



**CITY OF MARSHALL
City Council Meeting**

Agenda

**Tuesday, August 25, 2020 at 5:30 PM
Minnesota Emergency Response and Industrial
Training (MERIT) Center, 1001 Erie Road**

NOTICE: Pursuant to Minnesota State Statute 13D.021

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

OPENING ITEMS

1. Call to Order/Pledge of Allegiance

APPROVAL OF AGENDA

APPROVAL OF MINUTES

2. Consider approval of the minutes of the regular meeting held on August 11, 2020.

CONSENT AGENDA

3. Wastewater Treatment Facilities Improvement Project – 1) Consider Payment of Invoice 1302153 to American Engineering Testing, Inc.; 2) Consider Payment of Invoice 0254307 to Bolton & Menk, Inc.
4. Vacation of Utility Easement in Carr Subdivision I -- Receive Petition for Vacation of Utility Easement and Call for Public Hearing.
5. Authorize the Appropriate Officials to Execute an Amendment to Declaration, Which Document Defines Property Within Commerce Industrial Park Second Addition, Which Will Remain Restricted Property Pursuant to State of Minnesota BDPI Grant No. BDPI-17-0003-0-FY1A.
6. Consider approval of the bills/project payments.

APPROVAL OF ITEMS PULLED FROM CONSENT

NEW BUSINESS

7. College Drive/TH 19 Update and Look Ahead.
8. Request for a Variance Adjustment Permit by Steven W Mohwinkel and Jacki D Knigge at 310 West Redwood Street.
9. Request for a Variance Adjustment Permit by Ryan & Angela Strampe at 202 East Lyon Street.
10. Consider Adoption of the City of Marshall ADA Transition Plan for Public Sidewalks & City Rights-of-Way.
11. Consider Proposal for Comprehensive Stormwater Modeling Services from Bolton & Menk, Inc.
12. Consider Proposal for Architectural and Engineering Services for Madrid Street Bridge Rehabilitation from TKDA.

COUNCIL REPORTS

13. Commission/Board Liaison Reports
14. Councilmember Individual Items

STAFF REPORTS

15. City Administrator
16. Director of Public Works
17. City Attorney

INFORMATION ONLY

18. Information Only

MEETINGS

19. Upcoming Meetings

ADJOURN

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

RULES OF CONDUCT

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



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|--|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | APPROVAL OF MINUTES |
| Type: | ACTION |
| Subject: | Consider approval of the minutes of the regular meeting held on August 11, 2020. |
| Background Information: | Enclosed are the minutes of the regular meeting held on August 11, 2020. |
| Fiscal Impact: | None |
| Alternative/ Variations: | Staff encourages City Council Members to provide any suggested corrections to the minutes in writing to City Clerk Kyle Box, prior to the meeting. |
| Recommendations: | that the minutes of the regular meeting held on August 11, 2020 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, August 11, 2020**

The regular meeting of the Common Council of the City of Marshall was held August 11, 2020, at the Minnesota Emergency Response and Industrial Training (MERIT) Center, 1001 West Erie Road. The meeting was called to order at 4:00 P.M. by Mayor Robert Byrnes. In addition to Byrnes the following members were in attendance: Craig Schafer, Steven Meister, Glenn Bayerkohler, John DeCramer, Russ Labat and James Lozinski. Absent: None. Staff present included: Sharon Hanson, City Administrator; Dennis Simpson, City Attorney; Jim Marshall, Director of Public Safety; Jason Anderson, Director of Public Works/ City Engineer; Jessie Dehn, Assistant City Engineer; Annette Storm, Director of Administrative Services; Lauren Deutz, Economic Development Director; and Kyle Box, City Clerk.

The Pledge of Allegiance was recited at this time.

Mayor Byrnes relayed that agenda item number 14, Consider Resolution Amending the Resolution Establishing and Providing for the City of Marshall Special Assessment Policy, will be removed from the agenda at staff's request.

Consider approval of the minutes of the work session and the regular meeting held on July 28, 2020.

Motion made by Councilmember Meister, Seconded by Councilmember Lozinski that the minutes of the work session and the regular meeting held on July 28, 2020 be approved as filed with each member and that the reading of the same be waived. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

ADA Transition Plan for Public Sidewalks & City Rights-of-Way – Public Hearing.

Director of Public Works/ City Engineer introduced the agenda item and provided the back information.

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Marshall must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR. Sec. 35.130).

This document has been created to specifically cover accessibility within the public rights of way and does not include information on City of Marshall programs, practices, or building facilities not related to public rights of

As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, the City of Marshall has conducted a self-evaluation of its public infrastructure within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to City of Marshall Comprehensive ADA Transition Plan covering buildings, services, programs and activities.

It is the intent receive public input at this hearing with subsequent input incorporated into the plan and Council adoption at the August 25, 2020 meeting.

Councilmember DeCramer commented on the priority items identified on the list and that an option should be to consider bonding for additional funds to ensure that the priority items are taken care of as soon as possible.

Councilmember Lozinski concurred with member DeCramer and that these priority areas should be addressed.

Councilmember Schafer asked how many of the priority projects would be an additional workload to city staff. Director Anderson commented that most areas are addressed when mill and overlay and street reconstruction projects occur as well as when residents bring forward locations that need attention. If the desire is to increase the speed of repair to assessable sidewalks there could be discussion to increase the street department budget towards ramp improvements.

Councilmember Bayerkohler asked for additional detail defining which areas would be addressed in the priority areas. Director Anderson clarified that the document presented tonight is only to provide a framework to the program.

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

Consider Approval of the Consent Agenda

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

Approval to surplus two (2) 2016 Ford Explorers.

Approval of the Wastewater Treatment Facilities Improvement Project – Consider Application for Payment No. 13 to Magney Construction, Inc.

Approval to Authorize the Issuance of a Certificate of Completion Related to the Development of Property Lots 1,2, and 3 of Tiger Park Fourth Addition, Located at 1651 and 1661 East College Drive Marshall.

Approval to Request Authorization for the Appropriate City Officials to Execute a Certificate of Completion and Final Certificate related to Finalization and Closing Out of a Contract for Private Development Including Land Purchase and Business Subsidy Agreement by and between City of Marshall, HRA, and Ralco Nutrition and Knochenmus Enterprises.

Approval of the bills/project payments

Introduction of David Schelkopf, Marshall Municipal Utilities General Manager

Mayor Byrnes introduced David Schelkopf, Marshall Municipal Utilities General Manager. General Manager Schelkopf introduced himself and provided a background of his work experience in utilities and city government.

City of Marshall/Lyon County Economic Development Authority Partnership

City Administrator Sharon Hanson introduced the agenda item and Economic Development Director Lauren Deutz. Director Deutz provided a proposal for a City of Marshall/Lyon County EDA Partnership via PowerPoint.

Councilmember Bayerkohler commented that a joint meeting with the City, County and Chamber of Commerce may be beneficial for this topic.

There was further discussion my staff and council and other joint EDA arrangements within the region.

Authorization to purchase two (2) squad cars for the Marshall Police Department.

The Marshall Police Department is on a four (4) year patrol vehicle replacement schedule put in place by the Marshall City Council. The Police Department currently has two (2) 2016 Ford Explorers purchased in 2016 that are scheduled to be replaced.

The Police Department received two (2) quotes to purchase replacement vehicles, (2021 Ford Explorer Police Packages) from the Cooperative Purchasing Venture (State Bid) and from KRUSE Motors. The bid spec sheet utilized was the same used in last year's purchase. The following is the bid from CPV and KRUSE Motors:

STATE BID PRICE (per unit): \$32,720.24 2 UNITS = \$65,440.48

KRUSE MOTORS (per unit): \$33,580.00 2 UNITS = \$67,160.00

The difference between the two bids received is \$859.76 per unit for a total difference of \$1,719.52. The 2021 Ford Explorers have been redesigned and will have equipment replaced or transferred from the surplus units. The anticipated cost to remove, reuse, replace and install needed equipment in each unit is estimated to be \$12,000 dollars. Planned for in the 2020 Capital Improvement Plan squad replacement (\$85,200.00).

Motion made by Councilmember Lozinski, Seconded by Councilmember Labat Approve the purchase of two (2) squad cars from KRUSE Motors. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Nay: Councilmember Meister, Councilmember Bayerkohler. The motion **Passed. 5-2**

Grant of Utility Easement to Great Plains Natural Gas Company.

Great Plains Natural Gas has completed gas main replacement on South 4th Street between Country Club Drive and Elaine Avenue. The purpose of their work was to replace aging facilities in advance of our South 4th Street reconstruction project this summer. The design of new city utilities created significant conflict with Great Plains' facilities located in city right of way, and this, along with the age and type of material of their facilities, prompted Great Plains to push forward with this work.

Part of this project required moving the district regulator (DR) facility that was located in City right-of-way in front of 615 South 4th Street to a more acceptable location. Great Plains staff approached the City about locating in a more suitable location, and city staff proposed a location on vacant, City-owned property on the southwest corner of South 4th Street and Camden Drive.

At a previous City Council meeting, City staff informed Council of the proposed action to move the DR facility onto this property. Because work needed to occur in an expedited fashion, staff needed quick Council consideration. City Council did not indicate any opposition to this proposal.

Motion made by Councilmember Schafer, Seconded by Councilmember Meister that the City grant a utility easement to Great Plains Natural Gas for relocation of district regulator on City-owned property on the southwest corner of South 4th Street and Camden Drive. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Striping and Signage (Southview Drive, Saratoga Street, North 7th Street).

Staff is reviewing striping plans on various Municipal State Aid (MSA) streets to better align with traffic needs on the roadways. Two of the streets, Saratoga Street and North 7th Street, are included in this year's seal coating project. We expect the seal coating work to be completed the week of August 17th. These segments are both striped with a continuous two-way left turn lane (TWLTL) today. Staff is proposing to generally stripe Saratoga as it is today but include a solid white line to delineate parking lane from travel lane for southbound traffic and including yellow hatching around the crosswalk that leads to the middle school property. In its current configuration, North 7th Street is striped with a TWLTL. Staff is proposing to stripe with a TWLTL from the Diversion Channel bridge to a point north of the Flint Hills property. At this point we are proposing to transition to a two-way striping, including the white edge stripe. Due to the lack of left turning traffic between CR 33 and the Flint Hills property, staff does not believe the TWLTL is needed through this segment at this point in time.

The other street that was analyzed was Southview Drive from Saratoga Street to US 59/Main Street. This segment of Southview Drive was studied by engineering firm SEH prior to the new elementary school project being approved. The traffic review resulted in a recommendation to stripe this segment of street in a 3-lane configuration, with a continuous two-way left turn lane (TWLTL).

To accommodate a TWLTL, staff is proposing to remove parking from the north side of the road and move the on-street bike trail to off-street shared use path on the north side between Saratoga Street and East Southview Court. The shared use path is being constructed by the contractor for the new elementary school project. Between East Southview Court and US 59/Main Street, the on-street bike trail is proposed to co-exist with the TWLTL by removing parking from both sides of the street.

Staff would like to complete a mill and overlay on Southview between TH 59 and Saratoga in 2021. The striping work would occur after this mill and overlay treatment.

The segments were reviewed by the Public Improvement/Transportation Committee at their meeting on August 5, 2020. The layouts (revised 8-6-20) reflect the revisions discussed and recommendations at said meeting.

Cost to restripe the streets are included in the Street Department repair and maintenance budget. Costs for North 7th Street and Saratoga Street are included in the 2020 chip seal contract. Southview Drive would not be restriped until 2021.

Motion made by Councilmember Meister, Seconded by Councilmember Schafer to approve the striping plans as presented.

Councilmember Labat commented that he would vote against the motion because of the proposed plan not including a stop sign at the intersection of C Street and Saratoga Street.

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

Consider a LG220 Application for Exempt Permit for SMSU Foundation for January 11, 2021.

Motion made by Councilmember DeCramer, Seconded by Councilmember Schafer BE IT RESOLVED, that the City Council hereby (1) grants local unit of government approval to SMSU Foundation to hold a raffle on January 11, 2021, at Southwest Minnesota State University , 1501 State Street, Marshall, Minnesota, (2) acknowledges the receipt of LG220 Application of Exempt Permit, (3) waives the 30- day waiting period, and (4) authorizes and directs the appropriate city personnel to complete and sign the LG220 Application for Exempt Permit on behalf of the City of Marshall. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. Voting Abstaining: Councilmember Bayerkohler. The motion **Passed. 6-0-1**

Commission/Board Liaison Reports

Byrnes Region Development Commission met and discussed its revolving loan fund. To date, 538,000 have been dispersed out of a total of \$1.48 million. The funds will be available until May 6, 2021.

Schafer No Report

Meister No Report

Bayerkohler No Report

DeCramer Economic Development Authority met to discuss a proposed EDA partnership with Lyon County.

Labat No Report

Lozinski No Report

Councilmember Individual Items

Councilmember Lozinski commented in support of Mayor Byrnes and SMSU President Dr. Kumara Jayasuriya published letter of inclusion.

Councilmember Labat requested an update on an insurance claim at the Red Baron Arena. City Administrator Sharon Hanson commented that a claim was filed with the City's insurance company and denied the coverage under an exclusion in the policy. The City did file an appeal against the decision and will continue to communicate with the insurance company.

Councilmember DeCramer commented on member Bayerkohler's decision not to refile for city council and thanked him for his service to ward 1 and the City of Marshall.

Councilmember Schafer discussed the accumulation of debris on residential properties and staff's follow through on reported concerns.

Councilmember Meister discussed overgrown trees and grass that have been reported and taken care of.

Councilmember Bayerkohler commented on his decision not to refile for Ward 1. Member Bayerkohler thanked the citizens of Ward 1 for the opportunity to serve them over the last 8 years.

City Administrator

City Administrator Sharon Hanson thanked Councilmember Bayerkohler for his service as a Councilmember. Administrator Hanson commented on the 2021 budget and being cautious in setting the preliminary budget. Hanson also mentioned the EDA grant program using CARES funding and that the Economic Development Authority will meet to review the program and offer slight modifications to include more business.

Director of Public Works

Director of Public Works/ City Engineer Jason Anderson discussed a project taken on by the Assistant City Engineer Jessie Dehn on building and managing a construction update web page and project flyers on active projects happening within the City.

City Attorney

City Attorney Dennis Simpson provided an update on the MAHA agreement and is hopeful that an agreement will be before the council at the next regular meeting. Attorney Simpson also commented that all remaining issues with MMB, DEED and the City of Marshall regarding Commerce Industrial Park have been resolved.

Administrative Report

There were no questions on the admin brief.

Information Only

There were no questions on the information items.

Upcoming Meetings

There were no questions on the upcoming meetings.

Adjourn

At 5:20 P.M., Motion made by Councilmember Lozinski, Seconded by Councilmember DeCramer to adjourn. Voting Yea: Mayor Byrnes, Councilmember Schafer, Councilmember Meister, Councilmember Bayerkohler, Councilmember DeCramer, Councilmember Labat, Councilmember Lozinski. The motion **Carried. 7-0**

Mayor

Attest:

City Clerk

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Wastewater Treatment Facilities Improvement Project – 1) Consider Payment of Invoice 1302153 to American Engineering Testing, Inc.; 2) Consider Payment of Invoice 0254307 to Bolton & Menk, Inc. |
| Background Information: | <p>Attached are two invoices as follows for the above-referenced project:</p> <ol style="list-style-type: none"> 1) Invoice 1302153 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$749.60 2) Invoice 0254307 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$33,785.50 <p>As this project is financed with a Public Facilities Authority low interest loan through the State of Minnesota, pay applications are required to be placed on the City Council agenda for approval.</p> |
| Fiscal Impact: | This project is financed with a Public Facilities Authority low interest loan through the State of Minnesota. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | <p>Recommendation No. 1 that the Council authorize payment of Invoice 1302153 to American Engineering Testing, Inc. of St. Paul, Minnesota, in the amount of \$749.60.</p> <p>Recommendation No. 2 that the Council authorize payment of Invoice 0254307 to Bolton & Menk, Inc., of Mankato, Minnesota, in the amount of \$33,785.50.</p> |

American Engineering Testing, Inc.

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

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

| DUE DATE: 8/28/2020 | | |
|---------------------|---------|-----------------|
| INVOICE | | CUSTOMER NUMBER |
| NUMBER | DATE | |
| 1302153 | 7/29/20 | MAR001 |

BILLING CONTACT: SHARON HANSON

PROJECT MANAGER: TOM JAMES
 PROJECT NUMBER: 13-20349

SCOPE OF WORK:

PROJECT:

SOILS AND MATERIALS

WASTEWATER TREATMENT FACILITIES
 IMPROVEMENTS
 MARSHALL, MN

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

Remit payments to: P. O. Box 860678, Minneapolis, MN 55486

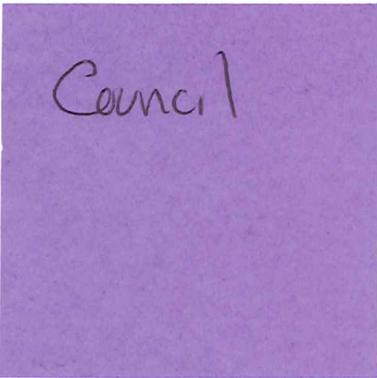
Labor

| | Hours | Rate | Amount |
|---------------------------|-------|-----------------|--------|
| Administrative Assistant | 0.30 | 70.00 | 21.00 |
| Engineering Technician II | 3.30 | 82.00 | 270.60 |
| | | Labor sub-total | 291.60 |

Equipment/Testing

| | Quantity | Unit of Measure | Rate | Amount |
|--------------------------------|----------|---------------------|--------|--------|
| Coarse & Fine Sieve Analysis | 1.00 | Test | 105.00 | 105.00 |
| Curing/Handling Non-Tested Cyl | 2.00 | Cylinder | 22.00 | 44.00 |
| Individual Mold | 8.00 | Mold | 3.00 | 24.00 |
| Standard Proctor, 4" (Mthd B) | 1.00 | Test | 135.00 | 135.00 |
| Testing Stnd. Cyl.: Regular | 6.00 | Test | 25.00 | 150.00 |
| | | Equipment sub-total | | 458.00 |

VENDOR # 0581
 INVOICE # 1302153
 \$ AMOUNT 749.60
 DATE 7-29-20
 ACCT & PROJ # 602-49500-55120
 DESCRIPTION WWTF Improvements
 SIGNATURE [Signature]



| | |
|-------------------------|-----------------|
| Amount due this Invoice | <u>\$749.60</u> |
|-------------------------|-----------------|



Real People. Real Solutions

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

To Ensure Proper Credit, Provide Invoice Numbers with Payment



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Council
Agenda

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

July 27, 2020
 Project No: T22.115360
 Invoice No: 0254307
 Client Account: MARS

VENDOR # 0724
 INVOICE # 0254307
 \$ AMOUNT 33,785.50
 DATE 7-27-20
 ACCT & PROJ # 02-49500-55120
 DESCRIPTION WWTF IMPROV.
 SIGNATURE [Signature]

Marshall/WWTF Improvements

Marshall WWTF Improvement

Professional Services per Agreement from June 13, 2020 through July 10, 2020:

Construction Services (004)

Professional Services

| | Hours | Amount | |
|---|---------------|------------------|------------------|
| Meetings/Hearing/Presentation | | | |
| Principal | 117.00 | 21,645.00 | |
| Word Processing/Data Entry | | | |
| Administrative | .50 | 50.00 | |
| Printing/Copying | | | |
| Administrative | 1.00 | 100.00 | |
| Computer Aided Drafting | | | |
| Technician | 8.00 | 1,120.00 | |
| Contract Admin/Construction Engineering | | | |
| Design Engineer | 9.00 | 1,665.00 | |
| Construction Observation | | | |
| Technician | 88.00 | 8,720.00 | |
| Grant/Funding Application | | | |
| Specialist | 1.00 | 122.50 | |
| Totals | 224.50 | 33,422.50 | |
| Total Labor | | | 33,422.50 |

Consultants

| | | | |
|--------------------------|-------------------|---------------|---------------|
| Barr Engineering Company | | 330.00 | |
| Total Consultants | 1.10 times | 330.00 | 363.00 |

Billing Limits

| | Current | Prior | To-Date |
|----------------|-----------|------------|------------|
| Total Billings | 33,785.50 | 279,710.53 | 313,496.03 |
| Limit | | | 900,000.00 |
| Remaining | | | 586,503.97 |

Total this Task \$33,785.50

Total this Invoice \$33,785.50



INVOICE

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

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

July 1, 2020
 Invoice No: 23070063.71 - 22

| | |
|---------------------------|-----------------|
| Total this Invoice | \$330.00 |
|---------------------------|-----------------|

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

| | | | |
|------------|------|---------|-----------|
| barr | | WJW | |
| PROJECT | TASK | ACCOUNT | AMOUNT |
| T22.115360 | | | \$ 330.00 |
| | | | \$ |

Professional Services from May 16, 2020 to June 12, 2020

Job: 0552 MN WWTP Improvements

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

Labor Charges

| | Hours | Rate | Amount | |
|-----------------------|-------|--------|--------|---------------------------|
| Electrical Engineer | | | | |
| Lehnherr, Patrick | 1.50 | 185.00 | 277.50 | |
| Support Service | | | | |
| Schaff, Colleen | .50 | 105.00 | 52.50 | |
| | 2.00 | | 330.00 | |
| Subtotal Labor | | | | 330.00 |
| | | | | Task Subtotal |
| | | | | \$330.00 |
| | | | | Job Subtotal |
| | | | | \$330.00 |
| | | | | Total this Invoice |
| | | | | \$330.00 |

| | Current | Prior | Total | Received | A/R Balance |
|------------------|---------|-----------|-----------|-----------|-------------|
| Invoiced to Date | 330.00 | 87,930.75 | 88,260.75 | 85,935.75 | 2,325.00 |

Outstanding Invoices

| Invoice | Date | Balance |
|--------------|----------|-----------------|
| 21 | 6/5/2020 | 1,995.00 |
| Total | | 1,995.00 |

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

PLEASE REMIT TO ABOVE ADDRESS and INCLUDE INVOICE NUMBER ON CHECK.

Item 3. Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.



**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Vacation of Utility Easement in Carr Subdivision I -- Receive Petition for Vacation of Utility Easement and Call for Public Hearing. |
| Background Information: | <p>A signed petition for vacation of a utility easement has been received from the owners of all the real property that includes the proposed area for utility easement.</p> <p>A map of the petitioned vacation area is attached.</p> <p>A copy of the procedure for vacation of streets by resolution, included in Sec. 62-4 of the Marshall Code of Ordinances, is also attached.</p> <p>Prior to the public hearing and adoption of the resolution granting a petition for vacation, all utility companies will be contacted to ensure no utilities are currently within the proposed vacated area.</p> |
| Fiscal Impact: | Property owner to reimburse the City for all costs associated with the vacation. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the Council acknowledge receipt of the attached petition to vacate utility easement, order the petition to be filed for record with the City Administrator, order hearing on such petition, and set the hearing date for September 8, 2020. |

PETITION FOR VACATION OF UTILITY EASEMENT

Marshall, Minnesota
July 2020

To the City Council of Marshall, Minnesota:

We, the undersigned, owners of all the real property abutting the utility easement as legally described on the attached Exhibit A and as shown on the attached map as Exhibit B, hereby petition that such utility easement be vacated.

| | PARCEL # / ADDRESS | OWNER(S) | OWNER(S) SIGNATURE(S) |
|----|----------------------------------|---------------|---|
| 1. | 27-143033-0 901 Andrew Street | James C. Carr |  |
| 2. | 27-143034-0 807 Andrew Street | James C. Carr |  |

Purpose of Vacation: Replat

Application Fee: \$100.00 -- I hereby submit this Petition for Vacation. I agree to pay the application fee upon filing. In addition, I understand I will be billed for any direct costs related to this application, which are due and payable regardless of approval or denial by the City Council. These direct costs include, but are not limited to, postage, publication/advertising and recording fees (Per current Resolution of Fees & Rates).

I hereby acknowledge the relocation of any utilities (i.e. hydrants, light poles, or communication lines) will be the property owner's expense.


Signature

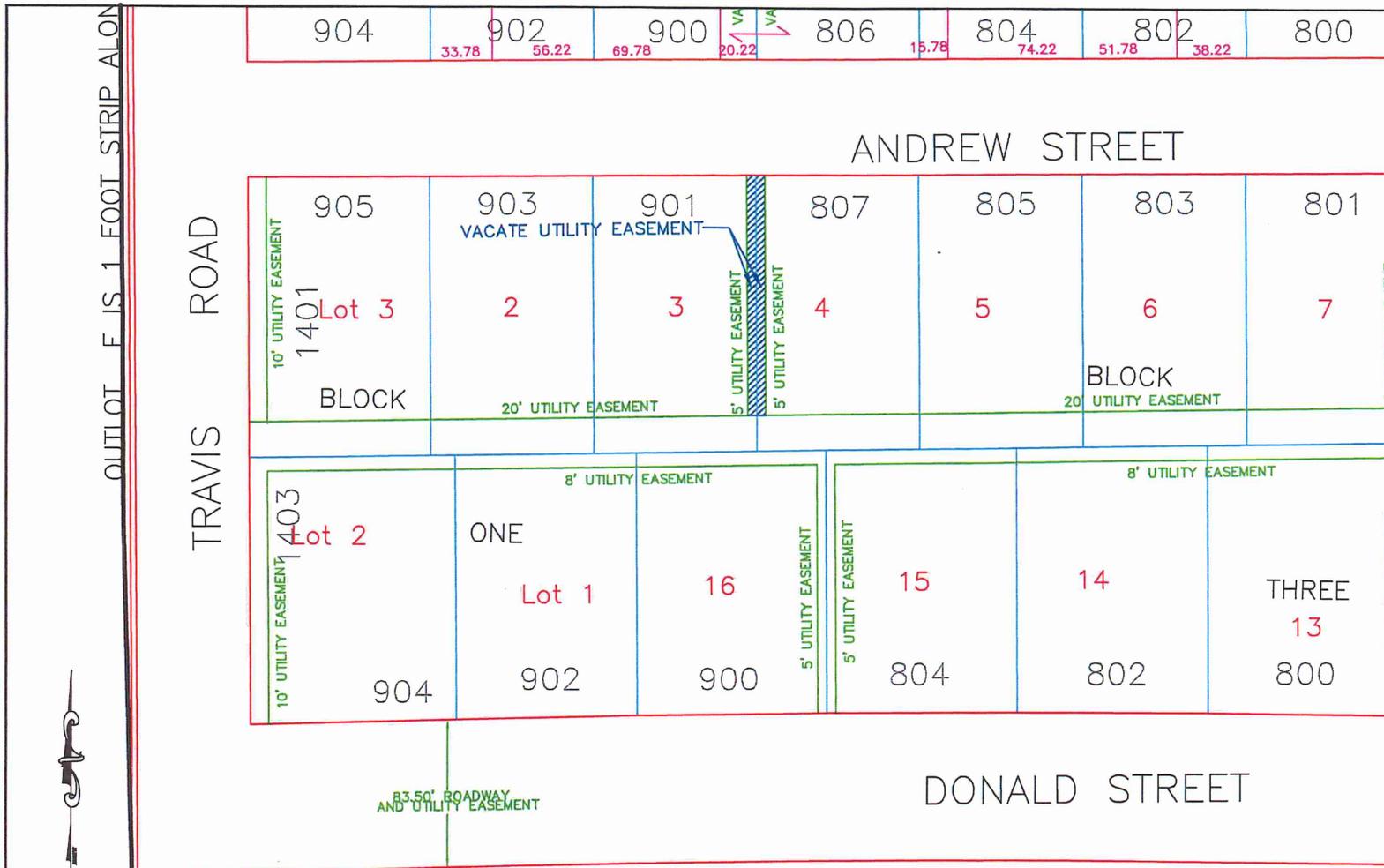
JAMES C CARR
Printed Name

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Clerk

EXHIBIT A

The 5-foot utility easement on the east side of Lot 3 and the 5-foot utility easement on the west side of Lot 4, Block Three, Carr Subdivision I, City of Marshall, County of Lyon, State of Minnesota, as shown on Exhibit B, in the City of Marshall, as filed and recorded in the Office of the County Recorder in and for Lyon County, Minnesota.



Not To Scale


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

VACATE EASEMENT / EXHIBIT B
 LOT 3&4 BLOCK 3 CARR SUB 1

DATE
 07/20/2020
 SHEET NO.

EXHIBIT B

Sec. 62-4. - Vacation of streets, alleys, thoroughfares, public grounds, easements, or any other interest in real estate, or any part.

- (a) No public grounds or streets or other interest in real estate shall be vacated except upon the council's own motion or upon the petition directed to the council of a majority of the owners of property on the line of such property interest residing within the city, and completion of the procedure specified in this section. Such petition shall set forth the reasons for such desired vacation, accompanied by a plat of such property interest proposed to be vacated, and such petition shall be verified by the oath of a majority of the petitioners residing within the city.
- (b) If, in the discretion of the council, it is expedient that the matter be proceeded with, it may order the petition filed for record with the city administrator, order a hearing on such petition and fix the time and place of such hearing.
- (c) The city administrator shall give notice of such hearing by publication once at least ten days in advance of such hearing, and by mail to the last known address of all of the owners of property on the line of such property interest proposed to be vacated at least ten days in advance of such hearing. Such last known addresses shall be obtained from the office of the county auditor. Such notice shall in brief state the object of such hearing; the time, place and purpose of such hearing; and the fact that the council, or a board or commission designated by them shall hear the testimony and examine the evidence of the parties interested.
- (d) The council, after hearing the same, or upon the report of such board or commission designated to hold such hearings, may by resolution, passed by affirmative vote of at least five members, declare such property interest vacated, or deny such petition. The resolution, if granting the petition, shall be certified by the city administrator and shall be filed for record and duly recorded in the office of the registrar of deeds (county recorder) in and for the county.

(Code 1976, § 7.07)

CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|--------------------------------|--|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | CONSENT AGENDA |
| Type: | INFO/ACTION |
| Subject: | Authorize the Appropriate Officials to Execute an Amendment to Declaration, Which Document Defines Property Within Commerce Industrial Park Second Addition, Which Will Remain Restricted Property Pursuant to State of Minnesota BDPI Grant No. BDPI-17-0003-0-FY1A |
| Background Information: | <p>The City of Marshall received a two-million-dollar grant for the development of infrastructure within Commerce Industrial Park Second Addition. The entire development project costs approximately five-million dollars with Marshall Municipal Utilities and the City of Marshall contributing up to three-million dollars for the development project and the State Grant Fund providing an additional two-million dollars for infrastructure development. At the time that the Grant was obtained, the City of Marshall filed a State Mandated “Declaration” indicating that the HRA owned the entirety of the property and that the property would be subject to the terms and conditions of the BDPI Grant. The Terms of the BDPI Grant require that all property subject to the Grant be sold at fair market value based upon appraisals conducted on a lot by lot basis. All fair market value land sales require that the funds acquired from property of sale be paid to the State of Minnesota. Throughout the construction project, the City of Marshall and DEED differentiated between infrastructure constructed within the road right of ways vs. excavation done within the broader scope of the development. BDPI Grant reimbursed for infrastructure installation within public right of ways and the construction of drainage swales and retention ponds located throughout the property. City of Marshall and MMU monies were used for general land property excavation and not for the installation of infrastructure.</p> <p>Subsequent discussions with both DEED and Minnesota Management Budget (MMB) indicated that the State agencies are receptive to an Amendment to the Declaration allowing for future restriction and encumbrance only of the properties on which the BDPI Grants were used for infrastructure installation. Therefore, an Amended Declaration has been prepared, which would indicate that the BDPI Grant funds were used and subsequently restricted property to the Michigan Road extension and infrastructure installation as well as the drainage properties. Therefore, the Amendment has been prepared and Out Lots; A, B, C, D and E have been identified as properties subject to the Declaration and restrictions. Additionally, the public roadway easement for installation of infrastructure in the road right of way is also restrictive property within the Amended Declaration.</p> <p>It is recommended that the appropriate officials be authorized to sign the Amended Declaration and authorize the subsequent recording of that Declaration. The Amended Declaration will indicate that the development of property within each of the various lots is not subject to the terms of the BDPI Grant and is not restrictive in or pursuant to the terms of the BDPI Grant. The Sale of property continues to be subject to the Statutory Restrictions for types of businesses but is not subject to repayment of the Grant. Attached is a copy of the Amendment to Declaration as well as a map verifying that the infrastructure has been installed in Michigan Road. Finally, a plat map is included identifying the properties subject to the restriction as being Out Lots; A, B, C, D and E and well as Michigan Road.</p> |

| | |
|-------------------------------------|--|
| Fiscal Impact: | The Amendment to the Declaration and subsequent approval by State Agencies will allow much more flexibility for the City to negotiate sale prices with any potential developers. |
| Alternative/ Variations: | No alternative action recommended. |
| Recommendations: | That the City Council authorize the proper officials to sign the Amended Declaration |

AMENDMENT OF DECLARATION

The undersigned has previously filed a “State of Minnesota, General Obligation Bond Financed Property Declaration” (the “Declaration”) dated September 26, 2017 and filed in the official records of the Lyon County Recorder’s Office on September 28, 2017, as Document No. 214016, which Declaration mistakenly declared as the Restricted Property (as defined in the Declaration) real property and facilities thereon that was not improved or financed with state general obligation bond proceeds and therefore should not be subject to the restrictions on bond financed property contained in Minnesota Statutes, Section 16A.695 and in the Fourth Order Amending Order of Commissioner of Finance dated July 30, 2012. With the consent of the Commissioner of Minnesota Management and Budget (“MMB”), the undersigned desires to amend the legal description attached to the Declaration so that only that portion of the real property described in the Declaration constituting bond financed property is subject to the Declaration.

The Declaration, with the consent of the Commissioner of MMB, is hereby amended by this Amendment of Declaration (“Amendment”) by replacing the legal description of real property originally attached as Exhibit A to the Declaration with the legal description attached as Exhibit A (Revised) hereto.

All other terms and conditions of the Declaration remain in force and are unaffected by this Amendment.

[Remainder of page intentionally left blank]

The City of Marshall, a Municipal Corporation
under the laws of the State of Minnesota

By: _____

Title: Robert J. Byrnes, Mayor

By: _____

Title: Kyle Box, City Clerk

Dated: _____

STATE OF MINNESOTA)
) ss
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this ____ day of _____,
2020, by Robert J. Byrnes, the Mayor, and Kyle Box, the Mayor and City Clerk, respectively, of the City of
Marshall, a Municipal Corporation under the laws of the State of Minnesota.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

Notary Public

My Commission Expires: _____

Exhibit A (Revised) to Amended Declaration
LEGAL DESCRIPTION OF RESTRICTED PROPERTY

A Permanent Easement in the name of City of Marshall, a municipal corporation under the laws of the State of Minnesota in and to the following described property:

A utility easement in, on and under the City Street Right of Way identified as Michigan Road in Commerce Industrial Park Second Addition to the City of Marshall, Lyon County Minnesota according to the recorded plat thereof.

and

Fee Ownership in the name of the Housing and Redevelopment Authority in and for the City of Marshall, a municipal corporation under the laws of the State of Minnesota in and to the following described property:

Out Lot A, Out Lot B, Out Lot C, Out Lot D, and Out Lot E, all in Commerce Industrial Park Second Addition to the City of Marshall, Lyon County, Minnesota according the recorder plat thereof.

Option to MMU
Unbuildable Property

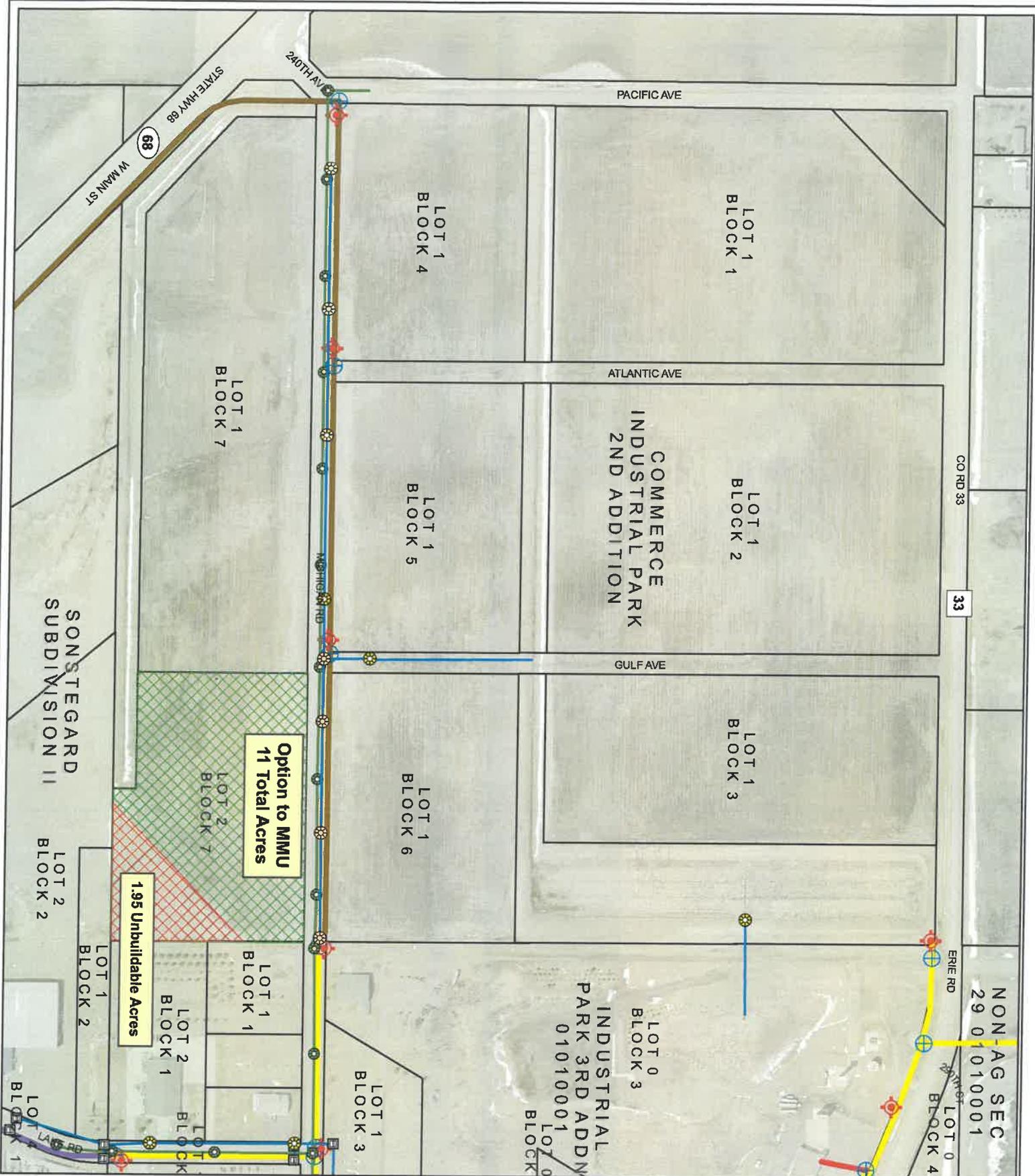
Storm Manholes
 Storm Catch Basins
 Storm Pipe
 Sanitary Manholes
 Sanitary/Pipe
 Hydrants
 Water_Valve
 w/Main
 6" Main
 8" Main
 12" Main
 16" Main
 Parcels

1 inch = 400 feet



Map prepared by Ryan Weil July 10, 2020

Item 5.



CO RD 33 33

NON-AG SEC
29 01010001

POWER LOT 0
BLOCK 4

INDUSTRIAL
PARK 3RD ADDN
01010001

PACIFIC AVE

ATLANTIC AVE

GULF AVE

240TH AVE

68

STATE HWY 68
W MANN ST

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SONSTEGARD
SUBDIVISION II

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BLOCK 2

1.95 Unbuildable Acres

Option to MMU
11 Total Acres

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CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|-------------------------------------|---|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | CONSENT AGENDA |
| Type: | ACTION |
| Subject: | Consider approval of the bills/project payments |
| Background Information: | Staff encourages the City Council Members to contact staff in advance of the meeting regarding these items if there are questions. Construction contract questions are encouraged to be directed to Director of Public Works Jason Anderson at 537-6051 or Finance Director Karla Drown at 537-6764 |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | That the following bills and project payments be authorized for payment |



Marshall, MN

Council Check Report

By Vendor Name

Date Range: 08/14/2020 - 08/21/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------|------------------------------------|--------------|--------------|-----------------|----------------|------------|
| Bank Code: AP-REG AP | | | | | | |
| 4549 | A & B BUSINESS, INC | 08/14/2020 | EFT | 0.00 | 434.85 | 4936 |
| 5813 | ACE HOME & HARDWARE | 08/14/2020 | Regular | 0.00 | 576.13 | 116839 |
| 5813 | ACE HOME & HARDWARE | 08/21/2020 | Regular | 0.00 | 302.49 | 116887 |
| 4629 | ACTION MANUFACTURING INC | 08/14/2020 | EFT | 0.00 | 134.58 | 4944 |
| 6404 | ADVANCED HEALTH, SAFETY & SECURITY | 08/21/2020 | Regular | 0.00 | 1,150.00 | 116888 |
| 6412 | AG PLUS COOPERATIVE | 08/21/2020 | Regular | 0.00 | 1,416.69 | 116889 |
| 0567 | ALEX AIR APPARATUS INC | 08/21/2020 | EFT | 0.00 | 215.31 | 4985 |
| 0578 | AMAZON CAPITAL SERVICES | 08/14/2020 | EFT | 0.00 | 251.21 | 4945 |
| 3761 | AMERICAN BOTTLING CO. | 08/21/2020 | Regular | 0.00 | 148.32 | 116890 |
| 0581 | AMERICAN ENGINEERING TESTING INC | 08/14/2020 | EFT | 0.00 | 955.60 | 4946 |
| 3582 | ANDERSON, TIM | 08/14/2020 | Regular | 0.00 | 29.80 | 116840 |
| 0658 | AP DESIGN | 08/14/2020 | EFT | 0.00 | 134.85 | 4947 |
| 0630 | ARCTIC GLACIER | 08/14/2020 | Regular | 0.00 | 419.61 | 116841 |
| 0630 | ARCTIC GLACIER | 08/21/2020 | Regular | 0.00 | 375.06 | 116891 |
| 0629 | ARNOLD MOTOR SUPPLY | 08/21/2020 | Regular | 0.00 | 13.39 | 116892 |
| 5447 | ARTISAN BEER COMPANY | 08/14/2020 | Regular | 0.00 | 578.85 | 116842 |
| 5447 | ARTISAN BEER COMPANY | 08/21/2020 | Regular | 0.00 | 846.75 | 116893 |
| 0656 | AVERA MARSHALL REGIONAL MED CTR | 08/21/2020 | Regular | 0.00 | 188.92 | 116894 |
| 5702 | B & H PHOTO & ELECTRONICS CORP | 08/21/2020 | EFT | 0.00 | 863.16 | 4986 |
| 0688 | BELLBOY CORPORATION | 08/21/2020 | EFT | 0.00 | 3,046.56 | 4987 |
| 0689 | BEND RITE FABRICATION INC | 08/21/2020 | Regular | 0.00 | 3,799.92 | 116895 |
| 0699 | BEVERAGE WHOLESALERS | 08/14/2020 | Regular | 0.00 | 31,777.34 | 116843 |
| 0699 | BEVERAGE WHOLESALERS | 08/21/2020 | Regular | 0.00 | 34,938.60 | 116896 |
| 0707 | BISBEE PLUMBING AND HEATING INC | 08/14/2020 | Regular | 0.00 | 1,751.53 | 116844 |
| 0724 | BOLTON & MENK INC | 08/14/2020 | EFT | 0.00 | 33,785.50 | 4948 |
| 0018 | BORDER STATES ELECTRIC SUPPLY | 08/14/2020 | Regular | 0.00 | 37.08 | 116845 |
| 3925 | BOYER TRUCKS | 08/21/2020 | Regular | 0.00 | 371.37 | 116897 |
| 4457 | BREAKTHRU BEVERAGE | 08/14/2020 | Regular | 0.00 | 12,796.98 | 116846 |
| 4457 | BREAKTHRU BEVERAGE | 08/21/2020 | Regular | 0.00 | 2,353.32 | 116898 |
| 6468 | BRENNAN CONSTRUCTION OF MN, INC | 08/21/2020 | Regular | 0.00 | 337,704.56 | 116900 |
| 0728 | BUFFALO RIDGE CONCRETE,INC | 08/14/2020 | EFT | 0.00 | 338.00 | 4949 |
| 4236 | C.E. SIGNS & DESIGNS | 08/21/2020 | Regular | 0.00 | 327.50 | 116901 |
| 0815 | CATTOOR OIL COMPANY INC | 08/14/2020 | EFT | 0.00 | 74.11 | 4950 |
| 6402 | CENTRAL UNIFIED TECHNOLOGY | 08/21/2020 | Regular | 0.00 | 658.00 | 116902 |
| 0836 | CHARTER COMMUNICATIONS | 08/14/2020 | EFT | 0.00 | 98.71 | 4951 |
| 0875 | COMPUTER MAN INC | 08/14/2020 | EFT | 0.00 | 185.00 | 4937 |
| 0875 | COMPUTER MAN INC | 08/14/2020 | EFT | 0.00 | 3,244.50 | 4952 |
| 3819 | DACOTA PAPER CO | 08/14/2020 | Regular | 0.00 | 241.11 | 116847 |
| 0990 | DIAMOND VOGEL PAINT COMPANY | 08/21/2020 | EFT | 0.00 | 323.10 | 4988 |
| 5731 | DOLL DISTRIBUTING | 08/14/2020 | EFT | 0.00 | 18,738.89 | 4953 |
| 5731 | DOLL DISTRIBUTING | 08/21/2020 | EFT | 0.00 | 18,120.40 | 4989 |
| 1020 | DUININCK BROS., INC. | 08/14/2020 | EFT | 0.00 | 56,785.07 | 4954 |
| 1037 | ECOWATER SYSTEMS | 08/14/2020 | EFT | 0.00 | 119.25 | 4955 |
| 6494 | EL RANCHO | 08/21/2020 | Regular | 0.00 | 1,524.00 | 116903 |
| 5291 | ENVISIONWARE, INC | 08/14/2020 | EFT | 0.00 | 1,004.00 | 4938 |
| 6328 | ERVASTI, DARRELL | 08/21/2020 | Regular | 0.00 | 892.65 | 116904 |
| 1090 | FASTENAL COMPANY | 08/14/2020 | EFT | 0.00 | 382.86 | 4956 |
| 1090 | FASTENAL COMPANY | 08/21/2020 | EFT | 0.00 | 341.45 | 4990 |
| 6423 | FURTH, AARON | 08/21/2020 | Regular | 0.00 | 126.56 | 116905 |
| 4805 | FURTHER | 08/21/2020 | Bank Draft | 0.00 | 8,450.67 | DFT0000378 |
| 4805 | FURTHER | 08/21/2020 | Bank Draft | 0.00 | 7,521.24 | DFT0000383 |
| 4805 | FURTHER | 08/19/2020 | Bank Draft | 0.00 | 520.84 | DFT0000388 |
| 6495 | FUZZY'S BAR & GRILL | 08/21/2020 | Regular | 0.00 | 200.00 | 116906 |
| 1158 | GALLS INC | 08/14/2020 | Regular | 0.00 | 69.00 | 116848 |

Council Check Report

Date Range: 08/14/2020 - 08/21/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|--|--------------|--------------|-----------------|----------------|------------|
| 6478 | GOPHER STATE ONE CALL | 08/14/2020 | EFT | 0.00 | 261.90 | 4957 |
| 1199 | GRAHAM TIRE AND AUTOMOTIVE SERVICES | 08/14/2020 | Regular | 0.00 | 2,275.92 | 116849 |
| 1199 | GRAHAM TIRE AND AUTOMOTIVE SERVICES | 08/21/2020 | Regular | 0.00 | 156.34 | 116907 |
| 6127 | GRANDVIEW VALLEY WINERY, INC | 08/21/2020 | Regular | 0.00 | 936.00 | 116908 |
| 1215 | GREENWOOD NURSERY | 08/14/2020 | Regular | 0.00 | 195.00 | 116850 |
| 1215 | GREENWOOD NURSERY | 08/21/2020 | Regular | 0.00 | 280.00 | 116909 |
| 1243 | HARDWARE HANK | 08/14/2020 | EFT | 0.00 | 2.88 | 4958 |
| 1256 | HAWKINS INC | 08/14/2020 | Regular | 0.00 | 5,468.84 | 116851 |
| 1256 | HAWKINS INC | 08/21/2020 | Regular | 0.00 | 5,466.37 | 116910 |
| 6430 | HEARTLAND ELECTRIC, INC | 08/14/2020 | Regular | 0.00 | 95.17 | 116852 |
| 1267 | HEIMAN INC. | 08/14/2020 | EFT | 0.00 | 330.00 | 4959 |
| 1268 | HELENA CHEMICAL COMPANY | 08/14/2020 | Regular | 0.00 | 1,067.30 | 116853 |
| 0430 | HENRIKSEN, RAY | 08/21/2020 | EFT | 0.00 | 165.99 | 4991 |
| 5515 | HOFFMANN, RYAN | 08/21/2020 | EFT | 0.00 | 125.84 | 4992 |
| 4885 | HORIZON COMMERCIAL POOL SUPPLY | 08/21/2020 | EFT | 0.00 | 6,369.10 | 4993 |
| 1280 | HP INC | 08/14/2020 | Regular | 0.00 | 1,727.84 | 116854 |
| 1311 | HYVEE FOOD STORES INC | 08/14/2020 | Regular | 0.00 | 166.32 | 116855 |
| 1325 | ICMA RETIREMENT TRUST #300877 | 08/14/2020 | Regular | 0.00 | 50.00 | 116856 |
| 1325 | ICMA RETIREMENT TRUST #300877 | 08/21/2020 | Regular | 0.00 | 50.00 | 116911 |
| 1358 | INTERNAL REVENUE SERVICE | 08/21/2020 | Bank Draft | 0.00 | 27,259.02 | DFT0000384 |
| 1358 | INTERNAL REVENUE SERVICE | 08/21/2020 | Bank Draft | 0.00 | 23,028.26 | DFT0000385 |
| 1358 | INTERNAL REVENUE SERVICE | 08/21/2020 | Bank Draft | 0.00 | 8,018.24 | DFT0000386 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 08/14/2020 | Regular | 0.00 | 15,089.12 | 116857 |
| 1399 | JOHNSON BROTHERS LIQUOR COMPANY | 08/21/2020 | Regular | 0.00 | 14,198.49 | 116912 |
| 1417 | KENNEDY & GRAVEN, CHARTERED | 08/14/2020 | EFT | 0.00 | 292.50 | 4960 |
| 3564 | KESTELOOT ENTERPRISES, INC | 08/21/2020 | EFT | 0.00 | 171.08 | 4994 |
| 5095 | KIBBLE EQUIPMENT | 08/14/2020 | EFT | 0.00 | 89.49 | 4961 |
| 5095 | KIBBLE EQUIPMENT | 08/21/2020 | EFT | 0.00 | 92.29 | 4995 |
| 4140 | KRUSE FORD-LINCOLN-MERCURY, INC | 08/14/2020 | Regular | 0.00 | 3,165.97 | 116858 |
| 6577 | LALEMAN, SHANE | 08/21/2020 | Regular | 0.00 | 50.00 | 116913 |
| 3653 | LANGUAGE LINE SERVICES | 08/14/2020 | EFT | 0.00 | 12.04 | 4962 |
| 1483 | LEAGUE OF MINNESOTA CITIES INS TRUST | 08/21/2020 | Regular | 0.00 | 4,359.34 | 116914 |
| 0255 | LESAGE, TOM | 08/14/2020 | Regular | 0.00 | 175.00 | 116859 |
| 1507 | LOCHER BROTHERS INC | 08/21/2020 | EFT | 0.00 | 1,864.33 | 4996 |
| 1508 | LOCKWOOD MOTORS INC. | 08/14/2020 | Regular | 0.00 | 202.74 | 116860 |
| 1508 | LOCKWOOD MOTORS INC. | 08/21/2020 | Regular | 0.00 | 306.69 | 116915 |
| 1531 | LYON COUNTY AUDITOR-TREASURER | 08/21/2020 | Regular | 0.00 | 684.43 | 116916 |
| 1545 | LYON COUNTY HIGHWAY DEPARTMENT | 08/21/2020 | Regular | 0.00 | 6,061.27 | 116917 |
| 1548 | LYON COUNTY LANDFILL | 08/21/2020 | Regular | 0.00 | 19.71 | 116918 |
| 1552 | LYON COUNTY RECORDER | 08/14/2020 | Regular | 0.00 | 61.05 | 116861 |
| 1574 | MAGIC WATER | 08/14/2020 | Regular | 0.00 | 23.00 | 116862 |
| 5459 | MAGNEY CONSTRUCTION, INC | 08/14/2020 | Regular | 0.00 | 1,063,948.04 | 116863 |
| 1616 | MARSHALL CONVENTION & VISITORS BUREAU | 08/21/2020 | EFT | 0.00 | 9,549.05 | 4997 |
| 1632 | MARSHALL MINI-STORAGE, LLP | 08/21/2020 | EFT | 0.00 | 72.00 | 4998 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 08/14/2020 | EFT | 0.00 | 1,054.83 | 4939 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 08/14/2020 | EFT | 0.00 | 91,054.00 | 4963 |
| 1635 | MARSHALL NORTHWEST PIPE FITTINGS INC | 08/21/2020 | EFT | 0.00 | 280.14 | 4999 |
| 3545 | MARSHALL RADIO | 08/14/2020 | EFT | 0.00 | 570.00 | 4968 |
| 3545 | MARSHALL RADIO | 08/21/2020 | EFT | 0.00 | 570.50 | 5000 |
| 1641 | MARSHALL SMALL ENGINE INC | 08/14/2020 | Regular | 0.00 | 39.95 | 116864 |
| 6583 | MARTHALER AUTO DEALERS OF WORTHINGTON, | 08/20/2020 | Regular | 0.00 | 38,723.94 | 116934 |
| 4980 | MENARDS INC | 08/14/2020 | Regular | 0.00 | 13.65 | 116865 |
| 4980 | MENARDS INC | 08/21/2020 | Regular | 0.00 | 424.59 | 116919 |
| 1791 | MINNESOTA COUNTY ATTORNEYS ASSOC | 08/14/2020 | Regular | 0.00 | 66.00 | 116866 |
| 3669 | MINNESOTA STATE RETIREMENT SYSTEM | 08/21/2020 | Bank Draft | 0.00 | 6,240.06 | DFT0000381 |
| 4896 | MINNWEST PLUMBING & HEATING | 08/14/2020 | Regular | 0.00 | 105.00 | 116867 |
| 1757 | MN CHILD SUPPORT PAYMENT CENTER | 08/21/2020 | Regular | 0.00 | 633.13 | 116920 |
| 1818 | MN REVENUE | 08/21/2020 | Bank Draft | 0.00 | 10,726.01 | DFT0000387 |
| 1819 | MN SECRETARY OF STATE | 08/14/2020 | Regular | 0.00 | 120.00 | 116868 |
| 1864 | MONTES ELECTRIC INC | 08/14/2020 | Regular | 0.00 | 389.28 | 116869 |
| 2512 | NATIONWIDE RETIREMENT | 08/21/2020 | Bank Draft | 0.00 | 200.00 | DFT0000373 |

Council Check Report

Date Range: 08/14/2020 - 08/21/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|--|--------------|--------------|-----------------|----------------|------------|
| 2513 | NATIONWIDE RETIREMENT-FIRE | 08/21/2020 | Bank Draft | 0.00 | 22.91 | DFT0000374 |
| 5216 | NBS CALIBRATIONS | 08/14/2020 | EFT | 0.00 | 115.00 | 4969 |
| 1945 | NORMS GTC | 08/14/2020 | Regular | 0.00 | 205.47 | 116870 |
| 1945 | NORMS GTC | 08/21/2020 | Regular | 0.00 | 149.08 | 116921 |
| 1986 | NORTH CENTRAL INTERNATIONAL, INC | 08/21/2020 | EFT | 0.00 | 349.46 | 5001 |
| 1952 | NORTH MEMORIAL EMS EDUCATION | 08/21/2020 | Regular | 0.00 | 300.00 | 116922 |
| 1958 | NORTHERN BUSINESS PRODUCTS, INC | 08/14/2020 | EFT | 0.00 | 5.39 | 4940 |
| 1958 | NORTHERN BUSINESS PRODUCTS, INC | 08/14/2020 | EFT | 0.00 | 153.18 | 4970 |
| 5891 | ONE OFFICE SOLUTION | 08/14/2020 | EFT | 0.00 | 438.74 | 4971 |
| 5891 | ONE OFFICE SOLUTION | 08/21/2020 | EFT | 0.00 | 38.92 | 5002 |
| 6190 | OPG-3 INC | 08/14/2020 | Regular | 0.00 | 984.90 | 116871 |
| 3809 | O'REILLY AUTOMOTIVE STORES, INC | 08/14/2020 | Regular | 0.00 | 76.04 | 116872 |
| 3597 | PAAPE DISTRIBUTING CO | 08/14/2020 | EFT | 0.00 | 48.50 | 4941 |
| 2019 | PAUSTIS WINE COMPANY | 08/14/2020 | Regular | 0.00 | 4,685.00 | 116873 |
| 2028 | PERA OF MINNESOTA REG | 08/21/2020 | Bank Draft | 0.00 | 48,130.43 | DFT0000379 |
| 2034 | PETTY CASH | 08/21/2020 | Regular | 0.00 | 82.55 | 116923 |
| 2036 | PHILLIPS WINE AND SPIRITS INC | 08/14/2020 | Regular | 0.00 | 6,491.22 | 116874 |
| 2036 | PHILLIPS WINE AND SPIRITS INC | 08/21/2020 | Regular | 0.00 | 10,898.49 | 116924 |
| 2037 | PHOTOWORKS | 08/14/2020 | Regular | 0.00 | 108.00 | 116875 |
| 3557 | POMP'S TIRE SERVICE, INC. | 08/14/2020 | EFT | 0.00 | 353.93 | 4972 |
| 2064 | POWERPLAN | 08/14/2020 | Regular | 0.00 | 2,248.74 | 116876 |
| 6166 | PULVER MOTOR SVC, LLC | 08/21/2020 | EFT | 0.00 | 75.00 | 5003 |
| 2096 | QUARNSTROM & DOERING, PA | 08/14/2020 | EFT | 0.00 | 150.00 | 4973 |
| 4939 | RECSUPPLY | 08/14/2020 | EFT | 0.00 | 38.43 | 4974 |
| 5732 | RITE | 08/21/2020 | Regular | 0.00 | 107.85 | 116925 |
| 5867 | ROUND LAKE VINEYARDS & WINERY | 08/21/2020 | EFT | 0.00 | 144.00 | 5004 |
| 2201 | RUNNINGS SUPPLY INC | 08/14/2020 | EFT | 0.00 | 405.99 | 4975 |
| 2201 | RUNNINGS SUPPLY INC | 08/21/2020 | EFT | 0.00 | 439.51 | 5005 |
| 6576 | SAFETY FIRST PLAYGROUND MAINTENANCE | 08/14/2020 | Regular | 0.00 | 2,513.00 | 116877 |
| 2288 | SMI & HYDRAULICS, INC. | 08/14/2020 | EFT | 0.00 | 337.50 | 4976 |
| 4855 | SOUTHERN GLAZER'S OF MN | 08/14/2020 | EFT | 0.00 | 8,416.88 | 4977 |
| 4855 | SOUTHERN GLAZER'S OF MN | 08/21/2020 | EFT | 0.00 | 9,870.33 | 5006 |
| 2311 | SOUTHWEST GLASS CENTER | 08/14/2020 | Regular | 0.00 | 186.70 | 116878 |
| 2318 | SOUTHWEST SANITATION INC. | 08/14/2020 | EFT | 0.00 | 83.42 | 4942 |
| 2318 | SOUTHWEST SANITATION INC. | 08/21/2020 | EFT | 0.00 | 180.00 | 5007 |
| 2345 | ST CROIX RECREATION FUNPLAYGROUNDS | 08/14/2020 | Regular | 0.00 | 4,906.16 | 116879 |
| 2345 | ST CROIX RECREATION FUNPLAYGROUNDS | 08/21/2020 | Regular | 0.00 | 1,964.24 | 116926 |
| 6040 | STEP SAVER INC. | 08/21/2020 | Regular | 0.00 | 383.37 | 116927 |
| 6376 | STORM COMBATIVES TRAINING & CONSULTATION | 08/21/2020 | Regular | 0.00 | 1,400.00 | 116928 |
| 2373 | STREICHERS | 08/14/2020 | EFT | 0.00 | 139.99 | 4978 |
| 6202 | SUNDANCE AUTO REPAIR | 08/14/2020 | Regular | 0.00 | 214.50 | 116880 |
| 3940 | SW CENTER FOR INDEPENDENT LIVING | 08/21/2020 | Regular | 0.00 | 25.00 | 116929 |
| 6575 | TARGET SPORTS USA | 08/14/2020 | Regular | 0.00 | 2,222.25 | 116881 |
| 2407 | TECH SALES CO. | 08/14/2020 | Regular | 0.00 | 1,883.00 | 116882 |
| 2143 | THOOFT ENTERPRISES LLC | 08/14/2020 | EFT | 0.00 | 75.00 | 4979 |
| 2434 | TONI'S DEPOT | 08/21/2020 | Regular | 0.00 | 28.33 | 116930 |
| 6156 | TRUE BRANDS | 08/14/2020 | EFT | 0.00 | 201.56 | 4980 |
| 6156 | TRUE BRANDS | 08/21/2020 | EFT | 0.00 | 929.88 | 5008 |
| 3538 | TURFWERKS | 08/14/2020 | EFT | 0.00 | 47.35 | 4981 |
| 4402 | UPS | 08/14/2020 | Regular | 0.00 | 7.93 | 116883 |
| 2499 | US BANK | 08/14/2020 | Regular | 0.00 | 3,300.00 | 116884 |
| 6432 | USA SAFETY SUPPLY CORP | 08/21/2020 | Regular | 0.00 | 493.35 | 116931 |
| 3443 | VALIC DEFERRED COMP | 08/21/2020 | Bank Draft | 0.00 | 1,102.00 | DFT0000375 |
| 3443 | VALIC DEFERRED COMP | 08/21/2020 | Bank Draft | 0.00 | 59.17 | DFT0000376 |
| 3443 | VALIC DEFERRED COMP | 08/21/2020 | Bank Draft | 0.00 | 1,250.00 | DFT0000377 |
| 5733 | VAST BROADBAND | 08/14/2020 | Regular | 0.00 | 317.48 | 116885 |
| 5733 | VAST BROADBAND | 08/21/2020 | Regular | 0.00 | 708.51 | 116932 |
| 4489 | VERIZON WIRELESS | 08/14/2020 | EFT | 0.00 | 61.76 | 4943 |
| 4489 | VERIZON WIRELESS | 08/14/2020 | EFT | 0.00 | 35.01 | 4982 |
| 4489 | VERIZON WIRELESS | 08/21/2020 | EFT | 0.00 | 409.19 | 5009 |
| 2538 | VIKING COCA COLA BOTTLING COMPANY | 08/14/2020 | EFT | 0.00 | 190.05 | 4983 |

Council Check Report

Date Range: 08/14/2020 - 08/21/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|-----------------------------------|--------------|--------------|-----------------|----------------|------------|
| 2538 | VIKING COCA COLA BOTTLING COMPANY | 08/21/2020 | EFT | 0.00 | 801.60 | 5010 |
| 6085 | VOYA - INVESTORS CHOICE | 08/21/2020 | Bank Draft | 0.00 | 1,000.00 | DFT0000382 |
| 2605 | WINE MERCHANTS | 08/14/2020 | Regular | 0.00 | 3,042.24 | 116886 |
| 2605 | WINE MERCHANTS | 08/21/2020 | Regular | 0.00 | 315.14 | 116933 |
| 2632 | ZIEGLER INC | 08/14/2020 | EFT | 0.00 | 1,732.96 | 4984 |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 222 | 95 | 0.00 | 1,652,659.56 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 15 | 15 | 0.00 | 143,528.85 |
| EFT's | 147 | 71 | 0.00 | 278,773.45 |
| | 384 | 181 | 0.00 | 2,074,961.86 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 222 | 95 | 0.00 | 1,652,659.56 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 15 | 15 | 0.00 | 143,528.85 |
| EFT's | 147 | 71 | 0.00 | 278,773.45 |
| | 384 | 181 | 0.00 | 2,074,961.86 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|--------|---------------------|
| 999 | POOLED CASH FUND | 8/2020 | 2,074,961.86 |
| | | | 2,074,961.86 |

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

8/25/2020

| PROJECT #: | Coding | DATE | CONTRACTOR: | ORIGINAL CONTRACT AMOUNT: | CHANGE ORDERS | CURRENT CONTRACT AMOUNT | 2018 Prior Payments | 2019 Prior Payments | 2020 Prior Payments | PYMTS THIS MEETING: | RETAINAGE | BALANCE: | PERCENT COMPLETE | |
|------------|-----------------|------------|---|------------------------------------|----------------------|-------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------|-------------------|----------------------|--------|
| W13 | 602-49500-55120 | 5/28/2019 | WWTF Improvement Project | Magney Construction, Inc. | 14,074,300.00 | | 14,074,300.00 | | | | | | | |
| MER | 493-42600-55130 | 2/12/2019 | MERIT Center Track | R & G Construction | 2,712,530.50 | 47,152.46 | 2,759,682.96 | | 3,618,459.20 | 5,548,576.69 | 482,475.57 | 4,424,788.54 | 68.56% | |
| Z52 | 401-41900-55130 | 8/13/2019 | Transit ADA Bus Access Project (UCAP)(MN/DOT) | Hisken Construction Inc. | 185,250.15 | | 185,250.15 | | 2,636,570.66 | 156,938.25 | 1,860.30 | (38,863.59) | 101.41% | |
| E22 | 630-49600-55130 | 9/24/2019 | COE Flood Control 2019 Betterments | U.S. Army Corps of Engineers | 190,000.00 | | 190,000.00 | | | 184,169.25 | | (779.40) | 100.42% | |
| CH1 | 494-41900-55120 | 11/12/2019 | City Hall Renovation | Brennan Companies | 5,030,200.00 | 70,566.00 | 5,100,766.00 | | 150,483.00 | | | 39,517.00 | 79.24% | |
| CH1 | 494-41900-55121 | 11/12/2019 | Removal of Hazardous Materials from City Hall | Advanced Health, Safety & Security | 67,028.25 | 19,465.08 | 86,493.33 | | | 1,509,392.35 | 337,704.56 | 205,232.99 | 3,048,436.10 | 40.24% |
| B20 | 476-45200-55120 | 3/10/2020 | Freedom Park Restroom | Sussner Construction | 120,961.00 | | 120,961.00 | | | 86,263.33 | 230.00 | - | 100.00% | |
| Z50 | 101-43300-53425 | 3/24/2020 | 2020 Chip Seal (\$14,300 - Arena Parking Lot) | Pearson Bros., Inc. | 154,300.00 | | 154,300.00 | | | 65,620.11 | | 3,453.69 | 57.10% | |
| Z51 | 495-43300-55170 | 3/24/2020 | 2020 Bituminous Resurfacing | Duininck, Inc | 598,912.10 | | 598,912.10 | | | 570,091.31 | | 30,004.81 | 100.20% | |
| Z75 | 476-43300-55170 | 4/14/2020 | S 4th St Reconstruction | R & G Construction | 2,583,754.90 | | 2,583,754.90 | | | 404,202.67 | 21,273.83 | 2,158,278.40 | 16.47% | |
| PF1 | 495-41900-53110 | 5/12/2020 | Demolition of Structure at 326 West Main Street | LinnCo, Inc | 523,444.00 | | 523,444.00 | | | 410,755.20 | | 112,688.80 | 78.47% | |
| Z76 | 476-43300-55170 | 5/26/2020 | S 1st St Reconstruction | Duininck, Inc | 617,136.55 | | 617,136.55 | | | | | 617,136.55 | 0.00% | |
| Z77 | 630-49600-55170 | 6/23/2020 | Legion Field Strom Water Improvements-Phase 1 | Towne & Country Excavating LLC | 277,943.00 | | 277,943.00 | | | | | 277,943.00 | 0.00% | |
| | 401-42400-55120 | 7/28/2020 | Fire Station Electrical Service Change Out | Heartland Mechanical, Inc | 30,766.91 | | 30,766.91 | | | | | 30,766.91 | 0.00% | |
| | | | | | <u>28,450,466.88</u> | <u>128,960.68</u> | <u>28,579,427.56</u> | <u>959,481.14</u> | <u>6,580,464.43</u> | <u>9,077,293.05</u> | <u>337,934.56</u> | <u>749,338.83</u> | <u>10,874,915.55</u> | |



CITY OF MARSHALL AGENDA ITEM REPORT

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | NEW BUSINESS |
| Type: | INFO |
| Subject: | College Drive/TH 19 Update and Look Ahead. |
| Background Information: | <p>MnDOT and engineering consultant SEH would like to present feedback to the City Council about what they heard for public input on intersection changes being considered along the College Drive corridor as part of their 2025 reconstruction project. MnDOT would also like to discuss with Council the path forward and what steps lie ahead for community engagement, project scoping, and design.</p> <p>Gene East, MnDOT project manager, and Nikki Farrington, SEH project manager, will be presenting.</p> |
| Fiscal Impact: | None. |
| Alternative/ Variations: | None. |
| Recommendations: | Informational. |



College Drive/Hwy 19 Reconstruction Project

Who did we hear from?

Community members provided feedback about the proposed improvements to intersections.



367 Visitors attended the **online virtual open house and live online presentation**



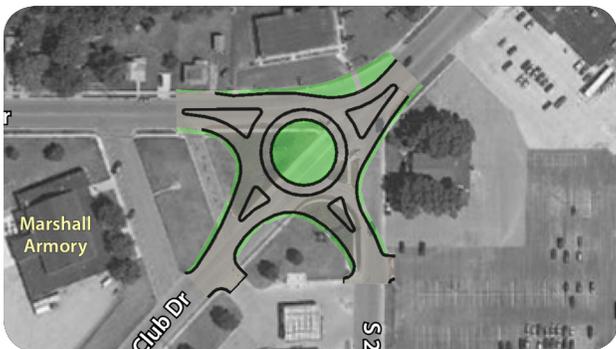
Over **600** People participated in the **online survey**



How will this feedback be used?

MnDOT uses public feedback as one of many factors, including technical analysis and engineering standards when making project decisions.

Recommendation: Construct roundabout at Hwy 19/College Drive and Country Club Dr



Benefits

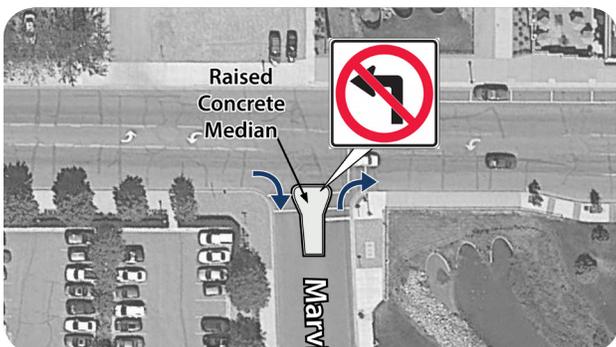
- » Improves safety
- » Reduces traffic delay
- » Slows down traffic
- » Accommodates truck traffic
- » Makes it easier to get across town



Moving forward:

The safety benefits, along with support from community members make a roundabout the option we are moving forward with.

Recommendation: Change intersection to right-in/right-out



Benefits

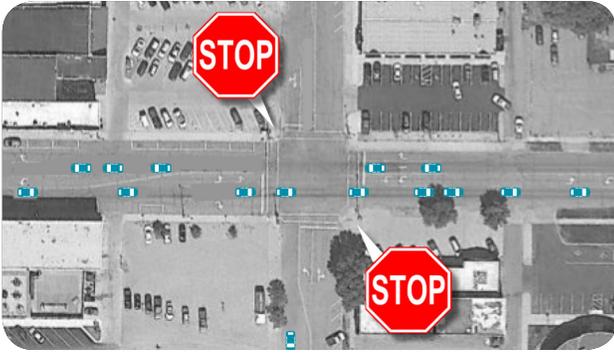
- » Improves pedestrian safety
- » Reduces traffic delay
- » Make it easier to get across town
- » Allows for longer turn lanes at Main Street



Moving forward:

The safety and traffic benefits along with support from community members make the the right-in/right-out design the recommended option we are moving forward with.

Recommendation: Replace traffic signal with stop signs on Lyon St



Benefits

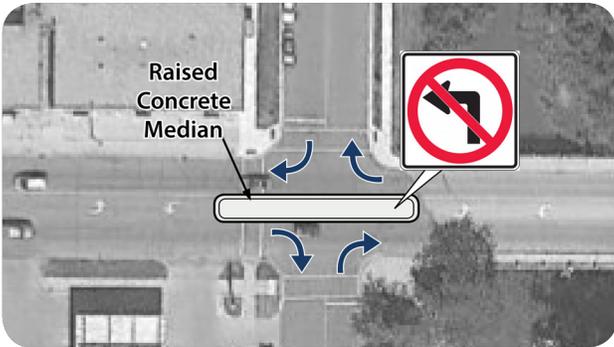
- » Improves traffic flow through Lyon Street and Main Street intersections
- » Makes it easier to get across town



Moving forward:

Given the traffic benefits along with support from community members, we are moving forward with the recommendation to replace the traffic signal with stop signs on Lyon Street.

Recommendation: Change intersection to right-in/right-out



Benefits

- » Makes it easier to get across town
- » Improves safety
- » Address how difficult it is to see over the bridge railing when making a left turn onto College Dr



Moving forward:

Given the safety benefits and support from community members, we are moving forward with the recommendation of a right-in/right-out design.



Next steps

These intersections will be included in the project layout currently being developed. Community members will be asked for further input on the layout.



Stay updated

Send an email to the project team at:
gene.east@state.mn.us

and

Sign up to receive project emails at:

mndot.gov/d8/projects/hwy19marshall

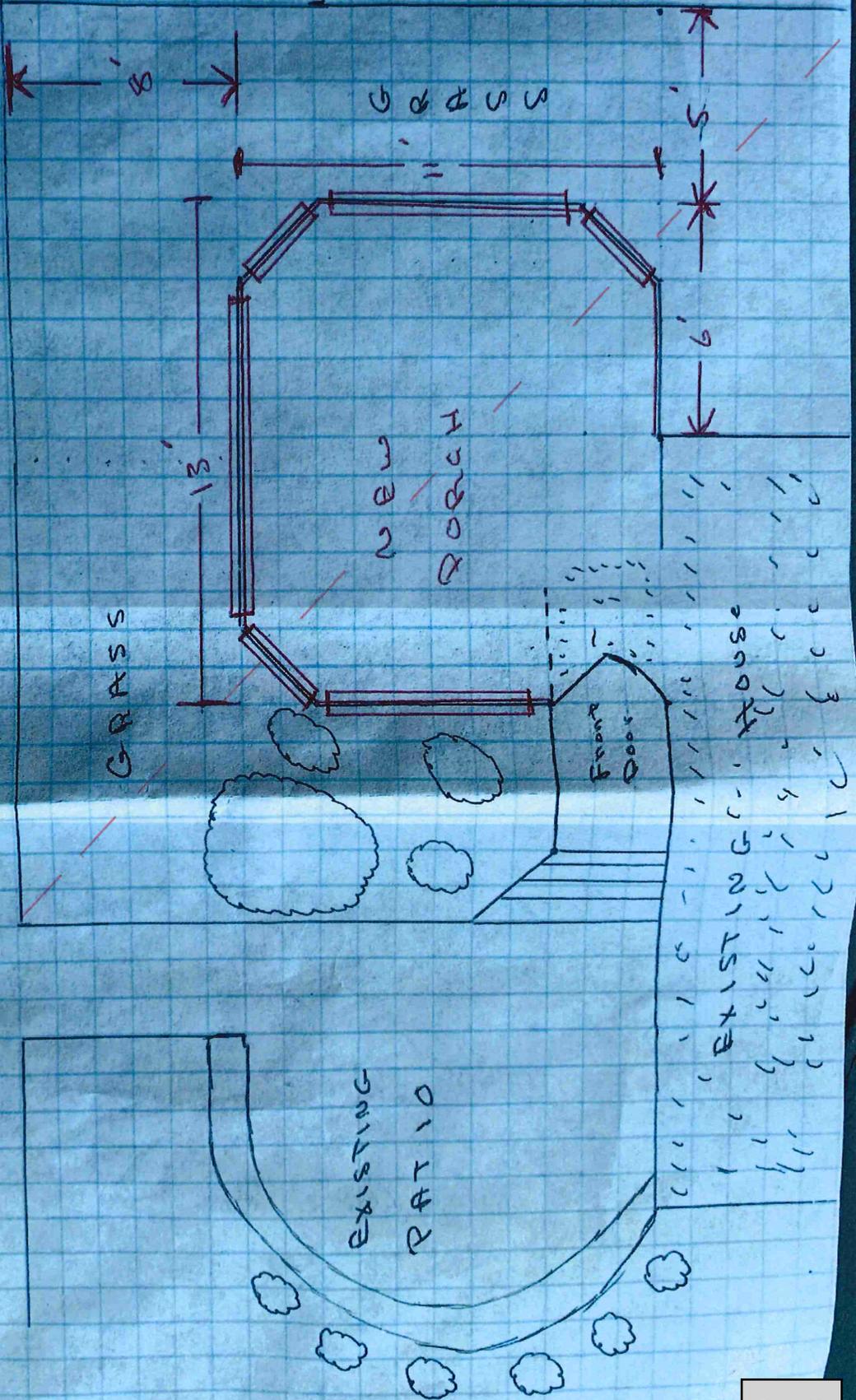
**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|--------------------------------|--|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | NEW BUSINESS |
| Type: | INFO/ACTION |
| Subject: | Request for a Variance Adjustment Permit by Steven W Mohwinkel and Jacki D Knigge at 310 West Redwood Street |
| Background Information: | <p>The property owner desires to add a new four-season porch to the corner of the house located at the intersection of West Redwood Street and North 4th Street. Currently, the existing front yards are 10 feet off N. 4th Street and 12 feet off West Redwood Street, so the house is already projecting into required 25-foot front yards. The new addition is proposed to project even more leaving just 5 and 8 feet between the proposed addition and sidewalks. This location will also interfere with the visibility triangle defined by 25-foot legs along the property lines starting at the property corner.</p> <p>To grant a variance, City Ordinance would require the presence of practical difficulties. The term "practical difficulties," as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality.</p> <p>Based on the above information and considering that there are no houses nearby that are close to the street corners, staff does not believe that there are practical difficulties in this case and therefore recommends that the variance be denied.</p> <p>At the meeting, Mr. Mohwinkel presented a drawing showing wide boulevards which, in his mind, allowed for unobstructed sight of view at the intersection.</p> <p>The variance regulations and procedures are found in Section 86-29 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-29VA. A property aerial photo and the owner's sketch are attached for reference.</p> <p>At the Planning Commission meeting on August 12, 2020, a public hearing was held and a motion was made by Fox, second by Knieff to recommend approval to the City Council of the request by Steven W Mohwinkel and Jacki D Knigge for a Variance Adjustment Permit for construction of a four-season porch within required front yard. All voted in favor of the motion.</p> |
| Fiscal Impact: | None known. |
| Alternative/Variations: | Deny the request as recommended by staff. |
| Recommendations: | The Planning Commission recommends that the Council approve the request by Steven W Mohwinkel and Jacki D Knigge for a Variance Adjustment Permit for building a porch within required front yard as shown on the drawing |

310 WEST REDWOOD STREET
STACEY MORRISON
S37-1361

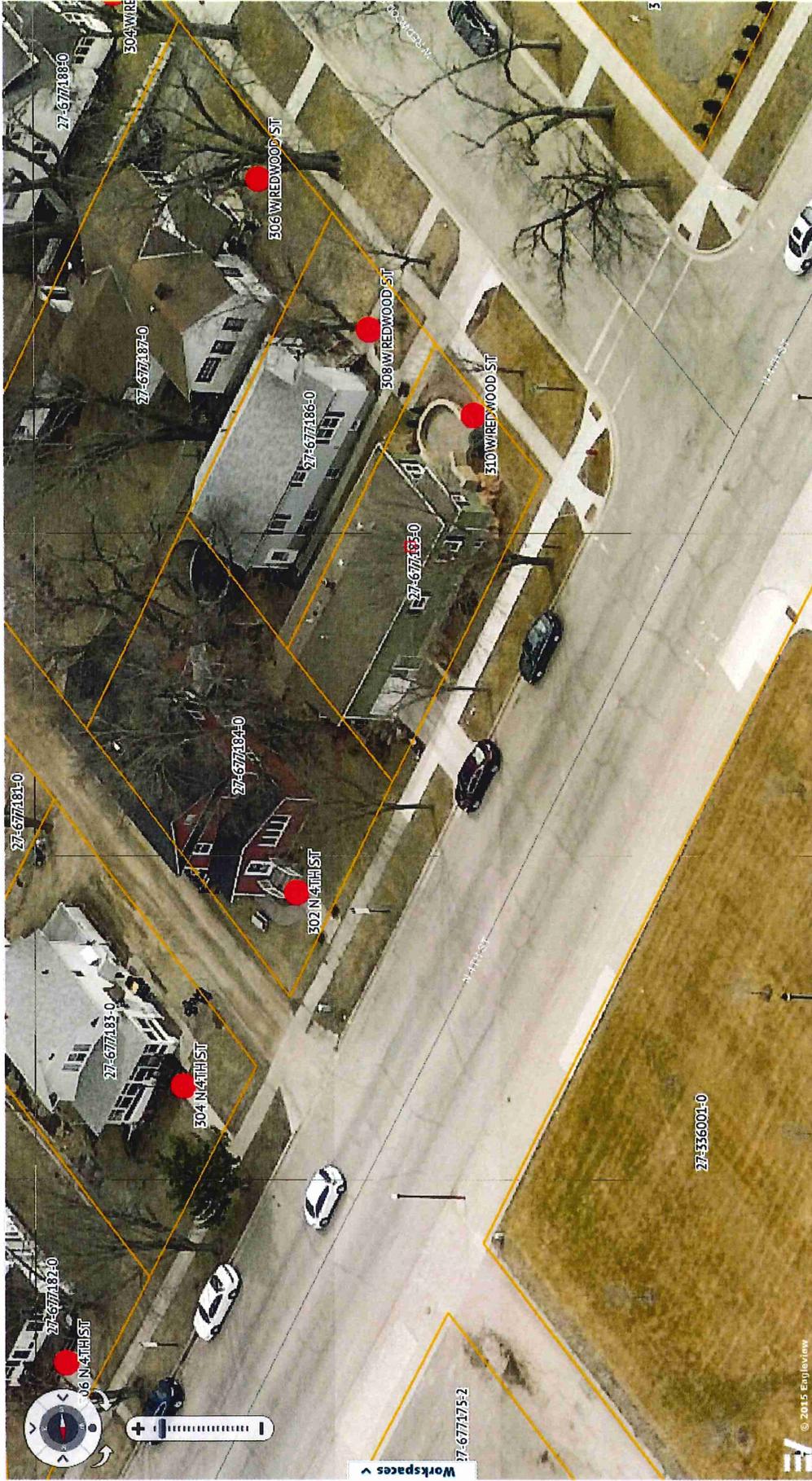
SIDEWALK

SIDEWALK



Item 8.

CONNECTEXPLORER

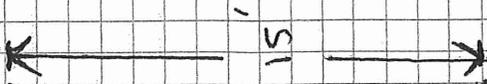
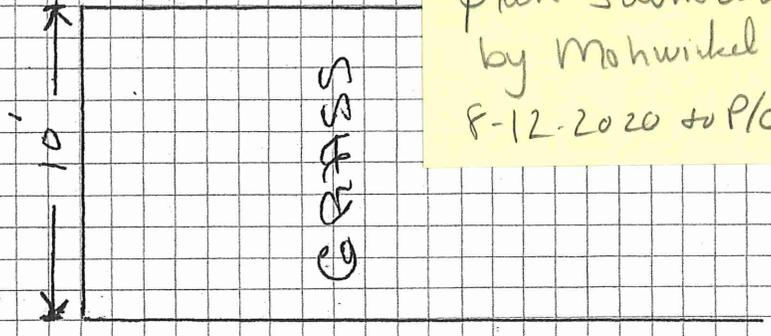
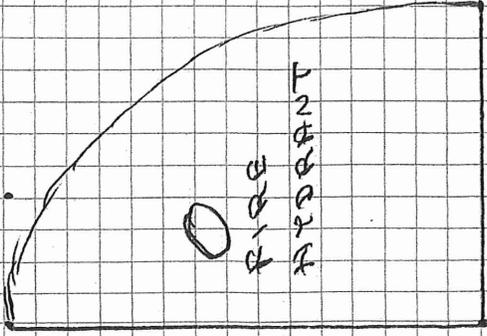


map: Auto (Oblique) Mar 2015 - Apr 2015 image 1 of 10 03/27/2015

Page 41

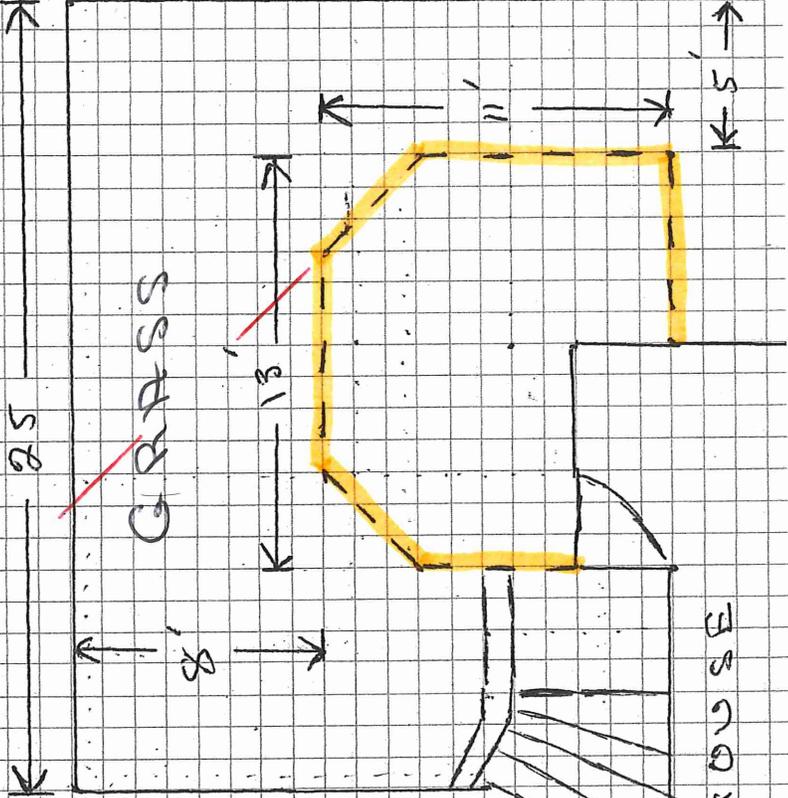
200PI #1 J

Revised site plan submitted by Mohwinkel F-12-2020 to P/C



← FENCE →

GRASS



WEST REDWOOD

SIDEWALK

HOUSE

PATIO

SIGHT LINE

VARIANCE ADJUSTMENT PERMIT
City of Marshall, Minnesota

WHEREAS, The Planning Commission of the City of Marshall has held a Public Hearing for a Variance Adjustment Permit building a four-season porch within required front yard on the premises described as:

**SW 77 FT LOT 6 BLK 20 EX SELY 44' OF THE SWLY 77' LOT 6, ORIGINAL PLAT
City of Marshall, County of Lyon, State of Minnesota
310 West Redwood Street**

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

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

NOW THEREFORE, be it resolved by the Common Council of the City of Marshall, Minnesota, that a Variance Adjustment Permit be granted to Steven W Mohwinkel and Jacki D Knigge for a Variance Adjustment Permit for construction of a four-season porch within required front yard on the premises described herein subject to the following conditions:

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

ADOPTED: August 25, 2020.

ATTEST:

Mayor

City Clerk

(SEAL)

This Instrument Drafted By:
Jason R. Anderson, P.E.
City Engineer/Zoning Administrator
File No. 1136

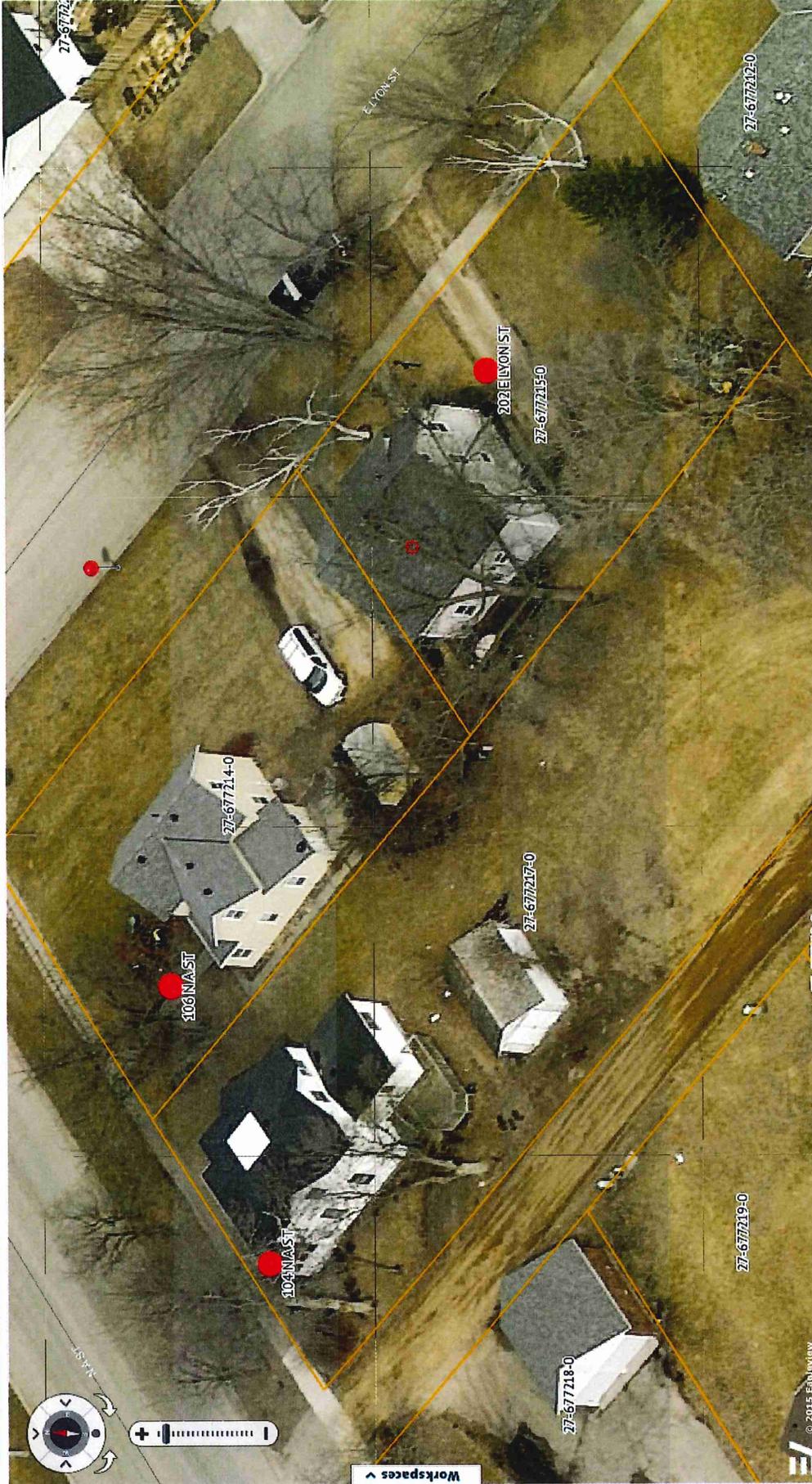
| | |
|---------------------------------|---|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | NEW BUSINESS |
| Type: | INFO/ACTION |
| Subject: | Request for a Variance Adjustment Permit by Ryan & Angela Strampe at 202 East Lyon Street |
| Background Information: | <p>The existing lot is 66 feet deep and required rear yard is 25% of the lot depth or about 16.5 feet. The house is located about 14 feet from the rear property line; the original deck extended 8 feet from the house. The Ordinance allows decks to project 8 feet into required front and rear yards so both the house and the deck were projecting 2.5 feet more into required yards than permitted. The house was built in 1909 and the deck was added in 1991.</p> <p>To grant a variance, City Ordinance would require the presence of practical difficulties. The term "practical difficulties," as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality.</p> <p>Based on the above information and considering that there are no decks nearby that are close to the rear property lines, staff does not believe that there are practical difficulties in this case and therefore recommends that the variance be denied.</p> <p>Prior to a public hearing at the Planning Commission meeting, a neighbor asked about implications for his property and stated his indifference to the variance decision after hearing that it would not affect him.</p> <p>The variance regulations and procedures are found in Section 86-29 https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_CH86ZO_ARTIADEN_DIVIGE_S86-29VA. A property aerial photo is attached for reference.</p> <p>At the Planning Commission meeting on August 12, 2020, a public hearing was held and a motion was made by Knieff, second by Lee to recommend approval to the City Council of the request by Ryan & Angela Strampe for a Variance Adjustment Permit to build a deck in the required rear yard. All voted in favor of the motion.</p> |
| Fiscal Impact: | None known. |
| Alternative/ Variations: | Deny the request as recommended by staff. |
| Recommendations: | The Planning Commission recommends that the Council approve the request by Ryan & Angela Strampe for a Variance Adjustment Permit for building a deck within required rear yard |



Item 9.

Item 9.

CONNECTEXPLORER



map: Auto (Oblique) Mar 2015 - Apr 2015 < image 1 of 10 > 03/27/2015

VARIANCE ADJUSTMENT PERMIT

City of Marshall, Minnesota

WHEREAS, The Planning Commission of the City of Marshall has held a Public Hearing for a Variance Adjustment Permit to build a deck in the required rear yard on the premises described as:

**Original Plat, S2 NE2 Lot 4 and SE2 Lot 3 Block 23
City of Marshall, County of Lyon, State of Minnesota
202 East Lyon Street**

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

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

NOW THEREFORE, be it resolved by the Common Council of the City of Marshall, Minnesota, that a Variance Adjustment Permit be granted to Ryan Strampe and Angela Strampe to build a deck in the required rear yard on the premises described herein subject to the following conditions:

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

ADOPTED: August 25, 2020.

ATTEST:

Mayor

City Clerk

(SEAL)

This Instrument Drafted By:
Jason R. Anderson, P.E.
City Engineer/Zoning Administrator
File No. 1137

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Meeting Date: | Tuesday, August 11, 2020 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Adoption of the City of Marshall ADA Transition Plan for Public Sidewalks & City Rights-of-Way. |
| Background Information: | <p>Attached is a draft of the ADA Transition Plan for Public Sidewalks & City Rights-of-Way.</p> <p>The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:</p> <ol style="list-style-type: none"> 1. Employment 2. State and local government services 3. Public accommodations 4. Telecommunications 5. Miscellaneous Provisions <p>Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Marshall must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR. Sec. 35.130)</p> <p>This document has been created to specifically cover accessibility within the public rights of way and does not include information on City of Marshall programs, practices, or building facilities not related to public rights of way.</p> <p>As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, the City of Marshall has conducted a self-evaluation of its public infrastructure within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to City of Marshall Comprehensive ADA Transition Plan covering buildings, services, programs and activities.</p> <p>A public hearing was held at the August 11, 2020 meeting. Public input was received and incorporated into the plan.</p> |
| Fiscal Impact: | None. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the adopt the City of Marshall ADA Transition Plan for Public Sidewalks & City Rights-of-Way. |

ADA Transition Plan

For Public Sidewalks & City Rights-of-Way



MARSHALL
CULTIVATING THE BEST IN US



Item 10.



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Plan Draft Date: 4/9/2018

Latest Revised Date: 8/19/2020

Council Adoption Date: 8/25/2020

INTRODUCTION

TRANSITION PLAN NEED AND PURPOSE

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, City of Marshall must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))



As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#) City of Marshall has conducted a self-evaluation of its public infrastructure within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document serves as a supplement to City of Marshall Comprehensive ADA Transition Plan covering buildings, services, programs and activities.

ADA AND ITS RELATIONSHIP TO OTHER LAWS

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.



The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

AGENCY REQUIREMENTS

Under Title II, City of Marshall must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- City of Marshall must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35,106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public rights of way and does not include information on City of Marshall programs, practices, or building facilities not related to public rights of way.

SELF-EVALUATION

OVERVIEW

The City of Marshall is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City of Marshall implements these policies. The goal of the self-evaluation is to verify that, in implementing the City of Marshall policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.



The self-evaluation also examines the condition of the City of Marshall Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the City of Marshall rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

SUMMARY



In March 2018, the City of Marshall conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 72 miles of sidewalks
- 1300 curb ramps
- 14 miles of trails
- 4 traffic control signals
- 28 bus stops – 7 locations on public property and 21 locations on private property

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix B: SELF-EVALUATION RESULTS and will be updated periodically.

POLICIES AND PRACTICES

PREVIOUS PRACTICES

Since the adoption of the ADA, City of Marshall has striven to provide accessible pedestrian features as part of the City of Marshall capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City of Marshall updated their procedures to accommodate these methods.

POLICY

City of Marshall goal is to continue to provide accessible pedestrian design features as part of the City of Marshall capital improvement projects. The City of Marshall has established ADA design standards and procedures as listed in Appendix H: AGENCY ADA DESIGN STANDARDS AND PROCEDURES. These standards and procedures will be kept up to date with national, state and local best management practices.

The City of Marshall will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City of Marshall will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City of Marshall jurisdiction are ADA compliant to the maximum extent feasible.



Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the City of Marshall in accordance with regulatory guidance from both U.S. DOT and Minnesota DOT whom have adopted most of the Public Right of Way Advisory Group (PROWAG), reasonable and consistent policies.

Requests for accessibility improvements can be submitted to the City of Marshall Public Works Department with attention to Jason Anderson. Contact information for Jason Anderson is located in Appendix G: CONTACT INFORMATION.

IMPROVEMENT SCHEDULE

PRIORITY AREAS

City of Marshall has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the March 2018 self-evaluation are Pedestrian Access Routes (PAR) as follows:

- Area 1, Near Public Schools
- Area 2, Near Public Buildings
- Area 3, Based on Public Input Received and verified requirements

CURRENT YEAR PLANNED ADA IMPROVEMENTS:

- Safe Route to School Initiative (Grant application submitted to Greater Minnesota Transportation Alternatives, MNDOT)
 - Pedestrian Safety Enhancements including ADA accessibility improvements
 - True Light Christian School, Marshall Middle School, Parkside School, and the new Elementary School on Southview
 - Engineers Estimate cost of improvements +/- \$ 398,895
- 2020 Project Z75: South 4th Street Reconstruction Project
 - Pedestrian Safety Enhancements including ADA accessibility improvements
 - Engineers Estimate cost of improvements +/- \$ 33,000
- 2020 Project Z64: South 1st Street Reconstruction Project
 - Pedestrian Safety Enhancements including ADA accessibility improvements
 - Engineers Estimate cost of improvements +/- \$ 11,000
- 2020 Project Z51: Street Overlays
 - Pedestrian Safety Enhancements including ADA accessibility improvements
 - Engineers Estimate cost of improvements +/- \$136,000



EXTERNAL AGENCY COORDINATION

Many other agencies are responsible for pedestrian facilities within the jurisdiction of City of Marshall. The City of Marshall will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

SCHEDULE

The City of Marshall has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City of Marshall jurisdiction:

- After 20 years, 100% of accessibility features within the priority areas identified by City of Marshall staff would be ADA compliant.
- After 30 years, 100% of accessibility features within the jurisdiction of City of Marshall would be ADA compliant.

ADA COORDINATOR

In accordance with 28 CFR 35.107(a), the City of Marshall has identified an ADA Title II Coordinator to oversee the City of Marshall policies and procedures. Contact information for this individual is located in Appendix G: CONTACT INFORMATION.



IMPLEMENTATION SCHEDULE

METHODOLOGY

City of Marshall will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the standalone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the 5-year Capital Improvement Program (CIP) on a case by case basis as determined by City of Marshall City Council based on public input. The City of Marshall CIP, which includes a detailed schedule for specific improvements, is included in Appendix C: SCHEDULE / BUDGET INFORMATION.

PUBLIC OUTREACH

The City of Marshall recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of City of Marshall.

Public outreach for the creation of this document consisted of the following activities:

The City of Marshall will provide an opportunity for interested persons, including individuals with disabilities or organizations representing such individuals, to comment on self-evaluation and Transition Plan process. A draft copy of the Transition Plan will be available to the public online at the City of Marshall webpage, www.ci.marshall.mn.us keyword "ADA Transition Plan."

A draft copy of the City of Marshall ADA Transition Plan was sent to the known organizations that serve with people with disabilities in the City of Marshall.



Southwest Center for Independent Living (SWCIL), www.swcil.com

Southwest Health and Human Services, www.swmhhs.com

United Community Action Partnership (UCAP), www.unitedcapmn.org



GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix E: PUBLIC NOTICE. If users of City of Marshall facilities and services believe the City of Marshall has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the City of Marshall has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix F: GRIEVANCE PROCEDURE.

MONITOR THE PROGRESS

This document will continue to be updated as conditions within the City of Marshall evolve. The appendices in this document will be updated annually or as needed, while the main body of the document will be reviewed annually and updated when applicable. With each main body update, a public comment period will be established to continue the public outreach.



APPENDICES

- A. GLOSSARY OF TERMS
- B. SELF-EVALUATION RESULTS
- C. SCHEDULE / BUDGET INFORMATION
- D. PUBLIC OUTREACH
- E. PUBLIC NOTICE
- F. GRIEVANCE PROCEDURE
- G. CONTACT INFORMATION
- H. AGENCY ADA DESIGN STANDARDS AND PROCEDURES

APPENDIX A – GLOSSARY OF TERMS

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

APPENDIX B – SELF-EVALUATION RESULTS

This initial self-evaluation updated in June 2020 of pedestrian facilities yielded the following results:

- 51.9% of pedestrian ramps have ADA compliant rectangular detectable warnings installed
- 75.7% of pedestrian ramps did not meet ADA requirements
- 0% of signalized intersection had push buttons that are ADA accessible
- 35% of bus stops met ADA accessibility criteria
- 35% of bus stops had amenities that met ADA accessibility criteria

Detailed initial self-evaluation:

- 10.4 miles of paved off-road bike trails
- 72.4 miles of existing pedestrian access route (PAR) in Right of Way
- 710 pedestrian ramps have ADA compliant rectangular detectable warnings installed (179 are owned by MnDOT)
- 958 pedestrian ramps do not meet ADA requirements (132 are owned by MnDOT)
- 28 bus stops currently are included in current Marshall Community Transit route system
- 10 bus stops met ADA requirements
- 18 bus stops do not meet ADA requirements
- 1 intersection South Fourth Street and Country Club Drive is owned and operated by City of Marshall which includes pedestrian crossing buttons

- Further detailed investigation of pedestrian access routes sidewalk slopes, pedestrian access ramps, and bus stops is planned to ensure compliance with ADA standards
- Trip hazards identified by self-evaluation or public input will be corrected as a sidewalk repair project
- The City of Marshall is adhering to MnDOT Project Scoping and Design Requirements, which determine which street project types require the provision of accessible curb ramps, per the Americans with Disabilities Act
- The City of Marshall utilizes approved MNDOT pedestrian curb ramp details and Pedestrian Access Route (PAR) design principals which ensure compliance to ADA standards in current and future street improvements

BLUE ROUTE DEPARTURE TIMES

| | | | | | | | | | |
|----------------------|------|-------|-------|-------|-------|------|------|------|------|
| Courthouse | 8:35 | 9:35 | 10:35 | 11:35 | 12:35 | 1:35 | 2:35 | 3:35 | 4:35 |
| 4th & Lyon | 8:38 | 9:38 | 10:38 | 11:38 | 12:38 | 1:38 | 2:38 | 3:38 | 4:38 |
| Parkview Apts | 8:41 | 9:41 | 10:41 | 11:41 | 12:41 | 1:41 | 2:41 | 3:41 | 4:41 |
| RC Square | 8:45 | 9:45 | 10:45 | 11:45 | 12:45 | 1:45 | 2:45 | 3:45 | 4:45 |
| Birchwood Apts | 8:46 | 9:46 | 10:46 | 11:46 | 12:46 | 1:46 | 2:46 | 3:46 | 4:46 |
| SMSU Apts | 8:47 | 9:47 | 10:47 | 11:47 | 12:47 | 1:47 | 2:47 | 3:47 | 4:47 |
| SMSU Conf. Center | 8:50 | 9:50 | 10:50 | 11:50 | 12:50 | 1:50 | 2:50 | 3:50 | 4:50 |
| Marshall Square Apts | 8:53 | 9:53 | 10:53 | 11:53 | 12:53 | 1:53 | 2:53 | 3:53 | 4:53 |
| ACMC Clinic | 8:55 | 9:55 | 10:55 | 11:55 | 12:55 | 1:55 | 2:55 | 3:55 | 4:55 |
| UCAP | 9:05 | 10:05 | 11:05 | 12:05 | 1:05 | 2:05 | 3:05 | 4:05 | 5:05 |
| Walmart | 9:10 | 10:10 | 11:10 | 12:10 | 1:10 | 2:10 | 3:10 | 4:10 | 5:10 |
| Susan Drive | 9:12 | 10:12 | 11:12 | 12:12 | 1:12 | 2:12 | 3:12 | 4:12 | 5:12 |
| ACMC Clinic | 9:15 | 10:15 | 11:15 | 12:15 | 1:15 | 2:15 | 3:15 | 4:15 | 5:15 |
| Marshall Square | 9:17 | 10:17 | 11:17 | 12:17 | 1:17 | 2:17 | 3:17 | 4:17 | 5:17 |
| SMSU Conf. Center | 9:19 | 10:19 | 11:19 | 12:19 | 1:19 | 2:19 | 3:19 | 4:19 | 5:19 |
| SMSU Apts | 9:20 | 10:20 | 11:20 | 12:20 | 1:20 | 2:20 | 3:20 | 4:20 | 5:20 |
| Birchwood Apts | 9:21 | 10:21 | 11:21 | 12:21 | 1:21 | 2:21 | 3:21 | 4:21 | 5:21 |
| RC Square | 9:22 | 10:22 | 11:22 | 12:22 | 1:22 | 2:22 | 3:22 | 4:22 | 5:22 |
| Parkview Apts | 9:25 | 10:25 | 11:25 | 12:25 | 1:25 | 2:25 | 3:25 | 4:25 | 5:25 |
| 4th & Lyon | 9:27 | 10:27 | 11:27 | 12:27 | 1:27 | 2:27 | 3:27 | 4:27 | 5:27 |



BLUE ROUTE

ROUTE INFORMATION

FARE: \$1.00 / ride

Route runs:

Monday - Friday 8:35am to 5:30pm

Must be waiting at the stop prior to the departure time.

Requests for route deviation referred to Dispatch.

Item 10.

rules for riding.

www.communitytransitswmn.org

You can be suspended for disruptive behavior, soiling and damaging the vehicle according to MN Statute 609.885; for repeated last minute cancellations or no-shows; or for not following the rules.

Community Transit is committed to providing non-discriminatory service, and informing customers about how to request more information and to file a discrimination complaint. UCAP is an equal opportunity employer. An EOE/AA/ADA Employer

UNITED COMMUNITY ACTION PARTNERSHIP

1400 S. Saratoga St. • Marshall, MN 56258
www.communitytransitswmn.org



Find us on Facebook!

Dispatch Center
507-537-7628

Minnesota Relay
1-800-627-3529

Email: tpmarshall@unitedcapmn.org
www.communitytransitswmn.org

BLUE ROUTE TIME / STOPS

:35 **:30**

COURTHOUSE
Serving Law Enforcement Center, Turkey Valley Farms

:38 **:27**

4TH & LYON
Serving Post Office, Movie Theater, DMV, Wells Fargo Bank, Churches

:41 **:25**

PARKVIEW APTS

:45 **:22**

RC SQUARE

:46 **:21**

BIRCHWOOD APTS
Serving Sunrise, Fairview, Birchwood

:47 **:20**

SMSU APTS

:50 **:19**

SMSU CONFERENCE CENTER

:53 **:17**

MARSHALL SQUARE APTS

:55 **:15**

ACMC

:12

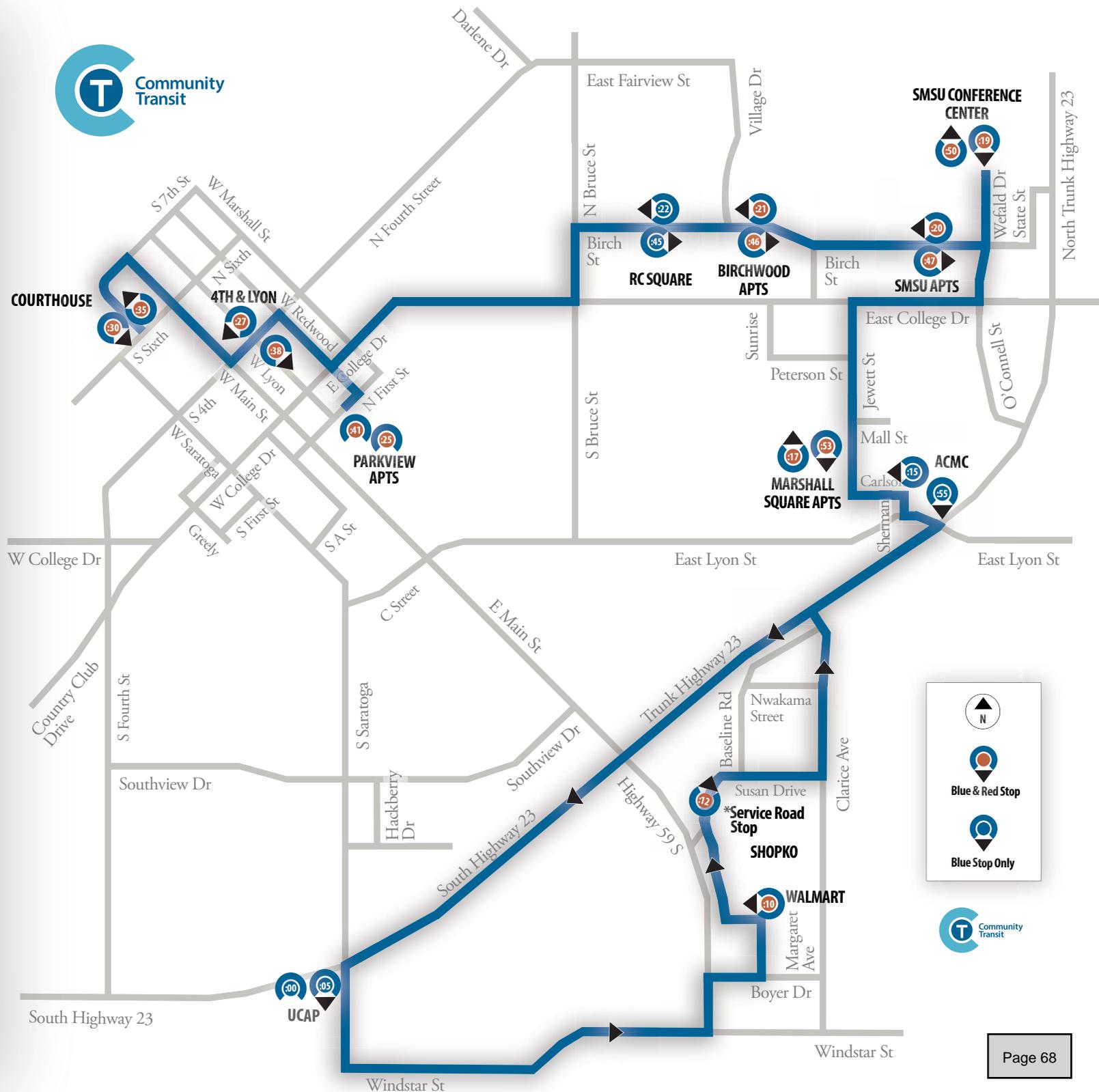
SUSAN DRIVE
Serving Runnings, Shopko, Culvers

:10

WALMART

:00 **:05**

UCAP



RED ROUTE DEPARTURE TIMES

| LOCATION | RUN 1 | RUN 2 | RUN 3 | RUN 4 | RUN 5 | RUN 6 | RUN 7 | RUN 8 | RUN 9 | RUN 10 | RUN 11 | RUN 12 |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|
| YMCA | 7:00 | 8:00 | 9:00 | 10:00 | 11:00 | 12:00 | 1:00 | 2:00 | 3:00 | 4:00 | 5:00 | 6:00 |
| City Hall | 7:05 | 8:05 | 9:05 | 10:05 | 11:05 | 12:05 | 1:05 | 2:05 | 3:05 | 4:05 | 5:05 | 6:05 |
| Courthouse | 7:07 | 8:07 | 9:07 | 10:07 | 11:07 | 12:07 | 1:07 | 2:07 | 3:07 | 4:07 | 5:07 | 6:07 |
| Lyon City Apts | 7:09 | 8:09 | 9:09 | 10:09 | 11:09 | 12:09 | 1:09 | 2:09 | 3:09 | 4:09 | 5:09 | 6:09 |
| Riverview Apts | 7:09 | 8:09 | 9:09 | 10:09 | 11:09 | 12:09 | 1:09 | 2:09 | 3:09 | 4:09 | 5:09 | 6:09 |
| Parkview Apts | 7:13 | 8:13 | 9:13 | 10:13 | 11:13 | 12:13 | 1:13 | 2:13 | 3:13 | 4:13 | 5:13 | 6:13 |
| 4th & Lyon | 7:15 | 8:15 | 9:15 | 10:15 | 11:15 | 12:15 | 1:15 | 2:15 | 3:15 | 4:15 | 5:15 | 6:15 |
| N 4th & Darlene | 7:17 | 8:17 | 9:17 | 10:17 | 11:17 | 12:17 | 1:17 | 2:17 | 3:17 | 4:17 | 5:17 | 6:17 |
| Village Drive | 7:19 | 8:19 | 9:19 | 10:19 | 11:19 | 12:19 | 1:19 | 2:19 | 3:19 | 4:19 | 5:19 | 6:19 |
| Windsong Apts | 7:20 | 8:20 | 9:20 | 10:20 | 11:20 | 12:20 | 1:20 | 2:20 | 3:20 | 4:20 | 5:20 | 6:20 |
| Birchwood Apts | 7:21 | 8:21 | 9:21 | 10:21 | 11:21 | 12:21 | 1:21 | 2:21 | 3:21 | 4:21 | 5:21 | 6:21 |
| SMSU Apts | 7:22 | 8:22 | 9:22 | 10:22 | 11:22 | 12:22 | 1:22 | 2:22 | 3:22 | 4:22 | 5:22 | 6:22 |
| SMSU Conf. | 7:25 | 8:25 | 9:25 | 10:25 | 11:25 | 12:25 | 1:25 | 2:25 | 3:25 | 4:25 | 5:25 | 6:25 |
| SMSU Apts | 7:27 | 8:27 | 9:27 | 10:27 | 11:27 | 12:27 | 1:27 | 2:27 | 3:27 | 4:27 | 5:27 | 6:27 |
| Peterson St | 7:30 | 8:30 | 9:30 | 10:30 | 11:30 | 12:30 | 1:30 | 2:30 | 3:30 | 4:30 | 5:30 | 6:30 |
| Riverwind Apts | 7:31 | 8:31 | 9:31 | 10:31 | 11:31 | 12:31 | 1:31 | 2:31 | 3:31 | 4:31 | 5:31 | 6:31 |
| Marshall Sq Apts | 7:32 | 8:32 | 9:32 | 10:32 | 11:32 | 12:32 | 1:32 | 2:32 | 3:32 | 4:32 | 5:32 | 6:32 |
| Susan Drive | 7:35 | 8:35 | 9:35 | 10:35 | 11:35 | 12:35 | 1:35 | 2:35 | 3:35 | 4:35 | 5:35 | 6:35 |
| Walmart | 7:40 | 8:40 | 9:40 | 10:40 | 11:40 | 12:40 | 1:40 | 2:40 | 3:40 | 4:40 | 5:40 | 6:40 |
| HyVee | 7:43 | 8:43 | 9:43 | 10:43 | 11:43 | 12:43 | 1:43 | 2:43 | 3:43 | 4:43 | 5:43 | 6:43 |
| Dogwood Ave | 7:45 | 8:45 | 9:45 | 10:45 | 11:45 | 12:45 | 1:45 | 2:45 | 3:45 | 4:45 | 5:45 | 6:45 |
| City Side Apts | 7:47 | 8:47 | 9:47 | 10:47 | 11:47 | 12:47 | 1:47 | 2:47 | 3:47 | 4:47 | 5:47 | 6:47 |
| Freedom Park | 7:48 | 8:48 | 9:48 | 10:48 | 11:48 | 12:48 | 1:48 | 2:48 | 3:48 | 4:48 | 5:48 | 6:48 |
| Ampride | 7:50 | 8:50 | 9:50 | 10:50 | 11:50 | 12:50 | 1:50 | 2:50 | 3:50 | 4:50 | 5:50 | 6:50 |
| Library | 7:53 | 8:53 | 9:53 | 10:53 | 11:53 | 12:53 | 1:53 | 2:53 | 3:53 | 4:53 | 5:53 | 6:53 |

ROUTE INFORMATION

FARE: \$1.00 / ride

Route runs:

Monday - Friday 7:00am to 7:00pm

Saturday & Sunday 10:00am to 7:00pm

Must be waiting at the stop prior to the departure time.
Requests for route deviation referred to Dispatch.

Know the rules for riding.

Visit: www.communitytransitswmn.org

You can be suspended for disruptive behavior, soiling and damaging the vehicle according to MN Statute 609.885; for repeated last minute cancellations or no-shows; or for not following the rules.

Community Transit is committed to providing non-discriminatory service, and informing customers about how to request more information and to file a discrimination complaint. UCAP is an equal opportunity employer. An EOE/AA/ADA Employer

UNITED COMMUNITY ACTION PARTNERSHIP

1400 S. Saratoga St. • Marshall, MN 56258
www.communitytransitswmn.org



Find us on Facebook!



RED ROUTE

Dispatch Center
507-537-7628

Minnesota Relay
1-800-627-3529

Email: tpmarshall@unitedcapmn.org
www.communitytransitswmn.org

A Service of United Community Action Partnership

APPENDIX C – SCHEDULE / BUDGET INFORMATION

COST INFORMATION

UNIT PRICES

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2020 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit +/- \$5,000

Signalized Intersection control signal APS upgrade retrofit: +/- \$ 35,000

Sidewalk / Trail ADA improvement retrofit: +/- \$10.00 per SF

Sidewalk / Trail ADA improvement project: +/- \$5.00 per SF

Bus Stop ADA improvement retrofit: +/- \$1,200 per stop

Bus Stop ADA improvement as part of adjacent capital project: +/- \$50,000 per stop

Rectangle detectable warnings truncated domes installed +/- \$50 per square foot

PRIORITY AREAS

Based on the results of the self-evaluation, the estimated costs associated with eliminating accessibility barriers within the targeted priority areas is as follows:

- Near Schools - \$292,500
- Near Public Buildings - \$125,000
- Areas identified by Public Input

UCAP BUS SHELTER IMPROVEMENTS

UCAP has identified several bus stops as target areas for improvements beginning in 2020 and continuing throughout the next 10 years. Currently, MnDOT has approved UCAP for a capital grant of \$360,000 in 2022 to perform ADA-compliant bus stop improvements. A listing of bus stops in the improvement schedule are as follows (priority stops are marked with an asterisk):

- Freedom Park (relocate shelter from City Hall) – Planned for 2020
- Lyon County Apartments (Red Route)
- Riverview Apartments (Red Route)
- * North 4th Street and Darlene Drive (Red Route)
- Peterson Street (Red Route)
- * Susan Drive (relocate stop to Baseline Road) (Red/Blue Routes)



- * Walmart (relocate stop to Boyer Drive) (Red/Blue Routes)
- * Ampride (relocate west of Ampride on Country Club Drive) (Red Route)
- Dogwood Avenue (Red Route)
- RC Square (Blue Route)

ENTIRE JURISDICTION

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is +/- \$11,153,600. This amount is a significant investment that the City of Marshall is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the City of Marshall budget for improvements to the public right of way.

The 5-Year Capital Improvement Plan identifies significant street reconstruction activities with ADA accessibility improvements included in each project.

INSPECTION CRITERIA

INTERSECTION: _____ QUADRANT: _____

RAMP TYPE: COMBINED DIRECTIONAL / DIRECTIONAL RAMP / STANDARD ONE-WAY
 DIRECTIONAL / PERPENDICULAR / PARALLEL / FAN / TIERED PERPENDICULAR
 / DIAGONAL

IS THERE A PHOTO OF THIS RAMP FOR VERIFICATION? Yes or No

1) Minimum 4' wide pedestrian access route (PAR) maintained? Yes or No

2) Landing Slopes (%):

3) Are Landing dimensions a minimum 4' X 4' ? Yes or No

4) Are landing(s) located at the top of each ramp and at change(s) in direction and at inverse grades?

5) Ramp's running slope (%):

6) Ramp's cross slope (%):

7) Gutter flow line slope (%):

8) Does ramp comply with MNDOT Spec 2521.3? Yes or No

9) Do truncated domes cover the entire curb opening and are they properly oriented?
 Yes or No

10) Are there any vertical discontinuities greater than ¼"? Yes or No

11) Are the ramps fully compliant? Yes or No

If no explain why ramp does not meet compliance?

City of Marshall Public Works Department

10-Year Capital Improvement Plan (C.I.P.)

2021 - 2030

All costs are estimated

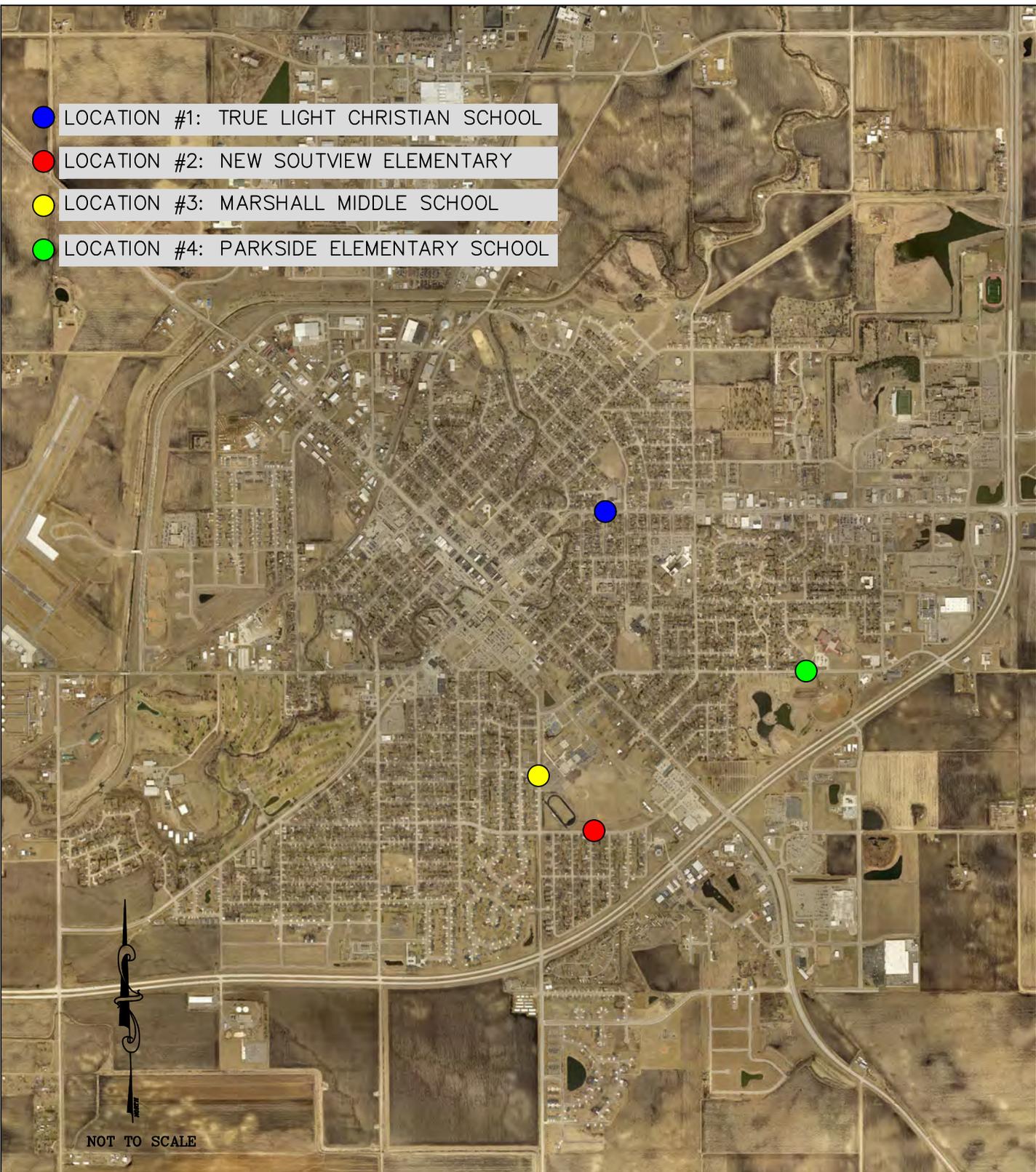
| YEAR | PROJECT DESCRIPTION | TOTAL ESTIMATE | SPECIAL ASSESSMENTS | WASTEWATER FUND | MMU | MUNICIPAL STATE AID | SURFACE WATER MANAGEMENT UTILITY | AD VALOREM |
|------|---|--------------------|---------------------|------------------|------------------|---------------------|----------------------------------|--------------------|
| 2021 | James Avenue Reconstruction & Storm Outfall Improvements | \$1,074,151 | \$60,661 | \$120,854 | \$100,235 | \$0 | \$731,741 | \$60,661 |
| 2021 | North 1st Street (Main Street to Marshall Street) / West Marshall, W Redwood, W Lyon (North 1st to College) | \$1,922,947 | \$251,226 | \$543,533 | \$429,428 | \$0 | \$447,534 | \$251,226 |
| 2021 | Tiger Drive Project | \$290,163 | \$0 | \$0 | \$0 | \$0 | \$0 | \$290,163 |
| 2021 | Independence Park/Nwakama Sanitary Re-Route and Storm Culvert Replacement | \$100,000 | \$0 | \$75,000 | \$0 | \$0 | \$0 | \$25,000 |
| 2021 | State Aid Overlay | \$875,000 | \$0 | \$0 | \$0 | \$875,000 | \$0 | \$0 |
| 2021 | Legion Field Park River Stabilization Project (Bike Trail and Shelter Areas) | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$100,000 | \$0 |
| 2021 | 2021 Street Mill & Overlays and ADA Improvements | \$675,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$675,000 |
| 2021 | Diversion Channel Slope Repairs and Sheet Pile Removal | \$155,000 | \$0 | \$0 | \$0 | \$0 | \$155,000 | \$0 |
| | TOTAL 2021 | \$5,192,261 | \$311,887 | \$739,387 | \$529,663 | \$875,000 | \$1,434,275 | \$1,302,050 |
| 2022 | W Lyon St (College to N 5th St) / N 3rd St Reconstruction (W Redwood to Main) including Rose and Addison Parking Lot Reconstruction | \$2,662,413 | \$376,451 | \$570,263 | \$608,138 | \$0 | \$731,110 | \$376,451 |
| 2022 | Industrial Park Replacement Project-Phase III (Halbur Road) | \$1,510,329 | \$184,786 | \$382,766 | \$0 | \$0 | \$450,015 | \$492,762 |
| 2022 | S. 4th/Country Club Intersection Reconfiguration | \$750,000 | \$0 | \$0 | \$0 | \$0 | \$100,000 | \$650,000 |
| 2022 | SRTS RRFB and Flashing Beacon/Radar-Indicated Speed Sign Project | \$424,760 | \$42,480 | \$0 | \$0 | \$339,800 | \$0 | \$42,480 |
| 2022 | 2022 Street Mill & Overlays and ADA Improvements | \$725,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$725,000 |
| 2022 | State Aid Overlay | \$875,000 | \$0 | \$0 | \$0 | \$875,000 | \$0 | \$0 |
| | TOTAL 2022 | \$6,947,502 | \$603,717 | \$953,029 | \$608,138 | \$1,214,800 | \$1,281,126 | \$2,286,693 |
| 2023 | Bruce Street Reconstruction (Charles to Willow) | \$1,513,808 | \$130,998 | \$197,445 | \$360,728 | \$0 | \$693,640 | \$130,998 |
| 2023 | Cheryl Avenue Reconstruction Project - Eatros Addition Phase 1 | \$1,627,638 | \$177,056 | \$394,646 | \$454,719 | \$0 | \$306,123 | \$295,094 |
| 2023 | Legion Field Road Stormwater Study: Phase 2-Parkway Filtration Basin | \$583,333 | \$0 | \$0 | \$0 | \$0 | \$583,333 | \$0 |
| 2023 | 2023 Street Mill & Overlays and ADA Improvements | \$775,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$775,000 |
| | TOTAL 2023 | \$4,499,779 | \$308,054 | \$592,091 | \$815,447 | \$0 | \$1,583,095 | \$1,201,092 |

| YEAR | PROJECT DESCRIPTION | TOTAL ESTIMATE | SPECIAL ASSESSMENTS | WASTEWATER FUND | MMU | MUNICIPAL STATE AID | SURFACE WATER MANAGEMENT UTILITY | AD VALOREM |
|------|---|---------------------|---------------------|--------------------|--------------------|---------------------|----------------------------------|--------------------|
| 2024 | Williams St/George St (1st to Williams)/1st St/Greeley Reconstruction | \$3,100,335 | \$367,160 | \$748,246 | \$813,927 | \$0 | \$559,069 | \$611,933 |
| 2024 | Runnings Pond | \$506,479 | \$0 | \$0 | \$0 | \$0 | \$506,479 | \$0 |
| 2024 | Bladholm Street River Stabilization Project | \$319,000 | \$0 | \$0 | \$0 | \$0 | \$319,000 | \$0 |
| 2024 | North High Street River Stabilization Project | \$319,000 | \$0 | \$0 | \$0 | \$0 | \$319,000 | \$0 |
| 2024 | 2024 Street Mill & Overlays and ADA Improvements | \$825,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$825,000 |
| | TOTAL 2024 | \$5,069,813 | \$367,160 | \$748,246 | \$813,927 | \$0 | \$1,703,548 | \$1,436,933 |
| 2025 | Elaine Ave/Thomas Ave/Alan Ave Reconstruction Project - Eatros Addition Phase 2 | \$3,013,070 | \$361,542 | \$908,073 | \$674,142 | \$0 | \$105,201 | \$964,112 |
| 2025 | MnDOT College Drive Reconstruction - City Cost Participation | \$3,800,000 | \$300,000 | \$500,000 | \$500,000 | \$1,250,000 | \$750,000 | \$500,000 |
| 2025 | Legion Field Road Stormwater Study: Phase 3-Legion Field Basin | \$784,666 | \$0 | \$0 | \$0 | \$0 | \$784,666 | \$0 |
| 2025 | 2025 Street Mill & Overlays and ADA Improvements | \$875,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$875,000 |
| 2025 | USACE Betterments | \$175,000 | \$0 | \$0 | \$0 | \$0 | \$175,000 | \$0 |
| | TOTAL 2025 | \$8,647,736 | \$661,542 | \$1,408,073 | \$1,174,142 | \$1,250,000 | \$1,814,867 | \$2,339,112 |
| | TOTALS 2021-2025 | \$30,357,092 | \$2,252,359 | \$4,440,827 | \$3,941,317 | \$3,339,800 | \$7,816,910 | \$8,565,879 |
| | % PARTICIPATION | 100.0% | 7.4% | 14.6% | 13.0% | 11.0% | 25.8% | 28.2% |

| | | | | | | | | |
|------|--|--------------------|--------------------|--------------------|--------------------|------------|------------------|--------------------|
| 2026 | N. 4th Street (Main to Bridge) Reconstruction Project - Phase 1 | \$2,000,000 | \$300,000 | \$660,000 | \$660,000 | \$0 | \$80,000 | \$300,000 |
| 2026 | Kennedy/Washington Sanitary/Watermain Replacement Project - Vanuden Addition Phase 1 | \$1,954,761 | \$226,946 | \$489,419 | \$544,117 | \$0 | \$89,089 | \$605,189 |
| 2026 | T.H. 23 and Hackberry Drive Watermain Replacement Project | \$313,439 | \$0 | \$0 | \$313,439 | \$0 | \$0 | \$0 |
| 2026 | 2026 Street Mill & Overlays and ADA Improvements | \$925,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$925,000 |
| | TOTAL 2026 | \$5,193,199 | \$526,946 | \$1,149,419 | \$1,517,556 | \$0 | \$169,089 | \$1,830,189 |
| 2027 | Kathryn Ave/Donita Ave Reconstruction Project - Eatros Addition Phase 3 | \$2,731,549 | \$836,314 | \$314,848 | \$393,560 | \$0 | \$350,514 | \$836,314 |
| 2027 | S Hill St/Charles Ave Reconstruction - Liberty Park/Morningside Heights Phase 1 | \$2,098,165 | \$740,999 | \$167,263 | \$282,871 | \$0 | \$166,033 | \$740,999 |
| 2027 | 2028 Street Mill & Overlays and ADA Improvements | \$925,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$925,000 |
| | TOTAL 2027 | \$5,754,714 | \$1,577,313 | \$482,111 | \$676,431 | \$0 | \$516,547 | \$2,502,313 |

| YEAR | PROJECT DESCRIPTION | TOTAL ESTIMATE | SPECIAL ASSESSMENTS | WASTEWATER FUND | MMU | MUNICIPAL STATE AID | SURFACE WATER MANAGEMENT UTILITY | AD VALOREM |
|------|---|---------------------|---------------------|--------------------|---------------------|---------------------|----------------------------------|---------------------|
| 2028 | N. 4th Street (Bridge to Mason) Reconstruction Project - Phase 2 | \$2,000,000 | \$400,000 | \$660,000 | \$660,000 | \$0 | \$80,000 | \$200,000 |
| 2028 | S Whitney St/S Minnesota St Reconstruction - Liberty Park/Morningside Heights Phase 2 | \$1,530,258 | \$532,044 | \$162,147 | \$209,017 | \$0 | \$95,008 | \$532,044 |
| 2028 | Glenn/Peltier/Simmons Street Reconstruction Project | \$893,117 | \$219,202 | \$125,258 | \$182,668 | \$0 | \$146,787 | \$219,202 |
| 2028 | 2028 Street Mill & Overlays and ADA Improvements | \$925,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$925,000 |
| | TOTAL 2028 | \$5,348,376 | \$1,151,246 | \$947,405 | \$1,051,685 | \$0 | \$321,795 | \$1,876,246 |
| 2029 | N. 4th Street (Mason to Bruce) Reconstruction Project - Phase 3 | \$2,000,000 | \$400,000 | \$660,000 | \$660,000 | \$0 | \$80,000 | \$200,000 |
| 2029 | Central/Roosevelt/Lincoln Sanitary/Watermain Replacement Project - Vanuden Phase 2 | \$1,527,193 | \$429,859 | \$124,181 | \$202,989 | \$0 | \$340,305 | \$429,859 |
| 2029 | Fairview Street / Robin Hood Lane Project | \$4,461,565 | \$401,411 | \$12,668 | \$652,387 | \$875,000 | \$513,042 | \$2,007,057 |
| 2029 | 2029 Street Mill & Overlays and ADA Improvements | \$925,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$925,000 |
| | TOTAL 2029 | \$8,913,758 | \$1,231,270 | \$796,849 | \$1,515,375 | \$875,000 | \$933,347 | \$3,561,916 |
| 2030 | E Marshall/Park Ave/S High St Reconstruction - Liberty Park/Morningside Heights Phase 3 | \$2,143,742 | \$615,853 | \$292,269 | \$287,050 | \$0 | \$332,717 | \$615,853 |
| 2030 | Commerce Industrial Park-Phase III (Pacific Avenue) | \$2,147,832 | \$0 | \$0 | \$1,073,916 | \$0 | \$0 | \$1,073,916 |
| 2030 | Commerce Industrial Park-Phase III (Gulf Avenue & Atlantic Avenue) | \$2,430,936 | \$0 | \$0 | \$1,215,468 | \$0 | \$0 | \$1,215,468 |
| 2030 | Commerce Industrial Park III - CSAH 33 Watermain Looping | \$301,418 | \$0 | \$0 | \$150,709 | \$0 | \$0 | \$150,709 |
| 2030 | 2030 Street Mill & Overlays and ADA Improvements | \$925,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$925,000 |
| 2030 | USACE Betterments | \$180,000 | \$0 | \$0 | \$0 | \$0 | \$180,000 | \$0 |
| | TOTAL 2030 | \$8,128,929 | \$615,853 | \$292,269 | \$2,727,143 | \$0 | \$512,717 | \$3,980,946 |
| | TOTALS 2026-2030 | \$33,338,976 | \$5,102,628 | \$3,668,053 | \$7,488,191 | \$875,000 | \$2,453,495 | \$13,751,610 |
| | % PARTICIPATION | 100.0% | 15.3% | 11.0% | 22.5% | 2.6% | 7.4% | 41.3% |
| | TOTALS 2021-2030 | \$63,696,068 | \$7,354,987 | \$8,108,879 | \$11,429,508 | \$4,214,800 | \$10,270,405 | \$22,317,489 |
| | % PARTICIPATION | 100.0% | 11.6% | 12.7% | 17.9% | 6.6% | 16.1% | 35.0% |

- LOCATION #1: TRUE LIGHT CHRISTIAN SCHOOL
- LOCATION #2: NEW SOUTVIEW ELEMENTARY
- LOCATION #3: MARSHALL MIDDLE SCHOOL
- LOCATION #4: PARKSIDE ELEMENTARY SCHOOL



NOT TO SCALE

5/15/2020

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

CITY OF MARSHALL, MN

Proposed Locations for Pedestrian Crossings & School Zone Speed Limit & Radar-Indicated Speed Signage

APPENDIX D – PUBLIC OUTREACH

The City of Marshall announced and advertised a Public Hearing to review and receive public comment regarding the implementation of the City of Marshall Americans with Disabilities Act Transition Plan for 2020.

The City of Marshall conducted the Public Hearing at the City Council meeting on August 11th, 2020. The draft of the City of Marshall ADA Transition Plan and following slides were made available at that Public Hearing for discussion.

The draft ADA Transition Plan was also sent to local groups that work with the disabled community. The United Community Action Partnership (UCAP) and Southwestern Center for Independent Living (SWCIL) are two groups that provided input and comments on the plan.

The ADA Transition Plan is also posted on the City of Marshall's website. The plan is made available to anyone interested in viewing the plan. The City of Marshall will continue to collect input and comments on the plan from the public and local groups. The City will review those comments for inclusion in updates to the plan.

ADA Transition Plan

Open House Presentation

Item 10.



Page 79

What is an ADA Transition Plan?

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability.

As a provider of public transportation services and programs, the City of Marshall must comply with this Act. A Transition Plan is being developed detailing how the City will ensure that all facilities are accessible to all individuals.



Item 10.

The City of Marshall must meet these general requirements for individuals with disabilities:

- Access to all public programs and places
- Modification of policies that deny equal access
- Effective communication procedures
- An ADA Coordinator that coordinates ADA compliance
- Public notice of ADA requirements
- Grievance procedure for resolution of complaints

The City of Marshall has set a goal to provide ADA accessible pedestrian design features as part of the City's Capital Improvement Plan (CIP) projects. These standards and procedures will be kept up to date with nationwide and local best management practices.

ADA Improvement Schedule

The City of Marshall ADA improvement schedule is based on items identified in the City's Capital Improvement Program (CIP) and includes the following schedule:

- All new construction and reconstruction projects with pedestrian facilities will be designed and constructed to conform with the most current ADA design practices to the extent feasible.
- ADA improvements on rehabilitation/resurfacing projects will be addressed on a case-by-case basis.
- ADA improvements requested by the public will be evaluated by City staff. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities.

City of Marshall Public Works Goals:

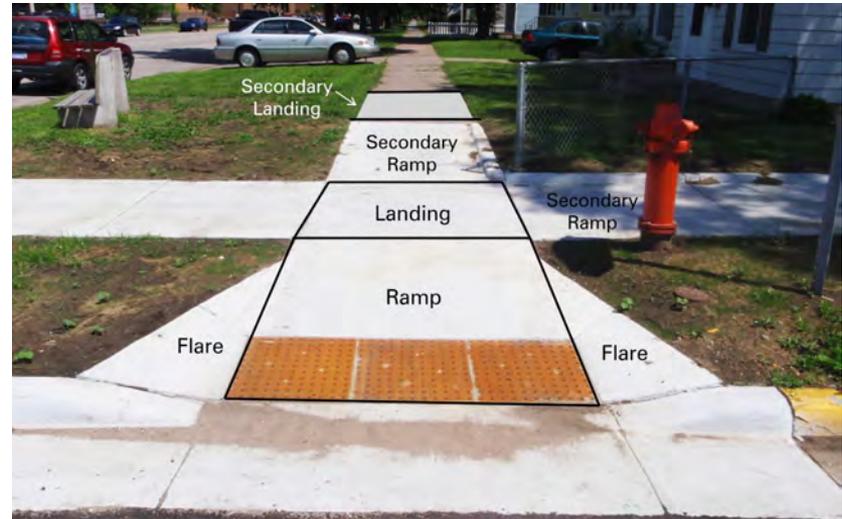
- After 20 years, 100% of accessibility features within the priority areas identified by City of Marshall staff would be ADA compliant.
- After 30 years, 100% of accessibility features within the jurisdiction of City of Marshall would be ADA compliant.



Basic Ramp Elements

Without these basic ramp elements, sidewalk travel can be dangerous, difficult, and in some cases, impossible for people who use wheelchairs, scooters and other mobility aids.

Curb ramps allow people with mobility impairments to gain access to the sidewalks and to pass through center islands in streets. Otherwise, these individuals are forced to travel in streets and roadways and are put in danger or are prevented from reaching their destination.



ADA Compliance Example

Non-Compliant Ramp



Compliant Ramp



Contact Information

The City of Marshall has identified two roles within the City to oversee the City policies, procedures and implementation.



ADA Title II Coordinator

Sheila Dubs, Human Resources Director

344 West Main Street

Marshall, MN 56258

Phone: 507-537-6790

E-Mail: Sheila.Dubs@ci.marshall.mn.us

Public Right-of-Ways ADA Implementation Coordinator

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

344 West Main Street

Marshall, MN 56258

Phone: 507-537-6773

E-Mail: Jason.Anderson@ci.marshall.mn.us

APPENDIX E – PUBLIC NOTICE

As part of the ADA requirements the City/County has posted the following notice outlining its ADA requirements:

PUBLIC NOTICE

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, City of Marshall will not discriminate against qualified individuals with disabilities on the basis of disability in City of Marshall services, programs, or activities.

EMPLOYMENT: The City of Marshall does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

EFFECTIVE COMMUNICATION: The City of Marshall will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Marshall programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

MODIFICATIONS TO POLICIES AND PROCEDURES: The City of Marshall will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City of Marshall programs, services, and activities. For example, individuals with service animals are welcomed in City of Marshall offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City of Marshall program, service, or activity, should contact the office of ADA Coordinator, Sheila Dubs as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Marshall to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City of Marshall will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

APPENDIX F – GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Marshall. The City of Marshall Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Sheila Dubs
City of Marshall ADA Coordinator/ Human Resource Manager
344 West Main Street, Marshall, Minnesota 56258

Within 15 calendar days after receipt of the complaint, Sheila Dubs or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Sheila Dubs or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Marshall and offer options for substantive resolution of the complaint.

If the response by Sheila Dubs or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Administrator Sharon Hanson or her designee.

Within 15 calendar days after receipt of the appeal, the City Administrator Sharon Hanson or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Administrator Sharon Hanson or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Sheila Dubs or her designee, appeals to the City Administrator Sharon Hanson or her designee, and responses from these two offices will be retained by the City of Marshall for at least three years.

Those wishing to file a formal written grievance with City of Marshall may do so by one of the following methods:

Internet

Visit the City of Marshall website (website) and click the "ADA" link to the [ADA Grievance Form](#). Fill in the form online and click "submit." A copy of The ADA Grievance Form is included in this Appendix.

Telephone



Contact the pertinent City of Marshall staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Paper Submittal

Contact the pertinent City of Marshall staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the county's grievance form, complete the form, and submit it to ADA Coordinator Sheila Dubs. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance)

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

The City of Marshall will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. City of Marshall will also provide to the complainant within 10 working days of its submittal; 1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern an City of Marshall facility, the City of Marshall will work with the complainant to contact the agency that has jurisdiction.

3. Within 60 calendar days of receipt, an City of Marshall staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the City of Marshall's response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The City of Marshall will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File for a period of seven years.

The City of Marshall will consider all specific grievances within its particular context or setting. Furthermore, the City of Marshall will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to City of Marshall.



Accordingly, the resolution by City of Marshall of any one grievance does not constitute a precedent upon which the county is bound or upon which other complaining parties may rely.

File Maintenance

The City of Marshall shall maintain ADA grievance files for a period of seven years.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section - NYAV

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice – toll free)

(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

Copies of the City of Marshall ADA Grievance Form and ADA Discrimination Complaint Form are included on the following pages. These forms will also be available electronically on the City of Marshall's website.



City of Marshall

Americans with Disabilities Act Grievance Form

In accordance with Title II of the Americans with Disabilities Act (ADA) of 1990, the City of Marshall makes all programs and services associated with its operation of the City of Marshall accessible to all persons with disabilities. Please use this form to file a grievance if you believe that you were denied access to an City of Marshall program or service based on disability. You may submit your grievance to Sheila Dubs, ADA Coordinator, City Hall, 344 West Main Street, Marshall, Minnesota 56258, or office phone: 507-537-6790, or email

sheila.dubs@ci.marshall.mn.us

Grievant Name:

Address:

Phone number with area code:

Email Address:

Description of Alleged Violation and Requested Remedy – Please include date, time, location and specific information. Please use additional sheets of paper if necessary.

Americans with Disabilities Act Discrimination Complaint Form

Please complete this form. Fields marked with an asterisk (*) are required. If you wish to send attachments, you may do so after submitting this form. You will receive a response email after you have submitted this form that will contain a complaint reference number and instructions on how you may send attachments.

Person filling out this form:

First Name*

Middle

Last Name*

Address*

City*

State*

ZIP*

Telephone*

Email*

Person Discriminated Against (if other than the complainant) *

Discriminatory Incident*: _____

Date when did the discrimination occur? * _____

Primary type of disability (circle appropriate) *: mobility, cognitive/intellectual/developmental, learning, mental/psychiatric, vision, hearing, seizure, speech, HIV/AIDS, diabetes, other not listed

Issue (circle appropriate) * : physical access, other or don't know



Has the complaint been filed with another Agency or US Department of Justice or any other Federal, State, civil rights agency or court*?

____ Yes ____ No

Agency or Court*:



APPENDIX G – CONTACT INFORMATION

ADA TITLE II COORDINATOR

Name: Sheila Dubs, Human Resources Director

Address: 344 West Main Street, City Hall, Marshall, Minnesota, 56258

Phone: 507-537-6790

E-mail: sheila.dubs@ci.marshall.mn.us

PUBLIC RIGHT OF WAYS ADA IMPLEMENTATION COORDINATOR

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

Address: 344 West Main Street, City Hall, Marshall, Minnesota, 56258

Phone: 507-537-6051

E-mail: jason.anderson@ci.marshall.mn.us

CITY ADMINISTRATOR

Sharon Hanson

Address: 344 West Main Street, City Hall, Marshall, Minnesota, 56258

Phone: 507-537-6761

E-mail: sharon.hanson@ci.marshall.mn.us

APPENDIX H – AGENCY ADA DESIGN STANDARDS AND PROCEDURES

DESIGN PROCEDURES

Implementing the US Access Board’s Public Rights of Way Accessibility Guidelines (PROWAG) issued in 2005. All pedestrian facilities and shared use trails within MNDOT Right of Way must be constructed according to PROWAG (as of February 2010) and the 2010 ADA Standards, and MNDOT ADA construction guidance.

INTERSECTION CORNERS

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City of Marshall Public Works staff.

SIDEWALKS / TRAILS

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City of Marshall Public Works staff.

TRAFFIC CONTROL SIGNALS

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City of Marshall Public Works staff.

BUS STOPS

Bus stops will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each bus stop location shall be made as



compliant as possible in accordance with the judgment of City of Marshall Public Works staff. New Transit facilities to be located within the limits of City of Marshall will be designed to meet all appropriate accessibility standards.

OTHER POLICIES, PRACTICES AND PROGRAMS

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

DESIGN STANDARDS

City of Marshall has implemented PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard. A copy of this document is included in the following pages of this appendix. Additional MnDOT ADA standards, details and plans can be found on the MnDOT Accessibility and ADA web page found at <http://www.dot.state.mn.us/ada/design.html>.

All designs need to be ADA compliant and follow the ADA Standards unless all alternatives have been explored and the results have been documented. While ADA compliance is the minimum standard that must be met, in order to meet the long term objectives, all designs must also be constructible, maintainable, and address the range of pedestrian user needs. The ADA Standards were created to implement best practices and incorporate lessons learned in a manner that provides construction tolerances and meets the long term maintenance and usability needs.

| | | |
|---|---------------------------|---------------------|
| MnDOT PROWAG MUTCD | CURB RAMP DESIGN CRITERIA | revision: 1/12/2018 |
|---|---------------------------|---------------------|

| ITEM | | MIN | MAX | STANDARD | REASON* | GUIDANCE |
|---|-----|---------------|--------|---|----------|--|
| LANDING | | 4' X 4' | VARIES | 5' X 5' | C & U | 1) Match Pedestrian Access Routes (PAR). 2) Enlarge landings to achieve perpendicular grade breaks. 3) Landings should be designed in one continuous plane. |
| RAMP SLOPE | (F) | 2.0% | 5.0% | 4.0% | C, M & U | 1) Maintains drainage in gutter. 2) Blend in better with surrounding terrain. 3) Reduce removal limits while minimizing v-curb. 4) For (S) Fans, see Curb Ramp Standard Plans 5-297.250 Pg 1 of 6 Note 10. |
| | (S) | 5.0% | 8.3% | 7.0% | | |
| | FAN | 2.0% | 5.0% | 4.0% | | |
| ONCE YOU HAVE REACHED THE 3" MIN CURB HEIGHT, THE CURB HEIGHT SHOULD MATCH PAR HEIGHT. SHOW INTERMEDIATE CURB HEIGHTS WHEN (A) LANDING ELEVATIONS ARE LESS THAN THE TYPICAL CURB SECTION OR (B) BOULEVARDS ARE LESS THAN 3 FEET AT THE CURB RAMP OR (C) WHEN SIDEWALK IS AT BACK OF CURB. | | | | | M & U | Avoid inverse sloped boulevards and keep landing above or within an inch of the top of curb to reduce trip hazards. Utilizing an appropriate ramp slope helps maintain the PAR height and provides a very usable pedestrian network, in addition to the guidance seen above. |
| RAMP WIDTH | | 4' | VARIES | 6' MIN APS 6' MIN COMMERCIAL AREA MATCH TRAIL WIDTH | M & U | Match PARs. |
| RAMP LENGTH | | 3' | 15' | 4' MIN 6' MAX | C & U | Construction can build a minimum 2.5' ramp if necessary. |
| LANDING & RAMP CROSS SLOPE | | POSITIVE FLOW | 2.0% | 1.0% MIN 1.5% MAX | C | Steep trails and side landings use 0.5% cross slope. |
| GUTTER FLOWLINE | | POSITIVE FLOW | 2.0% | 1.0% MIN 1.5% MAX | C | Maintain positive drainage, flowline with radial domes should have a continuous grade, show tabling of curb and gutter with adequate construction limits if existing flowline is over 3%. If 2-3%, state designer intent to obtain <2% with note on plan. |
| ROADWAY CROSS SLOPE | | POSITIVE FLOW | 5.0% | 1.0% MIN 5.0% MAX | C & U | Used when adjusting flowline, maintain positive drainage to edge of road and do not exceed 5%. |

- (1) Design to the nearest minimum half-foot increment, one-foot increment (preferred) for all ADA and APS Applications.
- (2) When inverse grades are present, minimize the elevation change of the PAR unless proven necessary to maintain drainage.
- (3) With regards to v-curb/grading, see Curb Ramp Standard Plans 5-297.250 Pg 1 of 6 Note 7. Talk with property/land owners to find out which treatment they would prefer.
- (4) With regards to multiple ramps design at a quadrant, see Curb Ramp Standard Plans 5-297.250 Pg 2 of 6 Note 4. The "bump" typically happens when ramp separation is minimal on a combined directional and no (or narrow) boulevard is present. In these instances, a Fan/Depressed Corner will alleviate this problem and provide better maintainability and usability. 7' min. separation between ramps should be achieved in areas with concrete boulevards while 5.5' min. separation applies for areas with grass boulevards.
- (5) Flowlines need a 3" minimum freeboard to doorways. (3" below threshold i.e. depressed corners must not be used when adjacent to corner doorways at buildings).

*C for Constructability, M for Maintainability, U for Usability.

| ITEM | MIN | MAX | STANDARD | REASON* | GUIDANCE |
|---|-------|-----|--|---------|--|
| PUSH BUTTON STATION SETBACK | 1.5' | 10' | 4' MIN URBAN, 6-8' MIN RURAL, 9.5' MAX | M | Push button setback measured from the back of curb (urban) or edge of roadway (rural) at outside zero point. |
| PUSH BUTTON FROM INITIAL RAMP GRADE BREAK OR BACK OF WALK | 0.75' | - | 2' MIN | C & U | Place push button 2' min from edge of landing to provide usable push button access. 6' MAR takes priority over this criteria. |
| MAINTENANCE ACCESS ROUTE (MAR) | 6' | - | - | M & U | Move push button to back of landing when 6' MAR cannot be achieved. Talk with local agencies to understand their snow and ice maintenance requirement widths. |
| PUSH BUTTON OFFSET FROM OUTSIDE EDGE OF CROSSWALK | 0' | 5' | - | U | When the push button is offset from the edge of crosswalk a walkable flare is preferred over a graded flare so users who depart from the push button will traverse a concrete surface. Distance is measured perpendicularly from extension of crosswalk. |
| PUSH BUTTON SEPARATION | 10' | - | 10.5' MIN | C | Must meet minimum MAR criteria at pork chop islands. |

- (1) A leveled landing shall be adjacent to all push buttons.
- (2) Keep all push buttons outside of sidewalk PAR's. Push buttons shall not be in the middle of shared-use paths. Allowable push button encroachment: 2' on 10' wide trails and 1' on 8' wide trails if needed.
- (3) When sidewalk is at the back of curb, the push button should be placed toward the back of walk. Typically placed at 8' - 9.5' from the back of curb.
- (4) When installing new signal poles, it is preferred to get them out of the way as to not obstruct the pedestrian facilities. When in congested quadrants (i.e. downtown corridors), APS push buttons on signal poles are preferred although new signal poles need thorough underground utility coordination.

*C for Constructability, M for Maintainability, U for Usability.

SIDEWALK DESIGN CRITERIA

| ITEM | MIN | MAX | STANDARD | REASON* | GUIDANCE |
|---|---------------|--------|--|----------|---|
| LANDING | 5' X 5' | VARIES | - | C & U | MATCH PARs, enlarge landings to achieve perpendicular grade breaks. |
| SIDEWALK CROSS SLOPE | POSITIVE FLOW | 2.0% | 1.5% MAX 1.0% MIN | C | For steep sidewalk running slopes greater than 5%, flatter cross-slopes should be used 0.5% typical. |
| SIDEWALK RUNNING SLOPE | | 5.0% | - | C, M & U | For sidewalk running slopes, the max. running slope is 5% (unless roadway grade is steeper). |
| SIDEWALK RAMP SLOPE | 5.0% | 8.3% | 7.0% | C, M & U | Only for sidewalk not adjacent to roadway. A landing is needed for every 30" of vertical rise with compliant handrails on both sides of ramp For building access, ramp slopes are 5% max. unless covered. |
| SIDEWALK OFFSET AND TAPER | - | - | - | M & U | Maximum offset is 1/2 the width of the ramp. On Curb ramp retrofit projects the min. sidewalk taper is 1:3 with 1:5 being preferred. However the min. taper for sidewalk reconstruction projects is 1:10. |
| SIDEWALK WIDTH | 5' | VARIES | - | M & U | <ol style="list-style-type: none"> 1) Based on context and volume of users. 2) Talk with local partners to understand their snow and ice maintenance requirements. 3) Recommend 10' min measured from back of curb for commercial areas with doorways at back of walk. |
| SIDEWALK WIDTH AT BACK OF CURB (NON-COMMERCIAL AREAS) | 5'-6' | VARIES | 7' MIN 8' PREFERRED | M & U | The sidewalk minimums of 5'-6' should only be used if there are no driveway, lighting or sign impacts present with in the sidewalk. |
| SIDEWALK PAVED BOULEVARD SLOPE | POSITIVE FLOW | 8% | 1.0% MIN 5.0% MAX | M & U | Slopes greater than 8% can become tripping hazards for user traversing the curb and sloped boulevard. Adjust centerline road profile or flatten the shoulder/parking lane to raise the curb line to achieve desired boulevard slope. |
| PAVED BOULEVARD WIDTH | 2' MIN | - | 1/3 BLVD. WIDTH TO 2/3 PAR WIDTH | M & U | For example a 9' sidewalk at a min. should have 6' wide par with a 3' wide boulevard. |
| GRASS BOULEVARD WIDTH | 3' MIN | - | 4' FOR 4" HIGH CURB 6' FOR 6" HIGH CURB | M & U | When the boulevard width is less than 3', it should be paved. |
| PAR WIDTH | 4' MIN | VARIES | 6' MIN ADJ. TO BUILDINGS. 2/3 PAR MIN TO 1/3 BLVD | M & U | PAR width adjacent to buildings should be 6' min. to allow for a 1' buffer to the building and doorways. The 6' min. PAR takes priority over 2/3 PAR width to 1/3 boulevard criteria. |

*C for Constructability, M for Maintainability, U for Usability.

| ITEM | MIN | MAX | STANDARD | REASON* | GUIDANCE |
|--|---------------|------------|---|----------|---|
| APRON LENGTH | 18" | - | 6' FOR 6" CURB HEIGHT, 4' FOR 4" CURB HEIGHT | U | Add one foot of driveway apron length for every inch of designed curb height if Right-of-Way (ROW) allows. |
| COMMERCIAL APRON SLOPE RESIDENTIAL APRON SLOPE | POSITIVE FLOW | 10% 12% | 1.0% MIN 8.0% MAX | U | Design adequate slope for PAR to match designed curb height, maintain consistent PAR elevation and limit the sidewalk roller coaster effect. |
| PAR HEIGHT (6" C&G) | 0" | 6" | 3" MIN, 6" PREFERRED | M & U | 1) Minimize sidewalk roller coaster effect. 2) Desirable to keep PAR elevation continuous or at least in the upper half of curb height. 3) Do not introduce unnecessary elevation changes into the PAR. 4) Standard criteria do not apply to parallel driveway. Recommend to not have consecutive parallel driveway in a series. |
| PAR HEIGHT (4" C&G) | 0" | 4" | 2" MIN, 4" PREFERRED | | |
| PAR CROSS SLOPE | 0.5% | 2.0% | 1.0% MIN 1.5% MAX | C, M & U | - |
| SIDEWALK RUNNING SLOPE (PAR) AT DRIVEWAY TRANSITIONS | 2.0% | 5.0% | 4.0% MAX | C, M & U | Can match roadway slope if roadway profile is >5% |
| PEDESTRIAN ACCESS ROUTE (PAR) | 4' | VARIES | 5' MIN | C & U | Preferred to match sidewalk/trail widths |
| BACK OF CURB HEIGHT AT DRIVEWAY APRON | 1" | 3" | 1" | M & U | 1) Refer to Sidewalk & Driveway Standard Plan 5-297.254. 2) DW Curb Type 2 can be used to maintain drainage in gutter flowline at negative driveways. 4" curb height is preferred in sidewalk fill areas and in areas adjacent to negative driveways slipping downward from the roadway. 3) Only use DW Curb Type 3 with garage doors at back of walk or minor usage driveways like railroad access along tracks. |

*C for Constructability, M for Maintainability, U for Usability.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|--|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Proposal for Comprehensive Stormwater Modeling Services from Bolton & Menk, Inc. |
| Background Information: | <p>This project includes the development of a city-wide hydrologic and hydraulic model of the existing city stormwater infrastructure. This model will be capable of quantifying existing storm sewer capacity, stormwater basin performance, and water quality improvements provided by existing infrastructure. The model will serve as a benchmark of existing conditions as it currently exists and will be a valuable tool when managing the City MS4 permit and developing capital improvement plans.</p> <p>City staff will provide all the input data and Bolton & Menk will be tasked with entering the data and creating and calibrating the model. Once the model is created, city staff will have an extremely powerful tool to help identify the most cost-effective solutions to city drainage concerns. The model will be created using Autodesk Storm and Sanitary Analysis, which is a program that city engineering staff uses and will have the ability to access and edit in the future if needed.</p> |
| Fiscal Impact: | Total project cost (hourly, not-to-exceed) in the amount of \$48,800 providing watershed delineation, stormwater management model, meetings/review. Additional services including model output/reporting in the amount of \$7,800. The 2020 Surface Water Management Utility budget includes \$50,000 for these services. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the City Council accept the proposal from Bolton & Menk, Inc. for stormwater modeling services in an amount not-to-exceed \$50,000.00. |



MARSHALL
CULTIVATING THE BEST IN US





**BOLTON
& MENK**

Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

August 4, 2020

Mr. Jason Anderson, P.E.
Assistant City Engineer
City of Marshall
344 West Main Street, PO Box 477
Marshall, MN 56258

RE: Proposal for 2020 Comprehensive Stormwater Modeling

Dear Jason:

The City of Marshall has initiated the 2020 Comprehensive Stormwater Modeling project to develop a city-wide stormwater model that will be invaluable when investigating local drainage issues as well and developing capital improvement plans. Like you, Bolton & Menk, Inc. takes great pride in delivering projects that are safe, sustainable, and functional. Our approach to engineering services makes the City of Marshall's priorities our priorities. We understand what needs to be accomplished for the successful completion of the 2020 Comprehensive Stormwater Modeling project.

Local Expertise – Local drainage issues have become a top priority as rainfall intensities continue to increase. The City of Marshall needs a consultant who is familiar with the needs of your community. Bolton & Menk has developed numerous solutions to local drainage issues over the last 30 years and looks to continue to build on our knowledge with this project.

Fiscal Responsibility – Like any community, the City of Marshall is watching its bottom line. Bolton & Menk engineers are creative problem solvers and will work to find the right solution within a reasonable budget. We look forward to working with city staff to collect the necessary project data to reduce the overall cost of the project.

Guide for the Future – The City of Marshall needs a consultant to provide overall direction by establishing and delivering a stormwater model that will offer a framework for future drainage improvements. The final stormwater model will provide insight on areas with known drainage issues as well as identify potential unknown problem areas. Using the modeling output will be invaluable when approaching city capital improvement planning to ensure the necessary drainage improvements are implemented.

In continued service to the City of Marshall, we are excited at the opportunity to complete the 2020 Comprehensive Stormwater Modeling project. I will personally serve as your lead client contact and project manager. Please contact me at 952-217-2287 or Joshua.Stier@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Joshua G. Stier, P.E.
Senior Project Engineer

Enclosures:
Scope of Services and Budget

Description of Proposed Project

This project includes the development of a city-wide hydrologic and hydraulic model of the existing city stormwater infrastructure. This model will be capable of quantifying existing storm sewer capacity, stormwater basin performance, and water quality improvements provided by existing infrastructure. The model will serve as a benchmark of existing conditions as it currently exists and will be a valuable tool when managing the city MS4 permit and developing capital improvement plans.

Scope of Work

Task 1 – Watershed Delineation

Bolton & Menk will perform watershed delineation using publicly available LiDAR data and city provided storm sewer system information to analyze surface water drainage patterns. Several drainage studies have been performed throughout the city; the watershed data generated as part of these projects will supplement to create a city-wide dataset that delineates watershed boundaries on a localized basis. It is anticipated drainage areas will be delineated to mainline storm sewer manholes but will not go to a level of detail that would encompass individual catch basins. Once the dataset is developed, it will be shared with the city for review to ensure accuracy prior to proceeding to Task 2.

Task 2 – Stormwater Management Model

Bolton & Menk will develop a hydrologic and hydraulic model using Autodesk's Storm and Sanitary Analysis 2020. This model will incorporate as-built and survey information, as available and provided by the city, to ensure accuracy. This program will be used because of its flexibility to quickly and accurately model stormwater runoff and ponding for a variety of rainfall events. The model will incorporate major water features including mainline storm sewer, stormwater basins, and major culvert crossings. The model will use the Soil Conservation Services Technical Release (TR-20) hydrology method, which uses a rainfall hydrograph to route runoff through the system. The model will use Atlas 14, 24-hour rainfall data along with the NRCS MSE 3 rainfall distribution as recommended for the City of Marshall. As part of the model development, an assumptions document will be created to justify the development of the model.

Subtask 2.1 – Hydrology Inputs

The watershed dataset developed as part of Task 1 will be updated to include site specific hydrology inputs, including curve numbers and time of concentration for each individual watershed. The curve number will be auto generated using geospatial techniques that account for the land use, impervious, and soil types within each watershed to ensure consistency and accuracy when assigning the runoff coefficient. The time of concentration will be developed based on methods described in Part 630: Hydrology, Chapter 15 of the National Engineering Handbook. It is expected that several of these methods will be used based on the range of watershed size.

Subtask 2.2 – Hydraulic Inputs

The city provided mainline storm sewer pipe sizes and invert elevations will be inputted into the model. Additionally, all major culvert crossings, stormwater basins, and treatment basins will be included. The storage curves for stormwater basins will be based on LiDAR data in locations where as-built information does not exist. We assume limited detail will be input relative to the Redwood River and the diversion channel as detailed modeling of this has already been performed and is available from the Minnesota DNR. Tailwater conditions at storm sewer outfalls will be properly included in the model.

Subtask 2.3 – Model Calibration

Following the input of the hydrologic and hydraulic data, a high-level review of the modeling output will be performed to ensure the model is performing as expected. Areas of concern will be reviewed in further detail, compared with known ponding levels, and adjusted to achieve a result similar to that observed during known significant rainfall events. It is expected that additional ponding nodes and overland flow routing will be inputted in locations that experience localized flooding. These additions will be noted in the assumptions document provided as part of the hydraulic model.

Task 3 – Meetings/Review

To successfully deliver a practical stormwater management model for the city, it is anticipated meetings and extensive coordination will be required. These meetings will be needed to address key drainage issues throughout the city that are to be included in the modeling.

Task 4 – Model Output/Reporting (Optional)

Once the comprehensive citywide stormwater model is developed and calibrated, a detailed review of the city stormwater infrastructure can be performed. Upon request, Bolton & Menk will create Geospatial datasets that include location of surcharged pipes and manholes, localized flooding locations, and detailed high water levels associated with select rainfall events.

A summary report will be generated, as requested, to further document the model assumptions and results.

The summary report will include figures to graphically represent watersheds, manhole, and pipe locations. The hydraulic performance of the storm sewer systems will be summarized for select rainfall events.

Information To Be Provided By The City

For the purposes of this proposal, we assume the city will provide the following information.

- Major watershed limits, in CAD format, previously developed by the city
- Rim and invert elevations and pipe sizes of the storm sewer system
- Available record drawings for residential subdivisions, commercial developments, and street reconstruction projects that include storm sewer construction, stormwater basin grading plans
- Geospatial information regarding existing and anticipated land use

Schedule

| | | 2020 | | | |
|-----|-----------------------------------|------|-----|-----|-----|
| | | Sep | Oct | Nov | Dec |
| 1.0 | Watershed Delineation | | | | |
| 1.1 | Data Collection | | | | |
| 1.2 | Watershed Delineation | | | | |
| 2.0 | Stormwater Management Model | | | | |
| 2.1 | Hydrology Inputs | | | | |
| 2.2 | Hydraulic Inputs | | | | |
| 2.3 | Model Calibration | | | | |
| 3.0 | Meetings/Review | | | | |
| 3.1 | Project Meetings | | | | |
| 4.0 | Model Output/Reporting (Optional) | | | | |
| 4.1 | GIS Spatial Datasets | | | | |
| 4.2 | Summary Report | | | | |

Fees

The fees outlined below do not include preparation of an engineer's report nor fees associated with future planning associated with the developed stormwater model. A description of the scope of services and fee estimate for these services can be provided after the Surface Water Management Model has been developed and the scope of work is defined.

Detailed Cost Estimate

| Client: City of Marshall | | Bolton & Menk, Inc. | | | | |
|---|---|---------------------|------------------|-----------------|-----------------|------------|
| Project: 2020 Comprehensive Stormwater Modeling | | | | | | |
| Task No. | Work Task Description | Project Manager | Project Engineer | Design Engineer | Total Hours | Total Cost |
| 1.0 | Watershed Delineation | 8 | 20 | 68 | 96 | \$11,200 |
| 2.0 | Stormwater Management Model | 12 | 44 | 244 | 300 | \$34,240 |
| 3.0 | Meetings/Review | 24 | 0 | 0 | 24 | \$3,360 |
| Total Hours | | 44 | 64 | 312 | 420 | |
| Average Hourly Rate | | \$140.00 | \$130.00 | \$110.00 | | |
| Subtotal | | \$6,160 | \$8,320 | \$34,320 | | |
| Total Fee (Hourly, Not-to-Exceed) | | | | | \$48,800 | |
| 4.0 | Model Output/Reporting (Hourly, Optional) | 6 | 40 | 16 | 62 | \$7,800 |

Additional services will be provided on an hourly basis in accordance with our schedule of fees.

WE DELIVER THE RIGHT SOLUTIONS.

There is no such thing as a one-size-fits-all solution. We recognize that every project and client are unique and we treat them that way.

**CITY OF MARSHALL
AGENDA ITEM REPORT**

| | |
|---------------------------------|---|
| Meeting Date: | Tuesday, August 25, 2020 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Proposal for Architectural and Engineering Services for Madrid Street Bridge Rehabilitation from TKDA. |
| Background Information: | <p>In 2009, the City retained TKDA for the design of the Madrid Street Bridge over the Redwood River Diversion Channel. The bridge was assigned Bridge No.42566 by the State of Minnesota Department of Transportation Bridge Office. Construction of the bridge was completed in 2011 and opened to traffic.</p> <p>A recent bridge safety inspection performed at the City’s direction revealed distress and spalling in the Type P-1 barrier concrete along the sidewalk. City staff is concerned with the spalling and would like to hire TKDA to inspect, identify a repair, and prepare a repair plan and cost estimate for future City Council consideration. Once TKDA has an opportunity to evaluate the structure, we can better identify the severity and cause of the delamination and identify a proper repair and timeline for repair.</p> <p>Attached is a Proposal for Architectural and Engineering Services from TKDA for Council review and consideration including special inspection, preparation of repair plans, and site observations during construction. Staff is proposing to accept the proposal from TKDA for Tasks A and B in the attached proposal; Bridge Special Inspection and Construction Document preparation. Staff will evaluate the need for construction administration services and confirm direction with Council as needed at a later date.</p> |
| Fiscal Impact: | Total project cost not-to-exceed \$6,500. Project will be funded through the Engineering Department operating budget. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | that the Council accept Tasks A and B attached Proposal for Architectural and Engineering Services for Bridge 42566 Rehabilitation (Madrid Street Bridge) in an amount not-to-exceed \$6,500. |



August 21, 2020

Submitted via email: jason.anderson@ci.marshall.mn.us

Mr. Jason Anderson, PE
Director of Public Works/City Engineer
City of Marshall
344 W Main Street
Marshall, MN 56258

Re: *Revised* Proposal for Architectural and Engineering Services
Bridge 42566 Rehabilitation
Marshall, Minnesota

Dear Mr. Anderson:

In response to your Request for Proposal, TKDA is pleased to submit this Proposal to provide Architectural and Engineering Services in connection with the Madrid Street Bridge No.42566 Rehabilitation in Marshall, Minnesota, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to the terms and conditions set forth in our Professional Services Agreement–Southwest Minnesota Regional Airport, hourly rate authorization dated March 10, 2020, and excluding Exhibit B, FAA Airport Improvement Program Required Contract Provisions.

I. PROJECT DESCRIPTION

In 2009, the City retained TKDA for the design of the Madrid Street Bridge over the Redwood River Diversion Channel. The bridge was assigned Bridge No.42566 by the State of Minnesota Department of Transportation Bridge Office. Construction of the bridge was completed in 2011 and opened to traffic.

A recent bridge safety inspection performed at the City's direction revealed distress and spalling in the Type P-1 barrier concrete along the sidewalk. The City desires TKDA to approach this Project in two Phases. Phase I will take place in 2020 and will include a special inspection, and preparation of repair plan construction documents. Phase II will occur in 2021 and will include providing the City with response to bidders questions, RFI's, and to make several site observations during construction.

II. SERVICES TO BE PROVIDED BY TKDA

Based on TKDA's understanding of the Project, we propose to provide the following services:

A. BRIDGE SPECIAL INSPECTION

1. Project management and administration of the TKDA team.
2. Perform special inspection of the Type P-1 concrete barrier measuring crack widths, removing loose spalled concrete, and sounding the surface for additional delamination or spalling (one trip).
3. Map the field information for additional recourse during repair design.
4. Provide copy of field documentation (PDF) to the City.

B. CONSTRUCTION DOCUMENTS

1. Project management and administration of the TKDA team.
2. Prepare repair plans for the Type P-1 concrete barrier.
3. Prepare special provisions to the Minnesota Department of Transportation STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2018 edition.
4. Participate in a design review Skype meetings (1 assumed).

5. Provide a set of certified repair plans (PDF) and certified special provisions (PDF) to the City for their use in obtaining a construction contract.

C. CONSTRUCTION PHASE

1. Project management and administration of the TKDA team.
2. Participate in weekly construction Skype meetings (2 assumed).
3. Review bidder questions and provide written response to City for any clarifications.
4. Provide site visits (two 2-day trips included).
5. Review required project submittals; shop drawings and product data.
6. Review Contractor Requests for Information and respond to City.

III. ADDITIONAL SERVICES

If authorized in writing by Owner/Client, TKDA will furnish or obtain from others Additional Services of the types listed below which are not considered as basic services under this Proposal. Additional Services shall be billable on an Hourly Rate basis per our Master Contract, and such billings shall be over and above any maximum amounts set forth herein.

- A. Rental equipment (Mobile Elevated Work Platforms, generator, hammer drill, traffic control)
- B. Subconsultant services of a testing agency (ground penetrating radar, core samples)
- C. Additional site visits requested during design and/or construction beyond those noted herein

IV. CLIENT RESPONSIBILITIES

These responsibilities shall be as set forth in our Master Contract and as further described or clarified below:

- A. Designate one individual to act as a representative with respect to the work to be performed. Such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project.
- B. Provide TKDA with access to the site and appropriate photographs of existing conditions as required to perform services listed herein.
- C. Provide City boom truck and operator during the Bridge Special Inspection to position TKDA staff on the out-board side of the Type P-1 concrete barrier with Metal Rail.
- D. Provide timely direction regarding any specific requirements.
- E. Provide reproduction of bid package(s) and construction drawings and specifications.
- F. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.

V. PERIOD OF SERVICE

We would expect to start our services promptly upon receipt of a Purchase Order and Notice to Proceed, and to complete all services within twelve (12) months thereafter. The Bridge Special Inspection could commence within two weeks of the NTP with Construction Documents two to three months later.

VI. COMPENSATION

Compensation to TKDA for services provided as described herein shall be on an Hourly Rate basis plus reimbursable expenses for the not-to-exceed amount of \$6,500 for Phase I services in 2020, and \$8,200 for Phase II services in 2021. Our detailed Project fee estimates are attached.

The level of effort required to accomplish SECTION II services can be affected by factors beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, TKDA agrees we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Proposal. If acceptable, please sign and return or issue a Purchase Order citing this proposal as our authorization to proceed. This Proposal will be open for acceptance for 30 days, unless the provisions herein are changed by us in writing prior to that time. Please contact Jim Bellefeuille directly at 651.292.4427 or james.bellefeuille@tkda.com if you should have any questions.

We appreciate the opportunity to serve you on your project.

Sincerely,



James J. Bellefeuille, PE
Project Manager



Kevin R. Cullen, PE
Vice President, Surface Transportation

JJB:KRC:amc:sfs

c: Jessie Dehn – City of Marshall [jessie.dehn@ci.marshall.mn.us]
John Peterson – TKDA

ATTACHMENT: PROJECT FEE ESTIMATE – Phase I Services
PROJECT FEE ESTIMATE – Phase II Services

ACCEPTED FOR THE CITY OF MARSHALL, MINNESOTA

By: _____
(signature) Printed Name/Title Date



Project Fee Estimate

| Client: | City of Marshall | Date: | 8/21/2020 | | | |
|--|--|---------------------------------|-----------|----------|-------------|-----------------|
| Project: | Bridge 42566 Rehabilitation - Phase I - Engineering Design | Prepared By: | JJB | | | |
| Task | Task Description | Estimated Person Hours Required | | | Total Hours | Total Dollars |
| | | SR Reg Eng | Grad Eng | Grad Eng | | |
| A | BRIDGE SPECIAL INSPECTION | | | | | |
| | PM - Set up project, first invoice, inspection access | 2 | | | 2 | \$ 398 |
| | Special Inspection | 14 | | | 14 | \$ 2,786 |
| | Deliverables to City | 1 | | | 1 | \$ 199 |
| B | CONSTRUCTION DOCUMENTS | | | | | |
| | PM | 2 | | | 2 | \$ 398 |
| | Repair plans and special provisions | 2 | 4 | 12 | 18 | \$ 1,730 |
| | Design Review Skype Meeting | 1 | 1 | | 2 | \$ 289 |
| | Final certified plans and special provisions | 1 | 2 | | 3 | \$ 379 |
| Total Person Hours | | 23 | 7 | 12 | 42 | |
| Billing Rate/Hr x Multiplier | | \$ 199 | \$ 90 | \$ 81 | | |
| Total Billable for Charged Time | | \$ 4,577 | \$ 630 | \$ 972 | | \$ 6,179 |
| Expenses: | | | | | | |
| Travel & Subsistence (TS) | | | | | | \$ 363.00 |
| Miscellaneous (MI) | | | | | | \$ - |
| Total Project Fees | | | | | | \$ 6,542 |
| Total Not to Exceed | | | | | | \$ 6,500 |



Project Fee Estimate

| Client: | City of Marshall | Date: | 8/21/2020 | | | |
|--|---|---------------------------------|-----------|----------|-------------|-----------------|
| Project: | Bridge 42566 Rehabilitation - Phase II - Construction Support | Prepared By: | JJB | | | |
| Task | Task Description | Estimated Person Hours Required | | | Total Hours | Total Dollars |
| | | SR Reg Eng | Grad Eng | Grad Eng | | |
| C | CONSTRUCTION PHASE | | | | | |
| | PM | 2 | | | 2 | \$ 412 |
| | Weekly construction Skype meetings (2 assumed) | 2 | 2 | | 4 | \$ 598 |
| | Bidder questions and responses to City | 1 | | | 1 | \$ 206 |
| | Site visits (two 2-day trips included) | 20 | 20 | | 40 | \$ 5,980 |
| | Review required project submittals | | 1 | | 1 | \$ 93 |
| | Review RFI's and respond to City | | 1 | | 1 | \$ 93 |
| Total Person Hours | | 25 | 24 | - | 49 | |
| Billing Rate/Hr x Multiplier | | \$ 206 | \$ 93 | \$ 84 | | |
| Total Billable for Charged Time | | \$ 5,150 | \$ 2,232 | \$ - | | \$ 7,382 |
| Expenses: | | | | | | |
| Travel & Subsistence (TS) | | | | | | \$ 796.00 |
| Miscellaneous (MI) | | | | | | \$ - |
| Total Project Fees | | | | | | \$ 8,178 |
| Total Not to Exceed | | | | | | \$ 8,200 |

| | |
|---------------------------------|---|
| Meeting Date: | Click or tap to enter a date. |
| Category: | COUNCIL REPORTS |
| Type: | INFO |
| Subject: | Commission/Board Liaison Reports |
| Background Information: | <p>Byrnes - Fire Relief Association and Regional Development Commission</p> <p>Schafer - Airport Commission, MERIT Center Board, City Council-County Board-Library Agreement & Operation, Southwest Minnesota Amateur Sports Commission and SW Minnesota Emergency Communication Board</p> <p>Meister -Community Services Advisory Board, Cable Commission and Economic Development Authority</p> <p>Bayerkohler - Public Housing Commission, Planning Commission</p> <p>DeCramer – Economic Development Authority and Utilities Commission</p> <p>Labat - Library Board, Police Advisory Board and Convention and Visitors Bureau</p> <p>Lozinski - Adult Community Center Commission and Joint Law Enforcement Center Management Committee</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | |
| Recommendations: | |

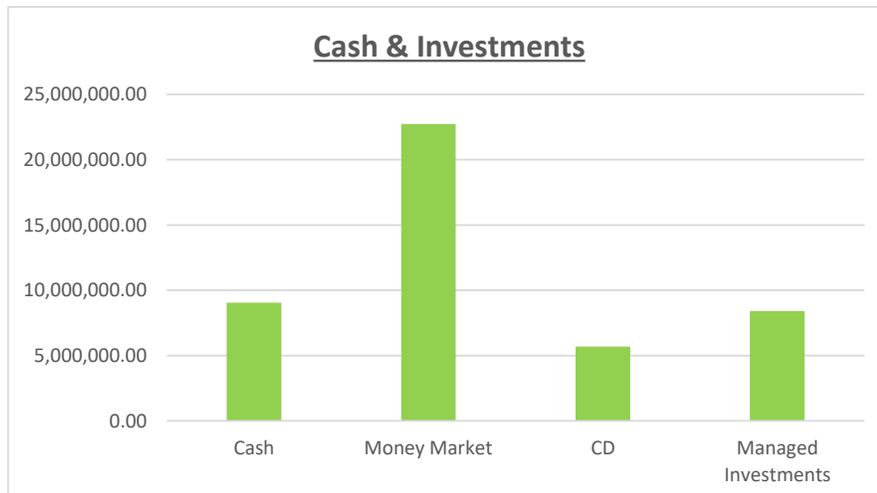


BUILDING PERMIT LIST
August 25, 2020

| APPLICANT | LOCATION ADDRESS | DESCRIPTION OF WORK | VALUATION |
|---------------------------------|---------------------|--------------------------|------------|
| Dan Sussner | 1410 SARATOGA ST S | NEW BUILDING | 113,400.00 |
| Your Home Improvement Company | 409 1ST ST S | Windows | 4,100.00 |
| Yutzy Construction | 1108 COLLEGE DR E | RE-ROOFING | 32,400.00 |
| MARK GRIEBEL CUSTOM HOMES, INC. | 600 MERCEDES DR | INTERIOR & EXTERIOR REMC | 12,000.00 |
| GARY VLAMINCK CONSTRUCTION | 601 4TH ST N | INTERIOR REMODEL | 5,000.00 |
| SCHRUNK, DANIEL & SUSAN | 306 MARSHALL ST E | RE-SIDING | 31,000.00 |
| MARTIN, TANYA & JOSHUA | 803 COLOMBINE DR | DECK | 3,000.00 |
| DJR & ASSOCIATES LLC | 313 WHITNEY ST N | OVERHEAD GARAGE DOOR | 800.00 |
| GESKE HOME IMPROVEMENT CO. | 105 THOMAS AVE E | Windows | 600.00 |
| JEFF GLADIS CONSTRUCTION | 407 DONITA AVE | RE-ROOFING | 7,000.00 |
| BABCOCK CONSTRUCTION | 811 BOXELDER AVE | Windows | 8,500.00 |
| BABCOCK CONSTRUCTION | 361 MAIN ST W | WINDOWS / DOORS | 18,300.00 |
| GIRARD, JEROME | 308 RAINBOW DR | DECK | 2,500.00 |
| ENGBRETSON, MICHAEL D & LORI M | 600 3RD ST N | INTERIOR REMODEL | 4,000.00 |
| GESKE HOME IMPROVEMENT CO. | 228 LEGION FIELD RD | Windows | 1,200.00 |
| VANLEEUEWE CONSTRUCTION LLC | 405 ELAINE AVE | RE-ROOFING | 6,400.00 |
| GESKE HOME IMPROVEMENT CO. | 117 CIRCLE DR | Windows | 1,200.00 |
| GESKE HOME IMPROVEMENT CO. | 107 MARLENE ST | Windows | 1,800.00 |
| GESKE HOME IMPROVEMENT CO. | 601 4TH ST N | Windows | 3,600.00 |
| GESKE HOME IMPROVEMENT CO. | 1204 WESTWOOD DR | DOORS | 2,400.00 |
| GESKE HOME IMPROVEMENT CO. | 902 1ST ST S | Windows | 3,600.00 |
| GESKE HOME IMPROVEMENT CO. | 1414 COLLEGE DR E | WINDOWS / DOORS | 1,200.00 |
| GESKE HOME IMPROVEMENT CO. | 619 KATHRYN AVE | DOORS | 1,200.00 |
| GESKE HOME IMPROVEMENT CO. | 203 G ST | WINDOWS / DOORS | 5,400.00 |
| HORNICK CONSTRUCTION LLC | 207 SOUTHVIEW DR W | EXTERIOR REMODEL | 20,000.00 |
| JEFF GLADIS CONSTRUCTION | 1601 COLLEGE DR W | RE-ROOFING | 9,000.00 |
| TRIO PLUMBING & HEATING | 1109 FAIRVIEW ST E | HVAC | 6,000.00 |

City of Marshall, Minnesota
Cash & Investments
7/31/2020

| | <u>Balance</u> | <u>Interest Rate</u> |
|---|------------------------------------|----------------------|
| CASH & INVESTMENTS: | | |
| Checking -Bremer | 9,043,894.31 | 1.00% |
| Money Market - Bremer | 15,003,859.66 | 0.16% |
| Money Market - Bank of the West | 3,376,006.90 | 0.28% |
| Money Market - US Bank | 4,100,734.61 | 0.08% |
| Money Market - Wells Fargo | 261,836.32 | 0.08% |
| Certificate of Deposit (10/18/2020) 18 months | 1,000,000.00 | 2.56% |
| Certificate of Deposit (10/18/2020) 18 months | 1,000,000.00 | 2.56% |
| Certificate of Deposit (10/18/2020) 18 months | 1,000,000.00 | 2.56% |
| Certificate of Deposit (8/30/2021) 2 Years | 245,000.00 | 1.75% |
| Certificate of Deposit (8/30/2021) 2 Years | 245,000.00 | 1.85% |
| Certificate of Deposit (8/30/2021) 2 Years | 245,000.00 | 1.75% |
| Certificate of Deposit (8/30/2021) 2 Years | 245,000.00 | 1.75% |
| Certificate of Deposit (8/30/2021) 2 Years | 245,000.00 | 1.75% |
| Certificate of Deposit (8/30/2021) 2 Years | 245,000.00 | 1.85% |
| Certificate of Deposit (9/12/2022) 3 Years | 245,000.00 | 1.80% |
| Certificate of Deposit (3/14/2022) 2 Years 6 months | 245,000.00 | 1.70% |
| Certificate of Deposit (9/20/2021) 2 Years | 245,000.00 | 1.70% |
| Certificate of Deposit (9/13/2021) 2 Years | 245,000.00 | 1.80% |
| Certificate of Deposit (3/18/2021) 18 Months | 245,000.00 | 1.75% |
| Investment Portfolio - General Fund | 2,734,881.60 | |
| Investment Portfolio - Wastewater Capital Reserve | 3,568,394.38 | |
| Investment Portfolio - Endowment Fund | 2,105,995.14 | |
| TOTAL CASH & INVESTMENTS | <u><u>45,890,602.92</u></u> | |





Marshall, MN

Check Register

Packet: APPKT00223 - library

By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------|----------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: AP-REG AP | | | | | | |
| 4549 | A & B BUSINESS, INC | 08/14/2020 | EFT | 0.00 | 434.85 | 4936 |
| 0875 | COMPUTER MAN INC | 08/14/2020 | EFT | 0.00 | 185.00 | 4937 |
| 5291 | ENVISIONWARE, INC | 08/14/2020 | EFT | 0.00 | 1,004.00 | 4938 |
| 1633 | MARSHALL MUNICIPAL UTILITIES | 08/14/2020 | EFT | 0.00 | 1,054.83 | 4939 |
| 1958 | NORTHERN BUSINESS PRODUCTS, INC | 08/14/2020 | EFT | 0.00 | 5.39 | 4940 |
| 3597 | PAAPE DISTRIBUTING CO | 08/14/2020 | EFT | 0.00 | 48.50 | 4941 |
| 2318 | SOUTHWEST SANITATION INC. | 08/14/2020 | EFT | 0.00 | 83.42 | 4942 |
| 4489 | VERIZON WIRELESS | 08/14/2020 | EFT | 0.00 | 61.76 | 4943 |
| 4570 | AMAZON | 08/10/2020 | Regular | 0.00 | 1,512.45 | 116824 |
| 6539 | BREMER BANK CC | 08/10/2020 | Regular | 0.00 | 281.49 | 116825 |
| 5511 | DVL FIRE AND SAFETY | 08/10/2020 | Regular | 0.00 | 20.00 | 116826 |
| 6574 | GAYLORD BROS INC. | 08/10/2020 | Regular | 0.00 | 140.52 | 116827 |
| 4719 | GRANITE FALLS-CLARKFIELD ADVOCAT | 08/10/2020 | Regular | 0.00 | 106.00 | 116828 |
| 1343 | INDEPENDENT LUMBER OF MARSHALI | 08/10/2020 | Regular | 0.00 | 75.20 | 116829 |
| 4552 | INGRAM LIBRARY SERVICES | 08/10/2020 | Regular | 0.00 | 3,685.09 | 116830 |
| | **Void** | 08/10/2020 | Regular | 0.00 | 0.00 | 116831 |
| 1545 | LYON COUNTY HIGHWAY DEPARTMEN | 08/10/2020 | Regular | 0.00 | 18.51 | 116832 |
| 4980 | MENARDS INC | 08/10/2020 | Regular | 0.00 | 10.76 | 116833 |
| 5925 | MIDWEST TAPE | 08/10/2020 | Regular | 0.00 | 6,000.00 | 116834 |
| 2136 | REDWOOD GAZETTE | 08/10/2020 | Regular | 0.00 | 102.00 | 116835 |
| 6286 | SCHWEEMAN'S CLEANERS, LLP | 08/10/2020 | Regular | 0.00 | 65.98 | 116836 |
| 5733 | VAST BROADBAND | 08/10/2020 | Regular | 0.00 | 86.06 | 116837 |
| 4575 | WALMART COMMUNITY | 08/10/2020 | Regular | 0.00 | 257.25 | 116838 |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 58 | 14 | 0.00 | 12,361.31 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 12 | 8 | 0.00 | 2,877.75 |
| | 70 | 23 | 0.00 | 15,239.06 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|--------|-----------|
| 999 | POOLED CASH FUND | 8/2020 | 15,239.06 |
| | | | <hr/> |
| | | | 15,239.06 |

**MINUTES OF THE
MARSHALL PLANNING COMMISSION MEETING
AUGUST 12, 2020**

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

MEMBERS ABSENT:

OTHERS PRESENT: Glenn Bayerkohler, Jason Anderson, Dennis Simpson and Ilya Gutman

1. The meeting was called to order by Chairman Edblom. He asked for the approval of the minutes of the July 8, 2020, regular meeting of the Marshall Planning Commission. LEE MADE A MOTION, SECOND BY FOX, to approve the minutes as written. ALL VOTED IN FAVOR OF THE MOTION.

2. Gutman explained the property owner desires to add a new four-season porch to the corner of the house located at the intersection of West Redwood Street and North 4th Street. Currently, the existing front yards are 10 feet off North 4th Street and 12 feet off West Redwood Street, so the house is already projecting into required 25-foot front yards. The new addition is proposed to project even more leaving just 5 and 8 feet between the proposed addition and sidewalks. This location will also interfere with the visibility triangle defined by 25-foot legs along the property lines starting at the property corner. To grant a variance, City Ordinance would require the presence of practical difficulties. The term "practical difficulties," as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Based on the above information and considering that there are no houses nearby that are close to the street corners, staff does not believe that there are practical difficulties and therefore recommends that the variance be denied. Therefore, staff recommend denial to the City Council of the request by Steven W Mohwinkel and Jacki D Knigge for a Variance Adjustment Permit for construction of a four-season porch within required front yard.

Steve Mohwinkel presented a new drawing and explained sight line along angle of proposed porch line towards street is about 35-40 from stop sign. There is a large area of grass between the sidewalk and street that helps with vision, so addition would not interfere with seeing cars and would not create a problem with vision. Right where visibility triangle ends by the road is a driveway to next house and plenty of room to see at the intersection and no obstacle there at all. Fox looked at site and watched from street from 730p-830p and don't believe line of sight is a problem. Edblom requested clarification of distance. Edblom felt traffic coming from Redwood is not the problem because of a stop sign at the end of block, but rather the vision going up and down 4th street. Anderson said purpose of triangle is for the stopped vehicle to be able to look down 4th Street and be able to see oncoming traffic and have it not to be a hazard to make a left turn. In this particular case, there is a large boulevard and the visibility triangle as identified by Ordinance is 25 feet in each direction from the property corner. As Gutman presented, it is technically located within the visibility triangle. However, it probably does not provide a specific obstruction. The referenced visibility triangle is an item that staff has already identified as a topic for review for more effective way to incorporate into ordinance, and it is a typical thing to see in a city ordinance with visibility triangle to be protected. Gutman added it depends on width of boulevard and size of street, so hard to make it fit for all. Edblom asked if any other questions for staff or applicant. Fox added reality is if turning right from stop sign it doesn't affect that at all. Edblom said the only issue is on 4th street going from north to south but if everybody is driving correctly, you shouldn't

--UNAPPROVED --

have to worry about that either way and the stop sign takes away vision problem there. Edblom again asked for any other comments for commission or applicant. Edblom called for a motion. SCHROEDER MADE A MOTION, SECOND BY LEE, to close the public hearing ALL VOTED IN FAVOR OF THE MOTION. Edblom explained timeline and recommendation goes to Council and Council has final decision. Fox indicated approval and property owner is making investment and makes property more attractive. FOX MADE A MOTION, SECOND BY KNIEFF to grant approval of the front yard variance. ALL VOTED IN FAVOR OF THE MOTION.

3. Gutman informed the existing lot is 66 feet deep and required rear yard is 25% of the lot depth or about 16.5 feet. The house is located about 14 feet from the rear property line; the original deck extended 8 feet from the house. The Ordinance allows decks to project 8 feet into required front and rear yards so both the house and the deck were projecting 2.5 feet more into required yards than permitted. The house was built in 1909 and the deck was added in 1991. To grant a variance, City Ordinance would require the presence of practical difficulties. The term "practical difficulties," as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Based on the above information and considering that there are no decks nearby that are close to the rear property lines, staff does not believe that there are practical difficulties and therefore recommends that the variance be denied. Therefore, staff recommend denial to the City Council of the request by Ryan and Angela Strampe for a Variance Adjustment Permit to build a deck in the required rear yard. Gutman indicated he received a call from the neighbor who said that if it does not affect construction on his property he does not care. Edblom said it looks like lot is rectangular so longer on street side and house is on far end of lot so deck is on back of house towards lot line, so if deck was on other side of house would there even be an issue. Gutman indicated no, as then it would be side yard rather than rear yard and there is plenty of room there. Fox asked what the options are, grant or remove the deck? Knieff said he doesn't feel it is an issue at all. Ryan Strampe said deck was constructed by contractor not aware of ordinance and owners were instructed by the contractor they could build on property line so they are trying to figure out what can be done. Edblom asked for any comments. Anderson indicated this is a difficult review due to all the facts presented, shape of lot, it would be difficult for home to meet requirements let alone an additional deck, and whether it affects locality, the adjacent house is also close to property line. Gutman indicated a neighbor asked if this deck would affect him in any way if he wants to build something next to the property line and Gutman indicated the same rules would apply. Knieff indicated since it is in alley it is not an issue, nice deck from both directions and well constructed. Edblom called for any other comments. KNIEFF MADE A MOTION, SECOND BY CARSTENS, to close the public hearing. ALL VOTED IN FAVOR OF THE MOTION. Edblom asked what are wishes of commission. KNIEFF MADE A MOTION, SECOND BY LEE to grant the variance. Edblom called for further discussion. ALL VOTED IN FAVOR OF THE MOTION.
4. Other Business – none noted.
5. A MOTION WAS MADE BY SCHROEDER, SECOND BY CARSTENS to adjourn the meeting. ALL VOTED IN FAVOR. Chairman Edblom declared the meeting adjourned.

Respectfully submitted,
Lona Rae Konold, Public Works Administrative Assistant

2020 Regular Council Meeting Dates

2nd and 4th Tuesday of each month *Unless otherwise stated

5:30 P.M.

Professional Development Room - Marshall Middle School, 401 South Saratoga Street

January

1. January 14, 2020
2. January 28, 2020

February

1. February 11, 2020
2. February 25, 2020 – 4:00 P.M.¹

March

1. March 10, 2020
2. March 24, 2020

April

1. April 14, 2020
2. April 28, 2020

May

1. May 12, 2020
2. May 26, 2020

June

1. June 9, 2020
2. June 23, 2020

July

1. July 14, 2020
2. July 28, 2020

August

1. August 11, 2020 – 4:00 P.M.¹
2. August 25, 2020

September

1. September 8, 2020
2. September 22, 2020

October

1. October 13, 2020
2. October 27, 2020

November

1. November 10, 2020
2. November 24, 2020

December

1. December 8, 2020
2. December 22, 2020

2020 Uniform Election Dates

- February 11, 2020
- February 25, 2020 * *Precinct Caucus*
- March 3, 2020 * *Presidential Primary*
- April 14, 2020
- May 12, 2020
- August 11, 2020 * *Primary Election*
- November 3, 2020 * *General Election*

¹ 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 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.



MARSHALL

CULTIVATING THE BEST IN US

Authorities, Boards, Bureaus,
Commissions and Committees

CITY COUNCIL COMMITTEES

*All Council Committees meet on an as needed basis.

Equipment Review Committee

Glenn Bayerkohler
Craig Schafer- *Chairperson*
James Lozinski

Public Improvement/ Transportation Committee

Craig Schafer – *Chairperson*
Russ Labat
James Lozinski

Legislative & Ordinance Committee

Steven Meister
John DeCramer
Glenn Bayerkohler - *Chairperson*

Ways & Means Committee

John DeCramer - *Chairperson*
Russ Labat
Glenn Bayerkohler

Personnel Committee

Steven Meister
Craig Schafer
John DeCramer- *Chairperson*

Liaisons & Board Members on the City Boards & Commissions

- **Adult Community Center Commission** – James Lozinski
- **Airport Commission** – Craig Schafer
- **Charter Commission** – City Administrator & City Attorney, Dennis Simpson (No Council Liaisons)
- **Community Services Advisory Board** – Steven Meister
- **Convention & Visitors Bureau** – Russ Labat
- **Economic Development Authority** – Steven Meister & John DeCramer
- **Joint Law Enforcement Center Management Committee** – James Lozinski/Russ Labat
- **Library Board** – Russ Labat
- **Marshall Area Transit Committee** – James Lozinski & Finance Director Karla Drown
- **Marshall Municipal Utilities Commission** – John DeCramer
- **M.E.R.I.T. Center Commission** – Craig Schafer
- **Planning Commission** – Glenn Bayerkohler
- **Police Advisory Board** – Russ Labat
- **Public Housing Commission** – Glenn Bayerkohler
- **Southwest Minnesota Amateur Sports Commission** – Craig Schafer

Other Appointments:

- **City Council-County Board/Library Agreement & Operations** – Russ Labat & 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

Authorities, Boards, Bureaus and Commissions

Adult Community Center Commission

Established: September 16, 1985, Ordinance 496, Second Series

Meetings: 2nd Wednesday of every month at 12:00 P.M.

Term: 3 years – two term limit

Members: 8 Members

Airport Commission

Established: February 18, 1952, Ordinance 371, Second Series

Meetings: 1st Tuesday of every month at 4:30 P.M.

Term: 3 years – two term limit

Members: 7

Cable Commission

Established: March 15, 1982, Ordinance 112, Second Series

Meetings: As needed

Term: 3 years – two term limit

Members: 5

Charter Commission

Established: October 5, 1936

Meetings: As needed

Term: 4 year terms

Members: 7 -15

Community Services Advisory Board

Established: February 20, 1996

Meetings: 1st Wednesday of the month at 9:00 A.M.

Term: 3 years – two term limit

Members: 12

Convention & Visitors Bureau

Established:

Meetings: 3rd Wednesday at 9:30 A.M.

Term: 3 years – two term limit

Members: 10

Economic Development Authority

Established: June 7, 1982, Resolution 562, Second Series

Meetings: 3rd Wednesday of every month at 12:00 P.M.

Term: 6 years – two term limit

Members: 7

Housing & Redevelopment Authority

Established: March 21, 1966, Resolution 819, First Series

Meetings: As needed

Term: 5 years – no term limit

Members: 7 (Councilmembers)

Library Board

Established: July 16, 1917,

Meetings: 2nd Monday of every month at 4:00 P.M.

Term: 3 years – two term limit

Members: 9

Marshall Municipal Utilities Commission

Established: April 18, 1932, Resolution 302, First Series

Meetings: 3rd Tuesday of every month at 4:30 P.M.

Term: 5 years – two term limit

Members: 5

M.E.R.I.T. Center Commission

Established: November 15, 2004, Ordinance 521, Second Series

Meetings: 3rd Thurs. of every other month at 6:00 P.M.

Term: Variable

Members: 18 or less

Planning Commission

Established: May 4, 1959, Ordinance 418, Second Series

Meetings: 2nd Wednesday of every month at 5:30 P.M.

Term: 3 years – two term limit

Members: 7

Police Advisory Board

Established: April 4, 1940, Ordinance 630, Second Series, Section 2-3 O.G. MN State Statutes 419

Meetings: As needed

Term: 3 years – two term limit

Members: 3

Public Housing Commission

Established: March 28, 1983, Ordinance 436, Second Series

Meetings: 2nd Monday of every month at 3:30 P.M.

Term: 5 years – two term limit

Members: 5

Southwest Minnesota Regional Amateur Sports Commission

Established: October 21, 2008

Meetings: 2nd Tuesday of every month at 12:00 Noon

Upcoming Meetings

August

- 8/25 Work Session, 4:30 PM, MERIT Center
 - Budget Work Session #4
 - 8/25 Regular Meeting, 5:30 PM, MERIT Center
-

September

- 9/8 Regular Meeting, 5:30 PM, MERIT Center
 - 9/22 Regular Meeting, 5:30 PM, MERIT Center
-

October

- 10/13 Regular Meeting, 5:30 PM, MERIT Center
- 10/27 Regular Meeting, 5:30 PM, MERIT Center