all current and potential future staff and residents.	City Council		
		Work with DEI Commission and staff to develop a diverse talent pipeline for city staff positions.	Identify key positions to be filled	HR Director/DEI Commission		

		Work to create recruitment/attraction methods specific to new cultures/populations.	HR Director/DEI Commission		
	Support efforts of the DEI Commission to create a community-wide culture of value and respect.	Develop a program for fostering meaningful one-on-one interactions between newcomers and locals to help increase community engagement and inclusion.	DEI Commission		
		Explore creation of a newcomer engagement program similar to Otter Tail County Grab a Bite program.	Chamber		
		Work with library to help disseminate information/materials	Library Director/DEI Commission		
	Effectively and proactively communicate with and engage residents.	Scale and expand communication methods to integrate public knowledge into planning efforts and services across all departments.	Encourage teams to establish departmental tactics around engagement/communications	Admin, Media Specialist	Community Survey on Communication proposed for early this year
		Work across departments to explore and implement new methods to better communicate the necessity/why of city projects, levy increases, and/or need for funds.	Admin, Media Specialist		
		Adopt new methods of communication to ensure residents are informed and engaged on Marshall happenings. May include one-stop shopping and/or multiple access points and sharing opportunities.	Admin, Media Specialist		
		Explore new website platform/design to aid access to information	Admin, Media Specialist		
		Consider and adopt best practices for serving multilingual users and users seeking closed caption capabilities	Admin, Media Specialist		
		Monitor trends, platform features, and/or new applications within digital communication technology that would enhance communication with residents and businesses.	Admin, Media Specialist		
	Strengthen partnerships with community organizations and associations to improve community engagement.	Work together to increase involvement on boards, commissions, etc.	City Council	City Administrator Jan column on this topic, social media promotion	
		Work together to advocate for important actions at the state level	City Council	Feb/March Legislative Action Day Attendance planned	



MARSHALL

Permit List - Build/Plumb/HVAC/Sign - For Council

Applicant Name	Location	Description of Work	Valuation	Approved Date
AMERICAN WATERWORKS	611 1ST ST S	Foundation Repair	46220.39	01/02/2025
AP Design Inc.	1501 COLLEGE DR W	Electronic/LED Sign	7190.00	01/02/2025
DUBBELDEE/CARMEN R	702 MAIN ST E	Deck	2000.00	12/19/2024
Farmers Insurance	244 MAIN ST W	Electronic/LED Sign , Wall Mounted Sign	800.00	01/06/2025
kevin hart	204 LYON ST W	HVAC - Furnace	8500.00	12/20/2024
Patio Enclosures	601 BRUCE ST N	Windows	11020.00	12/29/2024
Steffan Stiklestad	1404 COLLEGE DR E	Plumbing - [Adding sink for the bar]	5000.00	01/06/2025
TUTT/STEVEN R & JOAN M/JT	409 WHITNEY ST S	Interior Remodeling - ANY Work Inside, Except Fireplace	18000.00	01/03/2025



Upcoming Meetings

January

- 01/14 Work Session, 4:00 PM, City Hall
 - 01/14 Regular Meeting, 5:30 PM, City Hall
 - 01/28 Regular Meeting, 5:30 PM, City Hall
-

February

- 02/11 Commission Interviews, 4:45 PM, City Hall
- 02/11 Regular Meeting, 5:30 PM, City Hall
- 02/18 Special Meeting, Broadmoor Valley Public Hearing, 5:30 PM, Marshall Middle School
- 02/25 Regular Meeting, 5:30 PM, City Hall

2025 Regular Council Meeting Dates

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

5:30 P.M.

City Hall, 344 West Main Street

January

1. January 14, 2025
2. January 28, 2025

February

1. February 11, 2025
2. February 25, 2025

March

1. March 11, 2025
2. March 25, 2025

April

1. April 8, 2025
2. April 22, 2025

May

1. May 13, 2025
2. May 27, 2025

June

1. June 10, 2025
2. June 24, 2025

July

1. July 8, 2025
2. July 22, 2025

August

1. August 12, 2025
2. August 26, 2025

September

1. September 9, 2025
2. September 23, 2025

October

1. October 14, 2025
2. October 28, 2025

November

1. Monday, November 10, 2025
2. November 25, 2025

December

1. December 9, 2025
2. December 23, 2025

2025 Uniform Election Dates

- February 11, 2025
- March 04, 2025
- April 08, 2025
- May 13, 2025
- August 12, 2025
- November 04, 2025

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.